City of Carthage, Missouri

CITY COUNCIL

January 28, 2025 - 6:30 PM
CITY HALL COUNCIL CHAMBERS

AGENDA

1. Call to Order

2. Invocation

3. Pledge of Allegiance to Flag

4. Oath of Office for Ward 2 Council Member Ray West

5. Calling of the Roll

6. Reading and Consideration of Minutes of Previous Meeting

1. Approval of January 14, 2025 Minutes

7. Presentations/Proclamations

1. CEDC Quarterly update- Jeff Meredith

8. 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)

9. Reports of Standing Committees

1. Agendas and Minutes of Standing Committees

10. Reports from Special Committees and Board Liaisons

1. Agendas and Minutes of Special Committees

11. Report of the Mayor

12. 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.)

13. Administrative Reports

14. Report of Claims Presented Against the City

1. Motion and a second to approve the Claims

15. Public Hearings

16. Old Business

1. C.B. 25-04 -- An Ordinance authorizing the Mayor to enter into an agreement with Missouri and Northern Arkansas Railroad Company Inc for the plan review

of the McGregor St Bridge in the amount of $39, 061.00, in the City of Carthage, Missouri

2. C.B. 25-05 -- An Ordinance to authorize the Mayor to accept federal financial assistance in the amount of $87,000.00 on behalf of the City of Carthage and to execute any contract(s) resulting from accepting any grants between the City of Carthage and the Missouri Highways and Transportation Commission providing for capital, operating, and/or marketing assistance, comprised of federal funds to be expended for Commission-approved transit projects.

17. New Business

1. C.B. 25-06 -- An Ordinance authorizing and adopting provisions for collective bargaining with law enforcement personnel

18. Mayor's Appointments

1. Mayor's Standing Committee Appointments

19. Resolutions

1. Resolution 2068 -- A Resolution approving the declaration as surplus to the City's needs and authorizing the disposition of the former Memorial Hall digital sign
2. Resolution 2069 -- A Resolution of the City of Carthage, Missouri, authorizing the Mayor to accept a Cost Share Grant from the Missouri Department of Conservation for the removal and replacement of invasive grasses at the Carthage Municipal Golf Course
3. Resolution 2070 -- A Resolution authorizing a supplemental budget adjustment to the General Revenue Fund for Central Municipal Activities Professional Services for Paul Martin in the amount of $10,658.25 for services rendered in December 2024
4. Resolution 2071 -- A Resolution providing for the formal acceptance of an anonymous donation of $10,000 by the City Council of the City of Carthage, Missouri pursuant to City Policy
5. Resolution 2072 -- A Resolution approving the declaration as surplus to the City's needs and authorizing the disposition of the former City Hall Council Chamber desks and donating them to the City of Miller
6. Resolution 2073 -- A Resolution of the City of Carthage, Missouri, stating intent to seek funding through the Community Development Block Grant Program and authorizing the Mayor to pursue activities in an attempt to secure funding
7. Resolution 2074 -- A Resolution to correct the Carthage Water & Electric Board term of Darren Collier
8. Resolution 2075 -- A Resolution approving the declaration as surplus to the City's needs and authorizing the disposition of three Kenwood radios and donating them to the Carthage R-9 School District Transportation Department

20. Closing Comments

21. Executive Session

1. **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.

22. 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

January 14, 2025 - 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=Ympefb6VtBg

The Carthage City Council met in regular session on the above date in Council Chambers at 06:30 PM with Mayor Alan Snow presiding. Interim 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, Tom Barlow, and Jana Schramm. Interim City Administrator Traci Cox and City Attorney Jon Gold were also present.

The following Department Heads were present: Police Chief Bill Hawkins, Interim Fire Chief Jason Martin, Public Works Director Zeb Carney, IT Administrator Michael Keith, and City Clerk Miranda Deal.

Mr. Taylor made a motion, seconded by Mr. Peterson, to approve the minutes of the December 10, 2024 Council Meeting. Motion carried

During Citizen's Participation, Jonathan Roberts with the YMCA reviewed the statistics for the 2024 year and future plans for the YMCA.

Ms. Schramm reported that the Committee on Insurance, Audit and Claims met on this day and approved the claims. She went over the salary study results and the process the salary study committee went through for the new salary schedule. Ms. Cox also thanked the salary study committee for all of their hard work and making sure the employees were taken care of. The insurance audit and claims committee also reviewed the revised Tourism/PIO job description. Ms. Heckmaster made a motion, seconded by Ms. Leece, to approve the revised job description. Motion carried. The next meeting is January 28 at 5:30.

Ms. Heckmaster reported that the Budget Ways and Means Committee met on January 13 and discussed the budget goals and calendar for fiscal year 2025-2026. Ms. Heckmaster made a motion, seconded by Mr. Peterson to approve the budget goals and budget calendar for fiscal year 2025-2026. Motion carried. The committee also reviewed and approved the crop share farm lease agreement with SB Farms that appears in Council Bill 25-01. They reviewed an emergency ordinance for an agreement with Stronghold Data for a network and host project. The cost is $155,663.90 and is mostly funded through a grant. It appears in Council Bill 25-02 along with a budget adjustment in Resolution 2065 for the additional funds. Council Bill 25-03 was reviewed and approved. It is the final obligation of the ARPA funds for projects from fiscal year 2024 and fiscal year 2025. The agreement with Missouri and Northern Arkansas Railroad was reviewed and approved, this will allow the railroad to review plans for the repairs to the

McGregorstreet bridge, it appears in Council Bill 25-04. The city is being awarded an additional $87,000 in federal financial assistance for the taxi service, this appears in Council Bill 25-05. The implementation of the salary study was discussed. Funding to implement the study will cost an additional $395,000 per fiscal year. Salaries budgeted for the current fiscal year at $6,642,000 with only $3,087,000 or 46% expended as of January 10 due to positions that have been vacant. At this time, it is believed that there will not need to be a budget adjustment for additional funding to implement the salary study early. Ms. Heckmaster made a motion, seconded by Mr. Taylor, to approve the implementation of the salary study effective on the January 23 through February 5 pay period. Motion carried. A budget adjustment for additional funding for Paul Martin was approved and is in Resolution 2067. There was a police car damaged in an accident and the insurance company is only valuing the car at $27,000. Three bids were received to replace the car. ESU Pursuits has a 2025 V8 Durango in stock for $44,900, Landmark Dodge quoted $43,386 for a Durango but it would be 3-4 months, and Corwin Dodge quoted $44,844 for a Durango but it would be 3-4 months. Ms. Heckmaster made a motion, seconded by Mr. Barlow, to approve the best bid from ESU Pursuits for $44,900 for the replacement Durango available immediately. Motion carried. The next meeting is February 10 at 5:30.

Ms. Heckmaster reported that the Public Safety Committee met on December 16. The committee heard from Shelby Howard who spoke on behalf of the Carthage Police Officers Association. The majority of the Carthage police officers are requesting to be recognized as a bargaining unit in the Southwest Missouri Fraternal Order of Police Regional Lodge #27 and the Carthage Police Officers Association to be their exclusive bargaining representative and to bargain collectively with the FOP over their salary and other employment conditions. The administration will work to prepare a council bill to be presented at the next Public Safety Committee. Interim Chief Martin reported that the radios are almost done being installed, he has applied for a grant to get new AED machines, and work that will be done with emergency management plans. Captain Dininger reported on two new officers and switching their radios to Motorola which has been a great improvement. The next meeting was moved due to a City holiday and is scheduled for January 27 at 5:30.

Mr. Barlow reported the Public Services Committee met on December 17. The committee discussed the purchase of a stump grinder. The contract is through Sourcewell and comes in under budget. Mr. Barlow made a motion, seconded by Mr. Peterson, to approve the purchase of a stump grinder through Fabick Cat for the price of $9,126.00. Motion carried. The committee also discussed the formation of a pool steering committee to develop a plan moving forward, that committee is under Mayor's Appointments for the evening. The committee discussed the Parks Operations Assistant job description, there is more work to be done on the job description and is tabled until the next meeting. The committee discussed the changes to the Tourism/PIO job description, the changes include forming a tourism advisory board and reinstating Food Truck Friday as part of the role. The next meeting is January 21 at 5:30.

Mr. Taylor reported that the Public Works Committee is between meetings with the next meeting scheduled for February 4 at 5:30.

Special Committee and Board Liaison reports were given by Mr. Peterson for the Kellogg Lake Board, Ms. Schramm for the Harry S Truman Coordinating Council, and Mr. Barlow for the Library Board.

Ms. Schramm also reported that she forgot to discuss the City of Carthage Employee Wellness packet. It is an incentive for the employees to participate in the wellness program and it is a

$200 incentive for non-nicotine users and $100 for nicotine users. Ms. Schramm made a motion, seconded by Ms. Heckmaster to approve the employee wellness packet. Motion carried.

Mayor Snow thanked the police department in their hard work in solving the hit and run accident that had happened in December, he also thanked the street department for the snow removal and Michael Keith and the Steet/Public Works department for their hard work in getting the new council furniture set up in time for the meeting. He reported on the City Administrator hiring committee and noted that he added Chief Hawkins to be a part of it since he was the longest tenured department head. He also discussed the letter from the City and CWEP that was released the prior week and that it was accidentally posted to social media when it was only supposed to go to the employees and that it was his miscommunication for not relaying the message about not posting it. He reported that the City received a letter from the Humane Society terminating their contract after meeting with them in December and the general consensus was that they would come back to the City when they had some important discussions with their board, and instead the City received the termination letter. He stated that the City is still open to negotiating with them to figure out a solution.

During Remarks from Council Members, there was thanks for the street and public works department for all of their recent work in keeping the roads cleared. Mr. Peterson said that the new roundabout is looking great and thanked Jonathan Roberts for giving his report on all that the YMCA does. Ms. Leece reported that she had received a letter from a citizen expressing their great appreciation for the taxi service. Ms. Heckmaster thanked Dominos and the community for everything they did for the kid that was injured in the hit and run accident, she also congratulated the local student who had done well at the State agriculture competition, and congratulated John Hacker for being inducted into The Chart’s Hall of Fame at Missouri Southern. Mr. Barlow thanked the Police Department for their phenomenal work on finding the vehicle involved in the hit and run accident. Ms. Schramm thanked Mayor Snow and Ms. Cox for their work getting together the City and CWEP department heads, she also thanked Interim Fire Chief Jason Martin and Fire Marshal Eli Maples for the tour of both fire stations, she also thanked all who worked through the winter storm to make sure the citizens were taken care of.

Police Chief Bill Hawkins thanked everyone for their kind words for the work on the hit and run accident. He also thanked the salary study committee for their work on the salary study and that it is appreciated, he also thanked the council for approving the purchase of the replacement patrol vehicle.

Interim Fire Chief Jason Martin also thanked the salary study committee for their work on the salaries. He also reported that he has applied for a grant for new AED machines, there will be a blessing of t he Safe Haven baby box at station 2 on January 28 at 3:30 pm, he also reported that the fire department has filled 1 of 3 vacancies and are working on the other two. He thanked Zeb and his department for clearing in front of the bays at the fire stations.

Public Works Director Zeb Carney also thanked the committee for the salary study. He gave the numbers for the leaf pickup this season, and the snow clearing throughout town. He also reported that the sidewalks on the square, the HH and Airport Drive expansion, and the HH and Garrison traffic signal would all be underway once the weather starts warming up.

Interim City Administrator Traci Cox reported that the sales tax numbers were down this month, but we are still $25,000 over this time last year. The Use Tax is down and she has not had a chance to dig into it to figure out why, but it is under by $95,000 from this time last year.

She reported that the property tax numbers came in about $20,000 higher than last year. She gave an update on the audit and stated that since the City crossed a certain threshold and we are required to have a single audit done this year, we were able to send in a draft to the State Auditor to fulfil the December 31 deadline with the State. She thanked Jonathan for his report about the YMCA programs, reported on the Humane Society issue and hopes that they can find a solution to keep working together, the Tourism/PIO position has been filled by Melissa Little who will start on January 21. She also stated that it was great to have Mr. Carney back at the meeting to give a report on all the great things that are going on in the community and thanked him and his department and Michael Keith for the work on the new council furniture.

The Committee on Claims filed a report in the amount of $2,166,736.04, against the following funds: General Revenue $368,981.01, Public Health $1,305.01, Lodging $1,105.73, Parks/Stormwater $65,611.32, Fire Protection $203,967.04, Golf $8,741.68, Capital Improvements $62,786.10, Parks and Recreation $1,297.54, Myers Park $4,198.00, Use Tax $47,998.76, Public Facilities $293,618.89, Public Library $25,000.00, and Payroll $1,082,124.96. Mr. Peterson made a motion, seconded by Ms. Heckmaster, to accept the report and allow the claims. Motion carried.

There was no Old Business.

Under New Business, C.B. 25-01 – An Emergency Ordinance authorizing the Mayor to enter into a crop share farm lease agreement with SB Farms for the property generally known as the South Economic Development Park, in the City of Carthage, Missouri was placed on first reading.

Ms. Heckmaster made a motion, seconded by Mr. Peterson, to forward C.B. 25-01 to second reading due to its emergency status. Motion carried.

C.B. 25-01 – An Emergency Ordinance authorizing the Mayor to enter into a crop share farm lease agreement with SB Farms for the property generally known as the South Economic Development Park, in the City of Carthage, Missouri was placed on second reading followed by a roll call vote of 6 yeas and 0 nays. Ayes: Taylor, Peterson, Leece, Heckmaster, Barlow, Schramm. The Council Bill was approved and numbered Ordinance 25-01.

C.B. 25-02 -- An Emergency Ordinance authorizing the Mayor to enter into an agreement with Stronghold Data LLC, for the Network & Host Project in the amount of $155,663.90, in the City of Carthage, Missouri was placed on first reading.

Mr. Taylor made a motion, seconded by Mr. Barlow, to forward C.B. 25-02 to second reading due to its emergency status. Motion carried.

C.B. 25-02 -- An Emergency Ordinance authorizing the Mayor to enter into an agreement with Stronghold Data LLC, for the Network & Host Project in the amount of $155,663.90, in the City of Carthage, Missouri was placed on second reading followed by a roll call vote of 6 yeas and 0 nays. Ayes: Taylor, Peterson, Leece, Heckmaster, Barlow, Schramm. The Council Bill was approved and numbered Ordinance 25-02.

C.B. 25-03 -- 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 ARPA Fund was placed on first reading.

Mr. Taylor made a motion, seconded by Ms. Heckmaster, to forward C.B. 25-03 to second reading due to its emergency status. Motion carried.

C.B. 25-03 -- 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 ARPA Fund was placed on second reading followed by a roll call vote of 6 yeas and 0 nays. Ayes: Taylor, Peterson, Leece, Heckmaster, Barlow, Schramm. The Council Bill was approved and numbered Ordinance 25-03.

C.B. 25-04 -- An Ordinance authorizing the Mayor to enter into an agreement with Missouri and Northern Arkansas Railroad Company Inc for the plan review of the McGregor St Bridge in the amount of $39, 061.00, in the City of Carthage, Missouri was placed on first reading with no action taken.

C.B. 25-05 -- An Ordinance to authorize the Mayor to accept federal financial assistance in the amount of $87,000.00 on behalf of the City of Carthage and to execute any contract(s) resulting from accepting any grants between the City of Carthage and the Missouri Highways and Transportation Commission providing for capital, operating, and/or marketing assistance, comprised of federal funds to be expended for Commission-approved transit projects was placed on first reading with no action taken.

Ms. Heckmaster made a motion, seconded by Ms. Leece, to approve the Mayor's Appointment of Ray West as Council Member for Ward 2. Motion carried.

Ms. Heckmaster made a motion, seconded by Ms. Schramm, to approve the Mayor's Appointment of Bill Putnam, Lora Phelps, Shelby Baugh, Jeff Meredith, Kacey Thayer, Jonathan Roberts, Amy Burton, Lori Leece, Traci Cox, and Abi Almandinger to the Aquatic Park Steering Committee. Motion carried.

Ms. Heckmaster made a motion, seconded by Mr. Taylor, to approve Resolution 2065 -- A Resolution authorizing a supplemental budget adjustment to the General Revenue Fund Information Technologies Capital Outlay for the Network & Host Project in the amount of $13,264.00. Resolution 2065 was adopted after a roll call vote of 6 yeas and 0 nays. Ayes: Taylor, Peterson, Leece, Heckmaster, Barlow, and Schramm.

Ms. Heckmaster made a motion, seconded by Ms. Schramm, to approve Resolution 2066 -- A Resolution accepting the results of the Compensation System Market Update by McGrath Human Resources and implementing the salary adjustments on the January 23 through February 5, 2025 pay period. Resolution 2066 was adopted after a roll call vote of 6 yeas and 0 nays. Ayes: Taylor, Peterson, Leece, Heckmaster, Barlow, and Schramm.

Ms. Heckmaster made a motion, seconded by Mr. Peterson, to approve Resolution 2067 -- A Resolution authorizing a supplemental budget adjustment to the General Revenue Fund for Central Municipal Activities Professional Services for Paul Martin in the amount of $25,000.00. Resolution 2067 **failed** after a roll call vote of 4 yeas and 2 nays. Ayes: Peterson, Heckmaster, Barlow, and Schramm. Nays: Taylor, Leece.

During closing comments, Mr. Barlow thanked Mr. Carney for trying to get the costs of the bridge review down, Ms. Schramm hopes the City Administrator hiring committee will have a decision made by the end of the month, she also reported that the County Commissioners meeting, the health department reported that the flu and norovirus are going around. She also reported that she met with Sally Stuart at Vision Carthage and the artwork on the roundabout at Fairlawn and Garrison will be installed soon. Ms. Heckmaster wanted to state that part of Resolution 2067 was for services that have already been rendered.

Mr. Taylor made a motion, seconded by Mr. Peterson, to close the meeting according to section 610.021 (2), the agenda includes the possibility of a vote to close part of the meeting to discuss leasing, purchase or sale of real estate by a public governmental body where public knowledge of the transaction might adversely affect the legal consideration therefor followed by a roll call vote of 6 yeas and 0 nays. Ayes: Chris Taylor, Derek Peterson, Lori Leece, Terri Heckmaster, Tom Barlow, and Jana Schramm. Motion carried at 7:47 p.m.

CLOSED SESSION

Ms. Schramm made a motion, seconded by Mr. Taylor, to return to the regular session of the Council Meeting at 8:07 p.m. followed by a roll call vote of 6 yeas and 0 nays. Ayes: Chris Taylor, Derek Peterson, Lori Leece, Terri Heckmaster, Tom Barlow, and Jana Schramm. Motion carried.

Mr. Taylor made a motion, seconded by Ms. Heckmaster, to adjourn the regular session of the Council Meeting. Motion carried and meeting adjourned at 8:10 p.m.

CLOSED SESSION
MINUTES OF THE MEETING OF THE CITY COUNCIL
CITY OF CARTHAGE, MISSOURI
January 14, 2025

The Carthage City Council met in closed session on the above date in City Hall Council Chambers at 6:30 p.m. with Mayor Alan Snow presiding.

Mr. Taylor made a motion, seconded by Mr. Peterson, to close the meeting according to section 610.021 (2), the agenda includes the possibility of a vote to close part of the meeting to discuss leasing, purchase or sale of real estate by a public governmental body where public knowledge of the transaction might adversely affect the legal consideration therefor followed by a roll call vote of 6 yeas and 0 nays. Ayes: Chris Taylor, Derek Peterson, Lori Leece, Terri Heckmaster, Tom Barlow, and Jana Schramm. Motion carried at 7:47 p.m.

There was a short recess before the closed session started. Council went into closed session at 7:53 p.m.

The following Council Members answered roll call Chris Taylor, Derek Peterson, Lori Leece, Terri Heckmaster, Tom Barlow, and Jana Schramm.

Interim City Administrator Traci Cox and City Clerk Miranda Deal were also present. Alyssa Hess was also present.

The Mayor updated the Council on real estate matters.

Ms. Schramm made a motion, seconded by Mr. Taylor, to return to the regular session of the Council Meeting at 8:07 p.m. followed by a roll call vote of 6 yeas and 0 nays. Ayes: Chris Taylor, Derek Peterson, Lori Leece, Terri Heckmaster, Tom Barlow, and Jana Schramm. Motion carried.

Respectfully submitted,
Miranda Deal
City Clerk

City of Carthage, Missouri

BUDGET WAYS & MEANS COMMITTEE

January 13, 2025 - 5:30 PM
CITY HALL COUNCIL CHAMBERS

MINUTES

1. **Call to Order**

   MEMBERS PRESENT: Terri Heckmaster, Christopher Taylor, Tom Barlow
   MEMBERS ABSENT:

   OTHER COUNCIL MEMBERS: Jana Schramm

   STAFF PRESENT: Assistant City Administrator Traci Cox, and Admin Assistant Dorothy Weber

   Chair Terri Heckmaster called the meeting to order at 5:31 PM

2. **Approval of Minutes**

   1. Approval of Dec 9, 2024 Minutes

ACTION:	Motion to Approve Dec 9, 2024 Minutes by Chris Taylor Motion Passed with a 3:0
AYES:	Terri Heckmaster, Tom Barlow, Chris Taylor
NOES:	None
ABSTAIN:	None

3. **Old Business**

4. **Citizens Participation**

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

5. **New Business**

   1. Consider and Discuss Budget Goals and Budget Calendar FY 25-26

   Ms. Cox stated that she rewrote the budget goals for FY 25/26. Ms. Cox also stated that the minimum reserve fund balance will remain at 35%.

ACTION:	Motion to Forward Budget Goals and Budget Calendar to Council by Chris Taylor Motion Passed with a 3:0
AYES:	Terri Heckmaster, Tom Barlow, Chris Taylor
NOES:	None
ABSTAIN:	None

2. Consider and Discuss Farm Lease Agreement

The Committee discussed the industrial land that is south of Carthage and the guidelines that are in place for the 5 year contract going forward. Ms. Heckmaster asked if Mr. Boggs was the previous contract holder and Ms. Cox said that he was.

ACTION:	Motion to Forward Five Year Farming Contract to Council by Tom Barlow Motion Passed with a 3:0
AYES:	Tom Barlow, Chris Taylor, Terri Heckmaster
NOES:	None
ABSTAIN:	None

3. Consider and Discuss Budget Adjustment for Network and Host Project with Stronghold Data

Ms. Cox stated that the budget adjustment in the amount of $13,264.00 was needed to cover the City's portion of the Stronghold Project.

ACTION:	Motion to Forward Budget Adjustment for Network Host Project with Stronghold Data by Chris Taylor Motion Passed with a 3:0
AYES:	Chris Taylor, Tom Barlow, Terri Heckmaster
NOES:	None
ABSTAIN:	None

4. Consider and Discuss Agreement with Stronghold Data for the Network and Host Project

ACTION:	Motion to Forward the Agreement with Stronghold Data for the Network Host Project to Council by Tom Barlow Motion Passed with a 3:0
AYES:	Tom Barlow, Chris Taylor, Terri Heckmaster
NOES:	None
ABSTAIN:	None

5. Consider and Discuss Budget Amendment Council Bill for ARPA Funds for FY 23-24 and FY 24-25

Ms. Cox stated that she hasn't received the final audit report. Ms. Cox stated that the budget amendment was needed for the City to be in compliance with ARPA reporting requirements.

ACTION:	Motion to Forward the Budget Amendment for ARPA funds FY 23/24 and FY 24-25 by Chris Taylor Motion Passed with a 3:0
AYES:	Tom Barlow, Terri Heckmaster, Chris Taylor
NOES:	None
ABSTAIN:	None

6. Consider and Discuss McGregor Street Bridge Agreement with MNA Railroad

The agreement with MNA railroad states that they have to approve the plans to change the McGregor St Bridge. The cost for this is $38,000.00. Ms. Heckmaster asked it this amount was part of the 1.7 million dollar 80/20 grant. Ms. Cox stated that it is not part of the grant.

ACTION:	Motion to Forward McGregor St Bridge Agreement with MNA Railroad by Chris Taylor Motion Passed with a 3:0
AYES:	Chris Taylor, Terri Heckmaster, Tom Barlow
NOES:	None
ABSTAIN:	None

7. Consider and Discuss Accepting Federal Funds for the Taxi

The Committee discussed accepting the 2023 Taxi Grant in the amount of $87,000.00. It is a 50/50 Federal Grant.

ACTION:	Motion to Forward Accepting Federal Funds for the Taxi to Council by Tom Barlow Motion Passed with a 3:0
AYES:	Tom Barlow, Chris Taylor, Terri Heckmaster
NOES:	None
ABSTAIN:	None

8. Consider and Discuss Updated Salary Study

Ms. Cox stated that the salary schedule has been updated. It will increase the budget by $395,000.00 a year. Ms. Cox stated that instead of giving a two percent step increase in July, the city was going to implement it on Feb 7, 2025 pay date. The minimum is a 2% increase. Ms.Cox stated that there won't be a budget adjustment until the end of the fiscal year. Ms. Cox also stated that the salary study committee was very gracious in determining that the minimum pay for City employees will be $15.00 and for implementing the salary study this fiscal year. Ms. Cox stated that the committee believes that a budget adjustment will not be necessary because of salaries that were budgeted for positions that have remained vacant.

ACTION:	Motion to Forward Updated Salary Study to Council by Chris Taylor Motion Passed with a 3:0
AYES:	Terri Heckmaster, Tom Barlow, Chris Taylor
NOES:	None
ABSTAIN:	None

9. Consider and Discuss Budget Adjustment for Paul Martin

The Committee discussed a budget adjustment for Paul Martin for $25,000.00 for services rendered.

ACTION:	Motion to Forward Budget Adjustment for Paul Martin to Council by Tom Barlow Motion Passed with a 2:1
AYES:	Tom Barlow, Terri Heckmaster
NOES:	Chris Taylor
ABSTAIN:	None

10. Staff Reports

Ms. Cox stated that sales tax was down $20,000 for the month of December but it was up $25,000.00 for 2024. Ms. Cox stated that the City will no longer be reporting on marijuana tax. Ms. Cox explained that one of the PD vehicles was totaled due to no fault of the officer and needed to be replaced. The insurance company valued the replacement value at $27,000.00. The PD solicited three quotes. The cheapest was $44,900.00 and the vehicle was available immediately. The other two quotes were more expensive, and the vehicles wouldn't be available for another 2-3 months.

ACTION:	Motion to Approve Best Bid by Tom Barlow
	Motion Passed with a 3:0
AYES:	Chris Taylor, Tom Barlow, Terri Heckmaster
NOES:	None
ABSTAIN:	None

Ms. Cox brought up a possible partnership with the Boots Court. The agreement would have the Boots Court acting as the Carthage Visitors Center. The Boots Court is open on the weekends and evenings when everyone else is closed. They also have the Route 66 stamp. Lynn Andrews spoke briefly about the impact that the Boots Court has had on the community and their future plans. Ms. Cox listed services that they could offer, including tourism development. The Boots Court is asking for $36,000.00 annually. Ms. Cox stated that it would not be funded by the Lodging Tax fund. Mr. Barlow spoke about the importance promoting the other hotels in the area. The Committee discussed the Boots Court possibly receiving DMO funding. Mr. Taylor asked how the Boots Court would be spending the money that the city gives them and what procedure will they use to report it to the City. Ms. Cox stated that the money would be considered under scope of services and that they would be able to provide statistics but not specifics. Mr. Andrews stated that the Boots Court and the Visitors Center will be kept separate. The Committee discussed how great of a partnership this could be.

6. Adjournment

ACTION:	Motion to Adjourn at 6:23 PM by Chris Taylor
	Motion Passed with a 3:0
AYES:	Chris Taylor, Terri Heckmaster, Tom Barlow
NOES:	None
ABSTAIN:	None

City of Carthage, Missouri

COMMITTEE ON INSURANCE/AUDIT AND CLAIMS

January 14, 2025 - 5:30 PM
CITY HALL COUNCIL CHAMBERS

MINUTES

1. Call to Order

MEMBERS PRESENT: Jana Schramm, Derek Peterson, Terri Heckmaster

STAFF PRESENT: Interim City Administrator Traci Cox, City Clerk Miranda Deal, IT Administrator Michael Keith

Chair Jana Schramm called the meeting to order at 05:30 PM.

2. Old Business

1. Approval of December 10, 2024 Minutes

ACTION:	Motion to accept/approve item 2.1. by Terri Heckmaster; Motion passed with a 3:0
AYES:	Jana Schramm, Derek Peterson, Terri Heckmaster

2. Review & Approval of the Claims Report

ACTION:	Motion to accept/approve item 2.2. by Derek Peterson; Motion passed with a 3:0
AYES:	Jana Schramm, Derek Peterson, Terri Heckmaster

3. Citizens Participation

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

4. New Business

1. Consider and discuss the City of Carthage Wellness Packet

Ms. Deal reviewed the changes for the employee wellness packet this year. There was a change to the preventive visit requirement and that it needs to be with a primary care physician, and there is also a nicotine cessation form that employees will have to turn in. The incentive amounts have changed to be $200 for non-nicotine users and $100 for nicotine users. Ms. Cox reviewed what has been attempted in the past for the nicotine users and also requested adding the Chamber of Commerce as a place people can volunteer for points.

ACTION:	Motion to accept/approve as revised item 4.1. by Derek Peterson; Motion passed with a 3:0

AYES:	Jana Schramm, Derek Peterson, Terri Heckmaster

2. Consider and discuss updated salary schedule

   Ms. Cox wanted to first thank the salary study committee for all of their hard work and dedication to making sure the employees were taken care of. She also reviewed the compensation study results from McGrath and explained how they performed the update and where the City fell in relation to the other cities that were used to compare.

ACTION:	Motion to approve the salary study as presented by Derek Peterson;
	Motion passed with a 3:0
AYES:	Jana Schramm, Derek Peterson, Terri Heckmaster

3. Consider and discuss Tourism/PIO job description

   Ms. Cox reviewed the few changes to the Tourism/PIO job description, the changes were to give the position control of Food Truck Friday and also to help form the Tourism Advisory Board.

ACTION:	Motion to accept/approve item 4.3. by Terri Heckmaster;
	Motion passed with a 3:0
AYES:	Jana Schramm, Derek Peterson, Terri Heckmaster

4. Staff Reports

   Ms. Deal reported that work has started on the FY 26 budget and that hopefully next week the departments will be able to start entering their capital requests.

   Ms. Cox reported that the audit is still being done. The reason it is taking so long this year is because the City received more than $750,000 in federal funds for the economic development park grant and we require a single audit which is more than what is normally done. There was also an issue with the way we had reported the ARPA funds that were received. The guidelines changed at some point and the way we were reporting was incorrect so there will be a note on the audit for that. It was an change that was missed by both staff and the auditors. There was a draft audit that was sent to us so we could meet the State Auditors requirement of having something sent in by December 31. Whenever the audit is completed, there will be a presentation scheduled.

5. Adjournment

ACTION:	Motion to Adjourn at 05:58 PM by Terri Heckmaster
	Motion Passed with a 3:0
AYES:	Jana Schramm, Derek Peterson, Terri Heckmaster

City of Carthage, Missouri

PUBLIC SERVICES COMMITTEE

January 21, 2025 - 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 grant application for Carthage Saddle Club.
    2. Consider and discuss permission for food trailer during June Rodeo event.
    3. Consider and discuss rental contract for Coroner office space.
    4. Consider and discuss Fair Acres Concession building bid.
    5. Consider and discuss Parks Operations Assistant job description.
    6. Consider and discuss surplus of Memorial Hall sign.
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
PUBLIC SERVICES COMMITTEE

January 21, 2025 - 5:30 PM
CITY HALL COUNCIL CHAMBERS

MINUTES

1. **Call to Order**
MEMBERS PRESENT: Tom Barlow, Jana Schramm, Lori Leece
MEMBERS ABSENT:

OTHERS PRESENT:

STAFF PRESENT: Parks and Recreation Director Abi Almandinger, Administrative Assistant Angie Judd, Interim City Administrator Traci Cox

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

2. **Old Business**

1. Approval of previous minutes.

ACTION:	Motion to accept/approve item 2.1. by Lori Leece; Motion passed with a 3:0
AYES:	Tom Barlow, Jana Schramm, Lori Leece
NOES:	None
ABSTAIN:	None

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.)
Ms. Cox introduced Melissa Little as the new Tourism Director and Public Information Officer. Ms. Little provided a brief summary of her professional background and expressed enthusiasm about taking on the position.

4. **New Business**

1. Consider and discuss grant application for Carthage Saddle Club.
Ms. Almandinger introduced Garrett Tuggle, President of the Carthage Saddle Club, to present proposed improvements for the Saddle Club Arena. She reported that she, Mr. Tuggle, and Judy Thomas from the Saddle Club have collaborated on a grant application to fund these upgrades. Mr. Tuggle explained that the existing bucking chutes are outdated and no longer meet the arena's needs. He proposed replacing the current chutes and adding one additional chute. Additionally, he highlighted the need to replace the worn-out roping chute

and to expand the holding pens, which are insufficient for current demands. These improvements aim to enhance safety, improve the quality of events, and boost attendance. Ms. Almandinger requested clarification regarding who should officially submit the grant application, noting that the arena is located on City property but maintained by the Saddle Club. Ms. Cox clarified that the grant must be submitted by the property owner. Ms. Leece motioned to proceed with the grant application, motion passed.

ACTION:	Motion to accept/approve item 4.1. by Lori Leece; Motion passed with a 3:0
AYES:	Tom Barlow, Jana Schramm, Lori Leece
NOES:	None
ABSTAIN:	None

2. Consider and discuss permission for food trailer during June Rodeo event.

Ms. Almandinger introduced Garrett Tuggle, President of the Carthage Saddle Club, to discuss the use of the food trailer during the June rodeo. Mr. Tuggle requested approval for the food trailer to remain on-site at the arena for the duration of the event. Ms. Almandinger reported no concerns. Ms. Leece motioned to approve the food trailer setup inside Municipal Park at the Saddle Club Arena from June 5 to June 8, motion passed.

ACTION:	Motion to accept/approve item 4.2. by Lori Leece; Motion passed with a 3:0
AYES:	Tom Barlow, Jana Schramm, Lori Leece
NOES:	None
ABSTAIN:	None

3. Consider and discuss rental contract for Coroner office space.

Ms. Almandinger reported that the verbal agreement for the coroner's office space at Memorial Hall had ended and presented a new contract for consideration, noting that it had not yet been reviewed by the City Attorney. She stated that other tenants pay the proposed rate of $150 per month per office space and noted that the contract is on a month-to-month basis. Following discussion, it was agreed to re-evaluate rental pricing during the next budget year. Ms. Leece motioned to forward the contract to the City Attorney for review prior to submitting it to the full council, motion passed.

ACTION:	Motion to accept/approve item 4.3. by Lori Leece; Motion passed with a 3:0
AYES:	Tom Barlow, Jana Schramm, Lori Leece
NOES:	None
ABSTAIN:	None

4. Consider and discuss Fair Acres Concession building bid.

Ms. Almandinger reported that the bid received for the Fair Acres Concession Building RFP exceeded both the project budget and the city engineer's estimate. She recommended rejecting the bid. Ms. Leece motioned to reject the bid from Sprouls Construction in the amount of $777,333.00, motion passed.
Ms. Almandinger stated that the project would be re-evaluated to determine what work could be completed in-house.

ACTION:	Motion to accept/approve item 4.4. by Lori Leece; Motion passed with a 3:0

AYES:	Tom Barlow, Jana Schramm, Lori Leece
NOES:	None
ABSTAIN:	None

5. Consider and discuss Parks Operations Assistant job description.

   Ms. Almandinger reported that after the job description was tabled at the last meeting, she and Ms. Cox collaborated to revise and update it for review. Ms. Leece expressed her appreciation for the updates made to the job description. Ms. Schramm stated that she had not yet had time to review the presented job description. Ms. Leece motioned to forward the job description to the Insurance, Audit, and Claims Committee for further consideration, motion passed.

ACTION:	Motion to accept/approve item 4.5. by Lori Leece; Motion passed with a 2:1
AYES:	Tom Barlow, Lori Leece
NOES:	Jana Schramm
ABSTAIN:	None

6. Consider and discuss surplus of Memorial Hall sign.

   Ms. Almandinger presented a resolution to allow the surplus and disposal of the old Memorial Hall sign. She reported that it is not functional and is outdated and unable to be fixed. Mr. Barlow asked about the condition of the top of the old sign, Ms. Almandinger advised it is not in good condition. Ms. Leece motioned to declare the old Memorial Hall sign as surplus, motion passed.

   Mr. Barlow asked about the inclusion of the Parks and Recreation logo on the new Memorial Hall sign, questioning whether Memorial Hall has historically been maintained by the Parks and Recreation Department or if future changes might necessitate it representing the City of Carthage as a whole. Ms. Schramm agreed, stating that the top of the sign should highlight the City of Carthage. Ms. Almandinger advised that she would contact the sign company to discuss potential changes and the associated cost.

ACTION:	Motion to accept/approve item 4.6. by Lori Leece; Motion passed with a 3:0
AYES:	Tom Barlow, Jana Schramm, Lori Leece
NOES:	None
ABSTAIN:	None

5. Staff Reports

1. Staff Reports

   Ms. Almandinger provided an update on the golf course, reporting that although the number of rounds played had slightly decreased, revenue had increased. She commended Mr. Markham, Golf Pro, and Mr. Gray, Golf Maintenance Superintendent, for their efforts in maintaining operations and the course grounds. She also noted the Recreation and Civil War Museum reports included in the packet. Additionally, she highlighted that the Parks Maintenance crew remained busy with seasonal tasks and shared that a recent departmental meeting had been held to plan upcoming projects.

   Ms. Cox announced the start of the budget season.

6. Other Business

7. Adjournment

ACTION:	Motion to Adjourn at 06:25 PM by Jana Schramm
	Motion Passed with a 3:0
AYES:	Tom Barlow, Jana Schramm, Lori Leece
NOES:	None
ABSTAIN:	None

City of Carthage, Missouri

PUBLIC SAFETY COMMITTEE

January 27, 2025 - 5:30 PM
CITY HALL COUNCIL CHAMBERS

AGENDA

1. **Call to Order**
2. **Old Business**
    1. Approval of 12-16-2024 Minutes
    2. Discuss and consider contract for the Fraternal Order of Police
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)
4. **New Business**
    1. Discuss and consider "Tower 2 Tower Run Proposal" - Megan Milliken CWEP
    2. Discuss and consider declaring 3 Kenwood radios as surplus and giving them to the Carthage R-9 School transportation for the school busses to utilize
    3. Discuss and consider CPD Donation
    4. 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

COMMITTEE ON INSURANCE/AUDIT AND CLAIMS

January 28, 2025 - 5:30 PM
CITY HALL COUNCIL CHAMBERS

AGENDA

1. **Call to Order**
2. **Old Business**
    1. Approval of January 14, 2025 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 Parks Operations Assistant job description
    2. Consider and discuss Fire Department Administrative Assistant job description
    3. Consider and discuss Parks Department Administrative Assistant job description
    4. Consider and discuss Public Works Department Administrative Assistant job description
    5. Consider and discuss donation of Council Chambers desks to the City of Miller
    6. Consider and discuss Resolution to correct CW&EP Board Member term expiration
    7. 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

Carthage Water & Electric Plant

AGENDA

Notice is hereby given that the Carthage Water & Electric Plant Board will meet January 16, 2025, 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: November 21, 2024

APPROVAL OF DISBURSEMENTS:	November	$4,171,068.55
	December	$4,829,610.79

FINANCIAL STATEMENT: November & December

COMMITTEE REPORTS:

CITIZENS PARTICIPATION PERIOD:

OLD BUSINESS: None.

NEW BUSINESS:

1. Presentation by Jeff Meredith, Chief Executive Officer of Carthage Economic Development Corporation
2. Consideration of bids for Repair of Turbo on Engine #12
3. Consideration to reinstall Substation 2 Transformer
4. Recommendation of Software as a Service

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:
Meagan Milliken, P O Box 611 Carthage, MO 64836 417-237-7300

POLICE AND FIRE PENSION COMMITTEE
Tuesday, January 28, 2025
11:30 A. M.
Carthage City Hall, Council Chambers

Agenda

Old Business

1. Accept the minutes from the previous meeting

New Business

1. Quarterly Report on Investments – Daniel Hepp

2. Lump Sum payout update – Jennifer McHugh from CBIZ

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 ________________

AGENDA

Planning, Zoning, and Historic Preservation Commission

Thursday, February 6, 2025 5:30 pm

City Hall Chambers

326 Grant St. / Carthage MO 64836

Call to Order

Minutes of Previous Meeting Thursday, December 5, 2024

Public Participation

Each person who wishes to address the commission must put their name and address on the sign-up sheet and shall state their name prior to speaking. Each person is limited to two (2) 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 further questions by the commission or the chair.

Public Hearing

1. Certificate of Appropriateness request for the demolition of a garage located at 1427 Grand Ave.

Staff Report

New Business

Old Business

1. Discuss RFP status of grant

Next Meeting: Thursday, March 6, 2025

Adjourn

Commission Members

Voting Members:	Chairman	Jim Hunter	1514 S River	417-850-5355
	Vice Chairman	Jim Swatsenbarg	601 Howard	417-358-1690
	Secretary	Joshua Anderson	1205 S Main	417-793-2196
	Member	Philip Brown	2533 Theo	417-793-8065
	Member	Vacant	Vacant	Vacant
	Member	Robin Harrison	721 E 10th	417-483-8835
	Member	Matt Smith	1022 E Chestnut	417-437-2281
Non-Voting Members:	Mayor	Alan Snow	City Hall	417-237-7003
	City Administrator		City Hall	417-237-7003
	Asst. City Administrator	Traci Cox	City Hall	417-237-7003
	Councilmember	Terri Heckmaster	1155 Grand	417-310-6178
Staff:	Public Works Director	Zeb Carney	Public Works Department	417-237-7010

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

COUNCIL BILL NO. _25-04__ **ORDINANCE NO. ____**

An Ordinance authorizing the Mayor to enter into an agreement with Missouri and Northern Arkansas Railroad Company INC for the plan review of the McGregor St Bridge in the amount of $39,061.00, 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 an agreement with Missouri and Northern Arkansas Railroad Company INC for the plan review of the McGregor St Bridge in the amount of $39,061.00, in the City of Carthage, Missouri , a copy of which agreement is attached hereto and incorporated herein as if set out in full.

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

PASSED AND APPROVED THIS ____ DAY OF ____, 2025.

____
Alan Snow, Mayor

ATTEST:

____
Miranda Deal, City Clerk

Sponsored by: Budget Ways and Means

Engineering Cost Reimbursement Agreement

This Cost Reimbursement Agreement (the "Agreement") dated as of __________ ____, 20___ ("Effective Date") is between **Missouri & Northern Arkansas Railroad Company, Inc.** a Kansas corporation ("Railroad") with an address of 200 Meridian Centre, Suite 300, Rochester, New York 14618, and **City of Carthage**, a municipal entity ("Agency") with an address of 326 Grant Street, Carthage, Missouri 64836.

WHEREAS, Railroad and Agency agree that certain improvements are necessary in connection with the rehabilitation of the McGregor Street Bridge located at Milepost 527.50, Carthage, Jasper County, Missouri (the "Improvements"); and

WHEREAS, the parties agree that the estimated total cost of Railroad's engineering review services of the Improvements (the "Services") is estimated to total $39,061.00 ("Estimated Services Cost"); and

WHEREAS, this Agreement provides for Agency's agreement to reimburse Railroad for the costs that will be incurred by Railroad to complete the Services, subject to the terms and conditions set forth herein.

NOW THEREFORE, in view of the foregoing statements, which form the factual basis of this Agreement and in further view of other good and valuable consideration, the parties agree as follows:

1. SERVICES.

(a) Railroad agrees to perform engineering review of the Improvements, (the "Services"):

> Services include but are not limited to project scope research, location research, preparation and management of project correspondence, review of design plans and specifications prepared by Agency, preparation of remark letters in response to design plans and specifications prepared by Agency, attending progress meetings, preparation of railroad cost estimates, agreement processing, project controls, preparation and submission of invoices to Agency, and other tasks as needed to progress project to construction phase.

(b) Agency agrees to reimburse Railroad for all costs and expenses (including overhead) incurred by Railroad in connection with Railroad's performance of the Services, in accordance with Section 3 below. The parties acknowledge and agree that the foregoing reimbursable costs may exceed the Estimated Services Cost.

(c) RAILROAD MAKES NO REPRESENTATIONS OR WARRANTIES WITH RESPECT TO THE SERVICES. IN PARTICULAR THERE SHALL BE EXCLUDED THE IMPLIED WARRANTY OF MERCHANTABILITY AS WELL AS THE IMPLIED WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE.

2. Term.

The term of this Agreement shall commence on the Effective Date and continue until the Services are complete upon mutual agreement between the parties; however, Railroad's obligation to invoice as set forth in Section 3 and Agency's obligation to make payment, as set forth in Section 1, shall survive termination of this Agreement.

3. Invoicing for Reimbursement of Expenses.

(a) Either upon completion of the Services or periodically, as determined by Railroad in its sole discretion, Railroad will invoice Agency for Railroad's costs and expenses (including overhead) incurred by Railroad with respect to the Services and provide Agency with a written invoice evidencing those costs and such other supporting documentation to substantiate those costs as Agency may reasonably request. Agency shall reimburse Railroad and pay all invoices within thirty (30) days after Agency's receipt of the invoice.

(b) Whenever a payment due under this Agreement is not made when due, such amounts shall bear interest at 6% per annum calculated from the date after the payment to which interest applies was due, until the date said payment is made, or the maximum interest allowed by applicable law.

(c) If Agency disputes any invoice, then it may withhold payment only on that portion disputed and pay the remainder by the due date. For purposes of this provision, an invoice is "disputed" by Agency only if Agency (i) notifies Railroad in writing within thirty (30) days after receipt of the invoice that it is disputed, (ii) specifies in such writing the amount disputed, (iii) pays within the time due any amount not disputed and (iv) provides Railroad any documentation or other relevant information substantiating the amount disputed.

4. Miscellaneous.

(a) This Agreement represents the complete and entire understanding of the parties regarding the Work and supersedes any prior drafts of this Agreement and any oral agreements regarding the Work.

(b) This Agreement has been executed by the authorized officials of the parties and may not be amended unless in writing and signed by the authorized officials of the parties.

(c) This Agreement is the result of the mutual negotiations of the parties and shall not be construed against either of them as the drafter. Any interpretation or enforcement of this Agreement shall be governed by the laws of the State of Missouri.

(d) This Agreement may not be assigned by either party without the written consent of the other party, which shall not be unreasonably withheld or delayed.

(e) Any waiver of any provision must be in writing and issued by the party granting the waiver. The waiver applies only for the specific facts contained in the waiver and is not construed as a waiver of such facts for the future.

(f) No party shall be liable to the other party for any consequential, indirect, incidental, exemplary, special or punitive damages (including but not limited to, cost of capital, decline in market value, business interruption expenses, attorneys' fees and lost sales) of any kind arising out of this Agreement regardless of whether the party against whom such damages might be otherwise sought knew or reasonably should have known of the possibility of such damages.

(g) This Agreement may be executed in multiple counterparts, each of which shall, for all purposes, be deemed an original but which together shall constitute one and the same instrument, and counterparts of this Agreement may also be exchanged electronically, and any electronic version of any party's signature shall be deemed to be an original signature for all purposes.

[Signature Page to Follow]

IN WITNESS WHEREOF, the parties have caused duly authorized representatives to execute this Agreement as of the date first written above.

MISSOURI & NORTHERN ARKANSAS RAILROAD COMPANY, INC.	**CITY OF CARTHAGE**
By: ___________________________	By: __________________________
Name:	Name:
Title:	Title:
Date: _________________________	Date: _________________________

Force Account Estimate

Preliminary

Railroad:	Missouri & Norther)n Arkansas Railroad Company, Inc. (MNA	Region:	American
Agency:	City of Carthage	State:	MO
DOT #:	434921J	COUNTY:	Jasper
ROADWAY:	McGregor Street Bridge	CITY:	Carthage

DESCRIPTION: GEC PE Services for support of the McGrego Bridge Project over MNA. Tasks include project research, projecte management, correspondence, preliminare site vist, three (3) plan reviews, remark letters, prepare FAE, process agreement, and progress project to construction phase.

AGENCY PROJECT NUMBER: N/A **ESTIMATE SUBJECT TO REVISION AFTER:** **03/29/25**

PRELIMINARY ENGINEERING:			
Contracted & Administrative Engineering Services		$	33,500
Subtotal		**$**	**33,500**
CONSTRUCTION & CLOSEOUT:			
Contracted & Administrative Engineering Services		$	-
Subtotal		**$**	**-**
FLAGGING SERVICE:			
Contracted or Railroad Flagmen Services		$	-
Subtotal		**$**	**-**
UTILITY WORK:			
Power Service		$	-
Other		$	-
Subtotal		**$**	**-**
CONTRACT WORK:			
Outside Services		$	-
Design & Labor & Material		$	-
Subtotal		**$**	**-**
RAILROAD TRACK:			
Labor & Material		$	-
Subtotal		**$**	**-**
RAILROAD SIGNAL & COMMUNICATION:			
Labor & Material		$	-
Subtotal		**$**	**-**
PROJECT SUBTOTAL:		**$**	**33,500**
Contingencies:	**10.00%**	$	3,350
Public Project Admin:	**6.00%**	$	2,211
PROJECT TOTAL:	***	**$**	**39,061**
CURRENT AUTHORIZED BUDGET:	***	**$**	**-**
TOTAL SUPPLEMENT REQUESTED:	***	**$**	**39,061**

DIVISION OF COST:

Agency	100.00%	$	39,061
Railroad	0.00%	$	-

NOTE: Estimate is based on FULL CROSSING CLOSURE during work by Railroad Forces & Contractors.

This estimate has been prepared based on site conditions, anticipated work duration periods, material prices, labor rates, manpower and resource availability, and other factors known as of the date prepared. The actual cost for the railroad work may differ based upon the agency's requirements, their contractor's work procedures, and/or other conditions that become apparent once construction commences or during the progress of the work.

Estimated prepared by: SKS **Approved by:** **Public Project Department**

DATE: 09/30/24 **REVISED:** - **DATE:** -

COUNCIL BILL NO. __25-05_ **ORDINANCE NO. ______**

An Ordinance to authorize the Mayor to accept federal financial assistance in the amount of $87,000.00 on behalf of the City of Carthage and to execute any contract(s) resulting from accepting any grants between the City of Carthage and the Missouri Highways and Transportation Commission providing for capital, operating, and/or marketing assistance, comprised of federal funds to be expended for Commission-approved transit projects.

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

SECTION I. That the Mayor is hereby authorized to accept federal financial assistance in the amount of $87,000.00 on behalf of the City of Carthage and to execute any contract(s) resulting from accepting any grants between the City of Carthage and the Missouri Highways and Transportation Commission providing for capital, operating, and/or marketing assistance, comprised of federal funds to be expended for Commission-approved transit projects.

SECTION II. That all ordinances or parts of ordinances therefore enacted which are in conflict herewith are hereby repealed.

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

PASSED AND APPROVED THIS ______ DAY OF ___January_, 2025.

____
Alan Snow, Mayor

ATTEST:

____
Miranda Deal, City Clerk

Sponsored by: Budget Ways & Means Committee

COUNCIL BILL NO. ___25-06___ **ORDINANCE NO. ________**

An Ordinance authorizing and adopting provisions for collective bargaining with law enforcement personnel.

WHEREAS, Lodge 27 of the Fraternal Order of Police requested that the City of Carthage "City" recognize Lodge 27 as the exclusive bargaining representative for the City's police officers for the purposes of collective bargaining; and,

WHEREAS, two Missouri Circuit Courts have ordered cities to establish a framework of their choosing for collective bargaining with those cities' police officers; and,

WHEREAS, The City Council of the City of Carthage, Missouri, deems it to be in the City's best interest to adopt provisions for collective bargaining with the City's law enforcement personnel.

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

Section 1. Collective Bargaining Provisions Adopted. That the Provisions for Collective Bargaining with Law Enforcement Personnel Agreement attached hereto and incorporated herein as Exhibit "A" be, and hereby is, approved and adopted.

PASSED AND APPROVED THIS _______ DAY OF ___________, 2025.

____
Alan Snow, Mayor

ATTEST:

____
Miranda Deal, City Clerk

Sponsored by: Public Safety Committee

CITY OF CARTHAGE

Exhibit A: Provisions for Collective Bargaining with Law Enforcement Personnel

ARTICLE 1

PURPOSE

1.1 These provisions are adopted for the purpose of providing a framework within which law enforcement personnel employed by the City of Carthage can exercise their right under Article I, Section 29 of the Constitution of the State of Missouri to bargain collectively with the City, through representatives of their when choosing.

ARTICLE 2

COVERAGE

2.1 These provisions shall apply to all sworn full-time police officers employed in the Police Department.

2.2 It is the City's determination that all sworn full-time non-supervisory police officers employed within the Police Department constitute the most appropriate unit for the purpose of collective bargaining. Any election conducted for the purpose of allowing employees to designate an exclusive bargaining representative, as provided below, shall take place within this unit, subject to the following exclusions:

2.2.1 To avoid the division of loyalties and conflicts of interest, supervisory personnel shall not be included within the same bargaining unit as employees they supervise. Further, it shall be at the option of the supervisory employees as to whether they elect to be members of the same labor organization (union membership) that represents the bargaining unit. For the purposes of this subsection, Lieutenants, Assistant Chief of Police and the Chief of Police shall be considered supervisory employees.

2.2.2 Confidential employees shall not be included within the same bargaining unit as non-supervisory employees, nor shall they be represented by the same labor organization as represents any non-supervisory employees within the Police Department.

2.2.3 Managerial employees shall not be included within the same bargaining unit as non-supervisory employees, nor shall they be represented by the same labor organization as represents any non-supervisory employees within the Police Department.

ARTICLE 3

DESIGNATION OF EXCLUSIVE BARGAINING REPRESENTATIVE

3.1 Any labor organization wishing to represent employees employed in the City's Police Department, in either a supervisory or non-supervisory bargaining unit, shall present to the City's Director of Human Resources, cards containing the signatures of at least thirty percent (30%) of the employees in the unit, indicating that they wish to select the labor organization in question as their exclusive bargaining representative for the purpose of collective bargaining.

3.2 Upon receiving such cards, the Director of Human Resources shall validate the signatures on the cards, and confirm that at least thirty percent (30%) of the employees in the bargaining unit have signed cards. If the Director determines that at least thirty percent (30%) of the employees in the unit have signed valid cards, the Director shall consult with the Chief of Police and the representative of the labor organization that has presented the cards and together they shall select a mutually agreeable date for a secret ballot election to take place. The election shall be held at City Hall, and shall be set for a date falling no less than four and no more than six weeks after the day upon which the Director first receives the cards from the labor organization's representative, unless the Director, the Chief of Police, and the representative of the labor organization all agree upon earlier date.

3.3 Once an election date has been set, the City Clerk shall issue a notice informing all eligible voters of the date, time, and place of the election. Such notice shall be distributed to all employees and shall be posted within the Department.

3.4 From the time the election notice is first posted until the date of the election, all employees of the City shall have the right to freely express their opinions about whether or not the labor organization should be selected as the exclusive bargaining representative of the employees in the bargaining unit. However, no employee of the City and no representative of the labor organization shall attempt to threaten, intimidate, coerce, or otherwise restrain any eligible voter in the free exercise of his or her individual choice to support or oppose the selection of the labor organization in question as the exclusive bargaining representative of the employees in the bargaining unit.

3.5 The election shall be conducted by secret ballot, using such procedures as the City Clerk shall determine are appropriate for ensuring the privacy and security of each employee's vote. Once the poll is closed, the City Clerk shall oversee the counting of the ballots. One representative of the Police Department management team and one representative of the labor organization shall have the right to be present during the counting of the ballots.

3.5.1 The ballots shall read "Do you wish to select [labor organization] as the exclusive bargaining representative for [description of bargaining unit] employed within the City of Carthage Police Department?" The ballot will include check boxes for marking "yes" or "no" in response to this question.

3.5.2 In the event that more than one labor organization seeks to represent employees in the unit, and in the event both labor organizations have obtained signatures from at least thirty percent (30%) of the employees in the unit stating that they wish to designate the labor organization as their exclusive bargaining representative, then the ballot shall read "Do you wish to select [labor organization A], [labor organization B], or no labor organization as the exclusive bargaining representative for [description of bargaining unit] employed within the City of Carthage Police Department?" The ·ballot will then include check boxes for marking "I wish to select [labor organization A] as my exclusive bargaining representative", "I wish to select [labor organization B] as my exclusive bargaining representative", and "I do not wish to select any labor organization as my exclusive bargaining representative".

3.5.3 Any labor organization receiving more than fifty percent (50%) of the votes of all eligible voters shall be designated and recognized by the City as the exclusive bargaining representative for all employees in the bargaining unit.

3.6 Employees within the bargaining unit shall have the right to seek to decertify the labor organization as their exclusive bargaining representative at any time. If any employee within the bargaining unit presents to the Director of Human Resources cards bearing the signatures of at least thirty percent (30%) of the employees within the bargaining unit stating that those employees no longer wish to be represented by the labor organization in question, the Director shall first validate the signatures on the cards.

3.6.1 If the Director confirms that at least thirty percent (30%) of the employees in the bargaining unit have signed decertification cards, the Director shall consult with the Chief of Police and the designated representative of the labor organization to select a date for a decertification election. Such election shall take place at least four weeks after the Director receives the decertification cards, and no later than six weeks after the Director receives the decertification cards. Notice of such election shall be distributed to all employees within the bargaining unit and posted within the Police Department.

3.6.2 If more than fifty percent (50%) of the employees in the bargaining unit cast votes to terminate the labor organization's representation of the employees in the bargaining unit, the labor organization shall immediately cease to represent the employees in the bargaining unit.

3.6.3 In the event of the decertification of the exclusive bargaining representative of the employees in any bargaining unit within the Police Department, all terms and conditions of employment existing at the time of decertification shall remain in place until such time as those terms or conditions of employment are altered by the City's Council.

3.7 No more than one election shall take place in any bargaining unit within the same twelve-month period. Once an election takes place, the Director of Human Resources shall not accept cards from labor organizations or employees within the bargaining unit seeking another election for one full calendar year after the date of the election.

ARTICLE 4

COLLECTIVE BARGAINING PROCESS

4.1 After a labor organization is certified as the exclusive bargaining representative for the employees in a bargaining unit as set out above, and within thirty (30) days of the bargaining unit's written notice to the City of its intent to begin collective bargaining negotiations, representatives of the City, designated by the City Attorney, and representatives of the labor organization, selected by the labor organization, shall meet and begin bargaining for an agreement covering the wages, benefits, and other terms and conditions of employment for the employees within the bargaining unit.

4.2 Both sides shall bargain in good faith and make an earnest effort to reach a mutually acceptable agreement, but neither side shall be required to offer any particular concession or withdraw any particular proposal.

4.3 The City shall not pay any union representative for time spent participating in collective bargaining or preparing for collective bargaining, except to the extent the person in question is an employee of the City and elects to use accrued paid time off to cover the time so spent.

4.4 If the parties reach an agreement, management shall present the agreement to the City Council for approval or rejection.

4.5 This Ordinance is not intended to interfere with the City Council's powers and authority to adopt an annual budget. With regard to economic terms, the parties understand that all appropriations are subject to the adoption of an annual budget. The parties may elect to bargain non-economic terms for longer periods (e.g., three years or five years), but all economic provisions of the agreement shall be adopted on a year-to-year basis only.

ARTICLE 5

CONTENT OF LABOR AGREEMENTS

5.1 Labor agreements negotiated between the parties may cover wages, benefits, and all other terms and conditions of employment for employees within the bargaining unit, subject to the following limitations:

5.1.1 Every labor agreement shall include a provision reserving management the right to hire, promote, assign, direct, transfer, schedule, discipline, and discharge employees, so long as those rights are not exercised in a way that conflicts with any express provision of the labor agreement. Every labor agreement shall also include a provision reserving to management the right to make, amend, and rescind reasonable work rules and standard operating procedures so long as such work rules and standard operating procedures do not conflict with any express provision of the labor agreement.

5.1.2. Every labor agreement shall expressly prohibit all strikes and picketing of any kind. Every labor agreement shall include a provision acknowledging that any employee who engages in any strike or concerted refusal to work, or who pickets over any personnel matter shall be subject to immediate termination of employment.

ARTICLE 6

EFFECT OF LABOR AGREEMENT

6.1 In the event of a budget shortfall, the City Council shall have the right to require the modification of the economic terms of any labor agreement.

6.2 Should the City Council deem it necessary to modify the economic terms of any labor agreement, it shall so notify the relevant labor organization, and shall provide a period of thirty (30) days during which the City and the labor organization shall bargain in good faith over any necessary adjustments to the economic terms of the agreement.

6.3 If, at the end of the thirty-day period, the parties have been unable to agree upon modifications that meet the City Council's requirements, the City Council shall have the right to make necessary adjustments on its own authority.

ARTICLE 7

VALIDITY AND ENFORCEMENT

7.1 If the State of Missouri passes any law governing collective bargaining for law enforcement personnel, then to the extent any of the provisions established herein are inconsistent with the Missouri statute, the inconsistent provisions shall be superseded in whole or in part by such statute.

7.2 If any court of competent jurisdiction shall declare any of the provisions established herein to be unenforceable under any state or federal statute, regulation, or other authority, the unenforceable portion of the provision shall be removed, but all other provisions contained herein shall remain in effect.

Council Committee

Budget Ways & Means	Terri Heckmaster*, Tom Barlow**, Chris Taylor, Ray West
Committee on Insurance/Audits and Claims	Jana Schramm*, Derek Peterson, Terri Heckmaster
Public Service	Tom Barlow*, Jana Schramm**, Lori Leece, Ray West
Public Safety	Terri Heckmaster*, Tom Barlow, Chris Taylor
Public Works	Chris Taylor*, Tom Barlow**, Derek Peterson, Lori Leece

*Chairman
**Vice-Chairman

Elected Officials and Administrative Staff

City Administrator-
326 Grant Street
417-237-7003

Mayor-Alan Snow
1110 Euclid Blvd
417-237-7003

City Attorney-
326 Grant Street
417-237-7003

Interim City Administrator-Traci Cox
326 Grant Steet
417-237-7003

City Clerk-Miranda Deal
326 Grant Steet
417-237-7000

Municipal Judge-Jeremy Workman
3210 S Grand
417-237-7001

Council Members

WARD 1

*Chris Taylor**
737 E Chestnut
417-423-0150
c.taylor@carthagemo.gov

*Derek Peterson***
1141 Sheila Ann Drive
417-674-0144
d.peterson@carthagemo.gov

WARD 3

*Terri Heckmaster**
1155 Grand Ave
417-310-6178
t.heckmaster@carthagemo.gov

vacant

WARD 4

vacant

*Tom Barlow***
1115 Belle Air Place
417-986-1911
t.barlow@carthagemo.gov

WARD 2

*Ray West**
325 Boggess Drive
417-388-8745
r.west@carthagemo.gov

*Lori Leece***
230 N Maple St
417-388-2550
l.leece@carthagemo.gov

WARD 5

vacant

*Jana Schramm***
1521 Grand Ave
417-825-5262
j.schramm@carthagemo.gov

*Term ends 2025
**Term ends 2026

RESOLUTION NO. _2068_

A RESOLUTION APPROVING THE DECLARATION AS SURPLUS TO THE CITY'S NEEDS AND AUTHORIZING THE DISPOSITION OF THE FORMER MEMORIAL HALL DIGITAL SIGN

WHEREAS, City Department Heads exercise direct supervision over inventories of supplies, and the sale, trade, or disposition of surplus supplies and equipment belonging to the City; and

WHEREAS, the Purchasing Officer, is responsible with Council approval for the disposition or *sale* of salvage, obsolete, or surplus materials, to prevent deterioration and value loss of no longer used materials, and to reduce storage costs; and

WHEREAS, the Parks and Recreation Director has discussed, and the Public Service Committee recommends, declaring the former Memorial Hall sign as obsolete and surplus to the City's needs for consideration by the full City Council of declaring such items as surplus and obsolete.

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

That the aforesaid former Memorial Hall digital sign located at the Memorial Hall Building is determined and declared to be obsolete and surplus to the City's needs and is hereby authorized for disposition via disposal or auction.

PASSED AND APPROVED THIS ______ DAY OF ______, 2025.

____
Alan Snow, Mayor

ATTEST:

____
Miranda Deal, City Clerk

Public Services Committee

RESOLUTION NO. __2069__

A RESOLUTION OF THE CITY OF CARTHAGE, MISSOURI, AUTHORIZING THE MAYOR TO ACCEPT A COST SHARE GRANT FROM THE MISSOURI DEPARTMENT OF CONSERVATION FOR THE REMOVAL AND REPLACEMENT OF INVASIVE GRASSES AT THE CARTHAGE MUNICIPAL GOLF COURSE

WHEREAS, the City of Carthage recognizes the importance of maintaining the health and ecological balance of the Carthage Municipal Golf Course by addressing the issue of invasive grass species; and

WHEREAS, the Missouri Department of Conservation (MDC) has offered a cost-share grant to assist with the removal and replacement of invasive grasses at the Carthage Municipal Golf Course to support the restoration of native plant species and improve the overall biodiversity of the area; and

WHEREAS, the cost-share grant from the MDC will cover 75% of the expenses related to the removal and replacement of invasive grasses and the restoration of native vegetation, as outlined in the grant agreement; and

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF CARTHAGE, JASPER COUNTY, MISSOURI, the Mayor is authorized to accept a grant from the Missouri Department of Conservation for the removal and replacement of invasive grass species at the Carthage Municipal Golf Course, in the City of Carthage.

PASSED AND APPROVED THIS ____ DAY OF ______, 2025.

____
Alan Snow, Mayor

ATTEST:

____
Miranda Deal, City Clerk

Sponsored by: Public Services Committee

COST SHARE REQUEST / AGREEMENT

AGREEMENT BETWEEN MO DEPT. OF CONSERVATION (MDC),

Organization Name: City of Carthage C/O:Abi Almandinger			
Address: 521 Robert Ellis Young Drive			
City: Carthage	State: MO	Zip: 64836	Phone(s): 417-237-7035
County: Jasper	Township: T28N	Range: R31W	Section: 28

Practice / Components	Project Number	Units Planned	Unit Type	Cost Share Rate	Maint enance (years)	Partner Funding Requested	MDC Funding Requested	Units Completed (acres, feet, etc.)	Unit Type	Partner Funding Earned	MDC Funding Earned
Herbaceous Invasive Species Removal	900.A.3	10.00	Acre	75%	5	0.00	2100.00	0.00	Acre	0.00	0.00
Totals						$0.00	$2,100.00			$0.00	$0.00

Attach Plan(If program requires)

Community Conservation: Community Conservation Tier 2

I request cost share assistance to install the above-described practice(s). If funded, I agree to maintain the practice(s) for the specified maintenance length for each practice listed above, and I agree to refund all or part of the cost share assistance paid to me if before the expiration of the specified practice lifespan, I (a) fail to satisfactorily maintain the practice, (b) destroy the approved practice, or (c) voluntarily relinquish control or title to the land on which the approved practice(s) has been established and the new owner and/or operator of the land does not maintain the practice for the remainder of its lifespan, whether or not the new owner agrees to maintain the practice.

I further understand that failure to comply with this agreement may make me ineligible for participation in future MDC cost share programs. Failed practices due to causes beyond the landowner's control (e.g. drought, flood, etc..) as determined by the resource planner are considered "no-fault" terminated pending available funding, landowner is eligible to re-establish failed practice as a new practice, with all documentation and timelines reinitiated.

I certify that the funds requested above do not duplicate (although they may be used in conjunction or "piggybacked" with) funds provided by other state or federal cost share practices and that multiple program enrollment on the same acre(s) will be for complimentary purposes.

In signing this form (spouses should co-sign), I (we) attest and confirm sole legal ownership of the property where these practices will be implemented, or can legally represent the ownership (MDC POA form required) for the purpose of entering into this contract to implement these practices and accept payment on behalf of all owners.

Allocation Approved(MDC):	Andrew Humble	Date:	01/17/2025
Landowner Signature:		Date:	
Practices Completed:		Date:	
Payment Approved:		Date:	

Landowner: Abi Almandinger		
Region: Southwest	Planner Name: Betzaida Rivera	
Amount of Payment: $0.00	WPI Number: 319	Org Code: LPL002
Object Code Number: 3403	Appropriation: 6047	

RESOLUTION NO. __2070__

A RESOLUTION AUTHORIZING A SUPPLEMENTAL BUDGET ADJUSTMENT TO THE GENERAL REVENUE FUND FOR CENTRAL MUNICIPAL ACTIVITIES PROFESSIONAL SERVICES FOR PAUL MARTIN IN THE AMOUNT OF $10,658.25 FOR SERVICES RENDERED IN DECEMBER 2024.

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 January 13, 2025 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 General Revenue Fund for Central Municipal Activities Professional Services for Paul Martin in the amount of $10,658.25 for services rendered in the month of December 2024.

PASSED AND APPROVED THIS _____ DAY OF _____, 2025

____

Alan Snow, Mayor

ATTEST:

____

Miranda Deal City Clerk

Sponsored by: Budget Committee

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
1144	12/28/2024	$11,758.42	01/27/2025	Net 30	

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
12/05/2024	**Services**	Prepare for and argue Rife motions for intervention and to file amended petition in prohibition; participate in pre-trial conference	2:24	250.00	600.00
12/06/2024	**Services**	Prepare draft of answer to Rife's amended petition and draft motions and supporting memo to dismiss and for judgment on the pleadings; EM/A. Snow re answer	6:36	250.00	1,650.00
12/07/2024	**Services**	Revise answer to Rife's amended petition; research and draft supporting memo	5:18	250.00	1,325.00
12/08/2024	**Services**	Additional work on city's motion to dismiss prohibition application	2:30	250.00	625.00
12/09/2024	**Services**	Continue preparation of motion for judgment on the pleadings and supporting memo in prohibition case; revise and file answer, motions, and supporting memoranda; EMs/J. Carrier and C. Thornton re same	6:42	250.00	1,675.00
12/11/2024	**Services**	Prepare for prohibition hearing	2:12	250.00	550.00
12/12/2024	**Services**	Travel to Joplin/Carthage for prohibition hearing	4:30	125.00	562.50
12/12/2024	**Services**	Meet with witnesses and otherwise prepare for prohibition hearing; additional legal research as requested by J. Carrier	4:42	250.00	1,175.00

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
12/13/2024	**Services**	Holiday Inn Lodging reimbursement	1	162.68	162.68
12/13/2024	**Services**	Mileage (STL to Joplin to Carthage & return, 572 M. at $0.67/mikle)	1	383.24	383.24
12/13/2024	**Services**	CT APP for prohibition hearing	7:30	250.00	1,875.00
12/13/2024	**Services**	Return travel time from Joplin to St. Louis	4:00	125.00	500.00
12/18/2024	**Services**	Prepare and file proposed judgment in prohibition case; review/approve record on appeal for certification purposes; EMs/D. Holliday, M. Deal, C. Thornton and T. Engelmeyer re certified record on appeal and impeachment and disqualification hearing transcripts	2:42	250.00	675.00

BALANCE DUE **$11,758.42**

RESOLUTION NO. __2071__

A RESOLUTION PROVIDING FOR THE FORMAL ACCEPTANCE OF AN ANONYMOUS DONATION OF $10,000 BY THE CITY COUNCIL OF THE CITY OF CARTHAGE, MISSOURI PURSUANT TO CITY POLICY.

WHEREAS, periodically, private individuals and agencies would like to make donations and grants to the City of Carthage for general or specific purposes; and

WHEREAS, the City has adopted a policy to formalize the conditions and procedures to be followed by the City in accepting said donations and grants, and to assist the City Council in evaluating the impact of proposed donations and grants on the resources of the City of Carthage; and

WHEREAS, this policy also establishes guidelines that ensure donations occur at "arm's length" distance from any City decision-making process, and provide criteria and processes for the acceptance of donations; and

WHEREAS, City Staff ensured that there were no potential conflicts of interest regarding this donation, and protected the anonymity as much as legally possible provided by law for legitimate reasons; and ensured that the donor does not expect anything in return and there are no conditions attached to the donation; and

WHEREAS, the Public Safety Committee met and discussed concerns regarding transparency etc., including knowledge of the donation source, and any interest, the donor had in city business, and recommended acceptance of the donation at their January 27, 2025 meeting; and

WHEREAS, The City Administrator has prepared and submitted a report evaluating the impact of the proposed donation or grant on the resources of the City.

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 accepts a donation in the amount of ten thousand dollars and no cents ($10,000.00) from an anonymous donor for use in the Carthage Police Department. The donor did not place any restrictions on the specific use of the funds. A budget adjustment will be prepared when necessary to authorize the appropriation of these funds.

PASSED AND APPROVED THIS ______ DAY OF ______, 2025.

____

Alan Snow, Mayor

ATTEST:

____

Miranda Deal, City Clerk

Sponsored by Public Safety Committee

CITY ADMINISTRATOR DONATION REPORT:

The City Administrator shall prepare a report evaluating the impact of all proposed donations or grants on the resources of the City. This report must include both the immediate costs of placing said donation into service or program into action and the costs required to maintain or continue the program in future budget years. Such costs may include analysis of annual personnel, repair and maintenance and equipment expenditures and any future capital improvements required by the donation. The report must be submitted to Council at the same time acceptance of the donation or grant is to be considered. If additional operating costs are associated with the acceptance of the donation, the Council shall identify the source of revenues to defray the additional costs at the time of acceptance.

There will be no adverse impact of acceptance of the cash contributions. The Budget Ways & Means Committee will meet to determine a recommendation on the appropriation of these funds. It is recommended that the funds be placed in the Public Safety Fund budget pending Budget Ways & Means Committee recommendations for City Council action regarding appropriations of said funds.

RESOLUTION NO. __2072__

A RESOLUTION APPROVING THE DECLARATION AS SURPLUS TO THE CITY'S NEEDS AND AUTHORIZING THE DISPOSITION OF THE FORMER CITY HALL COUNCIL CHAMBER DESKS AND DONATING THEM TO THE CITY OF MILLER

WHEREAS, City Department Heads exercise direct supervision over inventories of supplies, and the sale, trade, or disposition of surplus supplies and equipment belonging to the City; and

WHEREAS, the Purchasing Officer, is responsible with Council approval for the disposition or *sale* of salvage, obsolete, or surplus materials, to prevent deterioration and value loss of no longer used materials, and to reduce storage costs; and

WHEREAS, the Interim City Administrator has discussed, and the Committee on Insurance Audit and Claims recommends declaring the former City Hall Council Chamber desks as obsolete and surplus to the City's needs and donating them to the City of Miller, for consideration by the full City Council.

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

That the aforesaid former City Hall Council Chamber desks are determined and declared to be obsolete and surplus to the City's needs and is hereby authorized for disposition via a donation to the City of Miller.

PASSED AND APPROVED THIS ______ DAY OF _______, 2025.

____
Alan Snow, Mayor

ATTEST:

____
Miranda Deal, City Clerk

Insurance Audit and Claims

RESOLUTION NO. ___2073___

A RESOLUTION OF THE CITY OF CARTHAGE, MISSOURI, STATING INTENT TO SEEK FUNDING THROUGH THE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM AND AUTHORIZING THE MAYOR TO PURSUE ACTIVITIES IN AN ATTEMPT TO SECURE FUNDING.

WHEREAS, Title I of the Housing and Community Development Act of 1974 does state as its primary objective "the development of viable urban communities, by providing decent housing and suitable living environment and expanding economic opportunities principally for persons of low and moderate income;" and

WHEREAS, Title I does offer to communities the opportunity of monetary assistance in accomplishing its stated primary objectives;

WHEREAS, The Missouri Department of Economic Development is designated to award Community Development Block Grant funding under Title I; and,

WHEREAS, The City of Carthage does have areas of need which may be addressed through the Community Development Block Grant Program.

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

The City of Carthage, Missouri desires to participate with the Missouri Department of Economic Development in the improvement of our community under the activities authorized pursuant to the Housing and Community Development Act of 1974.

THEREFORE, BE IT FURTHER RESOLVED, that the Mayor of Carthage, Missouri are hereby authorized to prepare and submit documents which are necessary in applying for up to $750,000 in CDBG funding and establishing an administrative organization to implement activities pursuant to the aforementioned act.

THEREFORE, BE IT FURTHER RESOLVED, that the applicant / sub-applicant will dedicate $187,500.00 of local cash funds and $0.00 of in-kind materials or labor to be used in this project.

____

Alan Snow, Mayor

Attest:

City/County Seal if Applicable

____

Miranda Deal, City Clerk

RESOLUTION NO. ___2074___

A RESOLUTION TO CORRECT THE CARTHAGE WATER & ELECTRIC BOARD TERM OF DARREN COLLIER

WHEREAS, Darren Collier is currently serving on the Water & Electric Plant Board and his term expires April 2025; and

WHEREAS, Darren Collier was appointed to the Board in April 2021 to fulfill the remaining term of Neel Baucom; and

WHEREAS, in 2021 the Council mistakenly appointed Darren Collier to a four-year term rather than appoint him to fulfill the remaining term of Neel Baucom; and

WHEREAS, the Council desires to correct the term of Darren Collier to align with what would have been the correct expiration of his term.

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

That the Board of Director term of Darren Collier shall expire in May 2026.

PASSED AND APPROVED THIS _______ DAY OF JANUARY, 2025

By:________________________________
Alan Snow, Mayor

ATTEST

By:________________________________
Miranda Deal, City Clerk

Claude Dickens	May-98	May-02	
	Mar-01		Replaced with Lonnie Heckmaster
Lonnie Heckmaster	Mar-01	May-02	
	May-02	May-06	
	Apr-06		Replaced with Kenneth Johnson
Kenneth Johnson	Apr-06	May-10	
	Apr-10	May-14	
	May-14	May-18	
	Jul-15		Replaced with Neel Baucom
Neel Baucom	Jul-15	Jul-19	Neel's term should have expired May of 2018, with a reappointment of May 2018- May 2022
	Jul-19	Jul-23	died in 2021, replaced with Darren Collier
Darren Collier	Apr-21	Apr-25	term should have expired May 2022, and been reappointed until May of 2026

RESOLUTION NO. __2075__

A RESOLUTION APPROVING THE DECLARATION AS SURPLUS TO THE CITY'S NEEDS AND AUTHORIZING THE DISPOSITION OF THREE KENWOOD RADIOS AND DONATING THEM TO THE CARTHAGE R-9 SCHOOL DISTRICT TRANSPORTATION DEPARTMENT

WHEREAS, City Department Heads exercise direct supervision over inventories of supplies, and the sale, trade, or disposition of surplus supplies and equipment belonging to the City; and

WHEREAS, the Purchasing Officer, is responsible with Council approval for the disposition or *sale* of salvage, obsolete, or surplus materials, to prevent deterioration and value loss of no longer used materials, and to reduce storage costs; and

WHEREAS, the Chief of Police, and the Public Safety Committee recommends declaring three Kenwood radios as obsolete and surplus to the City's needs and donating them to the Carthage R-9 School District Transportation Department, for consideration by the full City Council.

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

That the aforesaid three Kenwood radios are determined and declared to be obsolete and surplus to the City's needs and are hereby authorized for disposition via a donation to the Carthage R-9 School District Transportation Department.

PASSED AND APPROVED THIS ______ DAY OF ______, 2025.

____
Alan Snow, Mayor

ATTEST:

____
Miranda Deal, City Clerk

Sponsored by: Public Safety Committee

JOB DESCRIPTION CITY OF CARTHAGE

DEPARTMENT: Fire **SALARY GRADE:** F
POSITION TITLE: Fire & Emergency Management Administrative Assistant **FLSA STATUS:** Non-Exempt

RESPONSIBILITIES OF POSITION:
This position provides comprehensive administrative and clerical support to the Fire Department, ensuring efficient daily operations, effective communication within the department, and responsive interaction with the public. Responsibilities include managing payroll, preparing reports, maintaining accurate records, and coordinating office activities. The role also involves supporting emergency management efforts, including grant administration, compliance with local and state emergency planning requirements, and participation in preparedness activities. Duties require independent judgment, strong organizational skills, the ability to prioritize tasks in a fast-paced environment, and a commitment to customer service and city policies.

SUPERVISION RECEIVED:
Under general supervision of Fire Chief, incumbent is expected to demonstrate and exercise considerable independent judgement and knowledge in the performance of assigned duties.

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

1. Serve as the initial contact for the department, providing customer service to visitors and callers, and act as a liaison between citizens, departments, and external agencies.
2. Manage bi-weekly payroll, handle change notices, track employee information, and assist new hires with onboarding and equipment needs.
3. Prepare and distribute various reports, including departmental reports, alarm reports, financial reports, grant applications, and public safety minutes.
4. Handle accounts payable, process requisitions, reconcile expense reports, and track department funds, including grant-related finances.
5. Order and maintain supplies, prepare and tabulate bids, and manage invoices for purchases.
6. Compile, submit, and manage emergency management grants, participate in emergency planning, and attend required meetings and training sessions.
7. Oversee departmental social media and public education activities, ensuring timely and accurate communication of relevant information to the community in conjunction with the Public Information Officer.
8. Manage the department’s calendar, schedule meetings, events, and annual physicals while minimizing operational disruptions.
9. Ensure compliance with city policies and regulations, including submitting required reports and updating Tier II and LEOP information.
10. Manage the First Due Reporting System, including user roles, password resets, and system updates, and ensure proper data entry for operational workflows.
11. Assist the Fire Chief with preparing budgets, year-end reports, and any additional administrative tasks.
12. Provide support during emergencies, including station coverage and follow-up documentation, which includes relaying information from Web EOC during potential emergency events.
13. 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:

Knowledge of: Bookkeeping, accounting, accounts payable and receivables; basic office skills including typing and filing; computer experience with spreadsheet programs and word processing packages. Switchboard/Receptionist experience. Professional appearance, attitude and attire.

Abilities: Ability to follow verbal and written instructions; work independently; set priorities; meet deadlines; and exercise independent judgement; maintain confidentiality; present a positive professional image to the general public and other City Departments; communicate with fellow workers, subordinates, managers and the general public in a clear, concise manner; maintain attention to numerous individuals or detailed information for prolonged periods of time; provide customer service in a manner consistent with City standards; work cooperatively with others as a member of a service-oriented team; deal with distressed, agitated customers in a calming, composed manner.

Experience, Education and Training: Any combination of experience and training that would likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be: Experience: Three (3) to five (5) years of previous experience in a similar position or demonstration of possession of the knowledge and abilities listed above. Education: Graduation from high school (or HSE-High School Equivalency Credential) and related specialized training courses which supplement experience.

Physical Requirements: Work is performed in an office environment with noise and frequent interruptions. Some assignments require sitting for extended periods of time. Work is often performed under the stress associated with the need to meet inflexible deadlines.

Licenses and Certificates: Possession of, or ability to obtain an appropriate valid Missouri driver's license.

SPECIAL REQUIREMENTS:

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

Overtime: The City provides overtime or compensatory time off pursuant to the Fair Labor Standards Act.

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. All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude 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 aptitude to perform duties proficiently.

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

Signed: __________________________ Date:

JOB DESCRIPTION
CITY OF CARTHAGE

DEPARTMENT: Parks & Recreation **SALARY GRADE:** J

POSITION TITLE: Parks Operations Assistant **FLSA STATUS:** Non-Exempt

RESPONSIBILITIES OF POSITION:

The Parks Operations Assistant is a leadership role that acts as an Assistant to the Parks Director. This is a role that combines the planning and execution of community recreation programs and events with the operational and strategic management of parks and facilities. This position supports the Parks Director in overseeing parks, recreation services, and facility maintenance, while also managing recreation programming and community engagement efforts. The role emphasizes innovation, collaboration and efficient resource management to enhance the quality of life for community members.

SUPERVISION RECEIVED AND EXERCISED:

Receives general administrative direction from and reports to the Parks & Recreation Director. Incumbent is expected to demonstrate and exercise considerable independent judgement and knowledge in the performance of assigned duties.

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

1. Oversee the scheduling, maintenance, and improvements of parks and recreation facilities.
2. Plan, develop, and execute diverse recreation programs, events, and classes for all ages.
3. Coordinate the marketing and promotion of recreation programs and facility services with the Public Information Officer and marketing staff through a variety of media.
4. Manage facility reservations, contracts, and associated logistics.
5. Coordinates field maintenance staff at Fair Acres.
6. Foster relationships with community groups, volunteers, and residents to address needs and concerns.
7. Assist with budget preparation and monitor expenditures within department guidelines.
8. Maintain and report monthly and yearly attendance figures for Memorial Hall.
9. Coordinate reservations, contract preparation and implementation for facility uses.
10. Secure sponsorships and partnerships to support events and programming.
11. Implement and monitor strategic plans for recreation facilities and accessibility improvements.
12. Carry 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: General knowledge of park ordinances, principles and practices of facility operations, basic recreation programming as it pertains to programming area, basic budgetary and accounting principles and practices and computer applications related to the work. Knowledgeable in the operations, services and activities of a comprehensive municipal Memorial Hall program. Administrative skills to analyze programs, policies and operational needs. Principles of supervision, training and performance evaluations. Plan, organize, direct and coordinate the work of staff members.

Abilities: Skill in communicating clearly and effectively with others, orally and in writing, making public presentations, evaluating facility maintenance needs, using tact and discretion, organizing work, setting priorities, meeting critical deadlines, and following up on assignments with minimum direction. Select, organize, direct and coordinate the work of staff members. Maintain appropriate departmental records and prepare necessary reports. Establish and maintain effective working relationships with fellow employees and the general public. Supervise subordinate employees in an efficient and effective manner. Observe health and safety regulations. Ability to schedule and coordinate numerous events; promote and market events for a public facility; present a friendly positive image and enjoy working with the public.

Experience, Education and Training: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. Experience: Three (3) to five (5) years of experience in recreation or event planning. Skills in administrative and office management, including computer skills. Skills in leadership and supervision of employees. Education: High school graduate (or HSE-High School Equivalency Credential), including or supplemented by recreation or business studies.

Physical Requirements: Must possess mobility, strength, and stamina to perform physical work for extended periods of time; to operate a wide variety of tools and equipment, and to operate a motor vehicle; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone or radio. Work activities may be performed indoors and outdoors and may require frequent walking on uneven or slippery surfaces, standing, sitting, running, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, reaching, making repetitive hand movement, and related physical activities in the performance of daily duties.

Licenses and Certificates: Possession of, or ability to maintain an appropriate, valid Missouri drivers' license; must be First Aid, AED, and CPR certified or complete classes within 6 months of hire date.

SPECIAL REQUIREMENTS:

Schedule: Hours and days of work vary. May be scheduled for evenings and weekends. Additional hours are required to attend meetings and monitor events. May occasionally be required to answer calls during irregular hours.

Overtime: The City provides overtime or compensatory time off pursuant to the Fair Labor Standards Act.

LIMITATIONS AND DISCLAIMER:

The above job description is meant to describe the general nature and level of work being performed;

it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. Requirements are representative of minimum levels of knowledge, skill and/or abilities. To perform this job successfully, the employee must possess the abilities or 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 American with Disabilities Act.

Signed: ____________________________ Date:

JOB DESCRIPTION
CITY OF CARTHAGE

DEPARTMENT: Parks **SALARY GRADE:** E
POSITION TITLE: Administrative Assistant **FLSA STATUS:** Non-Exempt

RESPONSIBILITIES OF POSITION:
This is a responsible administrative assistant and clerical position which involves a wide variety of activities in assisting the Parks & Recreation Director in performing departmental tasks. Activities may include minute taking, skilled typing, and filing, canvassing, screening callers and visitors, and operating office machines. This position helps maintain the Parks and Recreation Departments social media and website presence. Work is performed with initiative and independent judgement and is evaluated upon completion for adherence to instructions and established procedures.

SUPERVISION RECEIVED:
Under general supervision of Parks and Recreation Director, incumbent is expected to demonstrate and exercise considerable independent judgement and knowledge in the performance of assigned duties.

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

1. Serve as initial contact for the Parks Department both on the phone and in the reception area. A pleasant personality with a customer service attitude are required.
2. Typing and composition of office correspondence, reports and other items as assigned. Compiles and completes data for administrative reports and other public documents. Establishes and maintains office filing system. Makes varied mathematical computations on material assembled.
3. Preparation of grant reimbursement requests and other record keeping including correspondence to policies and standards.
4. Preparation and distribution of meeting notices and agendas.
5. Relieves Parks and Recreation Director of routine administrative details such as requisitioning or order supplies, checking operating reports for accuracy and conformance to policies and standards.
6. Ordering, maintaining, processing and preparation of invoices of materials and supplies for Administration Department.
7. Takes and prepares minutes for assigned committee responsibilities.
8. Preparation and maintenance of assigned economic indicators and demographics.
9. Other duties as assigned.
10. Coordinate and schedule basic copier and office machine repairs and maintenance.
11. Keep and maintain adequate supply of office supplies.
12. Miscellaneous business related errands.
13. Carries out any other duties as are within the scope, and spirit and purpose of the job as directed by the supervisor or Department Head.

Revised January 2025

QUALIFICATIONS:

Knowledge of: Bookkeeping, accounting, accounts payable and receivables; basic office skills including typing and filing; computer experience with spreadsheet programs and word processing packages. Professional appearance, attitude and attire.

Abilities: Ability to follow verbal and written instructions; work independently; set priorities; meet deadlines; and exercise independent judgment; maintain confidentiality; present positive professional image to the general public and other City Departments; communicate with fellow workers, subordinates, managers and the general public in a clean, concise manner; maintain attention to numerous individuals or detailed information for prolonged periods of time; provide customer service in a manner consistent with City standards; work cooperatively with others as a member of a service-oriented team; deal with distressed, agitated customers in a calming, composed manner.

Experience, Education and Training: Any combination of experience and training that would likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be: Experience: Three (3) to five (5) years of previous experience in a similar position or demonstration of possession of the knowledge and abilities listed above. Education: Graduation from high school (or HSE-High School Equivalency Credential) or related specialized training courses with supplement experience.

Physical Requirements: Work is performed in an office environment with noise and frequent interruptions. Some assignments require sitting for extended periods of time. Work is often performed under the stress associated with the need to meet inflexible deadlines.

License/Certificates: Possession of, or ability to maintain an appropriate valid Missouri driver's license.

SPECIAL REQUIREMENTS:

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

Overtime: The City provides overtime or compensatory time off pursuant to the Fair Labor Standards Acts.

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 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 duty proficiently.

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

Signed:__________________________ Date:

Revised January 2025

CITY OF CARTHAGE
JOB DESCRIPTION

DEPARTMENT: Public Works — **SALARY GRADE:** E
POSITION TITLE: Administrative Assistant — **FLSA STATUS:** Non-Exempt

RESPONSIBILITIES OF POSITION:

This position consists of secretarial and clerical work, which involves a wide variety of activities in assisting the Director of Public Works in performing departmental tasks. Activities may include taking dictation, skilled typing, filing, canvassing and screening callers and visitors, and operating office machines. Work is performed with initiative and independent judgement and is evaluated upon completion for adherence to instructions and established procedures.

SUPERVISION RECEIVED AND EXERCISED:

Under general supervision of Director of Public Works, incumbent is expected to demonstrate and exercise considerable independent judgement and knowledge in the performance of assigned duties.

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

1. Serve as initial contact for the Public Works and Street Department both on the phone and in the reception area. A pleasant personality with a customer service attitude are required.
2. Prepares correspondence, reports and other items as assigned. Compiles and completes data for administrative reports and other public documents. Establishes and maintains office filing system. Makes varied mathematical computations on material assembled.
3. Ordering, maintaining, processing and preparation of invoices for materials and supplies received by the Public Works and Street Departments.
4. Issues all permits after Public Works staff approve applications.
5. Prepare and mail invoices for utility cuts.
6. Process and record all payments received by the Public Works and Street Departments.
7. Make copies as needed.
8. Maintain payroll sheets for the Public Works and Street Departments.
9. Prepare bank deposits.
10. Maintain a petty cash fund and its records.
11. Carries out any other duties as are within the scope, spirit and purpose of the job as directed by the supervisor or Department Head.

QUALIFICATIONS REQUIRED:

Knowledge: Bookkeeping, accounting, accounts payable and receivables; basic office skills including typing and filing; computer experience with spreadsheet programs and word processing packages. Receptionist experience. Professional appearance, attitude and attire.

Abilities: Ability to follow verbal and written instructions; work independently; set priorities; meet deadlines; and exercise independent judgement; maintain confidentiality; present a positive professional image to the general public and other City Departments; communicate with fellow workers, subordinates, managers and the general public in a clear, concise manner; maintain attention to numerous individuals or detailed information for prolonged periods of time; provide customer service in a manner consistent with City standards; work cooperatively with others as a member of a service-oriented team; deal with distressed, agitated customers in a calming, composed manner.

Experience, Education and Training: Any combination of experience and training that would likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be: Experience: Three (3) to five (5) years of previous experience in a similar position or demonstration of possession of the knowledge and abilities listed above. Education: Graduation from high school (or HSE-High School Equivalency Credential) or related specialized training courses which supplement experience.

Physical Requirements: Work is performed in an office environment with noise and frequent interruptions. Some assignments require sitting for extended periods of time. Work is often performed under the stress associated with the need to meet inflexible deadlines.

License or Certificate: Possession of, ability to obtain an appropriate valid Missouri Driver's License.

SPECIAL REQUIREMENTS:

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

Overtime:
The City provides overtime or compensatory time off pursuant to the Fair Labor Standards Act.

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 accommodation under the American with Disabilities Act.

Signed:____________________________ Date:

Revised January 2025