City of Carthage, Missouri

CITY COUNCIL

January 28, 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=PXifkfvV5Wo

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.

City Clerk Miranda Deal gave the Oath of office to Ward 2 Council Member Ray West.

The following Council Members answered roll call: Chris Taylor, Derek Peterson, Ray West, 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, Parks and Recreation Director Abi Almandinger, IT Administrator Michael Keith, and City Clerk Miranda Deal.

Mr. Peterson made a motion, seconded by Mr. Taylor, to approve the minutes of the January 14, 2025 Council Meeting. Motion carried.

Jeff Meredith gave a presentation for the CEDC highlighting the quarterly happenings at the CEDC. He highlighted the strategic plan, which was put together between June 2021 and January 2022.

During Citizen's Participation, Julie Reams, Chamber of Commerce President, updated the Council on what the Chamber will be working on the next six months, including the Carthage Stakeholder Legislative Review and preparation for the 59th Annual Maple Leaf Festival. On March 13th, 2025, there will be a candidate forum at CW&EP for those running for the April municipal elections. The business expo will be help March 28 & 29, 2025 at Memorial Hall and is open to all businesses who are members of the Chamber of Commerce. Also in March, the Chamber will start hosting a Men's Breakfast to be held at the Fair Acres YMCA. On April 11 & 12, 2025, the Chamber and Vision Carthage will host a Spring Fling shopping event. They are also planning the 3rd Annual Earth Day celebration to be held in Central Park on April 26, 2025. The Chamber Banquet will be held on June 5, 2025 at Memorial Hall. She thanked Traci Cox for the level of communication and input she has provided to the Chamber.

Ms. Heckmaster reported that the Budget Ways and Means Committee is between meetings. The next meeting is February 10 at 5:30.

Ms. Schramm reported that the Committee on Insurance, Audit and Claims met on this day and approved the claims. She reported the Committee discussed updating the job description and a salary level increase for the Fire Department Administrative Assistant position. A motion was made by Ms. Schramm, seconded by Ms. Heckmaster, to approve the new job description and pay level increase for the Fire Department Administrative Assistant. Motion carried. Ms. Cox explained the current Fire Department Administrative Assistant had been performing the duties listed in the new job description for several years, and recommended a merit increase in salary, moving the Fire Department Administrative Assistant to Step Two instead of Step 1 in the new pay level. A motion was made by Ms. Schramm, seconded by Ms. Heckmaster to move the Fire Department Administrative Assistant to Step 2 in the new pay level. Motion carried. She also reported the Committee discussed updating the job description and a salary level increase for the Parks Operations Assistant. A motion was made by Ms. Schramm, seconded by Ms. Heckmaster, to approve the new job description and pay level increase for the Parks Administrative Assistant. Motion carried. The Committee discussed updating the job description and a salary level increase for the Public Works Administrative Assistant. A motion was made by Ms. Schramm, seconded by Ms. Heckmaster, to approve the new job description and pay level increase for the Public Works Administrative Assistant. Motion carried. Ms. Schramm stated work will soon begin on the new City budget, with City Clerk Miranda Deal cross training during the budget process. The next meeting is February 11 at 5:30.

Ms. Heckmaster reported that the Public Safety Committee met on January 27 where there was discussion and consideration of a contract for the Fraternal Order of Police, as seen in Council Bill 25-06. After lengthy discussion, a decision was made to table this item until next meeting due to verbiage clarification in sections 2.2.2 and 2.2.3. Ms. Heckmaster made a motion, seconded by Mr. Taylor to table Council Bill 25-06 until after the next Public Safety meeting. Motion carried. Discussed and considered "Tower 2 Tower Run Proposal" - Megan Milliken CWEP Consider and discuss 2025 Tower to Tower Run - Meagan Milliken. Meagan Milliken presented to the committee the CWEP 2025 Tower 2 Tower Run. CWEP will be hosting the run in honor of Drinking Water Week (May 4th-10th). The event will take place on Saturday, May 10, 2025, at 8:00am, all activities will be concluded no later than 10:30am. The start/finish location will be 826 E George E Phelps Blvd. The committee discussed declaring as surplus eight Kenwood radios, 5 more than the original, and donating 3 to the Carthage R9 Transportation department, and 5 will go to CWEP. The amended resolution will be voted on later in the evening. A donation to the police department was discussed. She stated the CPD received their annual $10,000.00 donation from an anonymous donor, which appears in Resolution 2071. Interim Chief Martin provided staffing updates, 2024 year end update and capital project updates. Interim Chief Martin also provided an update on the new Baby Box, located at the south fire station. Chief Hawkins provided staffing and station updates. The next meeting will be on February 24 at 5:30.

Mr. Barlow reported the Public Services Committee met on January 21. During the meeting, 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. 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. Mr. Barlow made a motion, seconded by Ms. Leece to allow the writing of a grant by Parks in conjunction with the Saddle Club for the upgrades. Motion carried. The committee discussed allowing a food trailer for the June Rodeo event at the Saddle Club. Mr. Barlow made a motion, seconded by Mr. Taylor, to allow the food trailer to set up at the Saddle Club from June 5-8. Motion carried. The committee reviewed a rental contract for Memorial Hall office spaces, it was forwarded to the City Attorney for his review. The committee reviewed the bids that were received for the Fair Acres Concession Building, the RFP exceeded both the project budget and the city engineer's estimate. The committee opted to reject all the bids for the project and start over. Also discussed was the presentation of a resolution to allow the surplus and disposal of the old Memorial Hall sign, which is set as Resolution 2068. They also discussed a cost share grant from the Missouri Department of Conservation to replace invasive grass at the Municipal Golf Course, which is seen in Resolution 2069. The next meeting is February 18 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 Ms. Leece for the Carthage Water and Electric Board.

Mayor Snow reported he has been meeting with various groups to ensure an open line of communication with all departments. He reported work will begin on the city budget beginning next week, with all departments working on their capital improvement projects. He hopes to have these to all committees for review by next month.

During Remarks from Council Members, Mr. West expressed his appreciation for being back with the Council. Ms. Leece welcomed Mr. West to the Council and asked everyone to remember and pray for our city employees who have lost family members recently. Ms. Heckmaster welcomed Mr. West to the Council. Mr. Barlow welcomed Mr. West to the Council. Ms. Schramm also welcomed Mr. West and stated the final rounds of City Administrator interviews were completed on January 15 and a selection was made. She also reported attending the CWEP meeting with Ms. Leece and expressed the need to write the new resolution for the expiration of board member terms, so only two members come up for renewal in the same year. She has also met with Julie Reams from the Chamber of Commerce to discuss upcoming events, and met with Ms. Almandinger at Parks and Recreation, and attended the dedication of the Baby Box.

Public Works Director Zeb Carney reported downtown sidewalk work is scheduled to begin February 17, 2025.

Parks and Recreation Director Abi Almandinger reported the new Memorial Hall sign has been installed and reported there has been a lot of vandalism and destruction on a nearly daily basis in the Griggs and Central Park restrooms. She hopes to have external cameras set up soon to help deter the vandals.

Interim City Administrator Traci Cox expressed her appreciation to Melissa Little, who started as the Tourism Director and Public Information Officer last week, stating Ms. Little had already contacted Air BnB about collecting lodging taxes on rentals, and has begun assembling a Tourism Board. She stated work will begin on the budget and to be sure to attend committee meetings, as that is where citizens will be able to hear about a department’s capital requests. She relayed that City Clerk Miranda Deal has been a huge help in the beginning stages of the budget process.

The Committee on Claims filed a report in the amount of $4,019,641.25, against the following funds: General Revenue $98,714.37, Public Health $161,380.41, Lodging $520.90, Parks/Stormwater $23,920.87, Fire Protection $1,372.93, Golf $15,747.17, Capital Improvements $4,792.45, Parks and Recreation $6,800.82, Myers Park $1,734.00, Use Tax $57,424.76, Public Facilities $452,745.30, Payroll $194,487.27, and Carthage Water and Electric $3,000,000.00. Mr. Peterson made a motion, seconded by Mr. Taylor, to accept the report and allow the claims. Motion carried.

Under Old Business, 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 second reading followed by a roll call vote of 7 yeas and 0 nays. Ayes: Taylor, Peterson, West, Leece, Heckmaster, Barlow, Schramm. The Council Bill was approved and numbered Ordinance 25-04.

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 second reading followed by a roll call vote of 7 yeas and 0 nays. Ayes: Taylor, Peterson, West, Leece, Heckmaster, Barlow, Schramm. The Council Bill was approved and numbered Ordinance 25-05.

There was no New Business.

Ms. Schramm made a motion, seconded by Ms. Heckmaster, to approve the Mayor’s Standing Committee Appointments. Motion carried.

Ms. Heckmaster made a motion, seconded by Mr. Peterson, to approve 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. Resolution 2068 was adopted after a roll call vote of 7 yeas and 0 nays. Ayes: Taylor, Peterson, West, Leece, Heckmaster, Barlow, and Schramm.

Ms. Heckmaster made a motion, seconded by Mr. Barlow, to approve 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. Resolution 2069 was adopted after a roll call vote of 7 yeas and 0 nays. Ayes: Taylor, Peterson, West, Leece, Heckmaster, Barlow, and Schramm.

Ms. Heckmaster made a motion, seconded by Mr. Peterson, to approve 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.

Ms. Cox reported that in speaking with Attorney Gold and Stuart Haynes at MML, since the majority of the council voted to enter into a contract with Paul Martin, any services that are performed must be paid or he can sue. The contract is not binding on a new council and it could be voted on to terminate the contract in April, or even now if a motion were to be made.

Mr. Taylor called a point of order and stated that the ordinance to impeach Mayor Rife was illegal and that enough money has been wasted in attorney fees for Mr. Martin. Ms. Leece agreed with Mr. Taylor and is in favor of paying for the December services but does not want to spend any more.

Resolution 2070 was adopted after a roll call vote of 7 yeas and 0 nays. Ayes: Taylor, Peterson, West, Leece, Heckmaster, Barlow, and Schramm.

Ms. Heckmaster made a motion, seconded by Mr. Barlow, to approve 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. Resolution 2071 was adopted after a roll call vote of 7 yeas and 0 nays. Ayes: Taylor, Peterson, West, Leece, Heckmaster, Barlow, and Schramm.

Ms. Peterson made a motion, seconded by Mr. Taylor, to approve 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. Resolution 2072 was adopted after a roll call vote of 7 yeas and 0 nays. Ayes: Taylor, Peterson, West, Leece, Heckmaster, Barlow, and Schramm.

Ms. Heckmaster made a motion, seconded by Mr. Taylor, to approve 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. Resolution 2073 was adopted after a roll call vote of 7 yeas and 0 nays. Ayes: Taylor, Peterson, West, Leece, Heckmaster, Barlow, and Schramm.

Ms. Leece made a motion, seconded by Mr. Peterson, to approve Resolution 2074 -- A Resolution to correct the Carthage Water & Electric Board term of Darren Collier.

Ms. Cox reviewed the need for the term correction, Mr. Collier took over when Neel Baucom died in 2021 and it was a clerical error that was made in giving Mr. Collier a 4 year term in 2021 rather than putting him down to finish Mr. Baucom’s term that would have expired in 2022. Correcting this expiration term will solve the problem of having three members up for reappointment on the CWEP board this year.

Resolution 2074 was adopted after a roll call vote of 7 yeas and 0 nays. Ayes: Taylor, Peterson, West, Leece, Heckmaster, Barlow, and Schramm.

Ms. Heckmaster made a motion, seconded by Mr. Barlow, to approve Resolution 2075 as amended -- A Resolution approving the declaration as surplus to the City's needs and authorizing the disposition of eight Kenwood radios and donating three to the Carthage R-9 School District Transportation Department and five to Carthage Water & Electric Plant. Resolution 2075 was adopted after a roll call vote of 7 yeas and 0 nays. Ayes: Taylor, Peterson, West, Leece, Heckmaster, Barlow, and Schramm.

During closing comments, Ms. Heckmaster commended Ms. Schramm for the number of meetings she has attended. Ms. Schramm announced she would be attending the ribbon cutting at the McCune Brooks Center on Wednesday and would be attending the shareholder meeting on Friday.

Ms. Peterson made a motion, seconded by Ms. Schramm, 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 7 yeas and 0 nays. Ayes: Chris Taylor, Derek Peterson, Ray West, Lori Leece, Terri Heckmaster, Tom Barlow, and Jana Schramm. Motion carried at 7:33 p.m.

CLOSED SESSION

Ms. Schramm made a motion, seconded by Ms. Heckmaster, to return to the regular session of the Council Meeting at 8:20 p.m. followed by a roll call vote of 7 yeas and 0 nays. Ayes: Chris Taylor, Derek Peterson, Ray West, Lori Leece, Terri Heckmaster, Tom Barlow, and Jana Schramm. Motion carried.

Mr. Taylor made a motion, seconded by Ms. Leece, to adjourn the regular session of the Council Meeting. Motion carried and meeting adjourned at 8:24 p.m.

CLOSED SESSION
MINUTES OF THE MEETING OF THE CITY COUNCIL
CITY OF CARTHAGE, MISSOURI
January 28, 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. Peterson made a motion, seconded by Mr. Schramm, 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 1 nays. Ayes: Chris Taylor, Derek Peterson, Ray West, Lori Leece, Terri Heckmaster, and Tom Barlow, with Jana Schramm voting nay. Motion carried at 7:33 p.m.

There was a short recess before the closed session started. Council went into closed session at 7:40 p.m.

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

Attorney Jon Gold, Interim City Administrator Traci Cox, City Clerk Miranda Deal, and Deputy City Clerk Amy Taylor were present. Abi Almandinger, Tyler Markham, and Alyssa Hess were also present.

The Council was updated on real estate matters.

Mayor Snow called a special closed session meeting via Zoom for January 30, 2025 at 5 pm.

Ms. Schramm made a motion, seconded by Ms. Heckmaster, to return to the regular session of the Council Meeting at 8:20 p.m. followed by a roll call vote of 7 yeas and 0 nays. Ayes: Chris Taylor, Derek Peterson, Ray West, Lori Leece, Terri Heckmaster, Tom Barlow, and Jana Schramm. Motion carried.

Respectfully submitted,
Amy Taylor
Deputy City Clerk