City of Carthage, Missouri
CITY COUNCIL

March 25, 2025 - 6:30 PM
CITY HALL COUNCIL CHAMBERS

****AMENDED AGENDA****

1. **Call to Order**
2. **Invocation**
3. **Pledge of Allegiance to Flag**
4. **Calling of the Roll**
5. **Reading and Consideration of Minutes of Previous Meeting**
   1. Approval of March 11, 2025 Minutes
6. **Presentations/Proclamations**
   1. Donal Myers Proclamation
7. **Public Comments**
   (Each person addressing the Council shall state their name and address or the organization or firm represented and is limited to no more than five (5) minutes. The time may be extended by the chair if deemed necessary. Once a person has had their say on a particular issue they are not permitted to once again speak on the issue unless called to answer any further questions by the Council or Chair)
8. **Reports of Standing Committees**
   1. Agendas and Minutes of Standing Committees
9. **Reports from Special Committees and Board Liaisons**
   1. Agendas and Minutes of Special Committees
10. **Report of the Mayor**
11. **Reports/Remarks of Councilmembers**
    (During reports/remarks of councilmembers, members of the council may take this opportunity to report on meetings, make comments and/or express concerns regarding current issues impacting the city, or make announcements concerning topics of interest of the council.)
12. **Administrative Reports**
    1. Financial Reports
13. **Report of Claims Presented Against the City**
    1. Motion and a second to approve the Claims
14. **Public Hearings**
15. **Old Business**
    1. C.B. 25-09 -- An Ordinance to amend Chapter 10, Article I, Section 10-4 of the Carthage City Code to add Lunar New Year as an exception to Section 10-3.

2. C.B. 25-10 -- An Ordinance authorizing the Mayor to enter into a Contract with Lightspeed Point of Sale for the Carthage Golf Course, in the City of Carthage, Missouri.
3. C.B. 25-11 -- An Ordinance authorizing the Mayor to enter into an Agreement with Carthage Youth Softball League for non-exclusive use of the softball fields at the Fair Acres Sports Complex during the summer of 2025, in the City of Carthage, Missouri.
4. C.B. 25-12 -- An Ordinance authorizing the Mayor to enter into an Agreement with Carthage Little League for non-exclusive use of the baseball fields at the Fair Acres Sports Complex during the summer of 2025, in the City of Carthage, Missouri.
5. C.B. 25-13 -- An Ordinance authorizing the Mayor to enter into an Agreement with Fair Acres YMCA for non-exclusive use of the fields at the Fair Acres Sports Complex for the YMCA's Spring Sports Program, in the City of Carthage, Missouri.
6. C.B. 25-14 -- An Ordinance authorizing the Mayor to execute an Agreement between the City of Carthage, Missouri and Total Electronics Contracting, Inc. for installing door access controls for security at the Public Works and Street Department buildings.
7. C.B. 25-15 -- An Ordinance authorizing the City of Carthage to enter into an Agreement with Traci Cox for the purpose of employing her as City Administrator for the City of Carthage, authorizing the Mayor to execute said Agreement by and on behalf of the City of Carthage, Missouri.
8. C.B. 25-16 -- An Ordinance to amend Section 2-316 of Chapter 2, Article 4, Division 2 of the Code of the City of Carthage, Missouri.
9. C.B. 25-17 -- An Ordinance to amend Section 2-328 or Chapter 2, Article IV, Division 2 of the Code of the City of Carthage, Missouri.

16. New Business

1. C.B. 25-18 -- An Emergency Ordinance amending Section 2-160(b) of the Carthage City Code
2. C.B. 25-19 -- An Ordinance authorizing the Mayor to enter into a contract with Banner Fire Equipment, Inc., for the purchase of one (1) E-One Typhoon HP 75 Ladder Fire Apparatus
3. C.B. 25-20 -- An Ordinance authorizing the Mayor to enter into an Agreement with The Walker Collaborative Team to prepare the Historic District Design Guidelines for the City of Carthage, Missouri.

17. Mayor’s Appointments

1. City Administrator

18. Resolutions

19. Closing Comments

20. Executive Session

21. Adjournment

1. Additional Packet Correspondence

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

City of Carthage, Missouri
CITY COUNCIL

MARCH 11, 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=xQbmmuAMroM

The Carthage City Council met in regular session on the above date in Council Chambers at 6:30 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: Derek Peterson, Ray West, Lori Leece, Terri Heckmaster, Tom Barlow, and Jana Schramm. Chris Taylor was absent. 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, Parks and Recreation Director Abi Almandinger, and IT Administrator Michael Keith.

Mr. Peterson made a motion, seconded by Mr. West, to approve the minutes of the February 25, 2025 Council meeting and closed session. Motion carried

During Public Comments, Chuck Bryant, CW&EP President, discussed the recent power outages in Carthage, and the work CW&EP does in conjunction with the SPA to keep power on in Carthage. He also explained how certain events lead to triggering a safety shutdown to the grid.

Misty White, 1649 S. Garrison, discussed the appointment of Jason Martin as Fire Chief, stating she feels his non-appointment was politically motivated. She expressed her wish that Mr. Martin would be appointed, as she feels he is the right candidate for the position.

Patrick Scott, 505 Count Road 75, discussed his concerns relating to the address reported on council candidacy paperwork by Ward 4 candidate, T.J. Teed. He is unsure where Mr. Teed legally resides and questions his eligibility to run for council in Ward 4.

Ms. Heckmaster reported that the Budget Ways and Means Committee met on Match 10th. She reported Interim Fire Chief Jason Martin has found a fire truck the department wishes to purchase. The truck is at Banner Fire Equipment, who would like a letter of intent to purchase. Ms. Heckmaster made a motion, seconded by Mr. Barlow, to provide a letter of intent to purchase to Banner Fire Equipment. Motion carried. The cost of the truck is $1,187,602.00. Interim Chief Martin estimates the additional equipment needed for the truck will come in $50,000 - $100,000 below what has been budgeted. The committee also discussed door access security at Public Works and the Street Department, which is on the agenda as Council Bill 25-14. She also states the Carthage Police Department received a Law Enforcement Sales

Tax (LEST) grant in the amount of $23,991.55, on the agenda as Resolution 2077. They also discussed the Kellogg Lake Board request, on the agenda as Resolution 2078. This is a 50/50 grant, with the cost to the City being $65,937.25. Also discussed was a grant from the Missouri Department of Natural Resources, which is on the agenda as Resolution 2081. This grant supplies $22,500.00 toward PZHP design guidelines, with the City's portion coming in at $15,000.00. The next meeting will be on April 14th at 5:30.

Ms. Schramm reported that the Committee on Insurance, Audit and Claims met on this day and approved the claims. The next meeting will be on March 25th at 5:30.

Ms. Heckmaster reported that the Public Safety Committee is between meetings. The next meeting will be on March 17th at 5:30.

Mr. Barlow reported the Public Services Committee met on February 27th. Discussed was the YMCA Spring youth soccer field usage which is on the agenda at C.B 25-13. Also discussed was the request from the Kellogg Lake Board requesting funds in the amount of $65,937.25, which was forwarded to the Budget Committee. They discussed the Carthage Youth Softball contract, which is on the agenda as C.B. 25-11. Discussion of the Tropix Tropical Sno trailer being allowed to operate in the parks beyond the time allowed by the City Charter. Mr. Barlow made a motion, seconded by Mr. Peterson, to allow the Tropix Tropical Sno trailer to access the parks at the times outlined in the packet. Motion carried. Also discussed was the Lightspeed point of sale system for Golf Course, on the agenda as C.B. 25-10. The Little League contract for field usage for the Spring season was also discussed and is on the agenda as C.B. 25-12. Last discussed was the capital budget that was submitted. The next meeting will be on March 27th at 5:30.

Mr. Barlow reported the Public Works committee did not meet due to lack of business. The next meeting will be on April 1st at 5:30.

Special Committee and Board Liaison reports were given by Ms. Schramm for Vision Carthage, the Tourism Steering Committee, the Jasper County Commissioners, and the Harry S. Truman Coordinating Committee, Mr. Peterson for the Kellogg Lake Board, and Mr. Barlow for the Library Board.

Mayor Snow wishes to commend Detective Snow and patrol officers Lane, Criqui, Fallis, Tacket, and Ransom for their work during the March 4th shooting incident in Carthage, reporting they had two suspects in custody within 24 hours. He also reported on touring the Humane Society with Chief Hawkins, Ms. Cox and discussing a new contract with them. Also reported was the resignation of Public Works Director Zeb Carney, whose last day will be April 4, 2025.

During Remarks from Council Members, Mr. Peterson discussed the appointment of Jason Martin to Fire Chief, stating his previous 'No' vote was not politically motivated, that he has full faith in Mr. Martin's ability and dedication, and will happily vote to appoint Mr. Martin tonight. He also expressed his opinion that Ms. Cox has done an exemplary job as interim City Administrator and will be happy to approve of her hiring when it comes before the Council. He stated he will explain in more detail the Kellog Lake Board request, Resolution 2078, later in the meeting. Ms. Leece expressed her concern about the newly opened roundabout, saying the arrows painted in one of the lanes are confusing and hopes this will be corrected. She also congratulated Carthage R-9 for their new baseball field and said there was a great turnout today for the field dedication. She also congratulated Interim Fire Chief Martin on the new fire

truck. Mr. Snow spoke about the roundabout, saying the project has not been cleared as complete with the state, as there are items that need to be corrected before it is marked complete. The arrows Ms. Leece questioned are items on the list. Ms. Heckmaster echoed Mr. Peterson's comments about Mr. Martin, stating she will be happy to vote yes to approve his appointment t Fire Chief. She also said she will be happily voting to approve the hiring of Ms. Cox as City Administrator when that comes before the Council. She also said how happy she is that Carthage has the involvement with SBA for our electric needs. Mr. Barlow stated it is beyond time for Mr. Martin's appointment as Fire Chief and will happily vote yes tonight to approve his appointment. Ms. Schramm says she is also in support of the appointment of Mr. Martin to Fire Chie and she will also be voting yes tonight. Ms. Schramm made a motion, seconded by Mr. Peterson to amend the agenda to add C.B. 25-16 – An ordinance to amend Section 2-316 of Chapter 2, Article 4, Division 2 of the Code of the City of Carthage, Missouri. Motion carried. Ms. Schramm made a motion, seconded by Mr. Peterson, to amend the agenda to add C.B. 25-17 – An ordinance to amend section 2-328 of Chapter 2, Article 4, Division 2 of the Code of the City of Carthage, Missouri. Motion carried.

Police Chief Bill Hawkins reported on recent cases, including two shootings, and an arson case involving the parks bathrooms. He reports all suspects are in custody. He also reported on a child abuse case, and a recent murder within the city.

Interim Fire Chief Jason Martin thanked everyone for their kind words about his upcoming appointment. He says they have been working trying to find a new truck, and once a letter of intent is submitted, the fire department should be getting a new ladder truck. He also reported a new hire worked a recent call involving a young child, saying those calls are difficult for all involved but especially so on a new hire. He says he appreciates The Bridge and Jude Champagne for hosting a debrief of the event on Thursday morning for the fire personnel.

Parks and Recreation Director Abi Almandinger reported about fires set in Central Park men's restroom, which has caused the closing of the men's and women's restrooms due to needed repairs. She said the restrooms will now be locked earlier due to daylight savings time and reports vandalism in other parks restrooms is down a little bit. She hopes the times can be moved closer to when the parks close, but that will depend on the trend of vandalism. She thanked the police for the time spent patrolling the parks to help deter vandals. She also reported fencing improvements at the Fair Acres ball fields.

Interim City Administrator Traci Cox thanked the council for the kind words spoken of her tonight. She reported sales tax revenue for the month of march came in 1% higher than March 2024. Sales tax is up 2.06% YTD, $47,642.00. The Use Tax is still down but has increased slightly. Use Tax for March came in at $127,878.00, 5.79% higher than March 2024. YTD Use Tax is $958,544.00. YTD property taxes are up approximately $11,000.00.

The Committee on Claims filed a report in the amount of $933,618.40 against the following funds: General Revenue $264,521.47, Public Health $294.26, Lodging $5,520.21, Parks/Stormwater $59,628.21, Fire Protection $467.02), Golf $16,915.34, Myers Park $4,751.50, Use Tax $111,498.67, Public Facilities $18,077.71, Library $25,000.00, and Payroll $426,944.01. Mr. Peterson made a motion, seconded by Ms. Schramm, to accept the report and allow the claims. Motion carried.

Under Old Business, C.B. 25-06 -- An Ordinance authorizing and adopting provisions for collective bargaining with law enforcement personnel was placed on second reading followed by a roll call vote of 6 yeas and 0 nays. Ayes: Peterson, West, Leece, Heckmaster, Barlow, Schramm. The Council Bill was approved and numbered Ordinance 25-08.

Under New Business, C.B. 25-10 -- An Ordinance authorizing the Mayor to enter into a Contract with Lightspeed Point of Sale for the Carthage Golf Course, in the City of Carthage, Missouri was placed on first reading with no action taken.

C.B. 25-11 –An Ordinance authorizing the Mayor to enter into an Agreement with Carthage Youth Softball League for non-exclusive use of the softball fields at the Fair Acres Sports Complex during the summer of 2025, in the City of Carthage, Missouri was placed on first reading with no action taken.

C.B. 25-12 -- An Ordinance authorizing the Mayor to enter into an Agreement with Carthage Little League for non-exclusive use of the baseball fields at the Fair Acres Sports Complex during the summer of 2025, in the City of Carthage, Missouri was placed on first reading with no action taken.

C.B. 25-13 -- An Ordinance authorizing the Mayor to enter into an Agreement with Fair Acres YMCA for non-exclusive use of the fields at the Fair Acres Sports
Complex for the YMCA's Spring Sports Program, in the City of Carthage, Missouri was placed on first reading with no action taken.

C.B. 25-14 -- An Ordinance authorizing the Mayor to execute an Agreement between the City of Carthage, Missouri and Total Electronics Contracting, Inc. for installing door access controls for security at the Public Works and Street Department buildings was placed on first reading with no action taken.

C.B. 25-15 -- An Ordinance authorizing the City of Carthage to enter into an Agreement with Traci Cox for the purpose of employing her as City Administrator for the City of Carthage, authorizing the Mayor to execute said Agreement by and on behalf of the City of Carthage, Missouri was placed on first reading with no action taken.

Consider and Discuss Aquatic Facility – Ms. Schramm stated funding had not been secured for over a year so the process needed be looked at again. She stated it needs to be determined if it’s the location and size needed and that’s why a board had been appointed. The board will go in and decide if a site study is needed or what amenities that it will entail to get the aquatic center built for the town. Ms. Cox added that the steering committee was initially formed to look at funding for the project, however the current design plans that were previously approved by Council is a $15,000,000.00 project and securing funding for that will be very difficult. There has been discussion on where the facility should be located, with previous Council voting and approving Municipal Park as the location. This will also be discussed by the steering committee. Ms. Leece urged citizens to give their opinions on the location of the aquatic park.

C.B. 25-16 – An ordinance to amend Section 2-316 of Chapter 2, Article 4, Division 2 of the Code of the City of Carthage, Missouri. Ms. Schramm explained this is to prevent to removal of the entire CW&EP board and sets up the precedent as to how many members can be appointed and their terms and is for the security of the CW&EP board. She also wanted to add under A. where the mayor, to eliminate potential conflicts, is to notify the CW&EP GM if candidates are delinquent in utility payments and adds standards that should be met by those on the CW&EP committee. She states there should be some vetting that goes into these people and knowledge of who's being appointed. Ms. Schramm made a motion, seconded by Mr. Peterson, to amend Section A. of Section 2-316 of Chapter 2, Article 4, Division 2 of the Code of the City of Carthage, Missouri, to include "The mayor, to eliminate potential conflicts, is to notify the CW&EP GM if candidates are delinquent in utility payments and adds qualifications that should be met by those on the CW&EP committee." Motion carried.

C.B. 25-17 – An ordinance to amend section 2-328 of Chapter 2, Article 4, Division 2 of the Code of the City of Carthage, Missouri. Ms. Cox says this revision states the City will receive financial reports from CW&EP but not the list of expenditures that has previously been submitted. She says the amendment also states CW&EP must bring any contracts they enter to the Council.

During Mayor's Appointments, Mr. Barlow made a motion, seconded by Mr. Peterson, to approve the Mayor's Appointment of Jason Martin as Fire Chief. Motion carried.

Ms. Heckmaster made a motion, seconded by Mr. West, to approve Resolution 2077 -- A Resolution providing for the formal acceptance of a donation to the City of Carthage's Police Department by the City Council of the City of Carthage, Missouri pursuant to City Policy. Resolution 2077 was adopted after a roll call vote of 6 yeas and 0 nays. Ayes: Peterson, West, Leece, Heckmaster, Barlow, and Schramm.

Ms. Heckmaster made a motion, seconded by Mr. Barlow, to approve Resolution 2078 -- A Resolution of the City of Carthage, Missouri authorizing the Kellogg Lake Board to submit a grant application to the Steadley Memorial Trust for the "Rearing Pond" Project, with the City of Carthage funding 50% of the project total. Resolution 2078 was adopted after a roll call vote of 6 yeas and 0 nays. Ayes: Peterson, West, Leece, Heckmaster, Barlow, and Schramm.

Mr. Peterson made a motion, seconded by Mr. Barlow, to approve Resolution 2079 -- A Resolution approving the recommendation of the McCune-Brooks Regional Hospital Trust for the distribution of funds ($35,400.00) from the Restricted Trust Fund to the City of Carthage. Resolution 2079 was adopted after a roll call vote of 6 yeas and 0 nays. Ayes: Peterson, West, Leece, Heckmaster, Barlow, and Schramm.

Mr. Peterson made a motion, seconded by Ms. Heckmaster, to approve Resolution 2080 -- A Resolution approving the recommendation of the McCune-Brooks Regional Hospital Trust for the distribution of funds ($100,000.00 per year for five years) from the Restricted Trust Fund to the Fair Acres Family Y. Resolution 2080 was adopted after a roll call vote of 6 yeas and 0 nays. Ayes: Peterson, West, Leece, Heckmaster, Barlow, and Schramm.

Ms. Heckmaster made a motion, seconded by Ms. Leece, to approve Resolution 2081 -- A Resolution of the City of Carthage, Missouri authorizing the Mayor to accept a grant from the Missouri Department of Natural Resources for City of Carthage the development of design guidelines to protect the historic character of the City of Carthage. Resolution 2081 was

adopted after a roll call vote of 6 yeas and 0 nays. Ayes: Peterson, West, Leece, Heckmaster, Barlow, and Schramm.

During closing comments, Ms. Schramm said she went to the baseball fiend grand opening at McCune-Brooks Regional Hospital Stadium, thanking all who donated to make the stadium possible. Mr. Peterson congratulated Fire Chief Jason Martin on his new appointment. Ms. Leece also congratulated Chief Martin on his appointment. Ms. Heckmaster says the weather is beautiful now and encouraged all to go spend time at a local park. Mr. Barlow congratulated Chief Martin and thanked him for the grace and patience he showed through the long delay in his appointment.

Ms. Leece made a motion, seconded by Mr. Peterson, to close the meeting according to section 610.021 (1), the agenda includes the possibility of a vote to close part of the meeting to discuss legal actions, causes of action or litigation involving a public governmental body or its representatives and its attorneys followed by a roll call vote of 6 yeas and 0 nays. Ayes: Derek Peterson, Ray West, Lori Leece, Terri Heckmaster, Tom Barlow, and Jana Schramm. Motion carried and the Council entered closed session at 7:48 p.m.

CLOSED SESSION

Mr. Peterson made a motion, seconded by Ms. Leece, to return to the regular session of the Council Meeting 8:09 p.m. followed by a roll-call vote of 6 yeas and 0 nays. Ayes: Derek Peterson, Ray West, Lori Leece, Terri Heckmaster, Tom Barlow, and Jana Schramm. Motion carried.

Ms. Schramm made a motion, seconded by Ms. Heckmaster, to adjourn the regular session of the Council Meeting. Motion carried and meeting adjourned at 8:14 p.m.

CLOSED SESSION
MINUTES OF THE MEETING OF THE CITY COUNCIL
CITY OF CARTHAGE, MISSOURI
MARCH 11, 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.

Ms. Leece made a motion, seconded by Mr. Peterson, to close the meeting according to section 610.021 (1), the agenda includes the possibility of a vote to close part of the meeting to discuss legal actions, causes of action or litigation involving a public governmental body or its representatives and its attorneys followed by a roll call vote of 6 yeas and 0 nays. Ayes: Derek Peterson, Ray West, Lori Leece, Terri Heckmaster, Tom Barlow, and Jana Schramm. Motion carried and the Council entered closed session at 7:48 p.m.

There was a short recess before the closed session started. Council went into closed session at 7:57 p.m.

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

Attorney Jon Gold, Interim City Administrator Traci Cox, Deputy City Clerk Amy Taylor were also present.

Attorney Gold updated the council on legal matters.

Ms. Heckmaster made a motion, seconded by Ms. Leece, to allow City Attorney Jon Gold to dismiss the Brightly lawsuit. Motion carried by a vote of 6 yeas and 0 nays. Ayes: Derek Peterson, Ray West, Lori Leece, Terri Heckmaster, Tom Barlow, and Jan Schramm.

Mr. Peterson made a motion, seconded by Ms. Leece, to return to the regular session of the Council Meeting at 8:09 p.m. followed by a roll-call vote of 6 yeas and 0 nays. Ayes: Derek Peterson, Ray West, Lori Leece, Terri Heckmaster, Tom Barlow, and Jana Schramm. Motion carried.

Respectfully submitted,
Amy Taylor
Deputy City Clerk

P R O C L A M A T I O N

WHEREAS, **Donal Myers, an avid St. Louis Cardinals fan, was raised on and worked alongside his father and brothers on his family farm outside of Everton; and**

WHEREAS, **Donal & Maxine Myers were married for 78 years and 51 days. Their love being one of the main factors that Donal credits for living such a long and happy life; and**

WHEREAS, **Donal & Maxine had one daughter, Katherine Sue (Goettel), who later gave them their only granddaughter Kendra Sue; and**

WHEREAS, **Donal Myers, of Myers Realty, attended Real Estate school in Springfield, MO. He later used his real estate brokers license to help ConAgra locate and purchase properties when their business expanded; and**

WHEREAS, **Donal Myers was a member of the Masons for 69 years, a Shriner for 56 years, and a member of the Carthage Affordable Housing Task Force for more than 23 years. He was one of the original 15 on the Carthage "Train Crew"; and**

NOW, THEREFORE, I, **Alan Snow, Mayor of Carthage, Missouri, declare the day of March 27, 2025 as**

DONAL MYERS DAY

in the City of Carthage. Further, I hereby extend my best wishes to Donal Myers and encourage his family and friends and all citizens of Carthage to do the same.

BE IT FURTHER RESOLVED, **that a copy of this Proclamation be properly inscribed and presented to Donal Myers.**

_____

Alan Snow
Mayor

City of Carthage, Missouri

BUDGET WAYS & MEANS COMMITTEE

March 10, 2025 - 5:30 PM
CITY HALL COUNCIL CHAMBERS

MINUTES

1. **Call to Order**
MEMBERS PRESENT: Ray West, Terri Heckmaster, Tom Barlow
MEMBERS ABSENT: Chris Taylor

OTHER COUNCIL MEMBERS: Jana Schramm

STAFF PRESENT: Interim City Administrator Traci Cox, Admin Assistant Dorothy Weber, IT Director Michael Keith, Police Chief Bill Hawkins, Fire Chief Jason Martin, Parks Director Abi Almandinger

Chair Terri Heckmaster called the meeting to order at: 5:29PM

2. **Old Business**

1. Approval of February 10, 2025 Minutes

ACTION:	Motion to approve Feb 10, 2025 Minutes by Tom Barlow Motion passed with a 3:0
AYES:	Terri Heckmaster, Tom Barlow, Ray West
NOES:	None
ABSTAIN:	None

3. **Citizens Participation**
(Citizens wishing to speak should notify Department Head or Committee Chair in advance)

4. **New Business**

1. Consider and Discuss the purchase of a ladder truck
Jason Martin stated that the truck that he previously presented sold during his presentation. He found a different truck that fits the FD's needs better. He stated that the truck will be ready in 2026 and that the the FD will not pay until it is completed. Mr. Martin then stated that he needed to sign a letter of intent to buy and that this truck would be $12,000.00 more than the truck that he previously presented but that it comes with ground ladders. If the FD had to purchase the ground ladders separately it would have cost $20,000.00 or more. Mr. Martin said that the new truck will also be painted at no additional cost. He stated that if we wait until 2026 then the City will have to wait 3 years for the new truck. Mr. Barlow asked if this price would be locked in and Mr. Martin said yes. Ms.

Heckmaster asked about the surcharge and Jason said that he didn't know if that was something that we would have to pay but that he would look into it. Ms. Cox stated that the truck would be in the budget for next year. Ms. Heckmaster asked if a one year warranty was standard and Mr. Martin stated that it is and that the drivetrain would have a five year warranty from Cummins and that Banner warrantied their work for one year. Ms. Heckmaster asked if there was a disagreement between the City and Banner, where would the litigation take place. Mr. Martin said that he would make some phone calls and get back to her.

ACTION:	Motion to forward to send letter of intent to purchase a new ladder truck to council pending Jon Golds approval by Tom Barlow
	Motion passed with a 3:0
AYES:	Tom Barlow, Terri Heckmaster, Ray West
NOES:	None
ABSTAIN:	None

2. Consider and Discuss bids for Public Works Access Project

Mr. Keith stated that Total Electronics had the winning bid for the PW Door Access Controls project. Ms. Heckmaster asked how many people would have a door fob. Mr. Keith stated that only employees would get a fob. Mr. Barlow asked if there is an admin key fob and Mr. Keith stated that all fobs will only have the door access that they need for their positions. Ms. Cox stated that the bid came in over $750.00 than what was budgeted but that the funds are there to cover it, so a budget adjustment won't be necessary.

ACTION:	Motion to forward CB to Council for approval for entering into a contract with TEC for the PW access control project by Tom Barlow
	Motion passed with a 3:0
AYES:	Terri Heckmaster, Tom Barlow, Ray West
NOES:	None
ABSTAIN:	None

3. Consider and Discuss acceptance of LEST Grant

Ms. Cox stated that the annual LEST grant will be used for batteries, a translator (machine not human), first aid kits, ODET Fees and Adore software. Mr. Hawkins stated that Adore software is great for training new hires. Mr. Barlow asked about the translator and Mr. Hawkins stated that it's a handheld device that works a lot better than google translate.

ACTION:	Motion to forward resolution to accept LEST grant to Council by Ray West
	Motion passed with a 3:0
AYES:	Tom Barlow, Ray West, Terri Heckmaster
NOES:	None

ABSTAIN: None

4. Consider and Discuss Kellogg Lake Board request for a grant application involving financial contribution from the City

Ms. Cox stated that the grant that they would be applying for would be for the rearing pond. This grant has previously been applied for and denied by the Steadley Trust. Steadley Trust stated that they would reconsider if the City agreed to pay 50%. Ms. Cox stated that it's not in the budget but that a budget adjustment could be done once we figured out where to take the money from. Ms. Heckmaster asked what a rearing pond is. Mrs. Almandinger stated that it's a smaller pond that was used to raise fish. Mrs. Almandinger stated that ADA sidewalks,and a new pavilion would also be added. Mr. West asked if the City was cleaning it up and not raising fish. Ms. Almandinger stated they were just cleaning it up.

ACTION: Motion to forward resolution to Council allowing the Kellogg Lake Board to apply for the Steadley Grant by Tom Barlow
Motion passed with a 3:0
AYES: Ray West, Tom Barlow, Terri Heckmaster
NOES: None
ABSTAIN: None

5. Consider and Discuss acceptance of design guideline grant for Planning, Zoning, and Historic Preservation

Ms. Cox stated that the RFQ for Historic Preservation has been out for several months, and they finally got a response. Ms. Cox stated that the historic district has been wanting to make improvements to the guidelines. Ms. Cox stated that the first grant was for planning and zoning and this grant will be for design guidelines and recommendations. Mrs. Almandinger stated that this will give an opportunity to receive unbiased opinions. Ms. Cox asked if new guidelines will apply to existing structures. Mrs. Almandinger didn't know and Ms. Cox stated that she would ask.

ACTION: Motion to forward acceptance of historic guidelines grant to council by Ray West
Motion passed with a 3:0
AYES: Terri Heckmaster, Ray West, Tom Barlow
NOES: None
ABSTAIN: None

6. Consider and Discuss Humane Society Contract

Mr. Hawkins stated that he recently met with the humane society and they were asking for $100,000.00. Ms. Cox stated that the humane society was also going to limit the number of animals and raise the intake fee for the city to $275.00 per animal. Ms. Cox stated that multiple offers have been made to the humane society for in-kind work (like building kennels and runs and having animal control officers help with the animals taken out there to help lower the payroll expenses) and they turned it down and will not budge off of the $100,000.00. Mr. Hawkins stated that the public is only charged $200.00 per animal at intake.

Ms.Cox asked why it's higher for the City and Mr. Hawkins stated they said because the city is guaranteed a spot. Ms. Cox and Mr. Hawkins toured the facility and stated that they think the humane society is doing a great job. Mr. Hawkins stated that the humane society was not willing to negotiate at this time. Mr. Hawkins stated that he also offered for the city to build more fencing and it was turned down. Mr. West stated that he doesn't agree with giving them $100,000.00 and wants to know what happens next budget cycle when they ask for more money. Mr. West stated that it doesn't sit well with him that they're not willing to budge on the amount. Ms. Cox stated that Joplin only charges $80.00 per animal at intake. Mr. Barlow asked why Carthage humane society was charging $200.00 more than Joplin and Mr. Hawkins stated that he asked the humane society and was told that the city could just take the animals to Joplin. Ms. Cox stated that she feels that the humane society provides a direct service. Mr. Barlow asked about an agreement and Ms. Cox said that there was an agreement in place but that the humane society canceled it. Ms. Cox stated that they did cut their employee numbers to save on payroll.

7. Staff Reports

Mr. Martin stated that he made some phone calls and the surcharge does not apply. Mr. Martin then showed all of the warranties and stated that if a lawsuit was filed, it would be filed in the state that had the problem. Mr. Barlow asked about the final inspection and Mr. Martin stated that it would take place in Florida.

Ms. Cox stated that sales tax was up for the month and up 2% from this time last year. Use tax is up for the month. Ms. Cox stated that the property taxes for Dec & Jan 23-24 were $454,000.00.

5. Adjournment

ACTION:	Motion to Adjourn at 6:34 PM by Ray West
	Motion with a 3:0
AYES:	Terri Heckmaster, Ray West, Tom Barlow
NOES:	None
ABSTAIN:	None

City of Carthage

City of Carthage, Missouri

PUBLIC SAFETY COMMITTEE

March 17, 2025 - 5:30 PM
CITY HALL COUNCIL CHAMBERS

AGENDA

1. **Call to Order**
2. **Old Business**
   1. Approval of 2-24-25 Minutes
   2. Discuss and consider Lunar New year - Chief Hawkins
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 road closures for Food Truck Fridays - 7th Street from Garrison to Main and Lyon Street from 7th to Chestnut from 7:00am to 10:00pm on the following dates: April 11th, May 9th, June 13th, July 11th, August 8th, and September 12th - Tourism Director, Melissa Little
   2. Discuss and consider council bill to approve contract for ladder truck and hyper reach (mass notification system) demo - Chief Martin
   3. Staff Reports

      Fire Department

      Police Department
5. **Adjournment**

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

City of Carthage, Missouri
PUBLIC SAFETY COMMITTEE

March 17, 2025 - 5:30 PM
CITY HALL COUNCIL CHAMBERS

MINUTES

1. Call to Order

Councilman Taylor made a motion to approve the 2-24-25 minutes as presented.
Motion passes.

2. Old Business

1. Approval of 2-24-25 Minutes
   Councilman Taylor made a motion to approve the 2-24-25 minutes as presented.
   Motion passes
2. Discuss and consider Lunar New year - Chief Hawkins
   Councilman Barlow made a motion to change the times of fireworks for the Lunar New Year to 9AM - 11PM
   As well as to change times in the Carthage City Code of Ordinances on December 31st from 5 PM to January 1st ending at 12:30 AM
   July 4th to July 5th from 9 AM to 11 PM
   Motion passes.

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)

Todd with Vintage Rods - requested permission to back into parking spots on the square for a car show on Saturday May 17th from 3:00 PM to 5:00 PM.

After discussion, a motion to suspend the rules and allow cars to back into parking spaces was made by Councilman Barlow.
Motion passes

4. New Business

1. Discuss and consider road closures for Food Truck Fridays - 7th Street from Garrison to Main and Lyon Street from 7th to Chestnut from 7:00am to 10:00pm on the following dates: April 11th, May 9th, June 13th, July 11th, August 8th, and September 12th - Tourism Director, Melissa Little
   After discussion, information was updated to road closures - 7th Street from Garrison to Lyon Street and and Lyon from 7th to Chestnut from 7:00am to 10:00pm on the following dates: April 11th, May 9th, June 13th, July 11th, August 8th and September 12th.
   Motion to approve was made by Councilman Taylor. Motion passes.

2. Discuss and consider council bill to approve contract for ladder truck - Chief Martin

   After discussion of the ladder truck, a motion to approve and move bill to council was made by Councilman Taylor.
   Motion passes

3. Discuss and consider hyper reach (mass notification system) demo - Chief Martin

   Chief Martin was out of town - Traci spoke - no demo was needed.

4. Staff Reports

   Fire Department

   Police Department

   Chief Hawkins provided a department update.

5. Adjournment

A motion to adjourn was made at 6:07pm by Councilman Taylor.
Motion passes.

City of Carthage, Missouri

COMMITTEE ON INSURANCE/AUDIT AND CLAIMS

March 25, 2025 - 5:30 PM
CITY HALL COUNCIL CHAMBERS

AGENDA

1. **Call to Order**
2. **Old Business**
   1. Approval of March 11, 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 amendment to section 2-160 (b) of the City Code
   2. Presentation of the annual audit report by KPM CPA's
   3. Staff Reports
5. **Adjournment**

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

STEADLEY FAMILY LEGACY CENTER

CARTHAGE
PUBLIC LIBRARY

612 S. Garrison Avenue
Carthage, Missouri 64836
Ph 417.237.7040
Fx 417.237.7041
carthage.lib.mo.us

DRAFT APPROVED

CARTHAGE PUBLIC LIBRARY BOARD OF TRUSTEES
Tuesday, March 11th, 2025 5:15 p.m.

Carthage Public Library Board Room
612 S. Garrison Ave.

AGENDA
Roll Call of Members

Minutes from the Last Meeting

Financial Reports

Director's Progress and Service Report

President's Message

Council Liaison's Report

Committee Reports
- Building Committee
- Budget Committee
- Community Relations
- By-Laws
- Library Gardens
- ADA Compliance
- Communications
- Compensation/Wages

New Business

Payment of Bills

Closed Session

Adjournment

Posted at 8:00 A.M. on this 4th day of March 2025

Notice is hereby given that the Carthage Public Library Board of Trustees will conduct a closed meeting in the Carthage Public Library Board Room at 5:15 p.m. on Tuesday, March 11th, 2025

According to Section 610.021 (2) the agenda of said meeting includes the possibility of a vote to close part of the meeting to discuss leasing, purchasing or sale of real estate by a public governmental body where public knowledge of the transaction might adversely affect the legal consideration therefore.

The Carthage Public Library Board of Trustees Meeting Minutes – February 11, 2025

APPROVED

The Carthage Public Library Board of Trustees met Tuesday, February 11, 2025, in the Carthage Public Library Board Room. The meeting was called to order at 5:15 pm by Justin Baucom, President.

Roll Call
Board Members present: Nancy Dymott, Gary Cole, Kevin Johnson, Justin Baucom, Sandy Swingle, Brian Schmidt, and Donna Thomason. Board members absent: Carrie Campbell and Doug Huntley. Tom Barlow, City Council Liaison was also present, as was Sherri Luce, Children's Director. Julie Yockey, Library Director, was absent due to illness.

Minutes of Last Meeting
There were no changes to the minutes of the regular meeting on January 14, 2025. A motion to approve the meeting minutes was made by Gary Cole and seconded by Nancy Dymott. The motion passed unanimously.

Financial Report
Attached. Discussion included: (1) Parks and Storms funds are even with budgeted amounts. They are usually under budget. Brian Schmidt stated that this was something that could cause problems later in the year. (2) The Surtax from the state is down due to the fact that funds will come later in the year. Brian Schmidt moved that we accept the financials. The motion was seconded by Gary Cole. The motion passed unanimously.

Director's Progress and Service Report
Attached.

Youth Services Progress and Services Report
Attached.

President's Message
No Report

Council Liaison's Report
Tom Barlow shared that he had brought up the idea of diagonal parking on 7th Street, asking that this be reconsidered.

Committee Reports

Building Committee
Gary Cole reported that issues with the entry doors continue to be explored by the architects, Hunter and Assoc.

Budget Committee – No report

Community Relations – No report

By-Laws – Attached are guidelines for Notary Service by the Library. Gary Cole made a motion to approve the guidelines. Brian Schmidt seconded the motion. The motion passed unanimously.

Library Gardens - No report

ADA Compliance - No report

Communications - No report

Compensation/Wages – Wages of 9 employees were raised to $13.75 per hour to compensate for the new state minimum wage requirements.

Unfinished Business – No report

New Business - No report

Payment of Bills
Justin Baucom stated that the bills had been reviewed and could be paid. Nancy Dymott moved to pay the bills. Sandy Swingle seconded. Motion passed unanimously.

Closed Session – Attached

Adjournment
Brian Scmidt made a motion to adjourn. Nancy Dymott seconded. Motion passed unanimously. Meeting was adjourned at 5:54 pm.

President Justin Baucom requested that the Board move into Closed Session.

Respectfully submitted,

Donna Thomason

Donna Thomason
Secretary-Treasurer

Nancy Dymott (ND) Doug Huntley (DH) Sandy Swingle (SS)

CARTHAGE PUBLIC LIBRARY

FINANCIAL STATEMENTS

FEBRUARY 28, 2025

SCHMIDT
CPAS & ADVISORS

SCHMIDT
CPAS & ADVISORS

ACCOUNTANT'S DISCLAIMER REPORT

To Management
Carthage Public Library
612 S Garrison
Carthage, MO 64836

The accompanying financial statements of Carthage Public Library as of and for the month ended February 28, 2025 omit substantially all disclosures. The financial statements were not subjected to an audit, review, or compilation engagement by us and we do not express an opinion, a conclusion, nor provide any assurance on them.

Schmidt Associates, LLC

March 10, 2025

Carthage Public Library
Balance Sheet - Cash basis
February 28, 2025

Assets

Current Assets		
Cash in bank - treasurer's cash	$	525,436.44
Cash in bank - Community National Bank		6,617.94
Cash in bank - Guaranty Bank		19,212.53
Cash on hand - circulation desk		100.00
Cash on hand - Internet desk		40.00
Petty cash		120.00
MOSIP Investment		756,444.99
Total Current Assets		1,307,971.90
Total Assets	$	1,307,971.90

Liabilities and Net Assets

Current Liabilities		
Accrued supplemental insurance - AFLAC	$	685.76
Accrued insurance - Cincinnati Life		645.42
Total Current Liabilities		1,331.18
Total Liabilities		1,331.18
Net Assets		
Unrestricted Net Assets		873,251.09
Temporarily Restricted Net Assets:		
Boylan Grant		(183.36)
Carthage Community Foundation		4,292.55
CPL Development Foundation		828.66
Debbie Putnam - Ebooks		11,821.74
Library Gardens		5,268.59
Spotlight on Literacy MOSL Grant - SLT23-048		(6,056.20)
Spotlight on Litracy MOSL Grant - SLT24-068		4,005.50
Spotlight on Literacy Grant - LOCAL FUNDS - SLT22-050		1,915.17
Spotlight on Literacy - LOCAL FUNDS - SLT23-048		(1,682.85)
Spotlight on Litracy MOSL Grant - SLT24-068		(2,858.66)
Summer reading program - Local		1,500.00
Summer Reading Program - Local Funds 2023		1,306.25
Summer Reading Program - Local Funds 2024		(4,950.79)
Summer Reading Program - MOSL Funds 2023		(1,321.19)
Thelma Stanley Foundation Grant		9,957.00
Multi Purpose Building - furnishings and supplies		144,867.24
Mulit Purpose Building		(171.73)
Anne Elliff - Children's Dept		18,854.23
Excel High School		18,023.00
Operational reserves		195,998.47
Change in net assets		31,976.01
Total Net Assets		1,306,640.72
Total Liabilities and Net Assets	$	1,307,971.90

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

Carthage Public Library
Statements of Income and Other Changes in Net Assets - Cash basis
For the one month and eight months ended February 28, 2025

	2025 Month Actual	Monthly Budget	Monthly Variance	2025 Year to date	Annual Budget	Annual Variance
Revenue						
Book sale income	$ 151.90	$ 250.00	$ (98.10)	$ 1,758.55	$ 3,000.00	$ (1,241.45)
Copier income	394.75	416.67	(21.92)	3,763.50	5,000.00	(1,236.50)
Donations	250.00	0.00	250.00	13,993.20	0.00	13,993.20
Donations-restricted	0.00	0.00	0.00	51,381.33	0.00	51,381.33
Fax income	67.25	83.34	(16.09)	465.75	1,000.00	(534.25)
Circulation Fees	89.55	333.34	(243.79)	1,418.34	4,000.00	(2,581.66)
Internet usage income	37.00	0.00	37.00	294.00	0.00	294.00
Interest income	4,866.86	3,333.34	1,533.52	43,308.87	40,000.00	3,308.87
Non-resident fee income	460.00	500.00	(40.00)	5,280.00	6,000.00	(720.00)
Payment for lost books	0.00	0.00	0.00	283.93	0.00	283.93
State aid	0.00	1,250.00	(1,250.00)	11,966.62	15,000.00	(3,033.38)
Sur tax	0.00	6,666.67	(6,666.67)	3,494.89	80,000.00	(76,505.11)
Tax income	6,800.33	17,833.34	(11,033.01)	235,723.10	214,000.00	21,723.10
Tax income - Park and storm water	52,998.48	49,466.67	3,531.81	398,794.25	593,600.00	(194,805.75)
Miscellaneous income	0.00	500.00	(500.00)	0.00	6,000.00	(6,000.00)
Other income	21.17	0.00	21.17	167.04	0.00	167.04
Total revenue	66,137.29	80,633.37	(14,496.08)	772,093.37	967,600.00	(195,506.63)

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

Carthage Public Library
Statements of Income and Other Changes in Net Assets - Cash basis
For the one month and eight months ended February 28, 2025

	2025 Month Actual	Monthly Budget	Monthly Variance	2025 Year to date	Annual Budget	Annual Variance
Operating Expenses						
Salaries	45,791.45	48,508.33	2,716.88	390,199.22	582,100.00	191,900.78
Lagers	2,083.01	1,916.66	(166.35)	17,964.45	23,000.00	5,035.55
Insurance - health	1,417.00	1,833.33	416.33	14,844.56	22,000.00	7,155.44
Insurance-Life	437.28	200.00	(237.28)	1,311.84	2,400.00	1,088.16
Payroll taxes - FICA	3,503.56	3,708.33	204.77	29,859.92	44,500.00	14,640.08
Total payroll expenses	53,232.30	56,166.65	2,934.35	454,179.99	674,000.00	219,820.01
Employee goodwill	70.87	333.33	262.46	2,013.18	4,000.00	1,986.82
Advertising	0.00	125.00	125.00	1,724.60	1,500.00	(224.60)
Audio-visuals	0.00	83.33	83.33	186.24	1,000.00	813.76
Books	465.75	2,333.33	1,867.58	22,740.50	28,000.00	5,259.50
Books - children's	490.08	1,250.00	759.92	9,595.29	15,000.00	5,404.71
Contract fees	6,781.76	3,750.00	(3,031.76)	51,083.71	45,000.00	(6,083.71)
Dues and travel	273.25	583.33	310.08	4,020.53	7,000.00	2,979.47
Ebooks	0.00	316.66	316.66	0.00	3,800.00	3,800.00
Excel high school	0.00	1,000.00	1,000.00	0.00	12,000.00	12,000.00
Furniture and equipment	0.00	250.00	250.00	973.79	3,000.00	2,026.21
Information technology (IT)	95.98	583.33	487.35	2,697.85	7,000.00	4,302.15
Insurance	0.00	4,166.66	4,166.66	56,317.20	50,000.00	(6,317.20)
Interest expense	0.00	0.00	0.00	65.12	0.00	(65.12)
Legal and professional	0.00	708.33	708.33	8,815.00	8,500.00	(315.00)
Multi purpose building	60.19	0.00	(60.19)	256.55	0.00	(256.55)
Periodicals	0.00	250.00	250.00	2,231.01	3,000.00	768.99
Postage	219.00	125.00	(94.00)	554.42	1,500.00	945.58
Programs - adult	1,102.74	3,333.33	2,230.59	9,281.74	40,000.00	30,718.26
Programs - children	455.30	3,333.33	2,878.03	20,572.77	40,000.00	19,427.23
Programs, teens	0.00	8.33	8.33	0.00	100.00	100.00
Repairs and maintenance	2,826.72	3,333.33	506.61	29,922.44	40,000.00	10,077.56
Scholarships-Non residential	60.00	0.00	(60.00)	300.00	0.00	(300.00)
Supplies	1,820.43	2,083.33	262.90	17,301.25	25,000.00	7,698.75
Supplies - multi purpose building	490.93	833.33	342.40	4,165.75	10,000.00	5,834.25
Telephone	673.18	500.00	(173.18)	4,063.20	6,000.00	1,936.80
Utilities	6,167.04	4,166.66	(2,000.38)	37,055.23	50,000.00	12,944.77
	22,053.22	33,449.94	11,396.72	285,937.37	401,400.00	115,462.63

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

Carthage Public Library
Statements of Income and Other Changes in Net Assets - Cash basis
For the one month and eight months ended February 28, 2025

	2025 Month Actual	Monthly Budget	Monthly Variance	2025 Year to date	Annual Budget	Annual Variance
Total expenses and losses	75,285.52	89,616.59	14,331.07	740,117.36	1,075,400.00	335,282.64

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

Carthage Public Library
Statements of Income and Other Changes in Net Assets - Cash basis
For the one month and eight months ended February 28, 2025

	2025 Month Actual	Monthly Budget	Monthly Variance	2025 Year to date	Annual Budget	Annual Variance
Increase/(Decrease) in unrestricted net assets before transfers	(9,148.23)	(8,983.22)	(165.01)	31,976.01	(107,800.00)	139,776.01
Transfers from temporary restricted	4,845.52	8,983.34	(4,137.82)	41,858.46	107,800.00	(65,941.54)
Transfers to temporary restricted	0.00	0.00	0.00	(45,381.33)	0.00	(45,381.33)
Increase/(Decrease) in unrestricted net assets	(4,302.71)	0.12	(4,302.83)	28,453.14	0.00	28,453.14

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

Carthage Public Library
Statements of Income and Other Changes in Net Assets - Cash basis
For the one month and eight months ended February 28, 2025

	2025 Month Actual	Monthly Budget	Monthly Variance	2025 Year to date	Annual Budget	Annual Variance
Changes in temporarily restricted net assets						
Spotlight on Literacy - LOCAL FUNDS - SLT23-048	0.00			30,947.33		
Summer Reading Program-Local Funds 2024	0.00			14,434.00		
Carthage Community Foundation	0.00			(36.67)		
Debbie Putnam - Ebooks	(3,702.00)			(3,702.00)		
Spotlight on Literacy Grant - LOCAL FUNDS - SLT22-050	0.00			(81.20)		
Spotlight on Literacy - LOCAL FUNDS - SLT23-048	0.00			(4,523.91)		
Spotlight on Litracy MOSL Grant - SLT24-068	(693.39)			(7,621.56)		
Summer Reading Program - Local Funds 2023	0.00			(2,859.45)		
Summer Reading Program-Local Funds 2024	0.00			(7,809.57)		
Multi Purpose Building - furnishings and supplies	(450.13)			(4,059.32)		
Multi Purpose Building	0.00			(101.06)		
Anne Elliff - Children's Dept	0.00			(11,063.72)		
Increase/(Decrease) in temporarily restricted net assets	(4,845.52)			3,522.87		
Change in net assets	$ (9,148.23)			$ 31,976.01		

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

Carthage Public Library
Gift Account Activity
For the one month and eight months ended February 28, 2025

	Beginning Balance	Increases	Decreases	Ending balance
Boylan Grant	$ (183.36)	$ 0.00	$ 0.00	$ (183.36)
Carthage Community Foundation	4,292.55	0.00	(36.67)	4,255.88
CPL Development Foundation	828.66	0.00	0.00	828.66
Debbie Putnam - Ebooks	11,821.74	0.00	(3,702.00)	8,119.74
Library Gardens	5,268.59	0.00	0.00	5,268.59
Spotlight on Literacy MOSL Grant - SLT23-048	(6,056.20)	0.00	0.00	(6,056.20)
Spotlight on Litracy MOSL Grant - SLT24-068	4,005.50	0.00	(7,621.56)	(3,616.06)
Spotlight on Literacy Grant - LOCAL FUNDS - SLT22-050	1,915.17	0.00	(81.20)	1,833.97
Spotlight on Literacy - LOCAL FUNDS - SLT23-048	(1,682.85)	30,947.33	(4,523.91)	24,740.57
Summer reading program - Local	1,500.00	0.00	0.00	1,500.00
Summer Reading Program - Local Funds 2023	1,306.25	0.00	(2,859.45)	(1,553.20)
Summer Reading Program - Local Funds 2024	(4,950.79)	14,434.00	(7,809.57)	1,673.64
Summer Reading Program - MOSL Funds 2023	(1,321.19)	0.00	0.00	(1,321.19)
Thelma Stanley Foundation Grant	9,957.00	0.00	0.00	9,957.00
Multi Purpose Building - furnishings and supplies	144,867.24	0.00	(4,059.32)	140,807.92
Mulit Purpose Building	(171.73)	0.00	(101.06)	(272.79)
Anne Elliff - Children's Dept	18,854.23	0.00	(11,063.72)	7,790.51
Excel High School	18,023.00	0.00	0.00	18,023.00
Operational reserves	195,998.47	0.00	0.00	195,998.47
Totals	$ 404,272.28	$ 45,381.33	$ (41,858.46)	$ 407,795.15

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

Director's Progress and Service Report
March, 2025
Julie Yockey, Director

February was busy, but March is proving itself to be twice as busy! Spring Break will be here before we know it and we have multiple events planned through the week for children. The Children's Director will highlight some of those events in her report.

The Library will be taking part in the Business Expo this year on March 28th and 29th. We are excited to be able to participate as the theme is "The Game is Business." Our spin on the event will be using the game of Clue for our handouts, games etc. It will be a great time to share everything with the public about our Library and the Steadley Building. My Administrative staff will be working shifts on Friday and Saturday and we hope to make a lot of new friends.

The Director has been appointed to the "Tourism Board." Lead by the new Director Melissa Little, the mission of this new advisory board serves as an advocate for the tourism industry in Carthage by educating residents and businesses about the economic, cultural, and historic value of tourism in Carthage; promoting cooperation and communication among tourism sites; as well as addressing issues that affect tourism. We have had one gathering so far and it was well attended by all parties involved. Our main focus for the near future is planning for the 100th birthday of Route 66 and what we can all do to promote our city and the history of Route 66. We have two work days scheduled in March and April to begin work on the project.

The Steadley Building is working hard to ramp up events for people of all ages. In collaboration with the children's department, there has been two sourdough bread making classes in the past month, two adult tech classes as well as one I Cook class for families through the Missouri Extension office. During Spring Break there are programs scheduled for all ages, with open times for children to pop in and work on projects.

The technology in the library has not been updated since 2013. Our IT department has done a tremendous job to keep our equipment up and running without spending an abundance of money to do so. It is time to update all of our patron computers as well as some infrastructure and administrative hardware and software. The director and the IT administrator are in the process of writing and submitting a grant to the Missouri State Library to upgrade all of our equipment and systems so that we are compatible with Windows 11. The library will have to provide for some matching funds and those amounts will be shared when the grant is complete. It is due April 1.

The director will begin working with the Budget Committee to create our Budget for the 2025-2026 fiscal year. It will be complete and ready for approval for the June Board meeting. Economic factors that may cause an increase in our expenses this next year in large part is the increase in minimum wage as well as for supplies and equipment. The Library will no doubt have maintenance issues as there always seems to be something that comes up that breaks!

Please come and visit with us at the Business Expo as we will be giving away some fun items and you will have a chance to win prizes and as always check us out on Facebook and our website for programs and news.

Respectfully submitted,
Julie Yockey, Director

Carthage Public Library
Children's Department Board Report
February 2025

February was a busy month filled with engaging programs. Our team continues to focus on providing quality services and programming to the children and families in our community.

Library Advocacy at the State Capitol

This month, our Director, Julie, and I had the opportunity to visit the State Capitol to advocate for library funding and resources. While there, they met with the newly appointed Missouri State Librarian, the newly elected Secretary of State, and our local Representatives and Congress members. These meetings provided an excellent opportunity to discuss the impact of libraries on our community and the importance of continued support for library services.

Children's Programs

- **Story Time & Early Literacy** – Because of the weather, we were only able to host two Story Time sessions this month. Even so, our regular group of young children and their families visit the Library regularly for fellowship and playtime.
- **Valentine's Day Event** – We hosted a festive Story Time on Valentine's Day with books, songs, crafts, and treats.
- **Therapy Dog Visits** – Dessa, our beloved therapy dog, returned for another session of reading with young patrons. This program continues to provide a comforting and confidence-boosting experience for emerging readers.
- **Winter Reading Challenge** – Our Winter Reading Challenge concluded at the end of this month. We had 36 participants and 19 completions. They are already asking when the summer program will begin.

Special Programs and Events

- **Parents as Teachers** hosted a **Parent Connections Play Date** at the Library. We moved a few toys and crafts into the Community Room, where families could play and get to know one another. Ms. Kate from PAT and Ms. Sherri from the Library informed parents of the resources available through each organization.

Looking Ahead

As we move into March, we are preparing for spring break programs and planning special events to engage the children and families in our community. Our goal remains to provide a welcoming and enriching environment where all children can experience the joy of reading and learning.

Respectfully submitted,
Sherri Luce
Children's Director
Carthage Public Library

Carthage Public Library
High School Diploma Program Report
February 2025

The Carthage Public Library's high school diploma program remains an essential resource for adult learners seeking to complete their education. While we currently do not have any active students enrolled, our efforts to recruit and support new participants continue through ongoing interviews and prerequisite testing.

Support & Resources

- **Personalized Assistance** – Each prospective student receives one-on-one guidance to ensure they understand program expectations and requirements.
- **Flexible Learning Options** – The program remains self-paced, allowing students to work at a comfortable speed while balancing personal and professional responsibilities.
- **Technology Access** – Library computers and study spaces are available for students needing a quiet place to complete coursework and access online resources.

Looking Ahead

Our focus remains on increasing awareness of the program and supporting those who wish to complete their high school education. As we continue conducting interviews and assessments, we anticipate new enrollments in the coming months. We remain committed to helping adult learners achieve their academic and career goals through this valuable initiative.

Respectfully submitted,
Sherri Luce
Children's Director
Carthage Public Library

Heidlage Electric LLC

PO Box 584
Carthage, MO 64836

Estimate

Date	Estimate #
1/31/2025	716

Name / Address
Carthage Library 612 S. Garrison Carthage, MO 64836

Project

Description	Total
Heidlage Electric will install emergency lighting throughout Library as needed to remove emergency battery back up cabinet. Will install 20 - 2 x 2 emergency fixtures 23 6 inch emergency can lights 24 4 foot t-8 emergency lamps 3 emergency light fixtures Labor and Material	17,336.20
Total	$17,336.20

Statistics for February 2025

New Items Added

Adult	72
Young Adult	4
Juvenile	44
Total	120

New Library Cards

Adult	44
Juvenile	15
Total	59

Steadley Family Legacy Center

Door Count	82
Makerspace Use	37
Assisted	17
Non-Library Programs	0
Participants	0

Computer Use

Wireless	340
Makerspace	0
Adult	161
Laptops	0
Adult Subtotal	501
Reference/Genealogy	63
Microfilm	6
Reference Subtotal	69
Juvenile	5
Tablets	0
AWE	113
AWE (Bilingual)	118
Juvenile Subtotal	236
Total	806

Physical Circulation

	Adult	Young Adult	Juvenile	Other	Totals
Fiction	515	57	1,344	-	1,916
Non-Fiction	173	3	367	-	543
Biography	22	0	34	-	56
Large Print	303	-	-	-	303
Libros en Español	2	0	5	-	7
Periodicals	7	0	4	-	11
Audiobooks	19	2	51	-	72
Music CDs	0	-	-	-	0
Blu-Ray / DVDs	195	-	-	-	195
Makerspace	-	-	-	1	1
	1,236	*62*	*1,805*	*1*	*3,104*

Electronic Circulation

	E-book	E-audio	E-serial	Totals
Overdrive	705	624	0	1,329
Blackstone Unlimited	-	not available	-	0
	705	*624*	*0*	*1,329*

Interlibrary Loan (ILL) through the Missouri Evergreen Consortium

Carthage items circulated by OTHER ME LIBRARY PATRONS	412
Other ME library items circulated by CARTHAGE PATRONS	575
	987
Physical Item Count of OUTGOING Items Sent Via Courier	793

Patrons

Curbside Pick-up: 3 In-House Patrons: 2,027

Technical Services

	Adult	Young Adult	Juvenile	Total
Mending	20	1	18	39
Corrective Processing	5	2	11	18
Discards	70	0	2	72
Total	95	3	31	129

Digital Resources

Brainfuse 2 HeritageQuest 0 Ancestry 64 Ebsco 20 LearningExpress 0

Webpages/Served up to Hosts 183,636 / 35,372 Facebook Likes 3K Facebook followers 3,707

Most Popular Facebook Post **2/4/25 ¡Felicidades a nuestros recién graduados! 16,975 views, 202 reactions**

AGENDA

Planning, Zoning, and Historic Preservation Commission

Thursday, April 3, 2025 5:30 pm

City Hall Chambers

326 Grant St. / Carthage MO 64836

Call to Order

Minutes of Previous Meeting: Thursday, March 6, 2025

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 construction of a Market Pavilion on property located at 122 Grant St.

Staff Report

New Business

Old Business

Next Meeting: Thursday, May 1, 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

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: FEBRUARY 28TH, 2025

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUES					
110-GENERAL REVENUE	17,345,450.00	1,012,829.91	8,108,985.83	46.75	9,236,464.17
121-PUBLIC HEALTH	243,700.00	8,352.14	190,916.72	78.34	52,783.28
122-LANDFILL CLOSURE	15,000.00	3,562.38	20,171.58	134.48	(5,171.58)
123-LODGING TAX	178,200.00	15,973.85	136,859.14	76.80	41,340.86
124-CIVIC ENHANCEMENT	500.00	884.73	3,027.40	605.48	(2,527.40)
125-STORMWATER	200.00	38.71	300.68	150.34	(100.68)
126-PUBLIC SAFETY GRANT	0.00	0.00	53,475.18	0.00	(53,475.18)
127-CDBG	0.00	0.00	0.00	0.00	0.00
128-PARKS/STM WTR	1,460,950.00	138,728.75	1,047,217.09	71.68	413,732.91
129-TIF & CID SPECIAL TAX	1,000.00	7,002.00	69,719.34	6,971.93	(68,719.34)
130-INMATE SECURITY FUND	3,500.00	482.00	3,680.50	105.16	(180.50)
131-FIRE PROTECTION TAX	765,000.00	72,837.51	1,266,055.59	165.50	(501,055.59)
141-FAIR ACRES SPORTS COM	0.00	0.00	0.00	0.00	0.00
142-GOLF COURSE	950,500.00	17,780.27	523,858.69	55.11	426,641.31
161-CAPITAL IMPROVEMENTS	2,330,590.00	138,527.86	1,406,490.91	60.35	924,099.09
162-PARKS & RECREATION	280,000.00	6,562.76	212,632.88	75.94	67,367.12
163-MYERS PARK	793,297.00	2,567.51	20,465.02	2.58	772,831.98
164-JUDICIAL EDUCATION FU	0.00	242.79	1,845.63	0.00	(1,845.63)
165-USE TAX	655,000.00	2,148.70	16,690.16	2.55	638,309.84
175-Public Fac/Bond Fund	1,600,000.00	124,308.24	1,047,224.05	65.45	552,775.95
221-ECONOMIC DEVELOPMENT	33,819.00	63.15	490.55	1.45	33,328.45
222-AMERICAN RESCUE PLAN	370,617.45	0.00	39,918.32	10.77	330,699.13
341-CW & EP	0.00	0.00	0.00	0.00	0.00
342-MCCUNE-BROOKS HOSPITA	0.00	0.00	0.00	0.00	0.00
343-LIBRARY OPERATING	0.00	13,022.60	367,415.11	0.00	(367,415.11)
344-LIBRARY BUILDING	0.00	0.00	0.00	0.00	0.00
345-POWERS MUSEUM	0.00	0.00	0.00	0.00	0.00
346-POWERS CAPITAL	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	27,027,323.45	1,565,915.86	14,537,440.37	53.79	12,489,883.08

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: FEBRUARY 28TH, 2025

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
EXPENDITURES					
110-GENERAL REVENUE	18,105,072.58	889,888.78	7,773,653.64	42.94	10,331,418.94
121-PUBLIC HEALTH	315,395.42	9,323.47	150,672.86	47.77	164,722.56
122-LANDFILL CLOSURE	0.00	0.00	0.00	0.00	0.00
123-LODGING TAX	166,613.99	22,715.85	77,179.87	46.32	89,434.12
124-CIVIC ENHANCEMENT	0.00	0.00	500.00	0.00	(500.00)
125-STORMWATER	0.00	0.00	0.00	0.00	0.00
126-PUBLIC SAFETY GRANT	43,000.00	0.00	308.95	0.72	42,691.05
127-CDBG	0.00	0.00	0.00	0.00	0.00
128-PARKS/STM WTR	1,136,380.00	64,446.48	454,672.40	40.01	681,707.60
129-TIF & CID SPECIAL TAX	0.00	0.00	0.00	0.00	0.00
130-INMATE SECURITY FUND	0.00	0.00	0.00	0.00	0.00
131-FIRE PROTECTION TAX	603,269.00	(81,483.20)	912,553.70	151.27	(309,284.70)
141-FAIR ACRES SPORTS COM	0.00	0.00	0.00	0.00	0.00
142-GOLF COURSE	1,054,977.40	70,249.28	504,094.02	47.78	550,883.38
161-CAPITAL IMPROVEMENTS	2,391,703.00	(4,294.28)	189,331.89	7.92	2,202,371.11
162-PARKS & RECREATION	277,500.00	0.00	0.00	0.00	277,500.00
163-MYERS PARK	1,739,594.00	5,545.50	66,891.25	3.85	1,672,702.75
164-JUDICIAL EDUCATION FU	900.00	0.00	0.00	0.00	900.00
165-USE TAX	2,287,454.00	46,499.55	1,123,710.85	49.12	1,163,743.15
175-Public Fac/Bond Fund	3,183,981.00	301,108.72	2,587,998.48	81.28	595,982.52
221-ECONOMIC DEVELOPMENT	31,819.00	0.00	0.00	0.00	31,819.00
222-AMERICAN RESCUE PLAN	1,279,017.45	0.00	181,202.45	14.17	1,097,815.00
341-CW & EP	0.00	0.00	0.00	0.00	0.00
342-MCCUNE-BROOKS HOSPITA	0.00	0.00	0.00	0.00	0.00
343-LIBRARY OPERATING	0.00	40,000.00	355,000.00	0.00	(355,000.00)
344-LIBRARY BUILDING	0.00	0.00	0.00	0.00	0.00
345-POWERS MUSEUM	0.00	0.00	0.00	0.00	0.00
346-POWERS CAPITAL	0.00	0.00	0.00	0.00	0.00
GRAND TOTAL EXPENDITURES	32,616,676.84	1,364,000.15	14,377,770.36	44.08	18,238,906.48
REVENUES OVER/(UNDER) EXPENDITURES	(5,589,353.39)	201,915.71	159,670.01		(5,749,023.40)

*** END OF REPORT ***

COUNCIL BILL NO. __25-09____ **ORDINANCE NO. _____**

An Ordinance to amend Chapter 10, Article I, Section 10-4 of the Carthage City Code to add Lunar New Year as an exception to Section 10-3.

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

SECTION I: Chapter 10 of the Carthage Code is hereby amended by adding subsection (g) to: Chapter 10, Article I, Sec. 10-4: Exceptions

The following shall be exceptions to Section 10-3:

(a) December 31st from 5:00 p.m. to January 1st at 12:30 a.m.

(b) June 30th to July 5th from 9:00 a.m. until 11:00 p.m. each evening.

(c) Lunar New Year from 5:00 p.m. to 12:30 a.m. the following day. Date varies year to year and falls on the first New Moon of the year.

(d) Nothing in this section shall allow the discharge of any firework in the Municipal Park at any time.

(e) The Fire Chief shall have sole discretion of suspending Section 10-4 of the City Code in times of high fire risk or drought.

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: Public Safety Committee

COUNCIL BILL NO. __25-10__ **ORDINANCE NO. _____**

An Ordinance authorizing the Mayor to enter into a Contract with Lightspeed Point of Sale Agreement for the Carthage Golf Course in the City of Carthage, Missouri.

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

SECTION I: The Mayor of the City of Carthage is hereby authorized to enter into a Contract with LightSpeed Inc for a point of sale system for the Carthage Golf Course, 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

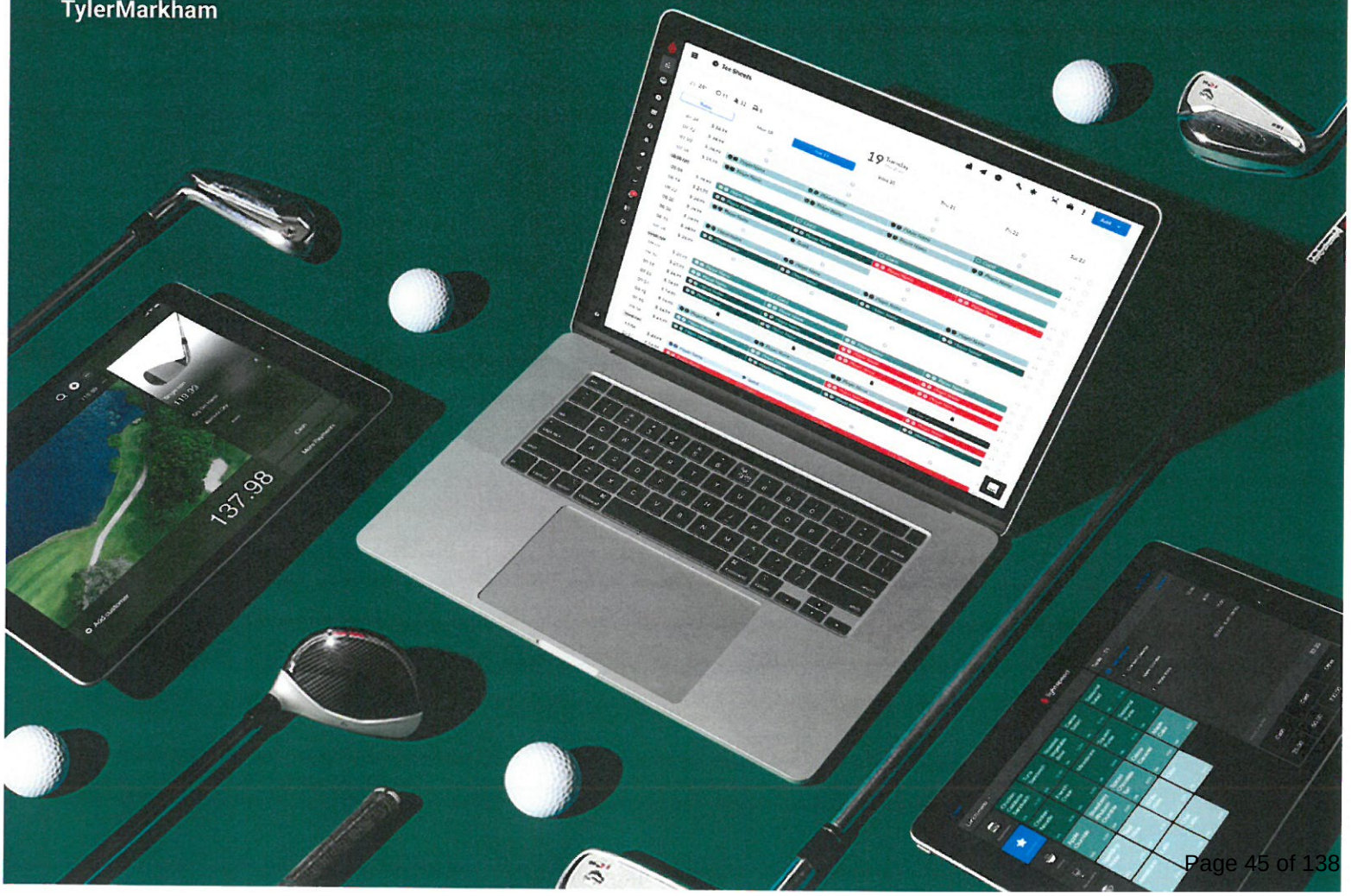
Sponsored by: Public Services Committee

lightspeed

Your all-in-one golf course management solution

Proposal for
Carthage Golf Course

Represented by
TylerMarkham



Carthage Golf Course

TylerMarkham

t.markham@carthagemo.gov | (417) 237-7030

2000 Richard Webster Dr | Carthage | 64836-9404

lightspeed

Software Pricing

Name	QTY	Unit Price	Discount	Monthly
Lightspeed Golf ✓ Tee Sheet with online booking ✓ Manage tee times with ease and flexibility ✓ Unlimited player types ✓ 1-way messaging and emailing from Tee Sheet ✓ Dynamic Pricing ✓ Tournament and social event management ✓ Package and ticket book management ✓ Reporting and Business Intelligence Lite ✓ Ability for online payments	1	$ 200.00	$ 0.00	$ 200.00
Lightspeed Member Management ✓ Subscription and membership management ✓ Player profiles and playing history ✓ House Accounts and automated billing management ✓ Credit books management ✓ Family Accounts billing management ✓ Credit cards on file for automated payments	1	$ 50.00	-$ 50.00	$ 0.00
Lightspeed Retail Store (R-Series) ✓ Includes 1 Register ✓ Seamless connection between the Tee Sheet and POS ✓ Sales screen with simple user interface ✓ Quick sales tabs for easy product access ✓ Inventory management ✓ Gift card management ✓ Purchase order management ✓ Customer reports and management ✓ Point of sale, inventory and end of day reports ✓ Negative inventory reports ✓ Management of Credit books	1	$ 50.00	-$ 50.00	$ 0.00

Lightspeed Retail Register (R-Series)	1	$ 50.00	$ 0.00	$ 50.00
Gift Cards (Loyal Action)	1	$ 50.00	$ 0.00	$ 50.00
Email Marketing (Pitch CRM) ✓ Create beautifully designed emails or SMS marketing campaigns ✓ Automatically syncs customer data from Tee Sheet and POS ✓ Dynamic campaigns to automate messaging based specific criteria ✓ Unlimited contact lists to segment golfers ✓ Create custom website forms to collect golfer information ✓ Default limit of 80,000 emails per month (additional email bundle available)	1	$ 130.00	$ 0.00	$ 130.00
Lightspeed Website - Basic ✓ Up to 15 pages per site ✓ 1 hour of monthly support ✓ 1 round of site revisions ✓ Basic Templates ✓ Basic Modules ✓ Basic SEO ✓ Hosting and Maintenance	1	$ 100.00	$ 0.00	$ 100.00
			Monthly Total	**$ 530.00**

Option 1	Option 2 (Save 5%)	Option 3 (Save 10%)
Monthly Payment - $ 530.00	Bi-annual payment - $3,021.00 Billed twice per year; first bill on the billing start date and second bill 6 months following	Annual payment of $5724.00 Billed once per year on the billing start date

*****Lightspeed agrees to offer services at no charge (first months deposit still required to start onboarding) until July 1st, 2025 when the Municipality of Carthage enters into its new fiscal year at which point they will be billed based upon their selected billing option*****

If proposal is signed off on before March 1st, 2025 Carthage Golf Course will also receive a 50% off hardware credit to be used via the Lightspeed hardware store - https://store.lightspeedhq.com/products/Golf-c139941887

By signing this document and/or providing payment information to Lightspeed Commerce, Customer is accepting to purchase the products and services listed above. The standard terms and conditions of Lightspeed's Service Agreement apply and can be accessed at:

Click here for the Lightspeed Service Agreement

The following nullifies Section 4 of the Lightspeed Service agreement, entitled Term of Agreement:
The initial term of the Service Agreement will be for one month beginning on the Effective Date and will thereafter renew on a month-to-month basis. For the avoidance of doubt, the preceding sentence will prevail over any conflicting terms found in the Service Agreement.

Terms and Conditions for Digital Marketing Services

Customer consents to and hereby authorizes Lightspeed to use, share, publish, post, and release information on behalf of Customer on relevant Third-Party Services. Customer further authorizes Lightspeed to manage Customer's advertising and marketing budgets on behalf of Customer. Customer represents that its use of Lightspeed's digital marketing services (the "**DMS Services**") does not conflict with or result in a breach of the terms and conditions of such Third-Party Services. In the event that Lightspeed is contacting the Customer's clients by email, Customer represents that it has obtained the requisite consent to contact those clients.

Customer will retain ownership of the Customer's name and trademarks and grants Lightspeed a free license to use, reference and display the Customer's name and trademarks in any communications, including press releases, advertisements, stories, and social media posts (the "**Posts**") in connection with the DMS Services offered by Lightspeed. Customer understands that Lightspeed shall not be responsible for any content provided by Customer and used by Lightspeed in any Posts. Unless otherwise agreed to by the parties in writing, Lightspeed will retain ownership of the intellectual property rights arising from or subsisting in the Posts.

Billing

Customer shall pay to Lightspeed the Fees equal to first month of the Customer's subscription to the Products (the "Initial amount") in order for Lightspeed to begin the onboarding process. This Initial amount shall act as a deposit, and will be non-refundable. Lightspeed will apply the Initial amount as a credit to the Fees invoiced to the Customer for the Customer's first month subscription to the Product as per the scheduled billing start date.

Billing Start Date: Jul 01, 2025

Customer acknowledges and agrees that he or she has read, understands and agrees to be bound by the above Service Agreement, as these may be modified from time to time.

Billing Contact Information
All invoices will be sent to this email address.

_____	_____
Name	**Email**

Agreed to and accepted

_____	_____	_____	_____
Recipient	**Date**	**Payment Option**	**Payment Processing**

COUNCIL BILL NO. __25-11__ **ORDINANCE NO. _____**

An Ordinance authorizing the Mayor to enter into an Agreement with Carthage Youth Softball League for non-exclusive use of the softball fields at the Fair Acres Sports Complex during the summer of 2025, 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 Carthage Youth Softball League for non-exclusive use of the softball fields at the Fair Acres Sports Complex during the summer of 2025 as outlined in the agreement, 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: Public Services Committee

AGREEMENT

This AGREEMENT is entered into this_____ day of _____, 2025, by and between the City of Carthage, Jasper County, Missouri, and the Carthage Youth Softball a Missouri not-for-profit corporation, hereinafter referred to as "Youth Softball".

WITNESSETH:

RECITALS

Whereas, the City of Carthage has responsibility for the maintenance of the Parks within the City of Carthage, and

Whereas, a portion of the Fair Acres Sports Complex was developed for youth softball and softball purposes and,

Whereas, Youth Softball offers a softball program with the principles of directing its team members toward the maximum development of their talents and abilities and,

Whereas, the Youth Softball program strives to instill in young softball players an understanding and appreciation of such concepts as high self-esteem, personal accountability, constructive self-motivation, goal setting, and goal achievement as these ideas relate to their success in training and in competition, and

Whereas, Youth Softball and the City of Carthage desire to make provision for the continuance of the quality softball programs that have existed, and

Whereas, in order for there to be an orderly relationship between the City of Carthage and Youth Softball, the parties hereto desire to formally express their goals and objectives.

COVENANTS

NOW, THEREFORE, in consideration of the promises set forth herein it is agreed as follows:

That the City of Carthage hereby grants to Youth Softball a non-exclusive privilege to utilize the Softball Fields at the Complex at Fair Acres Sports for a Softball Program to run from March 15th to July 15th, 2025, which shall include up to five tournaments. The City retains the right to schedule the fields for any additional events taking into consideration the Youth Softball schedule.

Youth Softball shall provide the Parks Director with a schedule for its season. Youth Softball must receive written permission from the Parks Director for any tournaments or play outside of the normal summer program. There will be fees associated for field

space outside of the defined Youth Softball agreement timeframe.

Youth Softball agrees to provide a program that will enable all Youth in the general Carthage area to participate.

Youth Softball agrees to operate a responsible and appropriate Softball program. Youth Softball agrees to provide all equipment and complete management and supervision of the Softball program; and the City assumes no responsibility for expenses related to the management of the Softball program.

The City agrees to provide reasonable maintenance on the Softball Fields as may be necessary and the Youth Softball agrees to work in cooperation with the City in the maintenance of the Softball fields. The parties to this agreement further agree to cooperate in the maintenance of the general Softball field's area and to keep it free from all trash and debris.

Youth Softball shall be responsible for:

- Provide the City Youth Sport Liaison with a schedule for its season and obtain written permission for any tournaments or play outside the normal summer program.
- Ensure that the program allows all youth in the general Carthage area to participate.
- Operate a responsible and appropriate Softball program, including providing equipment and complete management and supervision.
- Assume responsibility for minor repairs such as light bulb replacement and daily use of the concession stand.
- Use of the fields at Fair Acres are allowed for practice or games only after the agreement is signed by both parties.
- Indemnify, protect, and hold the City of Carthage harmless from any liability, losses, claims, damages, and expenses resulting from Youth Softball's use of the softball fields or facilities.
- Provide the following
    - Annual documents
    - A list of all current Board of Directors members
    - Financial statements
    - Not-for-profit documentation
- Modify the agreement in writing and with mutual consent of both parties.
- All trash pickup in the immediate vicinity of the softball fields and adjacent parking lots.
- Clean the restrooms at the end of every evening when fields are utilized for practices and/or games and during operations as needed. Youth Softball will lock bathroom doors after games.
- Maintain the playing surface of the fields, including but not limited to providing and applying additional dirt as needed for infields and the pitcher mounds.

City shall be responsible for:

- Emptying of trash barrels and providing a dumpster.
- Unlock bathroom doors each morning. City will provide toilet paper and paper towels as needed in the off season.
- Major repairs related to plumbing, roofing, electrical, fencing, structural and lighting.
- Provide a secure storage area for equipment. The City of Carthage assumes no liability for loss or damage to equipment.
- Mowing of the fields.
- Pay all utility costs.

The City of Carthage agrees that Youth Softball shall have the right to place signs on fences at the ball fields, and shall be responsible for the installation and removal of signs on fences. All signs should be of the banner type, which provides for airflow to prevent damage to fences.

The City of Carthage hereby grants to Youth Softball a non-exclusive right to utilize the softball concession stand during their summer season and their tournaments as specified herein, subject to the right of the City to schedule events.

Insurance:

Youth Softball remains financially responsible for any liability or property damage cause by the activities of the rental. Youth Softball shall procure and maintain at all times relevant hereto, a certificate of insurance showing Commercial General Liability (CGL) coverage of two million dollars ($2,000,000) with the City of Carthage named as co-insured, covering all of Youth Softball's activities on the property. If such CGL insurance contains a general aggregate limit, it shall apply separately to this Facility use activity.

CGL insurance shall cover liability arising from premises, operations, independent contractors, personal injury, including death, property damage and advertising injury, athletic participation, liability assumed under an insured contract (including the tort liability of another assumed in a business contract), and liability arising from the indemnity provisions of this Agreement.

Youth Softball shall indemnify, protect and hold the City of Carthage harmless from any and all liability, losses, claims and damages whatsoever, and expenses including, without limitation, attorney fees and expenses resulting from all claims by or on behalf of any person, firm or corporation, arising out of or as a result of the use by Youth Softball of the said City fields or the use, operation or condition of the facilities or any part thereof, or any accident in connection with the operation, use or condition of the facilities or any part thereof resulting in damage to property or injury to or death of any person.

This agreement may be modified upon such terms and conditions as may be acceptable to the respective parties. All modifications shall be in writing and signed by both parties.

TERMS OF THE AGREEMENT

The terms of this agreement shall be from March 15th, 2025 until July 15th, 2025. This agreement shall be reviewed each year, evaluated and presented to the Public Services Committee of the Carthage City Council for consideration.

Any changes to this agreement must be provided in writing to the Parks Department. Written communication may be personally delivered or sent via United States Mail, properly addressed, with certified or registered postage prepaid. Notices shall be sent to the following addresses unless otherwise notified in writing: the Parks Director, 521 Robert Ellis Young Drive, Carthage, Missouri 64836, and the Carthage Youth Softball League.

Passed and approved by the Carthage Youth Softball League on the _____ Day of _____, 2025.

Talia Triplett
President
Carthage Youth Softball League

Passed and approved by the City of Carthage on the _____ day of _____, 2025.

_____
Alan Snow
Mayor

Attest:

_____
City Clerk

Carthage Youth Softball

Board of Directors - 2025

Executive Board

President:	Talia Triplett	417-388-7511
Treasurer:	Debbie Wooldridge	417-388-2808
Public Relations Director:	Rachel Peters	417-388-1859

Board of Directors

Senior League:	Travis Goad	417-310-2487
12 Under League:	Rachel Peters	417-388-1859
9 Under League:	Karrie Jackson	417-459-9043
Tee-Ball League:	Brett Spain	417-793-6244
Tournament Director:	Lori Snow	417-451-1496
Chief Umpire:	Tyrone Jones	
Board Members:	David Hoover	417-483-9167
	Chip Adams	417-388-7063
	Ashley Adams	417-793-9040
	Annie White	417-388-8489

COUNCIL BILL NO. __25-12__ ORDINANCE NO. _____

An Ordinance authorizing the Mayor to enter into an Agreement with Carthage Little League for non-exclusive use of the baseball fields at the Fair Acres Sports Complex during the summer of 2025, 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 Carthage Little League for non-exclusive use of the baseball fields at the Fair Acres Sports Complex during the summer of 2025 as outlined in the agreement, 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: Public Services Committee

2025 CARTHAGE LITTLE LEAGUE AGREEMENT

This AGREEMENT is entered into this_____ day of _____, 2025, by and between the City of Carthage, Jasper County, Missouri, and the Carthage Little League, a Missouri not-for-profit corporation, hereinafter referred to as "Little League".

WITNESSETH:

RECITALS

Whereas, the City of Carthage has responsibility for the maintenance of the Parks within the City of Carthage, and

Whereas, a portion of the Fair Acres Sports Complex was developed for Little League and softball purposes and,

Whereas, Little League offers a baseball program with the principles of directing its team members toward the maximum development of their talents and abilities and,

Whereas, the Little League Baseball program strives to instill in young baseball players an understanding and appreciation of such concepts as high self-esteem, personal accountability, constructive self-motivation, goal setting, and goal achievement as these ideas relate to their success in training and in competition, and

Whereas, Little League and the City of Carthage desire to make provision for the continuance of the quality baseball programs that have existed, and

Whereas, in order for there to be an orderly relationship between the City of Carthage and Little League, the parties hereto desire to formally express their goals and objectives.

COVENANTS

NOW, THEREFORE, in consideration of the promises set forth herein it is agreed as follows:

That the City of Carthage hereby grants to Little League a non-exclusive privilege to utilize the Baseball Fields at the Youth Baseball Complex at Fair Acres Sports Complex for a Baseball Program to run Monday-Fridays, excluding weekends from March 1st through July 31st, 2025, which shall include one (1) tournament. The City retains the right to schedule the fields for any additional events taking into consideration the Little League schedule.

Little League shall provide the City Youth Sports Liaison with a schedule for its season. Little League must receive written permission from the City Youth Sports Liaison for any tournaments or play outside of the normal summer program. There will be fees associated for field space outside of the defined Little League agreement timeframe.

Little League Baseball agrees to operate a responsible and appropriate Baseball program. Little League agrees to provide all equipment and complete management and supervision of the Baseball program; and the City assumes no responsibility for expenses related to the management of the Baseball program.

The City shall be responsible for:

- Reasonable maintenance of the Baseball Fields as may be necessary
- Dragging and prepping the fields prior to games
- Dumping of trash throughout the week
- Major repairs, including but not limited to plumbing, roofing, electrical, fencing, structural issues, and lighting
- Clean restrooms Monday through Friday mornings
- Provide restroom supplies, including toilet paper and paper towels

Little League shall be responsible for:

- Work in cooperation with the City in the maintenance of the baseball fields
- Cooperate and maintain the general baseball field area and ensuring it remains free from trash and debris
- Pick up trash in the immediate vicinity of the boys' ball fields
- Minor maintenance tasks associated with the daily use of the concession stand
- Clean restrooms as necessary outside of the City's schedule
- Clean concession stand during its summer program

Little League shall have the right to place signs on fences at the ball fields, and shall be responsible for the installation and removal of signs on fences. All signs should be of the banner type, which provides for airflow to prevent damage to fences.

The City of Carthage agrees, in addition to the other matters set forth herein, to provide a secure storage area for equipment. The City of Carthage assumes no liability for injuries to Baseball Players or loss of equipment.

The City of Carthage hereby grants Little League a non-exclusive right to utilize the baseball concession stand during the summer season and tournaments as specified herein, subject to the right of the City to schedule events.

The City of Carthage agrees to pay all utility costs associated with the Little League Baseball program for the duration of this agreement.

Little League agrees to provide, by March 1st of each year, the following documents:

- Charter as a Missouri not-for-profit corporation or other documentation, which establishes that Little League is a lawful corporation.
- A list of all current members of the Board of Directors.
- An annual financial statement detailing the actual income and expense for the previous year, together with a detailed budget for the coming year.
- A certificate of insurance showing liability insurance coverage of two million dollars ($2,000,000), with the City of Carthage named as co-insured, covering all of Little League activities on the above-described property.

Little League agrees to remit a payment of Two Thousand, Three Hundred Dollars ($2,300.00) in exchange for the use of the fields and concession facilities during the designated time frame.

Should an outside tournament want to take advantage of concessions on weekends, Little League will pay $100 per day to the City. The City Youth Sports Liaison will work with the Little League Board to determine availability.

Upon signing this Agreement, Little League shall present a copy of the Corporate Resolution adopted by the Board of Director's, which authorizes the signing of this agreement.

Little League shall not use the fields at Fair Acres for practice or games until this agreement has been signed by both parties.

Little League shall indemnify, protect and hold the City of Carthage harmless from any and all liability, losses, claims and damages whatsoever, and expenses including, without limitation, attorney fees and expenses resulting from all claims by or on behalf of any person, firm or corporation, arising out of or as a result of the use by Little League of the said City baseball fields or the use, operation or condition of the facilities or any part thereof, or any accident in connection with the operation, use or condition of the facilities or any part thereof resulting in damage to property or injury to or death of any person.

This agreement may be modified upon such terms and conditions as may be acceptable to the respective parties. All modifications shall be in writing and signed by both parties.

TERM OF THE AGREEMENT

The term of this agreement shall be from March 1st, 2025 until July 31st, 2025. This agreement shall be reviewed each year, evaluated and presented to the Public Services Committee of the Carthage City Council for consideration.

All notices required by this agreement shall be either personally delivered or placed in the United States Mail, properly addressed and with certified or registered postage prepaid. Said notices shall be sent to the following address: Parks and Recreation Director, 521 Robert Ellis Young Drive, Carthage, Missouri 64836.

Passed and approved by the Carthage Little League on the _____ Day of _____, 2025.

_____
President, Carthage Little League

Passed and approved by the City of Carthage on the Day of _____, 2025.

_____
Alan Snow

Mayor

Attest:

_____
Miranda Deal
City Clerk

COUNCIL BILL NO. ___25-13___ ORDINANCE NO. _____

An Ordinance authorizing the Mayor to enter into an Agreement with Fair Acres YMCA for non-exclusive use of the fields at the Fair Acres Sports Complex for the YMCA's Spring Sports Program, in the City of Carthage, Missouri.

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

SECTION I: The Mayor of the City of Carthage is hereby authorized to enter into an Agreement with Fair Acres YMCA for non-exclusive use of the fields at the Fair Acres Sports Complex for the YMCA's Spring Sports Program as outlined in the agreement, 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: Public Services Committee

AGREEMENT

This AGREEMENT is entered into this ___ day of ___, 2025, by and between the City of Carthage, Jasper County, Missouri, hereinafter referred to as "City," and the Fair Acres YMCA, hereinafter referred to as "YMCA."

WITNESSETH:

RECITALS

Whereas, the City of Carthage has responsibility for the maintenance of the Parks within the City of Carthage; and

Whereas, a portion of the Fair Acres Sports Complex has been developed for recreational purposes; and

Whereas, the YMCA offers programs to promote physical activity and community engagement; and

Whereas, the YMCA strives to provide opportunities for youth to participate in organized sports programs fostering teamwork, discipline, and personal growth; and

Whereas, the City and the YMCA desire to collaborate to ensure the continued availability of quality recreational programs for the community.

COVENANTS

NOW, THEREFORE, in consideration of the promises set forth herein, it is agreed as follows: The City hereby grants the YMCA a non-exclusive privilege to utilize the fields at the Fair Acres Sports Complex for the YMCA's Spring Sports Program. The term of this agreement shall begin on March 17, 2025, and conclude on April 18, 2025, subject to weather and rain-out rescheduling.

The YMCA shall provide the City's Recreation and Events Coordinator with a detailed schedule of practices and games prior to the start of the program. Any changes to the schedule must be communicated to and approved by the City in writing.

The YMCA agrees to operate a responsible and appropriate sports program and shall:

- Provide all equipment necessary for practices and games.
- Manage and supervise all activities related to the program.
- Ensure that all participants and spectators comply with facility rules and regulations.

The City agrees to provide reasonable maintenance of the fields, The YMCA agrees to:

- Pick up trash in the immediate vicinity of the fields after each practice and game.
- Report any maintenance issues to the City promptly.

The YMCA shall not use the fields at Fair Acres for activities outside the agreed-upon time frame without prior written consent from the City.

The City will provide restroom facilities and handle the regular maintenance and cleaning of these facilities Monday through Friday mornings. The YMCA will ensure that restrooms are kept clean during their activities outside of the City's cleaning schedule.

The YMCA agrees to provide a certificate of liability insurance, with a minimum coverage of $2,000,000, naming the City as an additional insured, prior to the commencement of the program. The certificate shall cover all activities conducted by the YMCA on the City's property.

The YMCA shall indemnify, protect, and hold the City harmless from any and all liability, losses, claims, and damages, including attorney fees, arising from the use of the fields or any activities conducted by the YMCA under this agreement.

The City agrees to provide a secure storage area for equipment during the term of this agreement. The City assumes no liability for any loss or damage to the YMCA's equipment stored on-site.

This agreement may be modified upon mutual written consent of both parties. Any modifications shall be signed by authorized representatives of both the City and the YMCA.

TERM OF THE AGREEMENT

The term of this agreement shall commence on March 17, 2025, and terminate on April 18, 2025. This agreement shall be reviewed annually and evaluated for renewal based on mutual agreement.

Any changes to this agreement must be provided in writing to the Parks Department. Written communication may be personally delivered or sent via United States Mail, properly addressed, with certified or registered postage prepaid. Notices shall be sent to the following addresses unless otherwise notified in writing: the Parks Director, 521 Robert Ellis Young Drive, Carthage, Missouri 64836, and the Carthage YMCA.

_____.

Passed and approved by the Fair Acres YMCA on the _____ Day of _____, 2025.

_____
Director, Fair Acres YMCA

Passed and approved by the City of Carthage on the _____ Day of _____, 2025.

_____
Mayor

Attest:

_____
City Clerk

COUNCIL BILL NO. ___25-14___ ORDINANCE NO. _____

An Ordinance authorizing the Mayor to execute an Agreement between the City of Carthage, Missouri and Total Electronics Contracting, Inc. for installing door access controls for security at the Public Works and Street Department buildings.

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

SECTION I: The agreement with Total Electronics Contracting, Inc, attached hereto, and incorporated herein by reference is approved as a contractual obligation of the City of Carthage, Missouri.

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

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

PASSED AND APPROVED THIS _____ DAY OF _____, 2025.

_____
Alan Snow, Mayor

ATTEST:

_____
Miranda Deal, City Clerk

Sponsored by: Budget Ways & Means

Total Electronics Contracting, Inc
3026 S Prigmore Ave
Joplin, MO 64804

BID/ESTIMATE

REP	DATE	BID/ESTIMATE #
TLH	2/27/2025	27645

417.782.5555
fax 417.782.7676
www.totalelectronics.com

NAME / ADDRESS

City of Carthage
326 Grant St.
Carthage, MO 64836

OK Lic. #AC1435

PROJECT

02.27.25 Public Works Access Control

Pricing on this bid is good for 30 days. Changes may occur after this time frame due to stock availability, price increases, and tariff increases. This bid will be reviewed and pricing updated if accepted after 30 days.

DESCRIPTION	QTY	PRICE PER	Total
02.27.25 Public Works Access Control			
Access It! Universal.NET Standard Subscription. Stand-alone or multi-user access control Standard software subscription. Supports Eight SCP's with unlimited client license expandability.	1	729.30	729.30
150W power supply, 12A/12V or 6A/24Vl16 DC auxiliary outputs class 2 power limited at 2.5A per output, each output selectable for Bus1 or Bus2lE4 enclosure size 24H x 20W x 4.5D with Mercury back plate and door mount kit	2	850.50	1,701.00
6'-3 wire line cord.	2	7.765	15.53
12V 7.0AH SLA Battery - F1 Terminals	4	20.25	81.00
Intelligent Two Portal, Four Reader Combination Controller	2	1,414.80	2,829.60
Series 3 Two Portal Four Reader SIO	2	751.95	1,503.90
Single Gang Reader with HF + Prox + Mobile (Must specify BLE)	6	284.85	1,709.10
ProxKey® III Proximity Key Tag with 33-Bit F/C: 3 RS2 card format.	100	6.7365	673.65
Storeroom P Quantum Dlch 605, 5 Pin Cylinder, Deadlatch, Grade 2 Ansi F86, 626 Satin.	5	135.406	677.03
RTE Narrow activation zone, adjustable delay, built in buzzer.	1	151.90	151.90
Dead latch, LH/RH, 1-1/8" Backset, less strike, dark bronze.	1	68.85	68.85
Lever, LH or RHR, 1-3/4" to 2" Door Thickness, 313 To Match 313 Dark Bronze.	1	43.20	43.20
Electric Strike Kit 12 - 24vac/dc Selectable Fail Secure/safe Selectable Includes 501, 501a Faceplates Satin Stainless Steel, horizontal adjustment.	6	143.97833	863.87
Short Type Latch Protector for Out swinging Doors, 3/8 in. Offset, 2-5/8 in. x 6 in. 12 Gauge Steel, Cut to Clear 3-3/4 in. Rose Trim, Furnished With Carriage Bolts, Washers and Acorn Cap Nuts for Safety and Strength, Satin Stainless Steel	5	28.414	142.07
Remodeler Plate, 3-1/2" by 15", 2-1/8" Centered Hole, Satin Stainless Steel Finish	10	19.782	197.82
Industrial Surface Mount Switch, concealed terminals, 1.5" gap - Brown	6	12.25	73.50
12c 22g Strand w/OAS, PLENUM.	1,000	0.5152	515.20
18 AWG 4 Conductor Copper, Non-Shielded Plenum	1,000	0.4074	407.40
3/4" J-Hook, Wall Mount Style, 25-Pack. Pn: 2781297	4	25.27	101.08
Lot Hardware	1	90.00	90.00
Fuel Recovery Charge	1	90.00	90.00
Administrative Overhead	1	600.00	600.00
Life Safety & Security Installation Labor	1	6,000.00	6,000.00
		Total	

Total Electronics Contracting, Inc
3026 S Prigmore Ave
Joplin, MO 64804

BID/ESTIMATE

REP	DATE	BID/ESTIMATE #
TLH	2/27/2025	27645

417.782.5555
fax 417.782.7676
www.totalelectronics.com

OK Lic. #AC1435

NAME / ADDRESS

City of Carthage
326 Grant St.
Carthage, MO 64836

PROJECT

02.27.25 Public Works Access Control

Pricing on this bid is good for 30 days. Changes may occur after this time frame due to stock availability, price increases, and tariff increases. This bid will be reviewed and pricing updated if accepted after 30 days.

DESCRIPTION	QTY	PRICE PER	Total
Bid Notes: Expand the customers existing AccessIt! Software to allow the addition of these new doors. Install access control on 6 doors at the Public Works facility. Each door to include a card reader, electric strike and door status switch. Install a deadlatch on the main entry in place of the latch hook to allow the use of an electric strike. Replace the existing handset on 5 doors with a storeroom handset. This hanset will always be locked on the outside and always unlocked on the inside to allow free egress. Provide customer with 100 key fobs. Program and test the access control system and train customer. TEC will require 1) network port and 1) IP address at each of the two Public Works buildings.			
TERMS AND CONDITIONS		0.00	0.00
A. WORK SCHEDULE All work and installation shall commence as soon as possible and shall be completed, including all testing and invoicing, in accordance with the agreed upon construction schedule and the above Bid Number and Bid Cost.			
B. PROTECTION TEC, Inc. will protect existing walls, ceilings, floors, and furniture. Restore or replace any damage to the above that may occur during the installation of all equipment. Restore to the original condition in as much as is possible.			0.00
		Total	

Total-Electronics Contracting, Inc
3026 S Prigmore Ave
Joplin, MO 64804

BID/ESTIMATE

REP	DATE	BID/ESTIMATE #
TLH	2/27/2025	27645

417.782.5555
fax 417.782.7676
www.totalelectronics.com

NAME / ADDRESS

City of Carthage
326 Grant St.
Carthage, MO 64836

OK Lic. #AC1435

PROJECT

02.27.25 Public Works Access Control

Pricing on this bid is good for 30 days. Changes may occur after this time frame due to stock availability, price increases, and tariff increases. This bid will be reviewed and pricing updated if accepted after 30 days.

DESCRIPTION	QTY	PRICE PER	Total
C, WORK TO BE DONE		0.00	0.00
TEC, Inc. shall furnish all labor, materials, tools, and equipment necessary for the incidental to the completion of the project including all components specified herein. The work shall include requisite and necessary components to finish the work as described in the bid notes. TEC, Inc. shall not be responsible for the installation of any and or all pertaining 120VAC (Earth Grounded) Electrical Circuits, receptacles, and any conduit, J-hooks, cable tray, device supports, and or outlet boxes for the installation unless specifically agreed upon and listed in the bid document.			
TEC, Inc. shall provide experienced, competent, Supervision to the work. The installation shall be neat, square, level, parallel and/or perpendicular. All structured cabling will be concealed in walls or above ceilings as much as is reasonably possible.			
CHANGE ORDER(S):		0.00	0.00
Any change to the agreed upon scope of work and or additional costs for any reason will require a "Change Order" to the bid/estimate. Changes will be assessed and added as required due to adds to scope or costs, bond requirements, contract negotiation, insurance requirements, customer company policies, safety policies, etc.			
D. WARRANTY		0.00	0.00
The proposed system shall be under warranty for a period of (1) one year from date of purchase against defective materials, design, and workmanship. Any materials found defective shall be repaired or replaced at no expense to the consumer provided all service is performed by TEC, Inc.			
NOTE: Any system damage found due to" Acts of Nature" (Lightning) shall be excluded from any warranty expressed or implied.			

Total

Total Electronics Contracting, Inc
3026 S Prigmore Ave
Joplin, MO 64804

BID/ESTIMATE

REP	DATE	BID/ESTIMATE #
TLH	2/27/2025	27645

417.782.5555
fax 417.782.7676
www.totalelectronics.com

NAME / ADDRESS

City of Carthage
326 Grant St.
Carthage, MO 64836

OK Lic. #AC1435

PROJECT

02.27.25 Public Works Access Control

Pricing on this bid is good for 30 days. Changes may occur after this time frame due to stock availability, price increases, and tariff increases. This bid will be reviewed and pricing updated if accepted after 30 days.

DESCRIPTION	QTY	PRICE PER	Total
E. TERMS OF PAYMENT		0.00	0.00
All materials shall be invoiced in full upon acceptance of bid. Installation labor shall be invoiced upon completion of job. Jobs progressing more than 30 days shall include monthly progress invoices which are to be submitted no later than the 15th day of each month for installation labor invested. The terms of payment for all invoices shall be payable in full, Net 10 days from invoice date.			
All invoices are subject to 1 1/2% interest charge per month if not paid within terms. All invoice disputes must be reported within 10 days of invoice date.			
Lease/Purchase option may be available upon request.			
F. COST AND DELIVERY		0.00	0.00
Delivery, Sales Tax (if applicable), and Installation shall be included in the Quoted price. Proof of tax exempt status shall be the responsibility of the customer.			
G. LITIGATION		0.00	0.00
In the event of any dispute between the parties, any resulting litigation must be brought in the Circuit Court of Jasper County, Missouri and if Total Electronics Contracting, Inc. is the prevailing party, it shall be entitled to its attorney fees.			
THIS SIGNED AND RETURNED DOCUMENT CONSTITUTES A CONTRACT			
THE UNDERSIGNED HEREBY UNCONDITIONALLY GUARANTEES PAYMENT OF THIS CONTRACT			
Name:_____			
Signature_____			
Date:_____			0.00

Total $19,265.00

COUNCIL BILL NO. __25-15___ ORDINANCE NO. _____

An Ordinance authorizing the City of Carthage to enter into an Agreement with Traci Cox for the purpose of employing her as City Administrator for the City of Carthage, authorizing the Mayor to execute said Agreement by and on behalf of the City of Carthage, Missouri.

WHEREAS, the City of Carthage desires to appoint Traci Cox as the City Administrator; and

WHEREAS, the City of Carthage desires to approve an Agreement for Employment with Traci Cox.

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

Section 1. That the Agreement for Employment by and between the City of Carthage, Missouri, and Traci Cox, employing Ms. Cox as City Administrator for the City of Carthage, a copy of said Agreement being attached hereto and incorporated herein, is hereby approved.

Section 2. The Mayor of the City of Carthage is hereby authorized and directed to execute said Agreement by and on behalf of the City of Carthage, Missouri.

PASSED AND APPROVED THIS _____ DAY OF _____, 2025.

_____
Alan Snow, Mayor

ATTEST:

_____
Miranda Deal, City Clerk

Sponsored by: CA Hiring Committee

EMPLOYMENT AGREEMENT

THIS AGREEMENT, made and entered into this ____ day of _____ 2025, by and between the City of Carthage, Missouri, a municipal corporation, hereinafter sometimes called the "City" and Traci Cox hereinafter sometimes called "Employee", both of whom understand as follows:

WITNESSETH:

WHEREAS, the City desires to employ the services of Traci Cox as City Administrator of the City of Carthage, Missouri, effective _____ __, 2025, pursuant to the laws of the State of Missouri, City Charter and ordinances of said City; and

WHEREAS, the parties desire to make provisions for the Employee's duties, compensation, benefits, and other conditions of employment; and

WHEREAS, it is the desire of the City Council and Mayor to secure and retain the services of Employee and provide inducement to Employee to remain such employment, to make possible full work productivity by assuring Employee's morale and peace of mind with respect to future security, to provide for an equitable means for terminating Employee's services at such time as Employee may be unable to discharge her duties due to death or disability or when City may desire to otherwise terminate her employ; and

WHEREAS, Traci Cox desires to accept Employment as City Administrator of said City;

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

1. **DUTIES.** Traci Cox as the City Administrator of the City of Carthage, shall perform all duties required by law, including but not limited to Chapter 79 RSMo., the City Charter, the City Code, the duties stated in the City's Job Description (Exhibit A), and the existing and future ordinances of the City of Carthage, Missouri.

   These duties shall specifically include, but not be limited to the following:

   A. The City Administrator shall ~~be the administrative head of government subject to the direction and supervision of the~~ assist the Mayor and City Council in the conduct of city business;

   B. The City Administrator shall see that the laws and ordinances are enforced;

   C. The City Administrator shall ~~exercise control of all departments and divisions now existing or that may hereafter be created by the Council~~ plan, direct, manage, coordinate and oversee, through appointed department heads, the administration of municipal operations (under supervision of the Mayor);

D. The City Administrator shall attend all meetings of the City Council with the privilege of taking part in the discussion, but having no vote;

E. The City Administrator shall have the power to recommend to the City Council for adoption such measures as the Administrator may deem necessary or expedient;

F. The City Administrator shall be the Budget Officer and keep the City Council fully advised as to the financial conditions and needs of the City; and

G. The City Administrator shall perform such other duties as may be prescribed by law or required of the Administrator by any ordinance or resolution of the City Council.

2. **TERM.**

A. The term of this Agreement shall be for a term of five years or until this Agreement is terminated as provided in Section 4 herein or succeeded by a successor agreement. Upon the expiration of the initial term, this Agreement shall automatically renew for successive one (1) year terms unless either party provides written notice of its intent not to renew at least ninety (90) days prior to the expiration of the current term. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the City Council to terminate the services of Employee at any time, subject only to the provisions set forth in Section 4 of this Agreement.

B. Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of the Employee to resign at any time from her position with the City, subject only to the provisions set forth in Section 4, paragraph 'F' of this Agreement.

C. Employee agrees to remain in the exclusive employ of City and neither to accept other employment nor to become employed by any other employer unless separation from the City is affected as hereinafter provided. The term "employed" as used herein shall not be construed to include occasional teaching, writing, consulting performed on the employee's time off.

D. The terms and conditions of the Employee's employment shall, to the extent not addressed or described in this Agreement, be governed by the City's Employee Handbook and existing practices. In the event of a conflict between this Agreement and the Employee Handbook, the terms of this Agreement shall govern.

E. Employee agrees to live within five miles of the City Limits.

3. **COMPENSATION.** The Employee shall be compensated at a rate as outlined in the City's compensation structure. Employee's performance and such compensation shall be subject to periodic review and adjustment by the City Council in conjunction with the City's annual merit and evaluation process for regular employees.

4. **SEPARATION CONDITIONS AND SEVERANCE.**

A. In the event the City provides written notice to Employee that it has chosen to terminate Employee's employment, despite Employee being willing and able to perform the duties of City Administrator, or if the Employee is asked to resign under similar circumstances, the City agrees to pay Employee an amount equal to six (6) month's Salary at the Employee's then-existing rate of pay (hereinafter referred to as the "Severance Payment"), provided that Employee remains unemployed during the six months after the City Council terminates Employee's employment. "Salary" for the terms of this Agreement shall mean salary and benefits either in the form of continued insurance benefits and retirement contributions or an amount sufficient to obtain equal coverage.

B. In the event Employee voluntarily resigns the position with the City, the Employee shall give the City thirty (30) days notice in advance, unless the parties otherwise agree. If Employee voluntarily resigns the position, the severance provision in paragraph "A" shall not apply.

C. Upon termination or resignation, City shall compensate Employee for all accrued sick and vacation leave in accordance with the City's Charter. Said compensation shall be based upon Employee's salary as of the date of employment termination.

D. City shall have no obligation to pay severance pay as provided in Section 4, paragraph 'A' to the Employee in the event that the Employee is terminated 1) because of Employee's conviction of any illegal act involving malfeasance or dishonesty for personal gain or 2) by a vote of at least two-thirds (2/3) of the full membership of the City Council because the Employee has materially failed to perform Employee's duties or failed to comply with any material term or condition of this Agreement.

E. Any Severance Payment made under this Section 4 shall be conditioned upon Employee providing a full global release in favor of the City, its elected officials, agents, representatives, and employees for any and all claims Employee may have at the time of Employee's separation from Employment.

5. **AUTOMOBILE USE.** City will provide Employee with the use of an automobile, including all costs relating to the operation of said automobile as it pertains to employment duties.

6. **BENEFITS.** Employee shall be eligible to participate in all employee benefit plans. This includes but is not limited to, medical, dental, and vision coverage as well as the Missouri Local Government Employees Retirement System (LAGERS).

7. **VACATION AND SICK LEAVE.** City shall provide Employee with sick and vacation time accrual as stated in the City Personnel Policy Manual.

8. **MEMBERSHIPS, CONFERENCES, TRAINING, AND EDUCATION.** City shall budget and pay for the cost of memberships to the ICMA, Missouri City Administrators Association, and any local association. City shall also budget for the cost of registration, travel and subsistence relating to training programs, annual conferences, and seminars which serve to continue the professional education and development of Employee.

9. **NO REDUCTION IN BENEFITS.** City shall not at any time during the term of this Agreement reduce the salary, compensation or other financial benefits of Employee, except to the degree of such a reduction across-the-board for all employees of the City.

10. **GENERAL CONDITIONS OF EMPLOYMENT.** In addition to the benefits cited herein, City shall provide Employee with any and all benefits that apply to other full-time City employees.

11. **BINDING EFFECT.** This Agreement shall be binding on the City and Employee and the successors and assigns of each respectively.

12. **SEVERABILITY.** If any clause or provision herein shall be adjudged invalid or unenforceable by a Court of competent jurisdiction or by operation of any applicable law, it shall not effect the validity of any other clause or provision, which shall remain in full force and effect.

13. **WAIVER OF BREACH.** The waiver by the City of a breach of a provision of this contract by the Employee shall not operate or be construed as a waiver of any subsequent breach by the Employee.

14. **EFFECTIVE DATE.** This Agreement and the appointment of Employee as City Administrator shall be effective as of _____ __, 2025.

_____
Traci Cox, Employee

_____
Alan Snow, Mayor

_____
Miranda Deal, City Clerk

COUNCIL BILL NO. 25-16 **ORDINANCE NO.**_____

AN ORDINANCE TO AMEND SECTION 2-316 OF CHAPTER 2, ARTICLE IV, DIVISION 2 OF THE CODE OF THE CITY OF CARTHAGE, MISSOURI

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

Chapter 2, Article IV, Division 2 of the Code of the City of Carthage, Missouri is hereby amended by modifying Section 2-316 as follows:

Sec. 2-316. Established: Term of Office.

(a) As established by City Charter, there exists for the City of Carthage (the City) a Board of Public Utilities known as the Carthage Water & Electric Plant Board (also referred to herein as "Board" or "CWEP Board"). The Board shall consist of six (6) voting members appointed by the mayor with the approval of the city council. Prior to appointment, the mayor shall notify the CWEP General Manager of the appointee, to eliminate potential conflicts of interest and ensure the appointee is not in default to the utility.

(b) No more than two (2) members of the Board serving at any one time shall be nonresidents of the City. All such members must have had business or professional experience and must be residential or business customers or representatives of commercial or industrial customers of Carthage Water & Electric Plant (CWEP). No more than one (1)member of the Board can be employed by the same employer. In all cases, such nonresident members of the Board shall live within five (5) miles of the City limits.

(c) The members of the Board shall hold office for a term of six (6) years and until their successors are appointed and qualified; provided, however, that the terms of current Board members will be aligned so that the first two terms to expire will expire on November 1, 2026. Board terms shall always begin on November 1 and shall be staggered so that every other year, two (2) Board positions are appointed. Vacancies in the Board, occasioned by removals, resignations or otherwise, shall be reported to the mayor and be filled in like manner as original appointments, except that if the vacancy is an unexpired term, the appointment shall be made for only the unexpired portion of that term.

(d) As otherwise stated within this Chapter, "the Board of Public Works" shall mean the Carthage Water & Electric Plant Board.

PASSED AND APPROVED THIS _____DAY OF _____, 2025.

_____
Alan Snow, Mayor

ATTEST:

_____
Miranda Deal, City Clerk

COUNCIL BILL NO. 25-17 **ORDINANCE NO._____**

AN ORDINANCE TO AMEND SECTION 2-328 OF CHAPTER 2, ARTICLE IV, DIVISION 2 OF THE CODE OF THE CITY OF CARTHAGE, MISSOURI

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

Chapter 2, Article IV, Division 2, Section 2-328 is hereby amended in its entirety and modified as follows:

Sec. 2-328. Financial Reports

The Carthage Water & Electric Board shall furnish to the City Clerk monthly financial statements as approved by the Carthage Water & Electric Board.

PASSED AND APPROVED THIS_____DAY OF _____, 2025.

_____
Alan Snow, Mayor

ATTEST:

_____
Miranda Deal, City Clerk

Sec. 2-316. Created.

There is created for the city an executive department to be known as the board of public works.

Said board shall consist of six (6) voting members appointed by the mayor with the approval of the council. No more than two (2) members of said board serving at any one (1) time shall be nonresidents of the City of Carthage. All such members must be residential, business customers, or representatives of commercial or industrial customers of Carthage Water & Electric Plant (CW&EP). No more than one (1) member of the board can be employed by the same employer. In all cases, such members of this board shall live within five (5) miles of Carthage, city limits.

Sec. 2-328. Financial Reports.

At least once each month, the board of public works shall furnish to the city clerk a report directed to the city council, showing the balance of the water and electric operating fund, expenditures from the fund itemized as to payroll, bills for materials, supplies, etc., refunds of consumers deposits and amounts set aside in reserve and a statement of amounts deposited in the city, showing the source of such revenue from the sale of water, electricity, consumers deposits, income from the investments and proceeds of sale of investments. In addition thereto, the report shall show the balance in reserve accounts together with a statement of all approved contract work let and all contracts completed under the supervision of the board during the month next preceding such report. The report shall be submitted in the following form:
[Form omitted to save space]

COUNCIL BILL NO. 25-18 **ORDINANCE NO. _____**

AN EMERGENCY ORDINANCE AMENDING SECTION 2-160(b) OF THE CARTHAGE CITY CODE

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

SECTION I: Section 2-160: Resignation or Discharge of the Carthage City Code is hereby amended:

(b) The city may terminate their employment by giving them thirty (30) days notice. The thirty day notice is to begin from the first or second council meeting each month, depending upon which meeting the majority of the members of the council voted and the mayor concurred that their employment should be terminated. A termination payment equal to one-half a month's salary will be allowed **unless the city negotiated a termination payment with the City Administrator at the time of employment, in which case the negotiated termination payment will be allowed** plus any other benefits that may have accrued. In the event the termination is the result of an act of dishonesty or acts involving moral turpitude, such termination payment shall not be paid.

NOTE: Language that is **Bold and Underlined** has been added.

SECTION II: In all other respects, Section 2-160 shall remain in full force and effect.

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

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

PASSED AND APPROVED THIS _____DAY OF MARCH, 2025.

_____
Alan Snow, Mayor

ATTEST:

_____
Miranda Deal, City Clerk

COUNCIL BILL NO. __25-19__ ORDINANCE NO. ___

An Ordinance authorizing the Mayor to enter into a contract with Banner Fire Equipment, Inc., for the purchase of one (1) E-One Typhoon HP 75 Ladder Fire Apparatus

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

SECTION I: The Mayor of the City of Carthage is hereby authorized to enter into a contract with Banner Fire Equipment, Inc., for the purchase of one (1) E-One Typhoon HP 75 Ladder Fire Apparatus, 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: Public Safety

COUNCIL BILL NO. ___25-20__ **ORDINANCE NO. ____**

An Ordinance authorizing the Mayor to enter into an Agreement with The Walker Collaborative Team to prepare the Historic District Design Guidelines for 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 The Walker Collaborative Team to prepare the Historic District Design Guidelines for the City of Carthage, 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 cost of this project is $37,420.00, of which the City of Carthage is responsible for $15,000.00 and the rest is funded by a grant with the Missouri Department of Natural Resources that was approved in Resolution 2081.

SECTION III: 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: Planning and Zoning

Proposal

to prepare the

Carthage Historic Preservation Design Guidelines

for

Carthage, Missouri

Presented to the:

City of Carthage
Planning, Zoning & Historic Preservation Commission

Presented by:

The Walker Collaborative

With:

Common Ground Urban Design + Planning

February 2025

THE WALKER COLLABORATIVE

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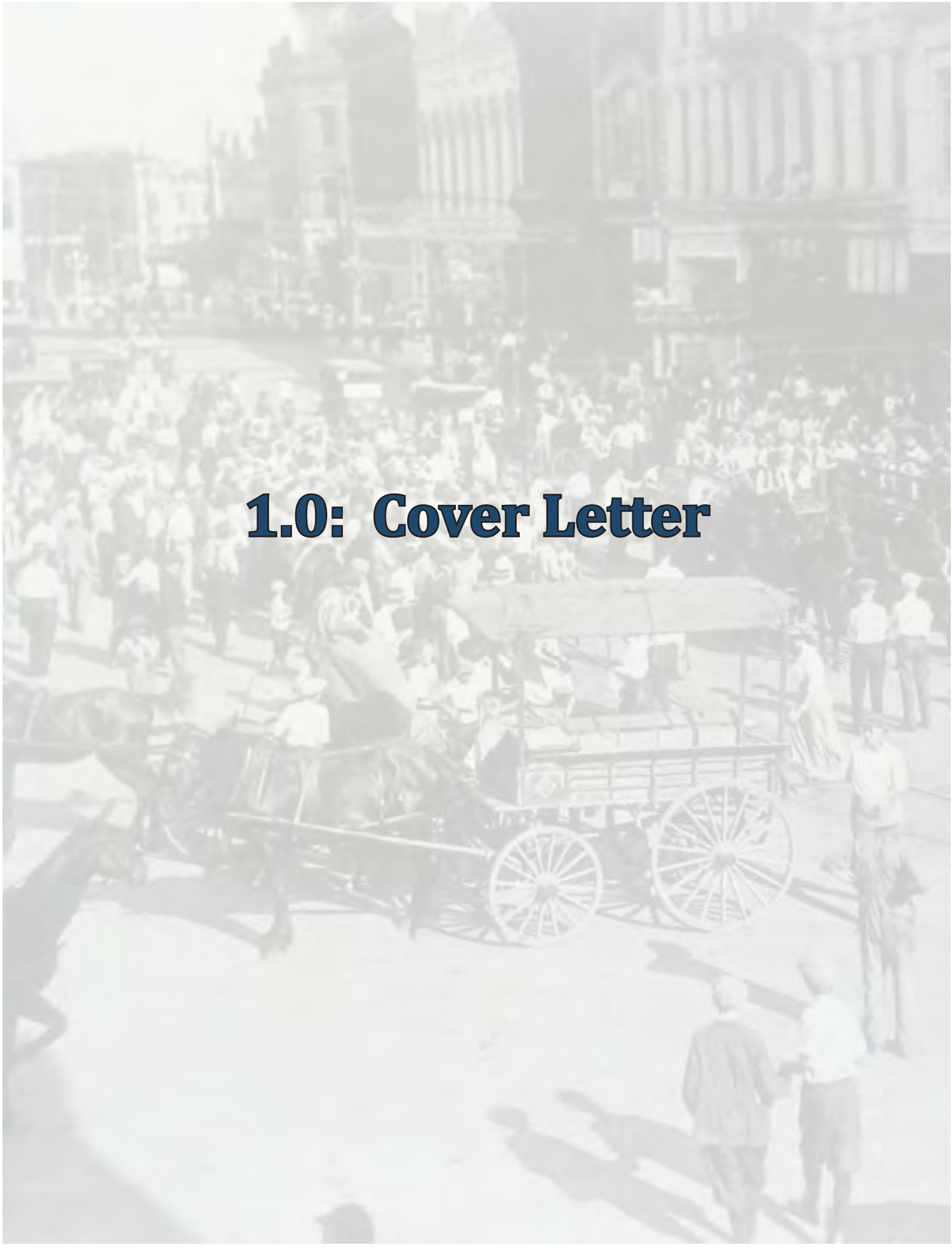
"The reason the City continuously hires The Walker Collaborative, even over the course of multiple political administrations, is because they do a good job. Phil is good at listening to his clients and the public in general, and he takes the time to understand the various existing conditions in a thorough manner. His solutions for our community always seem to be the most technically sound and pragmatic path to take, so we value his recommendations."

Mayor David Bennett - City of Lookout Mountain, Georgia



1.0: Cover Letter

1.0: COVER LETTER

THE WALKER COLLABORATIVE

January 29, 2025

Josh Anderson
Planning, Zoning & Historic Preservation Commission
City of Carthage
326 Grant Street
Carthage, MO 64836

Dear Mr. Anderson:

The Walker Collaborative (TWC) Team appreciates this opportunity to submit our proposal to prepare Historic District Design Guidelines for the City of Carthage. I believe we are a highly-qualified team for your project for a variety of reasons. First, although I am a city planner in general, I specialize in historic preservation. I earned my bachelor's degree in Historic Preservation, and much of my planning work involves some dimension of preservation. I have worked on numerous design guideline projects across the country in over a dozen states, and I have also implemented guidelines by staffing design review boards in Natchez (MS) and Clarksville (TN).

Joining me on this project will be Keith Covington of Common Ground Urban Design + Planning, who I have worked with for 25 years on a range of planning projects. Keith is an architect, urban designer, and planner. In addition to his extensive consulting experience, he led Nashville's Urban Design Studio for several years, and he is now serving a part-time role as the Planning Director of Pike Road, Alabama. We just finished historic district design guideline projects for Sullivan's Island (SC) and Opelika (AL), and we are now working on guidelines for Cheraw (SC) and Clarksville (TN).

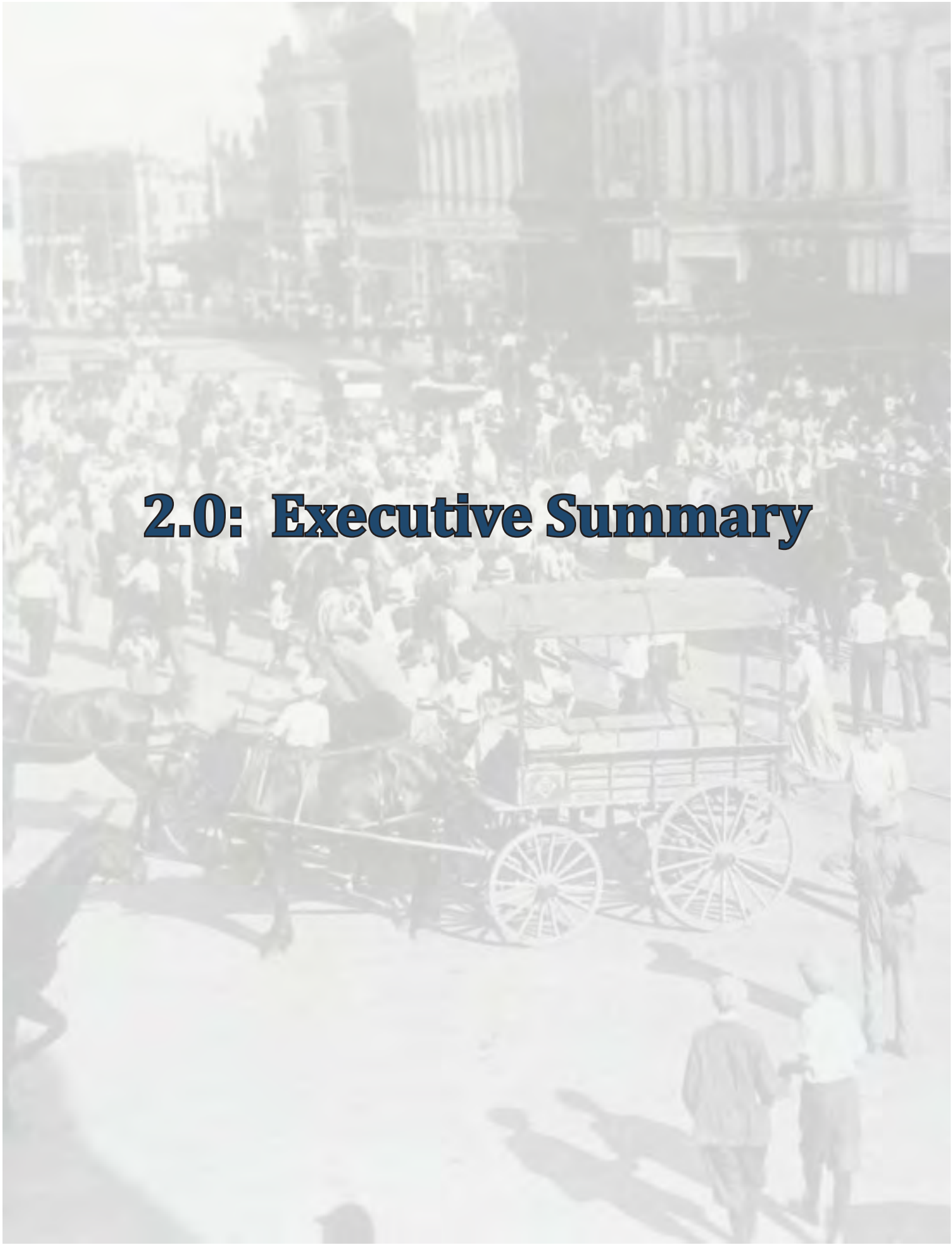
Your RFP document asks respondents to explain in the cover letter their interest in this project. Foremost, I have a general fascination with the history of communities, historic architecture, and their current context. However, I also a niche in battlefield preservation planning and have prepared battlefield preservation plans for dozens of battlefields, including projects for the American Battlefield Trust (ABT). In fact, just last week I met with with members of the Perryville (KY) Main Street Board and their Battlefield Commission to explore opportunities to more effectively leverage heritage tourism for downtown revitalization. While it would not be part of our scope for this design guidelines project, I might still be able to share ideas on how Carthage could also further leverage it battlefield and Civil War Museum.

In summary, we greatly appreciate this opportunity to submit a proposal for preparing your Historic District Design Guidelines, and we look forward to discussing it with you at your earliest convenience.

Sincerely,

Philip L. Walker, FAICP
Principal

2408 Belmont Boulevard Nashville, Tennessee 37212 Tel: (615) 383-1510 www.walkercollaborative.com



2.0: Executive Summary

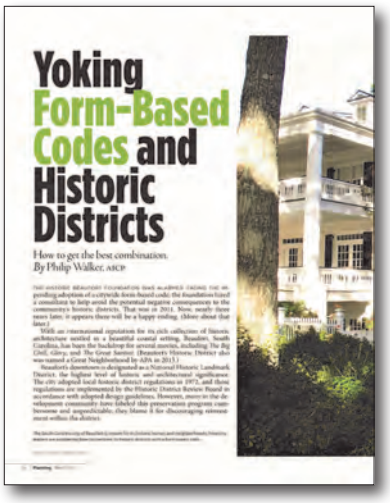
2.0: EXECUTIVE SUMMARY

This page concisely summarizes the key points of this proposal with respect to the Consultant Team's qualifications for the project and the proposed project approach.

Consultant Qualifications

In addition to meeting the Secretary of the Interior's Professional Qualifications, our credentials include:

- *Education & Training:* The Walker Collaborative's Phil Walker has degrees in Historic Preservation, Urban & Regional Planning, and Real Estate Development. Common Ground's Keith Covington has degrees in Architecture and Urban Design. Both have worked for planning and design firms that provided them the skill set to prepare highly-effective design guidelines.
- *Preparation of Design Guidelines:* Walker and Covington have prepared numerous design guidelines and codes in a variety of states, including: Alabama, Arkansas, Delaware, Florida, Georgia, Indiana, Idaho, Iowa, Louisiana, Maryland, Mississippi, Missouri, Nebraska, New Jersey, New York, North Carolina, South Carolina, Tennessee and Texas.
- *Implementation of Design Guidelines:* Walker has served as staff to municipal preservation commissons and/or worked for entities that formally weighed in on COA applications in Pensacola (FL), Natchez (MS), and Clarksville (TN). Covington is currently serving as the part-time interim Planning Director for the Town of Pike Road (AL), where he leads all design review functions for the Town.
- *Research & Writing:* Walker has served as the author, co-author and contributor to three books related to historic preservation and design review, and he has authored five related articles in the American Planning Association's "Planning" magazine (one of which was co-authored by Covington).

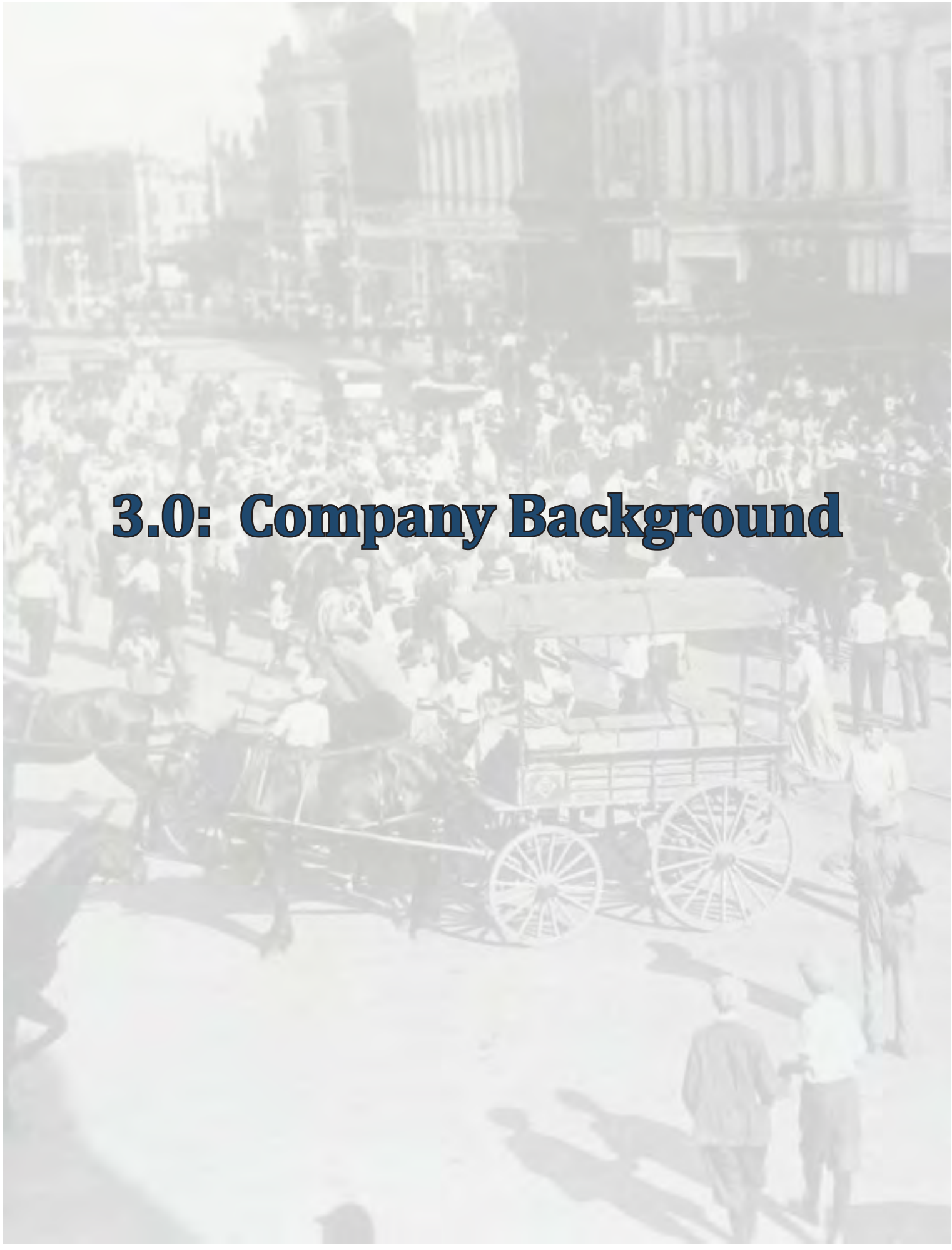


Proposed Approach

The proposed approach for creating the Carthage Design Guidelines features four key steps. They are summarized below, along with the tentative schedule, which can be adjusted based upon the City's input.

Task 1.0: Background Work	Month 1
Task 2.0: Field Work & Meetings	Month 2
Task 3.0: Guidelines Preparation	Months 3-6
Task 4.0: Presentation & Revisions	Months 7-8

The proposed approach also includes a very robust public engagement process that will include a public kick-off meeting, a series of stakeholder focus group meetings, an open house, and public presentations of the draft Design Guidelines.



3.0: Company Background

3.0: COMPANY BACKGROUND

It is proposed that this project for Carthage will be led by The Walker Collaborative (TWC), with Common Ground Urban Design + Planning as a subconsultant to TWC.

The Walker Collaborative

Based in Nashville, The Walker Collaborative (TWC) is the planning practice of Philip L. Walker, FAICP, who has nearly 40 years of professional experience in both the public and private sectors. TWC was established in 2002 based upon the fact that only rarely is any one firm uniquely qualified for any single planning project. Rather than using a "firm-based" approach, TWC employs a "person-based" approach. TWC initiates each project by first determining the needed areas of expertise, and then identifying the most effective people to form the Consultant Team. Team members are determined by balancing professional expertise and experience with considerations of geography, professional relationships, personalities, and planning philosophies. TWC is involved with a wide range of planning projects. Core competencies include community visioning, comprehensive planning, downtown and neighborhood revitalization, and zoning. However, TWC has a particular emphasis on historic preservation and design guidelines. TWC's Phil Walker has worked on dozens of design guidelines across the county, including projects in Alabama, Arkansas, Florida, Georgia, Indiana, Louisiana, Maryland, Mississippi, Missouri, Nebraska, North Carolina, South Carolina, Tennessee, Texas, and Virginia.

Common Ground Urban Design + Planning

Common Ground is an award-winning land planning and urban design firm based in Franklin, Tennessee. Founded in 2006 under the name Third Coast Design Studio, the firm has completed over 100 projects in 20 states. Celebrating their 10th anniversary in 2016, the firm decided to rebrand itself as Common Ground to reflect their commitment to working side-by-side with communities to achieve the greatest outcomes in their planning efforts. Prior to establishing the firm, Principal Keith Covington led the Metro Nashville Planning Department's Urban Design Studio. The firm has worked across the country on a range of planning and design projects. Covington's background in architecture provides a unique insight into the urban design and planning challenges of historic places.

Past Teaming

The two consultants proposed for this project are Phil Walker with TWC and Keith Covington with Common Ground Urban Design + Planning. In addition to numerous comprehensive, downtown and neighborhood plans, they have teamed (or are currently teaming) on the following particularly relevant projects:

- Cheraw (SC) Historic District Design Guidelines
- Clarksville (TN) Overlay Design Guidelines
- Sullivan's Island (SC) Historic Design Guidelines
- Opelika (AL) Historic District Design Guidelines
- Burlington (NC) Historic Design Standards
- Fayetteville (NC) Historic Design Standards
- Starkville (MS) Zoning & Design Standards
- Lookout Mountain (GA) Town Center Design Guidelines
- Downtown Cullman (AL) Design Standards
- Northport (AL) Zoning & Design Standards
- Music Row (Nashville, TN) Design Standards

PHILIP L. WALKER, FAICP - Principal / Project Manager
The Walker Collaborative: Nashville, Tennessee

Phil Walker has nearly 40 years of professional planning and historic preservation experience. His public sector experience consists of serving as the: Executive Director of the Pensacola (Florida) Downtown Improvement Board; City Planning Director for Natchez, Mississippi; and the part-time Interim Director of Clarksville, Tennessee's, Two Rivers Company. From 2019 to 2021, he served as the part-time Interim Director of the newly established Downtown Natchez Alliance. In all of those positions, he either staffed or provided formal input into the review and approval of Certificate of Appropriateness (COA) applications before each community's historic design review body. Most recently, in 2022, he served as the part-time interim City Planning Director for Natchez where he once again staffed the City's Preservation Commission.

Phil's private sector experience includes Associate positions with Hintz-Nelessen Associates (HNA) in Princeton, New Jersey, and Christopher Chadbourne and Associates (CCA) in Cambridge, Massachusetts. While with HNA, he led the preparation of multiple preservation plans and zoning ordinances. At CCA, Phil served at the Project Manager for several preservation projects, including drafting design standards for Cumberland, Maryland. While serving as the Principal of Nashville-based Community Planning & Research (1995-1998), he drafted historic district design standards for several communities, including Little Rock's Central High Neighborhood, Downtown Natchitoches (LA), and Downtown Memphis. As the Director of Planning for the Nashville office of LRK Architects (1998-2002), he led zoning and design guideline projects across the country. Since establishing his own practice in 2002, he has continued to work on numerous design guideline projects. In 2011, Phil was hired by the Historic Beaufort Foundation (SC) to make recommendations on how the City's proposed form-based code might be treated relative to their existing Historic District, and in 2021 he was hired by the City of Frederick (MD) to provide guidance on how a new form-based code might interface with their historic East Street corridor.

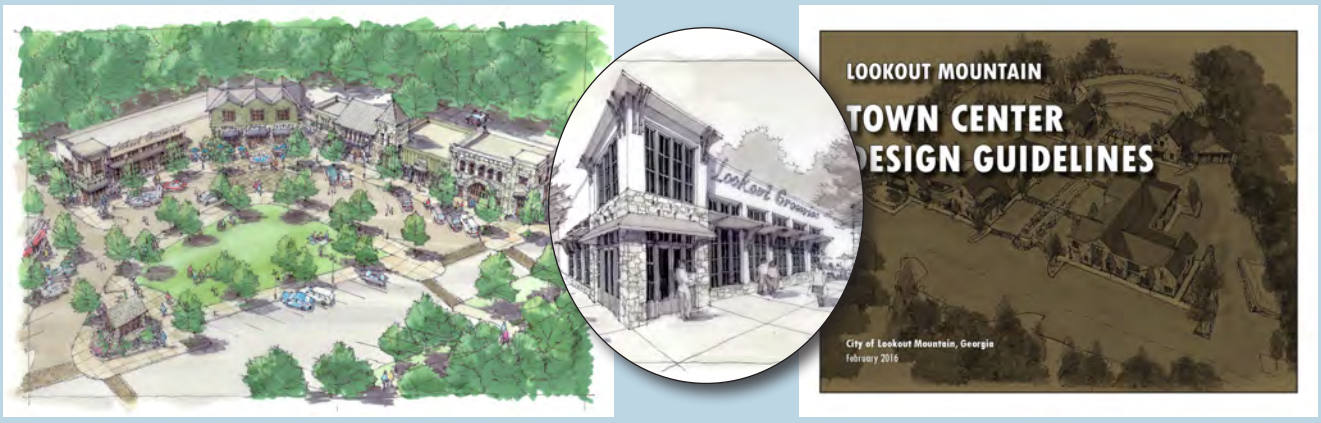
Phil Walker has consulted to the National Trust for Historic Preservation and numerous local Main Street programs, and he has been a speaker at many national and regional conferences, including those of the American Planning Association, the National Main Street Center, various state Main Street conferences, and the National Trust for Historic Preservation. His book entitled "Downtown Planning for Smaller and Midsized Communities" was published by the American Planning Association's Planners Press in 2009. Phil has been a member of the American Institute of Certified Planners (AICP) since 1989, and he was inducted into AICP's College of Fellows (FAICP) in 2018. He holds a bachelor's degree in Historic Preservation from Middle Tennessee State University, a master's degree in Urban and Regional Planning from the University of Florida, and a master's degree in Real Estate Development from Harvard University.

"TWC was extremely knowledgeable and competent in the subject matter. They provided a level of expertise that brought our antiquated Design Standards in line with modern and easy to read standards. TWC was very organized, and we are very satisfied with the overall end product."

Jamie Lawson, AICP - Planning Director - City of Burlington, NC

Representative Project Experience for Walker
Projects for which he served (or is serving) as the Project Manager have been asterisked (*).

- Cheraw Historic District Design Guidelines: Cheraw, South Carolina*
- Clarksville Overlay Design Guidelines: Clarksville, Tennessee*
- Sullivan's Island Design Guidelines: Sullivan's Island, South Carolina
- Wilmington Design Standards: Wilmington, North Carolina
- Decatur Design Guideline: Decatur, Alabama
- Capitol Area & Mansion Area Design Standards: Little Rock, Arkansas*
- Burlington Design Standards: Burlington, North Carolina*
- Madison Historic District Design Guidelines: Madison, Indiana
- Fayetteville Design Standards Update: Fayetteville, North Carolina*
- Omaha Historic District Design Standards: Omaha, Nebraska
- Natchez Historic District Sign Standards: Natchez, Mississippi*
- Deteriorated Historic Buildings Strategy: Georgetown, South Carolina
- Lookout Mountain Town Center Design Standards: Lookout Mountain, Georgia*
- MacArthur Park Historic District Infill Design Standards: Little Rock, Arkansas*
- Downtown Clarksville Historic District Design Standards: Clarksville, Tennessee
- Cullman Historic Design Standards: Cullman, Alabama*
- Bagdad Historic Zoning & Design Standards: Santa Rosa County, Florida*
- Heath Town Center Zoning & Design Standards: Heath, Texas*
- Columbia Pike Design Standards: Franklin, Tennessee*
- East Bank & Five Points Design Standards: Nashville, Tennessee*
- Hillsboro Village Design Standards: Nashville, Tennessee*
- Fairpark District Zoning & Design Standards: Tupelo, Mississippi*
- Old Meridian Design Standards: Carmel, Indiana*
- Downtown Memphis Design Standards: Memphis, Tennessee*
- Saving the Farmstead Design Standards: Williamson County, Tennessee*
- Central High Neighborhood Design Standards: Little Rock, Arkansas*
- Natchitoches Historic District Design Standards: Natchitoches, Louisiana*
- Historic District Design Standards: Cumberland, Maryland*
- Vicksburg Downtown & Riverfront Design Standards: Vicksburg, Mississippi*



Following TWC's Town Center Plan for Lookout Mountain, Georgia, the firm teamed with Common Ground to prepare design guidelines for this important focal point for the community.

KEITH COVINGTON, RA, AICP - Principal
Common Ground Urban Design + Planning: Franklin, Tennessee

Keith Covington is a registered architect and certified planner who brings over 25 years of professional experience in urban design, land planning, and architecture to Common Ground. He has worked on dozens of plans, studies, and development regulations across the country. Keith earned his Bachelor of Architecture at the University of Tennessee and his Masters of Architecture in Urban Design at Congress for the New Urbanism founders Andres Duany and Elizabeth Plater-Zyberk's program at the University of Miami. As a graduate of these programs, Keith has a unique understanding of traditional patterns of architecture and urbanism. Keith applies time-tested principles to all of his projects to achieve a true sense of community in downtowns, neighborhoods, districts, towns and cities.

He is also an accomplished architect whose work has been published in national and regional publications. He has designed projects under historic and conservation zoning, which provides him with a unique perspective on how to create comprehensive and effective development regulations that ensure predictable results. As a designer, Keith leads in-house document production with the goal of concise, graphically rich, and easy to understand layouts for plans and regulations. Prior to starting his private practice in 2006, Keith was the director of the Metro Nashville Planning Department's Design Studio where he helped reinvent Nashville's approach to planning, public engagement, and development regulations. In addition to managing his planning practice, Keith currently serves as the interim Planning Director for the Town of Pike Road, Alabama and has been working with that community since 2006.

Representative Experience for Covington

Keith Covington has played a key role in the projects listed below:

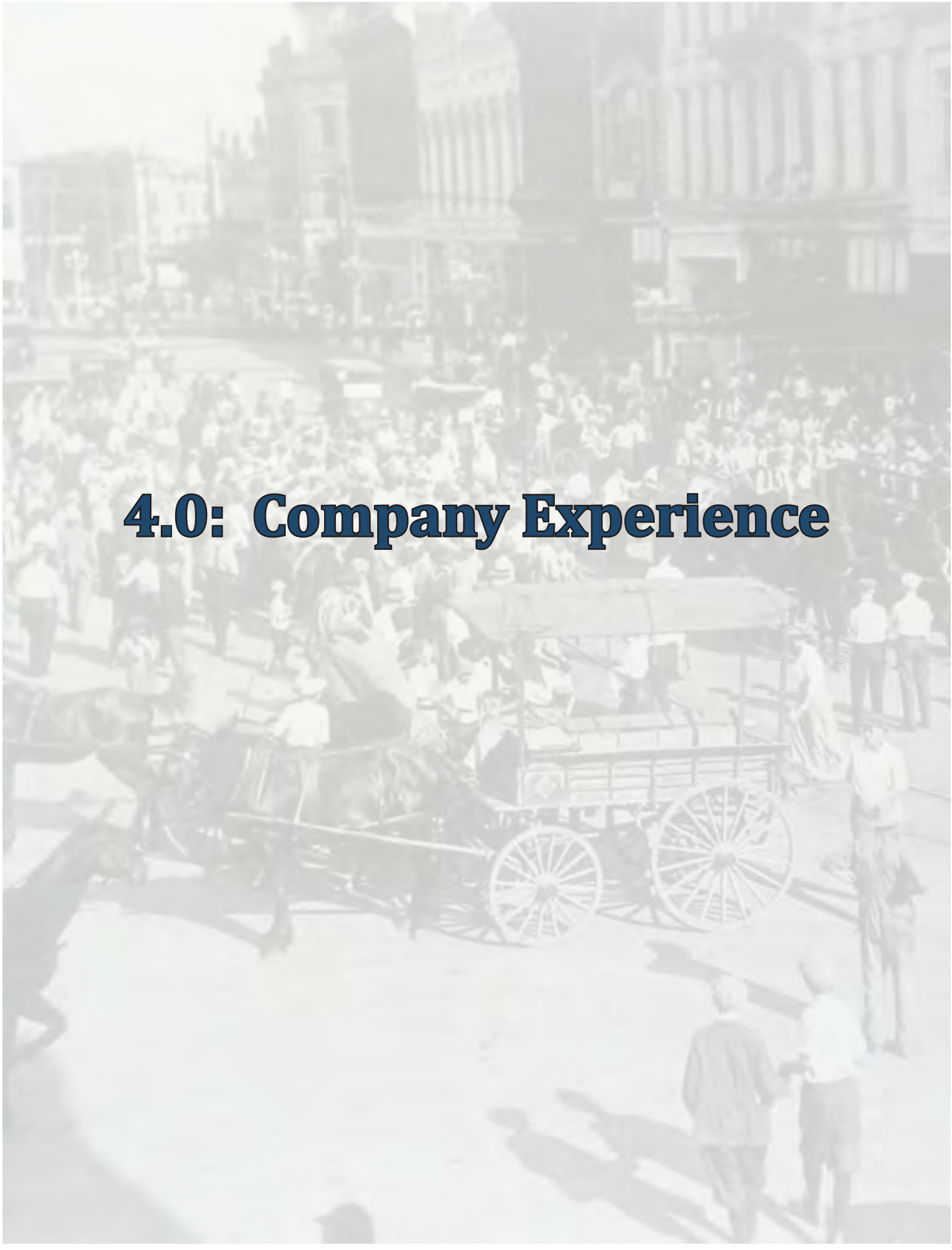
- Cheraw Historic District Design Guidelines: Cheraw, South Carolina
- Clarksville Overlay Design Guidelines: Clarksville, Tennessee
- Sullivan's Island Design Guidelines: Sullivan's Island, South Carolina
- Opelika Historic District Design Guidelines: Opelika, Alabama
- Burlington Historic District Design Standards Update: Fayetteville, North Carolina
- Walden Town Center Zoning: Walden, Tennessee
- Fayetteville Design Standards Update: Fayetteville, North Carolina
- Downtown Vision Plan and Form-based Code: Cedar Falls, Iowa
- Whyte-Hardee Boulevard Master Plan: Hardeeville, South Carolina
- Downtown Design Standards: Bernardsville, New Jersey
- South Hartmann Drive Form-based Code: Lebanon, Tennessee
- Residential Infill Overlay: Lebanon, Tennessee
- Downtown Historic District Standards: Lewisburg, Tennessee
- Spartanburg Comprehensive Plan: Spartanburg, South Carolina
- Design Standards Update: Lebanon, Tennessee
- Lowry Street Design Standards: Smyrna, Tennessee
- Lookout Mt. Design Standards: Lookout Mountain, Georgia
- E. Commerce Corridor Special District: Lewisburg, Tennessee
- Nashville Hwy Corridor Special District: Lewisburg, Tennessee
- Historic Stockyards Form-based Code Charrette: Fort Worth, Texas

- SmartCode Update: Pike Road, Alabama
- The Flats Revitalization Plan and Pattern Book: Wilmington, Delaware
- River Arts District Form-based Code Charrette: Asheville, North Carolina
- Haywood Road Form-based Code Charrette: Asheville, North Carolina
- Downtown Victor Form-based Code Charrette: Victor, Idaho
- Downtown Driggs Form-based Code Charrette: Driggs, Idaho
- Downtown Malta Form-based Code Charrette: Malta, New York
- Mid-Town Form-based Code Charrette: Hattiesburg, MS
- Downtown Cullman Design Standards: Cullman, Alabama
- Downtown Northport Design Standards: Northport, Alabama
- West 30s District Revitalization Plan & Residential Standards: Covington, Louisiana

For their award-winning work for Russellville (AR), Phil Walker and Keith Covington created a series of visual simulations to illustrate the potential rehab of historic buildings and compatible new infill development.

"What we like most about this process is the strong desire this organization has to get public input.... The Walker Collaborative seemed to truly care about getting local buy-in. We were also impressed that they didn't really look to direct or control the groups; they just listened and facilitated great discussion..."

The Courier - Russellville, Arkansas



4.0: Company Experience

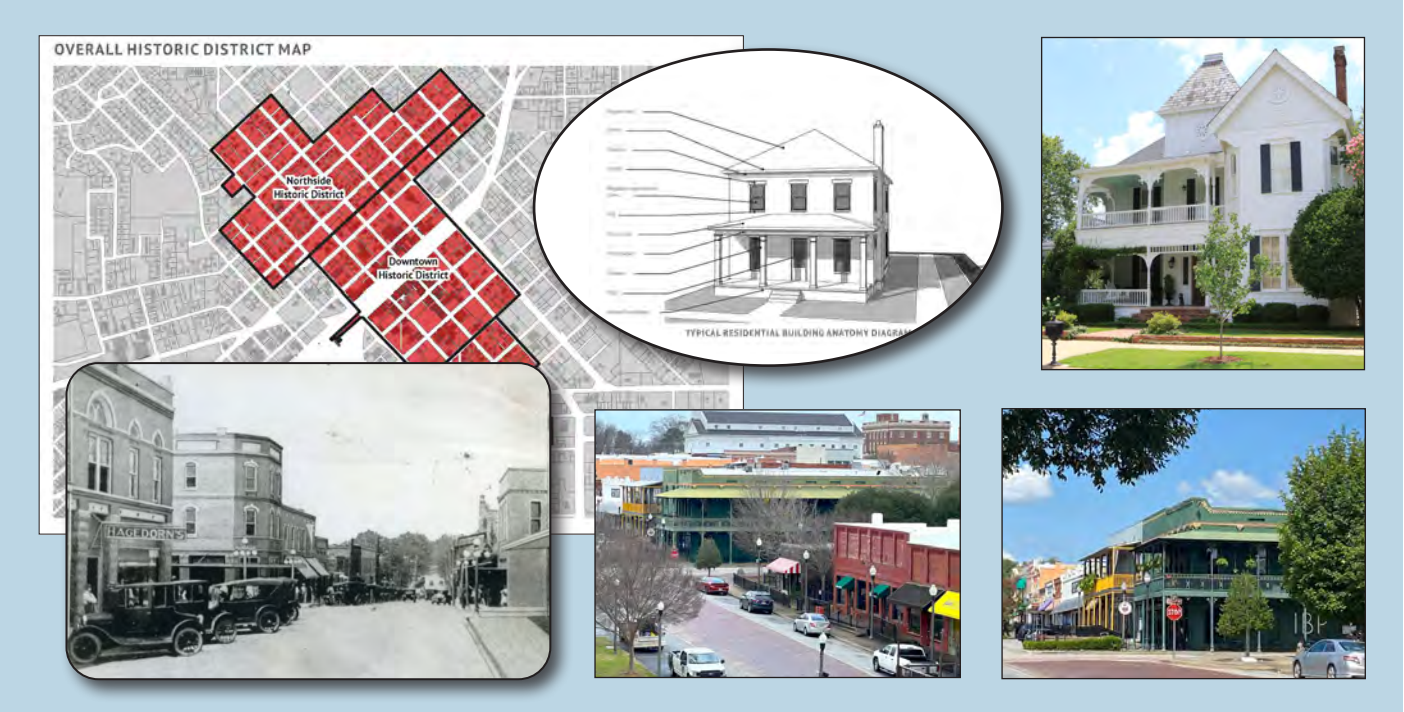
4.0: COMPANY EXPERIENCE

EXAMPLE PROJECT:
Opelika Historic Design Review Guidelines - Opelika, Alabama (2024)

Opelika is the county seat of Lee County in the east-central part of Alabama. With a population of approximately 31,000 and as part of the Auburn-Opelika Metropolitan Area, it is a popular location for many of Auburn University's faculty. In addition to its desirable historic neighborhoods, the Downtown features numerous restaurants, multiple microbreweries, and a distillery. The community has three locally-designated historic districts, one encompassing the downtown and the other two being adjacent residential areas. Their design guidelines were last revised in 2009. The Walker Collaborative was hired to lead the complete rewriting of their design guidelines working in tandem with Common Ground Urban Design + Planning. The key issues for the project included the following:

- *Document Organization* – The previous organization of the guidelines was not user-friendly and consisted of three separate and confusing documents.
- *Design Review Process* – The previous guidelines lacked clarity on the design review process, including no approval flow chart.
- *Substance of the Specific Standards* – Many of the standards made extreme generalizations and discouraged design treatments appropriate in certain circumstances. Also, many important issues were overlooked.
- *Graphics* – The previous document for the two residential districts lacked graphics altogether, and those for the Downtown district were generic graphics from the state Main Street program.

Reference: Lisa Harrelson - Community Development Administrator / lharrelson@opelika-al.gov/ (334) 705-5155



EXAMPLE PROJECT:
Local Historic Overlay District Design Standards - Burlington, North Carolina (2022)

Burlington is a community of 55,000 people located in the Piedmont Triad, which is anchored by Greensboro, Winston-Salem and High Point. The City has two designated local historic districts. The Glencoe Mill Village District on the Haw River features an 85,000 square foot mill complex, over 30 mill houses, a company store, and other associated buildings dating to the early 1880s. Located to the west is the West Davis - Fountain Place Historic District, the principal residential neighborhood representing the urban growth and development in Burlington between 1890 and 1930. Because the City's design standards for the two local historic districts were over 20 years old and had many deficiencies, the City hired The Walker Collaborative and Common Ground Urban Design + Planning to prepare new standards. Key features of the new standards include the following:

- *Application Type Matrix* listing every conceivable type of application for a Certificate of Appropriateness (COA) and indicating whether it is a Major, Minor or No COA.
- *Materials Matrix* listing every conceivable material and indicating whether it is Permitted or "Maybe" (considered per criteria and potentially prohibited).
- *Hyperlinks* in the table of contents, as well as to National Park Service "Preservation Briefs."
- *Diagrams* addressing the visibility of buildings from the street and the anatomy of buildings.

Although the Downtown is not locally designated as a historic district, building types there and in other parts of town were addressed in case such areas might be designated in the future.

Reference: Jamie Lawson, AICP - City Planning Director / jlawson@burlingtonnc.gov / (336) 222-5113

EXAMPLE PROJECT:
Historic District Design Standards - Fayetteville, North Carolina (2021)

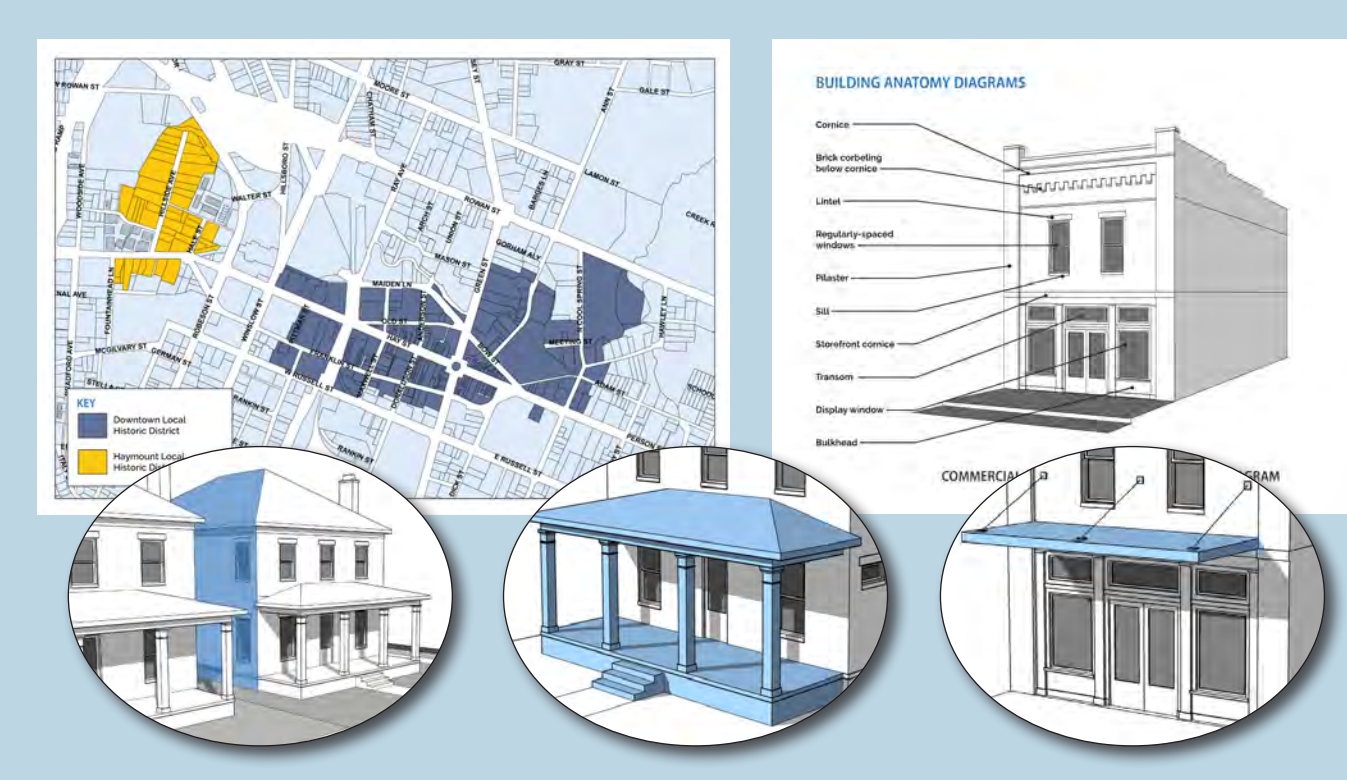
Founded in 1760 near the Cape Fear River, Fayetteville is perhaps best known as the home to the Fort Bragg military base. It is a major economic driver for the region. Less known to those who have not visited the community are its beautiful historic districts that reflect a broad range of historic eras and architectural styles. Their two locally-designated historic districts - one a downtown and the other a residential neighborhood - are also consistent with the geography of four National Register districts. One district is the Downtown Historic District, while the Haymount Historic Districts is residential.

Fayetteville's existing design standards developed prior to this project were prepared in 2000, but they were in much need of rewriting. Deficiencies included a lack of graphics, a lack of detail, and many issues that were not addressed, including modern materials. Consequently, the City used a Certified Local Government (CLG) grant to hire The Walker Collaborative (TWC) to draft new standards for both the downtown and residential district, and TWC was supported by Common Ground Urban Design + Planning for this project. The project scope included:

- Field work to study the districts
- Meetings with City staff and the Historic Resources Commission (HRC)
- Strong involvement from the State Historic Preservation Office

In addition to addressing all of the typical historic district design issues, the standards address resiliency in light of climate change.

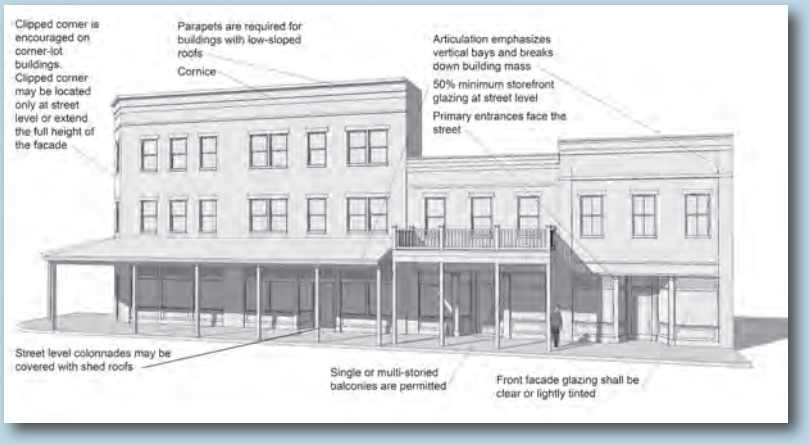
Reference: Jennifer Baptiste - Senior Planner/Interim Planning & Zoning Manager / jenniferbaptiste@fayettevillenc.gov / (910) 433-1936

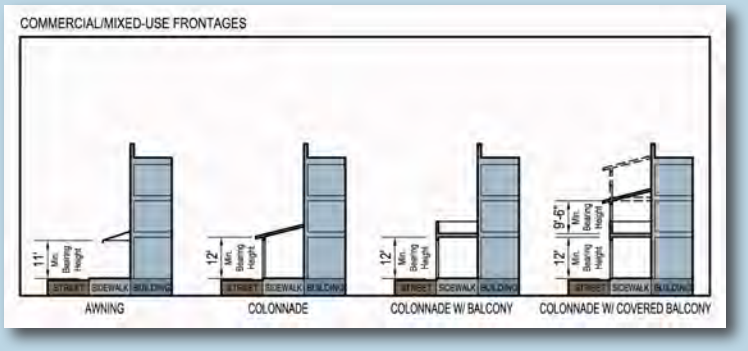


ADDITIONAL EXAMPLE PROJECTS FROM THE PAST FIVE YEARS:

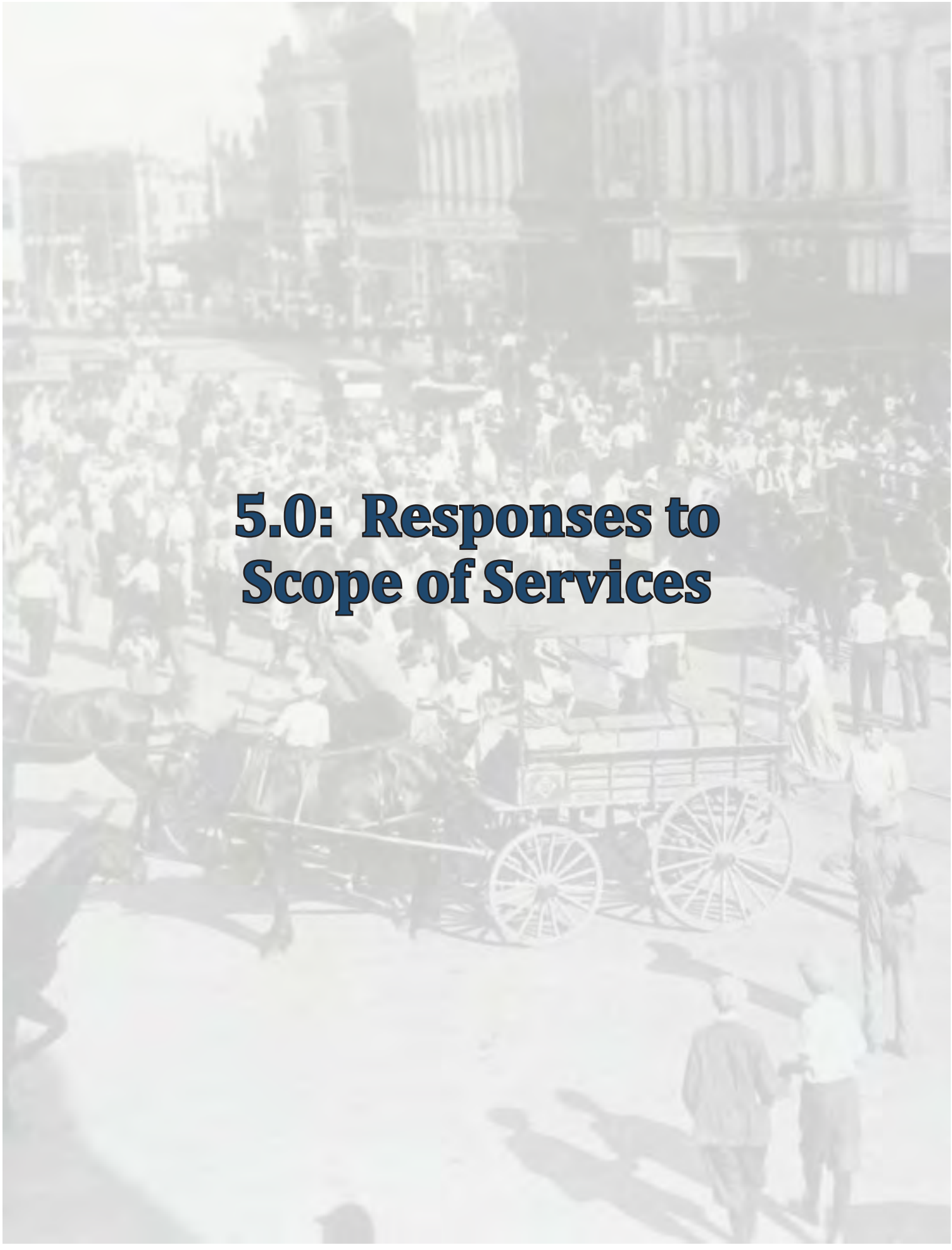
In addition to the three projects profiled on the previous three pages, additional design guideline projects of TWC over the past five years include those listed below. TWC served as a subconsultant on some of these projects, and those projects that included Common Ground have been asterisked (*).

- *Cheraw Historic District Design Guidelines:* Cheraw, South Carolina (current)*
- *Clarksville Overlay Design Guidelines:* Clarksville, Tennessee (current)*
- *Sullivan's Island Design Guidelines:* Sullivan's Island, South Carolina (2024)*
- *Wilmington Design Standards:* Wilmington, North Carolina (2023)
- *Decatur Design Guideline:* Decatur, Alabama (2023)
- *Capitol Area & Mansion Area Design Standards:* Little Rock, Arkansas (2023)*
- *Madison Design Guidelines:* Madison, Indiana (2022)
- *Omaha Historic Districts Design Guidelines:* Omaha, Nebraska (2020)





After Cullman, Alabama, was struck by a tornado, TWC and Common Ground were hired to quickly prepare design guidelines to assist with the restoration and rebuilding of their historic downtown and neighborhoods. Rather than being mandated, they were incentivized through a new grant program. The City later won an award from the Southern Economic Development Council for its efforts anchored by the design guidelines.



5.0: Responses to Scope of Services

5.0: RESPONSES TO SCOPE OF SERVICES

Project Tasks

Overview
A four-step approach is proposed for carrying out this project for Carthage's Historic Preservation Design Guidelines, as follows:

Task 1.0: Background Work
Task 2.0: Field Work & Meetings
Task 3.0: Guidelines Preparation
Task 4.0: Presentation & Revisions

The following pages present a summary of each task. Please refer to page 15 of this section regarding responsibilities the project schedule, and the proposed project budget.

Task 1.0: Background Work

Taks 1.1: Project Kick-Off Meeting
The Consultant Team will conduct a meeting via video conferenceing with City representatives (potentially including the Guidelines Workgroup) to discuss the project logistics, including the project schedule, public engagement, additional background information and mapping data not already provided, and potential document formatting.

Task 1.2: Review & Analysis
Following the Project Kick-off Meeting and the receipt of any additional needed background information, the information will be reviewed by the Consultant Team with a focus on the following:

- Current relevant ordinances
- Current design guidelines
- Current comprehensive plan and other relevant plans and studies
- Relevant historic sites inventories
- National Register (NR) nomination documents for NR districts and properties
- Missouri SHPO CLG grant requirements
- Other applicable documents

Task 2.0: Field Work & Meetings

This task will constitute *Trip #1* for the Consultant Team. Phil Walker and Keith Covington will spend two (2) days in Carthage as follows:

Task 2.1: District Field Work
The Consultant Team will document the historic districts through mapping, field notes, and photography. Particular attention will be paid to recent alterations to existing buildings, new infill development, and specific exceptional examples within the districts (as identified by City representatives).

Task 2.2: Meeting with City Representatives
The Consultant Team will meet with City staff, the Planning, Zoning & Historic Preservation Commission, and the Guidelines Workgroup to discuss issues and opportunities for the existing guidelines and associated documents. This meeting will result in the Consultant Team gaining a clearer picture of the

aspirations for the project and the specific issues currently facing Carthage's preservation efforts.

Task 2.3: Stakeholder Focus Group Meetings

Based on consultation from the Consultant Team, the City will invite key stakeholders who can provide useful information and perspectives on the various issues related to compliance with the existing guidelines and the approval process. The Consultant Team proposes three (3) meetings, each lasting roughly one (1) hour. Each meeting will include up to ten (10) individuals who have shared interests, and potential meetings might include the following groups:

- Districts property owners, business owners, and residents
- Developers, builders, and design professionals
- City staff, Commission members, municipal officials, and preservationists (CHP members, etc.)

Task 2.4: Public Kick-Off Meeting

This meeting will introduce the Consultant Team to the public, review the project process, and begin soliciting information and opinions from the public regarding the future revised guidelines. A potential meeting outline might include the following:

- Introduction of Consultant Team & City Representatives
- Explanation of the Project Process
- Identification of the Current Guidelines Shortcomings
- Discussion of Desired Attributes of Future Guidelines

Focus group meeting and field notes from a project led by Common Ground Urban Design + Planning

Task 2.4: Open House (Optional)

If this task is desired by the City, a three (3) to four (4) hour timeframe would be allotted to allow interested citizens to drop in as their schedules permit and to provide their thoughts on the project. A brief presentation by the Consultants might also be incorporated into the Open House at a specified time.

Task 3.0: Guidelines Preparation

The Consultant Team will begin drafting the design guidelines during this phase of the project. At some point prior to this task, the Team will provide the City with formatting options for the document. Variables will include the document size and orientation, font sizes and styles, line spacing, color palette, and overall page layout. The City will sign off on the format before the guidelines are created. It will be the Team's goal to create a concise, easy-to-use, and graphically-rich document, yet still include enough text to provide a sufficient degree of detail. The use of illustrations and photographs will create a consistent, seamless document. The following page provides is a preliminary outline of what the document might include, although the ultimate contents will be determined based upon input from the City.

Unique Feature

If the City so desires, the guidelines will list every conceivable type of COA application and indicate whether it can be administratively approved or requires Commission approval.

Introduction
- Benefits of Historic Districts
- Legislation for Historic Zoning
- Guidelines Intent
- Acknowledgement of Funding

Design Review Process
- Property Designation & Review Structure
- Design Review Process Diagram
- Certificates of Appropriateness
- Minor vs. Major Work Matrix
- Interface with Other Policies & Regulations

Historic Context
- Historic Districts Overview
- Building Anatomy Diagrams by Building Types
- Architectural Styles by Building Types

Design Guidelines

General
- General Principles: The Secretary of the Interior's Standards for Rehabilitation
- Visibility & Contextual Compatibility
- Material Deterioration & Replacement

Existing Buildings

Maintenance, Alterations & Additions
- Residential Buildings
- Commercial / Mixed-Use & Institutional Buildings (if necessary)
- Changes to Non-Contributing Buildings

New Buildings

Design
- Residential Buildings
- Commercial / Mixed-Use Buildings
- Institutional Buildings

Outbuildings & Site Design
- Outbuildings
- Site Design

Building Relocation & Demolition
- Building Relocation
- Building Demolition

Appendices
- Glossary of Terms
- Additional Resources

Task 4.0: Presentation & Revisions
Following submission of the draft documents to the RPC and time for review, Tasks 4.1 and 4.2 will occur.

Task 4.1: Public Presentation
As part of a two (2) day *Trip #2* to Carthage, this meeting will target a broad audience of public officials and the general citizenry. It should also include the types of district stakeholders as those who will participate in the stakeholder focus group meetings that will be held as part of Task 2.3. Additional meetings can occur as part of this trip if needed.

Within the past few years, TWC's Phil Walker has served as both the part-time interim Main Street Manager and the City Planning Director for Natchez, MS, where he also staffed the Historic Preservation Commission.

Task 4.2: Final Revisions
Based on a final review of the draft Design Guidelines by the City and the Missouri SHPO office, as well as input from the public presentation and the City's submission of a single "red-lined" copy of the Design Guidelines (serving as a composite of all comments from the reviewers) to the Consultant Team for any final revisions, the Design Guidelines will be finalized and submitted in its final form, including the InDesign software document and a high-resolution PDF.

Responsibilities

The Consultant Team will provide all deliverables such as drafts of the Design Guidelines and PowerPoint presentations. The Team will also lead all meetings and presentations, and will provide suggestions to the City on topics such as public engagement and implementation of the Guidelines. The City will be responsible for all logistics related to meetings, such as securing meeting venues, providing public notifications, placing ads and similar promotion of meetings, and printing any meeting hand-outs.

Proposed Schedule

Although the Consultant Team can meet any reasonable schedule, below is a preliminary suggestion:

Tasks	Timeframe
Task 1.0: Background Work	Month 1
Task 2.0: Field Work & Meetings	Month 2
Task 3.0: Guidelines Preparation	Months 3-6
Task 4.0: Presentation & Revisions	Months 7-8

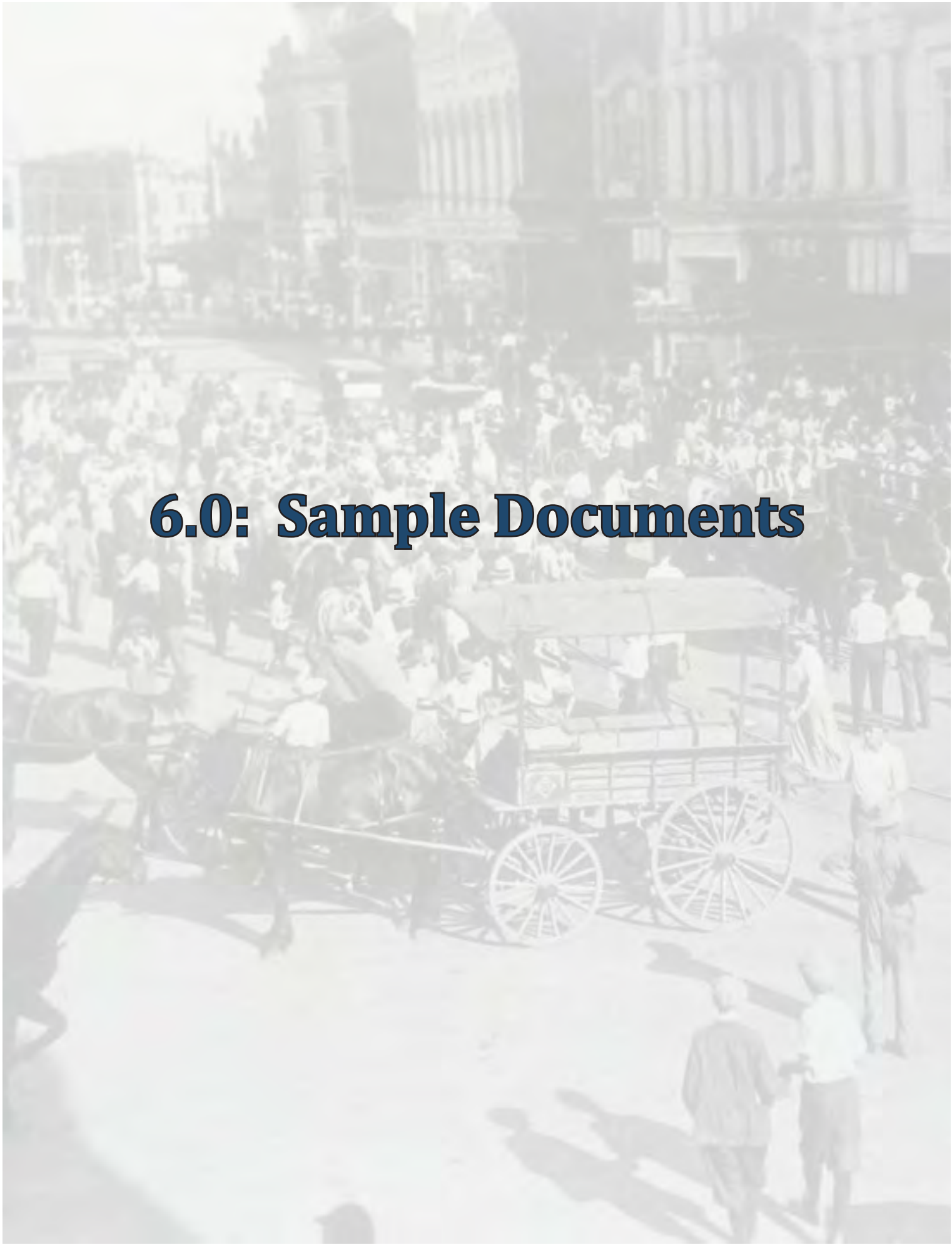
Proposed Budget

The project budget below proposes a total of $32,320 in professional fees and $5,100 in expenses. Of the expense total, most will be for travel (airfare, rental vehicles, fuel, lodging and dining).

PROJECT BUDGET Carthage Design Guidelines	Task 1.0 Background Work	Task 2.0 Field Work & Meetings	Task 3.0 Guidelines Preparation	Task 4.0 Presentation & Revisions	Hours	Rate/hr.	Total Costs
PROFESSIONAL FEES							
The Walker Collaborative							
Walker	12	28	26	32	98	$185	$18,130
Common Ground							
Covington	8	22	24	32	86	$165	$14,190
SUBTOTAL HOURS	20	50	50	64	184		
SUBTOTAL FEES	$3,540	$8,810	$8,770	$11,200			$32,320
EXPENSES							
Travel	$0	$2,550	$0	$2,550			$5,100
SUBTOTAL FEES	$0	$2,550	$0	$2,550			$5,100
TOTAL PROJECT COST	$3,540	$11,360	$8,770	$13,750			$ 37,420

"As the Project Manager for our city-wide historic preservation plan, I appreciated Phil Walker's expertise. He managed his sub-consultants well and applied critical thinking to the substantive issues critical to developing community consensus around our plan. Phil is particularly skilled at conducting public meetings and encouraging extensive public input and involvement."

Shanon Peterson - Historic Preservation Officer (former) - City Of Fort Worth, Texas



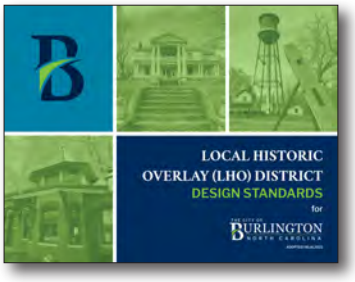
6.0: Sample Documents

6.0: SAMPLE DOCUMENTS

Below are hyperlinks to three sample design guideline documents prepared by TWC and Common Ground within the last five years. Pages 8-10 include a summary of each project and a client reference. Also, a PDF of each of these samples are being provided with this proposal on a flash drive.

Opelika Historic Design Review Guidelines
Opelika, Alabama (2024)

Document Link:
https://www.dropbox.com/scl/fi/j33yxo9erkbbbg3rlc95y/2024_05_06-Opelika-Design-Guidelines.pdf?rlkey=hka26lvjrs13vhzdikp9g1u6s&dl=0

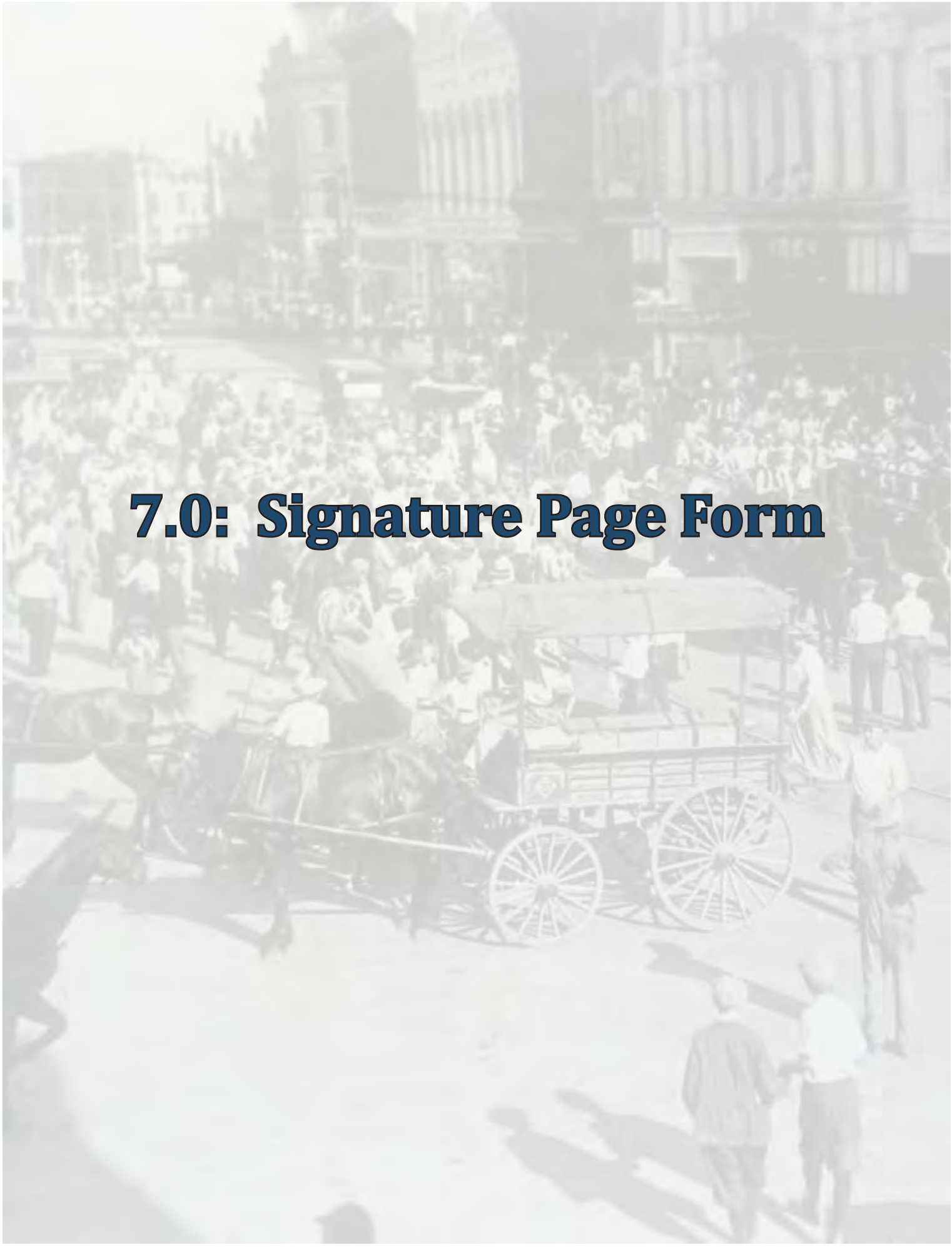


Local Historic Overlay District Design Standards
Burlington, North Carolina (2022)

Document Link:
https://www.dropbox.com/scl/fi/grgt470moltx8ra78tecc/Bulington-Hist.-Dist.-Standards-2022.pdf?rlkey=wopcvfv3laqxquu8gyxy6u92d&dl=0

Historic District Design Standards
Fayetteville, North Carolina (2021)

Document Link:
https://www.dropbox.com/scl/fi/4bae0yxzo6ff779pkse0l/Fayetteville-NC-Design-Guidelines-2021.pdf?rlkey=50ibqyaxk7m24aqcpmtd96j2x&dl=0



7.0: Signature Page Form

7.0: SIGNATURE PAGE FORM

Attachment A

THECITYOFCARTHAGE

REQUESTFORPROPOSALSUBMISSIONFORM

Company The Walker Collaborative, LLC

Address 2408 Belmont Blvd.

Contact Person Philip L. Walker, FAICP

Telephone Number (615) 383-1510

Email pwalker@walkercollaborative.com

NOTE TO RESPONDENTS: SUBMIT ENTIRE SECTION WITH RESPONSE. THIS EXECUTION OF OFFER MUST BE COMPLETED, SIGNED, AND RETURNED WITH THE RESPONDENT'S QUALIFICATIONS. FAILURE TO COMPLETE, SIGN AND RETURN THIS EXECUTION OF OFFER WITH THE QUALIFICATIONS MAY RESULT IN REJECTION OF THE QUALIFICATIONS.

SIGNING A FALSE STATEMENT MAY VOID THE SUBMITTED QUALIFICATIONS OR ANY AGREEMENTS OR OTHER CONTRACTUAL ARRANGEMENTS, WHICH MAY RESULT FROM THE SUBMISSION OF RESPONDENT'S QUALIFICATIONS, AND THE RESPONDENT MAY BE REMOVED FROM ALL PROPOSER LISTS. A FALSE CERTIFICATION SHALL BE DEEMED A MATERIAL BREACH OF CONTRACT AND, AT THE CITY'S OPTION, MAY RESULT IN TERMINATION OF ANY RESULTING CONTRACT.

By signature hereon, Respondent acknowledges and agrees that (1) this RFP Submission Form is a solicitation for Interest and is not a contract or an offer to contract; (2) the submission of Responses by Respondent in response to this RFP will not create a contract between the City and Respondent; (3) Neither the City or the Committee, or any of their representatives, have made a representation or warranty, written or oral, that one or more contracts with the City will be awarded under this RFP; and (4) Respondent shall bear, as its sole risk and responsibility, any cost which arises from Respondent's preparation of a response to this RFP.

By signature hereon, Respondent offers and agrees to furnish to the City all of the products and/or services more particularly described in its Responses, and to comply with all terms, conditions and requirements set forth in the RFP documents and contained herein.

By signature hereon, Respondent affirms that they have not given, nor intends to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor or service to a public servant, elected officials, leadership or staff of the City or partner organizations in connection with the submitted Responses.

By signature hereon, the Respondent hereby certifies that neither the Respondent nor the firm, corporation, partnership or Developer represented by the Respondent, or anyone acting for such firm, corporation, or institution has violated the antitrust laws of this state, or the Federal antitrust laws, nor communicated directly or indirectly the Responses made to any competitor or any other person engaged in such line of business.

By signature hereon, Respondent represents and warrants that:

Respondent is a reputable company regularly engaged in providing products and/or services necessary to meet the terms, conditions and requirements of the RFP;

Respondent has the necessary experience, knowledge, abilities, skills, and resources to satisfactorily perform the terms, conditions and requirements of the RFP;

By signature hereon, Respondent certifies that the individual signing this document and the documents made part of the RFP is authorized to sign such documents on behalf of the company and to bind the company under any agreements or other contractual arrangements, which may result from the submission of the Response.

By signature hereon, Respondent affirms that no compensation has been received for participation in the preparation of the specifications for this RFP.

By signature hereon, Respondent affirms that it has not violated any of the noted No-Lobbying provisions or specification contained in this RFP.

By signature hereon, Respondent agrees to defend, indemnify, and hold harmless the City and the Committee, all of their officers, agents and employees from and against all claims, actions, suits, demands, proceedings, costs, damages, and liabilities, arising out of, connected with, or resulting from any acts or omissions of Respondent or any agent, employee, subcontractor, or supplier of Respondent in the execution or performance of any agreements or other contractual arrangements which may result from the submission of these Responses.

Submitted and certified this 27 day of January, 2025.

BY:

Signature Date: January 27, 2025

Name (Printed): Philip L. Walker, FAICP

Title: Principal

Signature: Philip Walker

Mayor's Appointments

March 2025

CITY ADMINISTRATOR

NAME	APPOINTED
Traci Cox	3/25/2025

Carthage Water & Electric Plant

Unaudited Interim Financial Statements

February 28, 2025

Carthage Water & Electric Plant

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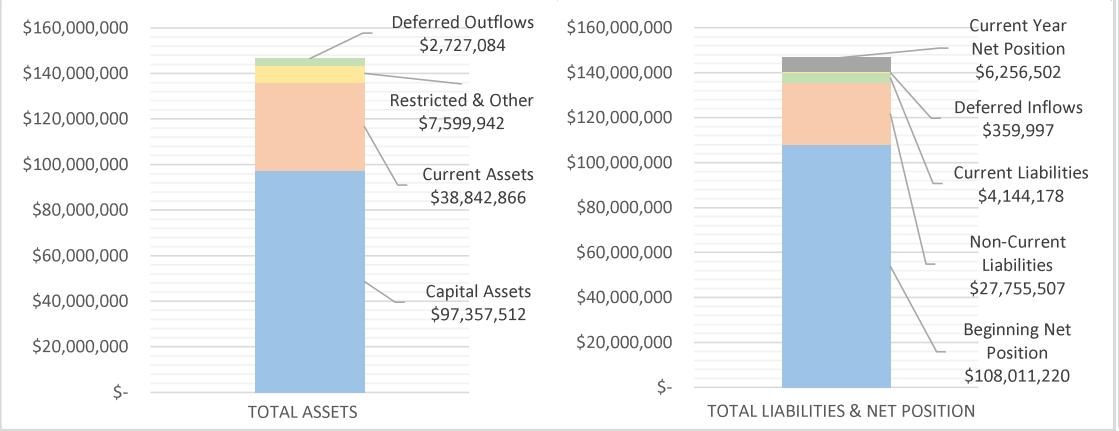
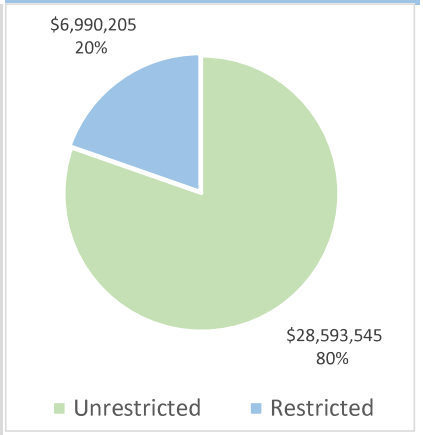
CONSOLIDATED DASHBOARD
FEBRUARY 2025

Carthage Water & Electric Plant

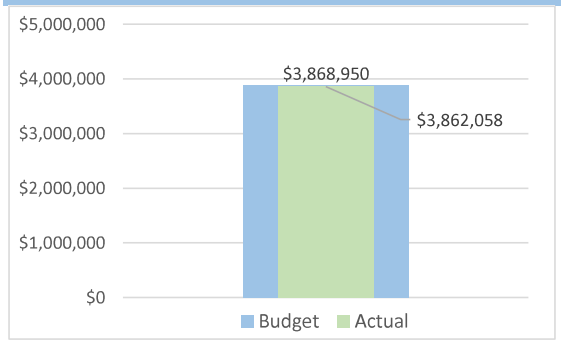
BALANCE SHEET
As of February 28, 2025



Cash & Cash Equivalents



Operating Revenue
Current Month

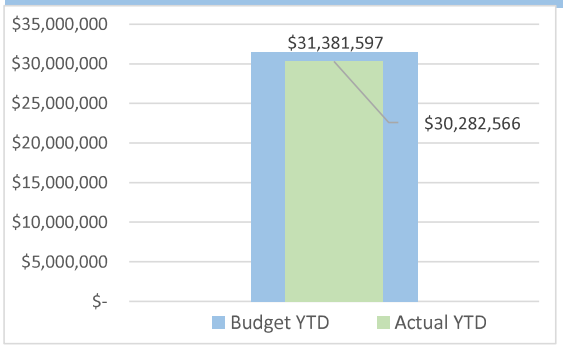


Comments

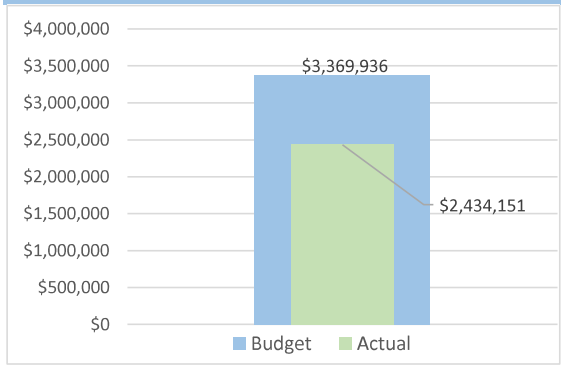
Unrestricted days cash on hand equals 299.

Combined operating revenues were below budget for the month and for year to date.

Operating Revenue
Year to Date



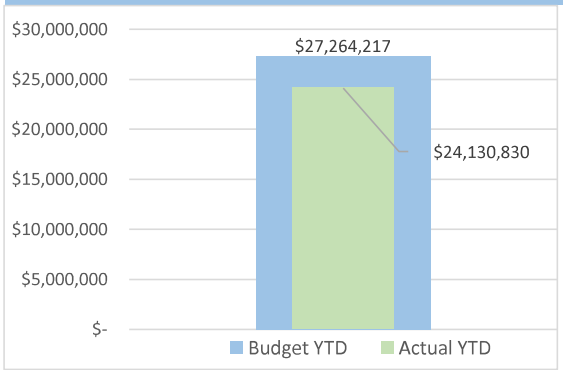
Operating Expense
Current Month



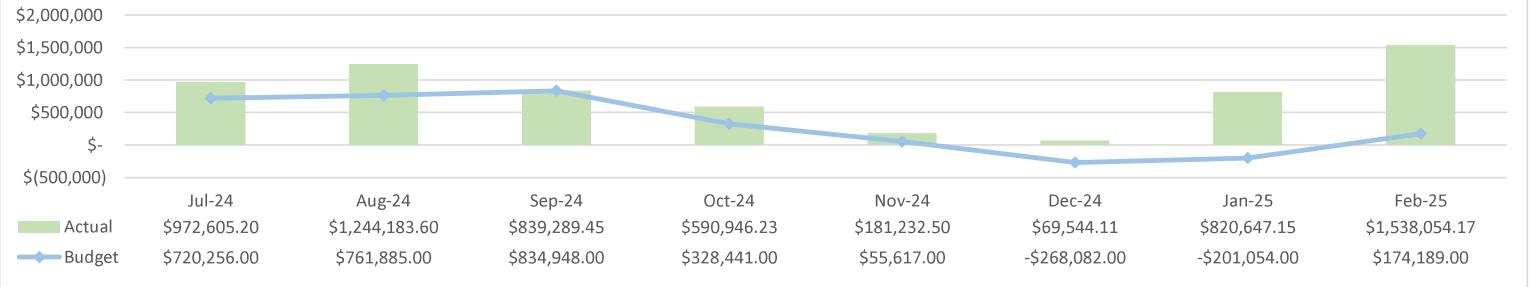
Comments

Combined operating expenses were under budget for the month and year to date.

Operating Expense
Year to Date



Net Position by Month



	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25
Actual	$972,605.20	$1,244,183.60	$839,289.45	$590,946.23	$181,232.50	$69,544.11	$820,647.15	$1,538,054.17
Budget	$720,256.00	$761,885.00	$834,948.00	$328,441.00	$55,617.00	-$268,082.00	-$201,054.00	$174,189.00

Carthage Water & Electric Plant

FINANCIAL SUMMARY
For the Month of
February 28, 2025

	CURRENT MONTH							YEAR TO DATE						
				BUDGET VARIANCE		PRIOR YEAR VARIANCE					BUDGET VARIANCE		PRIOR YEAR VARIANCE	
	ACTUAL	BUDGET	PRIOR YEAR	AMOUNT	PERCENT	AMOUNT	PERCENT	ACTUAL	BUDGET	PRIOR YEAR	AMOUNT	PERCENT	AMOUNT	PERCENT
COMBINED UTILITY														
Operating Revenues	$ 3,862,058	$ 3,868,950	$ 3,859,671	$ (6,892)	-0.18%	$ 2,387	0.06%	$ 30,282,566	$ 31,381,597	$ 29,786,261	$ (1,099,031)	-3.50%	$ 496,305	1.67%
Operating Expenses	(2,434,151)	(3,369,936)	(4,304,610)	935,785	27.77%	1,870,459	43.45%	(24,130,830)	(27,264,217)	(25,920,955)	3,133,387	11.49%	1,790,125	6.91%
Net Operating Income Total	1,427,908	499,014	(444,939)	928,894	186.15%	1,872,847	-420.92%	6,151,737	4,117,380	3,865,306	2,034,357	49.41%	2,286,430	59.15%
Other Income & Expense Total	110,146	(324,825)	(30,574)	434,971	133.91%	140,720	460.27%	104,766	(1,711,180)	(159,275)	1,815,946	106.12%	264,041	165.78%
Change in Net Position	**$ 1,538,054**	**$ 174,189**	**$ (475,512)**	**$ 1,363,865**	**782.98%**	**$ 2,013,566**	**-423.45%**	**$ 6,256,502**	**$ 2,406,200**	**$ 3,706,032**	**$ 3,850,302**	**160.02%**	**$ 2,550,471**	**68.82%**
ELECTRIC														
Operating Revenues	$ 2,907,529	$ 2,946,376	$ 3,008,037	$ (38,847)	-1.32%	$ (100,508)	-3.34%	$ 22,341,868	$ 23,723,325	$ 22,872,470	$ (1,381,457)	-5.82%	$ (530,601)	-2.32%
Operating Expenses	(1,575,067)	(2,497,014)	(3,155,625)	921,947	36.92%	1,580,558	50.09%	(17,293,659)	(19,997,503)	(19,493,066)	2,703,844	13.52%	2,199,406	11.28%
Net Operating Income Total	1,332,462	449,362	(147,588)	883,100	196.52%	1,480,050	-1002.82%	5,048,209	3,725,822	3,379,404	1,322,387	35.49%	1,668,805	49.38%
Other Income & Expense Total	(61,720)	(333,650)	(15,072)	271,930	81.50%	(46,648)	-309.51%	(302,225)	(1,482,455)	3,024	1,180,230	79.61%	(305,249)	10094.15%
Change in Net Position	**$ 1,270,742**	**$ 115,712**	**$ (162,660)**	**$ 1,155,030**	**998.19%**	**$ 1,433,402**	**-881.23%**	**$ 4,745,984**	**$ 2,243,367**	**$ 3,382,428**	**$ 2,502,617**	**111.56%**	**$ 1,363,556**	**40.31%**
WATER														
Operating Revenues	$ 362,164	$ 353,446	$ 336,579	$ 8,718	2.47%	$ 25,585	7.60%	$ 3,159,489	$ 3,083,702	$ 2,848,431	$ 75,787	2.46%	$ 311,059	10.92%
Operating Expenses	(383,024)	(368,829)	(494,913)	(14,195)	-3.85%	111,888	22.61%	(3,141,809)	(3,177,790)	(2,870,333)	35,981	1.13%	(271,476)	-9.46%
Net Operating Income Total	(20,861)	(15,383)	(158,334)	(5,478)	35.61%	137,473	-86.82%	17,680	(94,088)	(21,902)	111,768	-118.79%	39,583	-180.73%
Other Income & Expense Total	7,465	35,464	4,147	(27,999)	78.95%	3,318	-80.02%	80,788	14,212	37,871	66,576	-468.45%	42,916	-113.32%
Change in Net Position	**$ (13,396)**	**$ 20,081**	**$ (154,187)**	**$ (33,477)**	**-166.71%**	**$ 140,791**	**-91.31%**	**$ 98,468**	**$ (79,876)**	**$ 15,969**	**$ 178,344**	**-223.28%**	**$ 82,499**	**516.61%**

Carthage Water & Electric Plant

FINANCIAL SUMMARY (continued)
For the Month of
February 28, 2025

	CURRENT MONTH							YEAR TO DATE						
				BUDGET VARIANCE		PRIOR YEAR VARIANCE					BUDGET VARIANCE		PRIOR YEAR VARIANCE	
	ACTUAL	BUDGET	PRIOR YEAR	AMOUNT	PERCENT	AMOUNT	PERCENT	ACTUAL	BUDGET	PRIOR YEAR	AMOUNT	PERCENT	AMOUNT	PERCENT
WASTEWATER														
Operating Revenues	$ 365,095	$ 337,401	$ 313,462	$ 27,694	8.21%	$ 51,634	16.47%	$ 2,995,967	$ 2,781,352	$ 2,570,018	$ 214,615	7.72%	$ 425,949	16.57%
Operating Expenses	(303,936)	(321,893)	(450,799)	17,957	5.58%	146,863	32.58%	(2,438,715)	(2,590,428)	(2,350,484)	151,713	5.86%	(88,230)	-3.75%
Net Operating Income Total	61,160	15,508	(137,337)	45,652	294.37%	198,496	-144.53%	557,252	190,924	219,533	366,328	191.87%	337,718	153.83%
Other Income & Expense Total	181,118	(9,079)	(2,428)	190,197	2094.91%	183,545	7560.37%	460,241	(100,389)	(60,580)	560,630	558.46%	520,821	859.73%
Change in Net Position	**$ 242,277**	**$ 6,429**	**$ (139,764)**	**$ 235,848**	**3668.50%**	**$ 382,042**	**-273.35%**	**$ 1,017,493**	**$ 90,535**	**$ 158,953**	**$ 926,958**	**1023.87%**	**$ 858,539**	**540.12%**
COMMUNICATION														
Operating Revenues	$ 227,270	$ 231,727	$ 201,594	$ (4,457)	-1.92%	$ 25,677	12.74%	$ 1,785,242	$ 1,793,218	$ 1,495,343	$ (7,976)	-0.44%	$ 289,899	19.39%
Operating Expenses	(172,123)	(182,200)	(203,274)	10,077	5.53%	31,150	15.32%	(1,256,647)	(1,498,496)	(1,207,072)	241,849	16.14%	(49,575)	-4.11%
Net Operating Income Total	55,147	49,527	(1,680)	5,620	11.35%	56,827	-3383.01%	528,596	294,722	288,271	233,874	79.35%	240,324	83.37%
Other Income & Expense Total	(16,717)	(17,560)	(17,221)	843	4.80%	504	2.93%	(134,038)	(142,548)	(139,590)	8,510	5.97%	5,552	3.98%
Change in Net Position	**$ 38,430**	**$ 31,967**	**$ (18,901)**	**$ 6,463**	**20.22%**	**$ 57,331**	**-303.33%**	**$ 394,558**	**$ 152,174**	**$ 148,681**	**$ 242,384**	**159.28%**	**$ 245,877**	**165.37%**

Carthage Water & Electric Plant

Statement of Net Position
February 28, 2025 & 2024

		February 28, 2024	February 28, 2025
Current Assets	Unrestricted Cash & Cash Equivalents	23,454,379.60	28,593,545.19
	Accounts Receivable, net	2,997,449.77	3,262,336.61
	Materials & Supplies Inventory	5,679,669.97	5,946,941.96
	Prepayments & Other Current Assets	861,447.27	1,040,042.36
Current Assets Total		**32,992,946.61**	**38,842,866.12**
Utility Plant	Utility Plant in Service - Depreciable	165,618,801.38	169,213,252.94
	Utility Plant in Service - Nondepreciable	467,807.13	490,065.23
	Construction in Progress	7,777,118.11	15,329,430.10
	Accumulated Depreciation	(84,163,616.34)	(87,861,377.74)
	Lease Assets, Net	40,114.38	186,141.17
Utility Plant Total		**89,740,224.66**	**97,357,511.70**
Noncurrent Assets	Restricted Cash & Cash Equivalents	12,584,452.05	6,990,205.40
	Leases Receivable (GASB 87)	124,348.83	50,693.60
	Interest & Other Receivables	584,972.49	559,042.91
	Net Pension Asset	-	-
Noncurrent Assets Total		**13,293,773.37**	**7,599,941.91**
Deferred Outflows of Resources	Deferred Pension Outflows	1,485,093.00	2,727,084.00
Deferred Outflows of Resources Total		**1,485,093.00**	**2,727,084.00**
		137,512,037.64	**146,527,403.73**
Current Liabilities		**4,174,435.89**	**4,144,177.67**
Noncurrent Liabilities	Long Term Debt (due after 1 year)	26,624,563.59	26,640,171.58
	Lease Obligations Payable	8,151.81	122,017.14
	Compensated Absences	479,110.40	993,318.16
Noncurrent Liabilities Total		**27,111,825.80**	**27,755,506.88**
Deferred Inflows of Resources	Deferred Lease Inflows	148,639.33	169,790.52
	Deferred Pension Inflows	308,019.00	190,206.00
Deferred Inflows of Resources Total		**456,658.33**	**359,996.52**
Net Position	Beginning Year Net Position	102,063,085.88	108,011,220.25
	Current Year Net Position	3,706,031.74	6,256,502.41
Net Position Total		**105,769,117.62**	**114,267,722.66**
		137,512,037.64	**146,527,403.73**

Carthage Water & Electric Plant

Statement of Revenues, Expenses and Changes in Net Position
For the one month of February 28, 2025 & 2024 with prior year comparison

Consolidated

		Month of February 2024	Month of February 2025	Monthly $ Variance	Monthly % Variance
Operating Income	Operating Revenues	3,859,671.18	3,862,058.47	2,387.29	0.06%
	Operating Expenses	(4,304,609.79)	(2,434,150.55)	1,870,459.24	43.45%
Operating Income Total		**(444,938.61)**	**1,427,907.92**	**1,872,846.53**	**420.92%**
Other Income & Expense	Non-Operating Revenues	152,747.02	304,206.21	151,459.19	99.16%
	Non-Operating Expenses	(183,320.52)	(194,059.96)	(10,739.44)	-5.86%
Other Income & Expense Total		**(30,573.50)**	**110,146.25**	**140,719.75**	**460.27%**
Change in Net Position		**(475,512.11)**	**1,538,054.17**	**2,013,566.28**	**423.45%**

Carthage Water & Electric Plant

Statement of Revenues, Expenses and Changes in Net Position
For the 8 months ending February 28, 2025 & 2024 with prior year comparison

Consolidated

		Year to Date at February 28, 2024	Year to Date at February 28, 2025	Year to Date $ Variance	Year to Date % Variance
Operating Income	**Operating Revenues**	29,786,261.19	30,282,566.37	496,305.18	1.67%
	Operating Expenses	(25,920,954.72)	(24,130,829.76)	1,790,124.96	6.91%
Operating Income Total		**3,865,306.47**	**6,151,736.61**	**2,286,430.14**	**59.15%**
Other Income & Expense	**Non-Operating Revenues**	1,371,466.62	1,698,186.44	326,719.82	23.82%
	Non-Operating Expenses	(1,530,741.35)	(1,593,420.64)	(62,679.29)	-4.09%
Other Income & Expense Total		**(159,274.73)**	**104,765.80**	**264,040.53**	**165.78%**
Change in Net Position		**3,706,031.74**	**6,256,502.41**	**2,550,470.67**	**68.82%**

Carthage Water & Electric Plant

Statement of Revenues, Expenses and Changes in Net Position
For the one month of February 28, 2025 & 2024 with budget comparison

Consolidated

		Month of February 2024	Month of February 2025	Monthly Budget	Monthly $ Variance	Monthly % Variance
Operating Income	Operating Revenues	3,859,671.18	3,862,058.47	3,868,950.00	(6,891.53)	-0.18%
	Operating Expenses	(4,304,609.79)	(2,434,150.55)	(3,369,936.00)	935,785.45	27.77%
Operating Income Total		**(444,938.61)**	**1,427,907.92**	**499,014.00**	**928,893.92**	**186.15%**
Other Income & Expense	Non-Operating Revenues	152,747.02	304,206.21	109,416.00	194,790.21	178.03%
	Non-Operating Expenses	(183,320.52)	(194,059.96)	(434,241.00)	240,181.04	55.31%
Other Income & Expense Total		**(30,573.50)**	**110,146.25**	**(324,825.00)**	**434,971.25**	**133.91%**
Change in Net Position		**(475,512.11)**	**1,538,054.17**	**174,189.00**	**1,363,865.17**	**782.98%**

Carthage Water & Electric Plant

Statement of Revenues, Expenses and Changes in Net Position
For the 8 months ending February 28, 2025 & 2024 with remaining budget

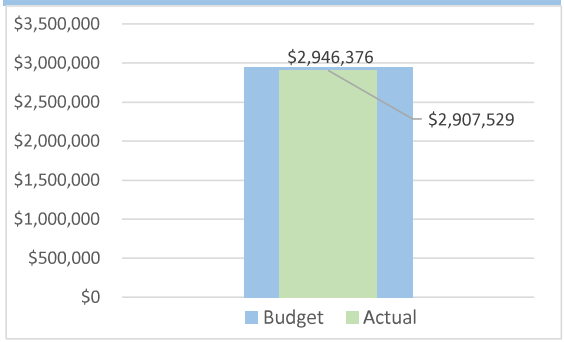
Consolidated

		Year to Date at February 28, 2024	Year to Date at February 28, 2025	Full Year Budget	$ Budget Remaining	% Budget Used
Operating Income	Operating Revenues	29,786,261.19	30,282,566.37	45,319,320.00	15,036,753.63	66.82%
	Operating Expenses	(25,920,954.72)	(24,130,829.76)	(39,490,683.00)	(15,359,853.24)	61.11%
Operating Income Total		**3,865,306.47**	**6,151,736.61**	**5,828,637.00**	**(323,099.61)**	**105.54%**
Other Income & Expense	Non-Operating Revenues	1,371,466.62	1,698,186.44	2,938,000.00	1,239,813.56	57.80%
	Non-Operating Expenses	(1,530,741.35)	(1,593,420.64)	(3,476,499.00)	(1,883,078.36)	45.83%
Other Income & Expense Total		**(159,274.73)**	**104,765.80**	**(538,499.00)**	**(643,264.80)**	**-19.46%**
Change in Net Position		**3,706,031.74**	**6,256,502.41**	**5,290,138.00**	**(966,364.41)**	**118.27%**

Carthage Water & Electric Plant

ELECTRIC DASHBOARD
FEBRUARY 2025

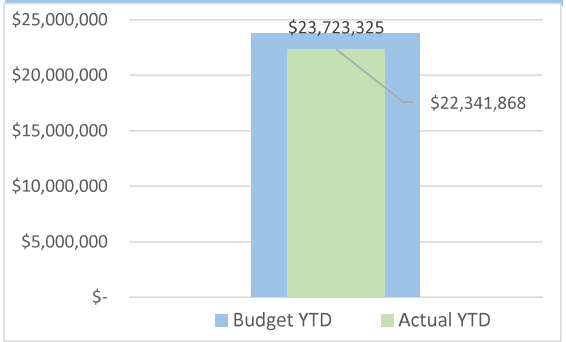
Operating Revenue
Current Month



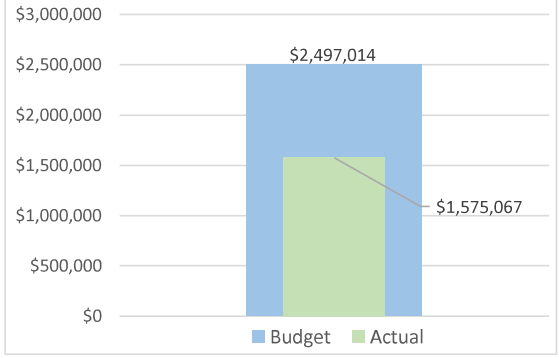
Comments

Operating revenues were short of budget for the month and year to date.

Operating Revenue
Year to Date



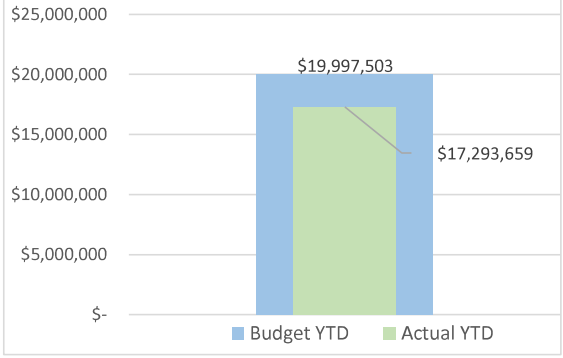
Operating Expense
Current Month



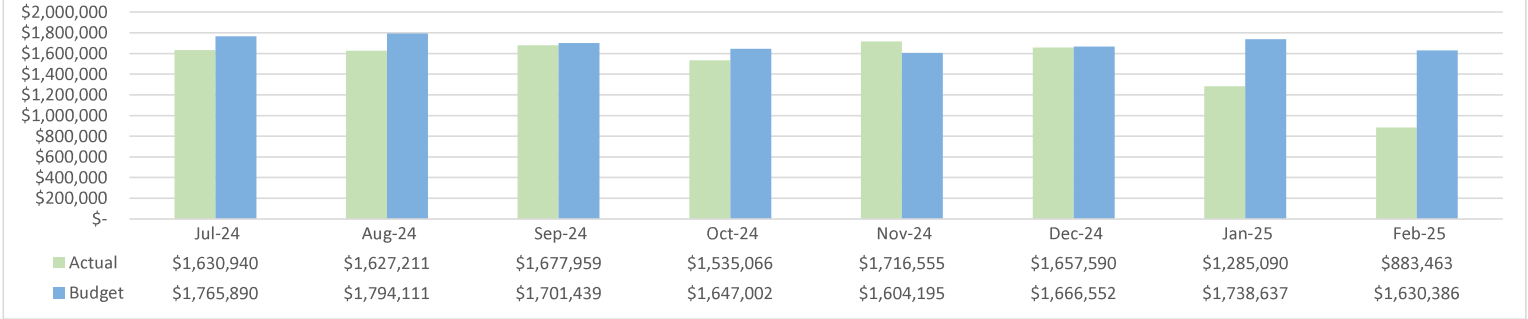
Comments

Operating expenses were under budget for the month and year to date.

Operating Expense
Year to Date

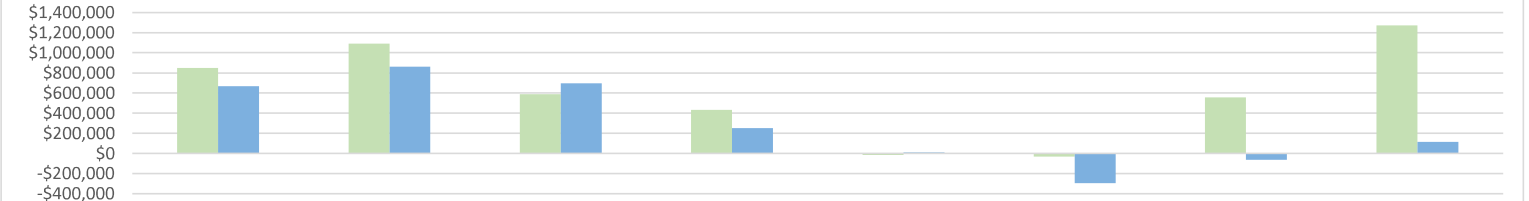


Purchase Power Expense



	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25
Actual	$1,630,940	$1,627,211	$1,677,959	$1,535,066	$1,716,555	$1,657,590	$1,285,090	$883,463
Budget	$1,765,890	$1,794,111	$1,701,439	$1,647,002	$1,604,195	$1,666,552	$1,738,637	$1,630,386

Net Position by Month



	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25
Actual	$849,836	$1,091,456	$588,561	$433,587	-$13,637	-$30,884	$556,322	$1,270,742
Budget	$666,251	$861,275	$696,449	$251,324	$12,005	-$296,495	-$63,154	$115,712

Carthage Water & Electric Plant

Statement of Revenues, Expenses and Changes in Net Position
For the one month of February 28, 2025 & 2024 with budget comparison

Electric

				Month of February 2024	Month of February 2025	Monthly Budget	Monthly $ Variance	Monthly % Variance
Operating Income	**Operating Revenues**	**Sales by Revenue Class**	ELEC RESIDENTIAL REVENUES	1,183,761.78	1,167,087.80	1,133,651.00	33,436.80	2.95%
			ELEC COMMERCIAL REVENUES	564,149.69	547,542.37	562,999.00	(15,456.63)	-2.75%
			ELEC INDUSTRIAL REVENUES	1,133,180.98	1,083,875.72	1,131,925.00	(48,049.28)	-4.24%
			CITY SERVICES	21,590.12	19,359.49	21,162.00	(1,802.51)	-8.52%
			DEPARTMENTAL UTILITIES	65,996.06	57,355.99	63,779.00	(6,423.01)	-10.07%
		Sales by Revenue Class Total		**2,968,678.63**	**2,875,221.37**	**2,913,516.00**	**(38,294.63)**	**-1.31%**
		Other Operating Revenues		39,357.92	32,307.62	32,860.00	(552.38)	-1.68%
	Operating Revenues Total			**3,008,036.55**	**2,907,528.99**	**2,946,376.00**	**(38,847.01)**	**-1.32%**
	Operating Expenses	**Cost of Power Production - Operations**		(48,361.24)	(50,253.23)	(54,534.00)	4,280.77	7.85%
		Cost of Power Production - Maintenance		(45,391.60)	(37,914.88)	(34,873.00)	(3,041.88)	-8.72%
		Cost of Purchased Power		(1,285,392.59)	(883,462.82)	(1,630,386.00)	746,923.18	45.81%
		Electric Distribution Expense - Operations		(72,059.23)	(71,757.52)	(67,618.00)	(4,139.52)	-6.12%
		Electric Distribution Expense - Maintenance		(142,423.72)	(112,863.21)	(101,078.00)	(11,785.21)	-11.66%
		Electric Distribution Expense - Municipal		(24,795.15)	(22,338.57)	(28,386.00)	6,047.43	21.30%
		Customer Service Expense		(28,902.91)	(32,743.80)	(30,379.00)	(2,364.80)	-7.78%
		Administrative & General Expense		(1,361,469.03)	(213,055.96)	(360,464.00)	147,408.04	40.89%
		Depreciation Expense		(146,829.33)	(147,791.67)	(189,296.00)	41,504.33	21.93%
		Amortization Expense		-	(2,885.28)	-	(2,885.28)	0.00%
	Operating Expenses Total			**(3,155,624.80)**	**(1,575,066.94)**	**(2,497,014.00)**	**921,947.06**	**36.92%**
Operating Income Total				**(147,588.25)**	**1,332,462.05**	**449,362.00**	**883,100.05**	**196.52%**
Other Income & Expense	**Non-Operating Revenues**	**Investment Income**		125,821.24	88,410.97	56,083.00	32,327.97	57.64%
		Other Non-Operating Income		-	35.36	625.00	(589.64)	-94.34%
		Gain (Loss) on Asset Disposition		-	-	-	-	0.00%
	Non-Operating Revenues Total			**125,821.24**	**88,446.33**	**56,708.00**	**31,738.33**	**55.97%**
	Non-Operating Expenses	**Interest Expense**		(57,076.97)	(53,638.08)	(141,288.00)	87,649.92	62.04%
		Transfer to City		(83,358.68)	(93,258.36)	(93,258.00)	(0.36)	0.00%
		Other Non-Operating Expense		(457.24)	(3,269.72)	(155,812.00)	152,542.28	97.90%
	Non-Operating Expenses Total			**(140,892.89)**	**(150,166.16)**	**(390,358.00)**	**240,191.84**	**61.53%**
Other Income & Expense Total				**(15,071.65)**	**(61,719.83)**	**(333,650.00)**	**271,930.17**	**81.50%**
Change in Net Position				**(162,659.90)**	**1,270,742.22**	**115,712.00**	**1,155,030.22**	**998.19%**

Carthage Water & Electric Plant

Statement of Revenues, Expenses and Changes in Net Position
For the 8 months ending February 28, 2025 & 2024 with remaining budget

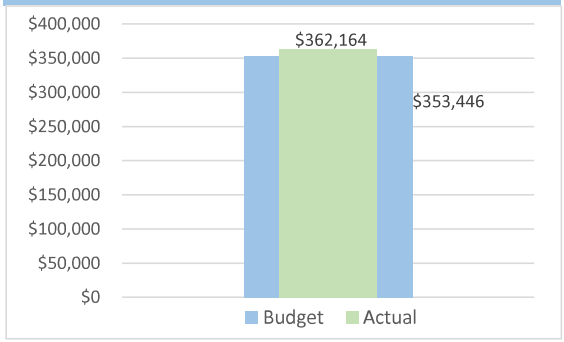
Electric

				Year to Date at February 28, 2024	Year to Date at February 28, 2025	Full Year Budget	$ Budget Remaining	% Budget Used
Operating Income	Operating Revenues	Sales by Revenue Class	ELEC RESIDENTIAL REVENUES	8,259,184.70	7,950,373.58	11,745,500.00	3,795,126.42	67.69%
			ELEC COMMERCIAL REVENUES	4,620,173.67	4,480,984.19	6,872,500.00	2,391,515.81	65.20%
			ELEC INDUSTRIAL REVENUES	9,042,841.46	9,003,538.76	14,016,000.00	5,012,461.24	64.24%
			CITY SERVICES	154,293.20	162,685.03	228,500.00	65,814.97	71.20%
			DEPARTMENTAL UTILITIES	498,470.93	484,510.27	756,500.00	271,989.73	64.05%
		Sales by Revenue Class Total		**22,574,963.96**	**22,082,091.83**	**33,619,000.00**	**11,536,908.17**	**65.68%**
		Other Operating Revenues		297,505.58	259,776.40	357,500.00	97,723.60	72.66%
	Operating Revenues Total			**22,872,469.54**	**22,341,868.23**	**33,976,500.00**	**11,634,631.77**	**65.76%**
	Operating Expenses	**Cost of Power Production - Operations**		(413,803.06)	(391,817.99)	(677,850.00)	(286,032.01)	57.80%
		Cost of Power Production - Maintenance		(277,207.82)	(383,536.36)	(613,980.00)	(230,443.64)	62.47%
		Cost of Purchased Power		(13,420,783.36)	(12,013,872.97)	(19,813,400.00)	(7,799,527.03)	60.64%
		Electric Distribution Expense - Operations		(411,224.07)	(466,122.35)	(753,250.00)	(287,127.65)	61.88%
		Electric Distribution Expense - Maintenance		(799,616.52)	(726,477.06)	(1,288,280.00)	(561,802.94)	56.39%
		Electric Distribution Expense - Municipal		(174,253.41)	(197,449.16)	(343,000.00)	(145,550.84)	57.57%
		Customer Service Expense		(180,705.33)	(245,185.74)	(419,593.00)	(174,407.26)	58.43%
		Administrative & General Expense		(2,658,414.63)	(1,683,746.13)	(2,921,401.00)	(1,237,654.87)	57.63%
		Depreciation Expense		(1,157,057.39)	(1,162,369.34)	(2,271,556.00)	(1,109,186.66)	51.17%
		Amortization Expense		-	(23,082.24)	(16,500.00)	6,582.24	139.89%
	Operating Expenses Total			**(19,493,065.59)**	**(17,293,659.34)**	**(29,118,810.00)**	**(11,825,150.66)**	**59.39%**
Operating Income Total				**3,379,403.95**	**5,048,208.89**	**4,857,690.00**	**(190,518.89)**	**103.92%**
Other Income & Expense	Non-Operating Revenues	Investment Income		1,112,182.00	875,513.08	673,000.00	(202,513.08)	130.09%
		Other Non-Operating Income		43,756.51	42,707.47	56,000.00	13,292.53	76.26%
		Gain (Loss) on Asset Disposition		-	-	-	-	0.00%
	Non-Operating Revenues Total			**1,155,938.51**	**918,220.55**	**729,000.00**	**(189,220.55)**	**125.96%**
	Non-Operating Expenses	Interest Expense		(478,745.69)	(463,230.79)	(1,183,813.00)	(720,582.21)	39.13%
		Transfer to City		(666,869.43)	(746,066.88)	(1,119,100.00)	(373,033.12)	66.67%
		Other Non-Operating Expense		(7,299.37)	(11,147.99)	(616,700.00)	(605,552.01)	1.81%
	Non-Operating Expenses Total			**(1,152,914.49)**	**(1,220,445.66)**	**(2,919,613.00)**	**(1,699,167.34)**	**41.80%**
Other Income & Expense Total				**3,024.02**	**(302,225.11)**	**(2,190,613.00)**	**(1,888,387.89)**	**13.80%**
Change in Net Position				**3,382,427.97**	**4,745,983.78**	**2,667,077.00**	**(2,078,906.78)**	**177.95%**

WATER DASHBOARD
FEBRUARY 2025

Carthage Water & Electric Plant

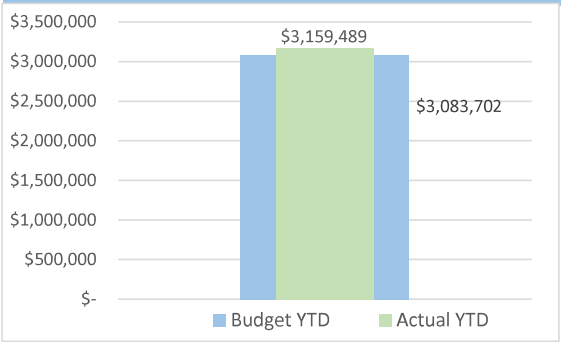
Operating Revenue
Current Month



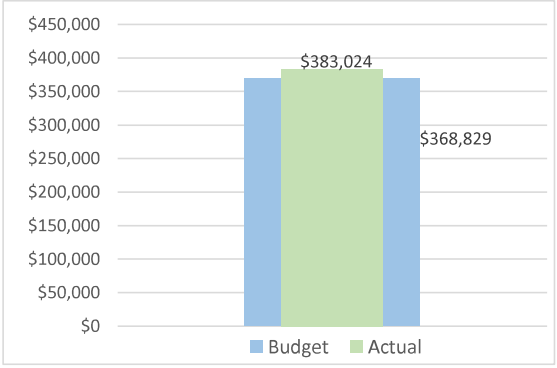
Comments

Operating revenues exceeded budget for the month and year to date.

Operating Revenue
Year to Date



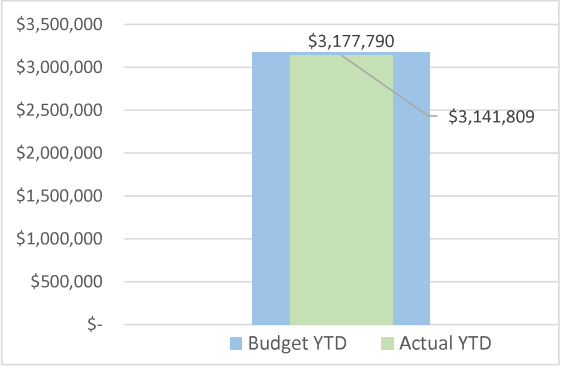
Operating Expense
Current Month



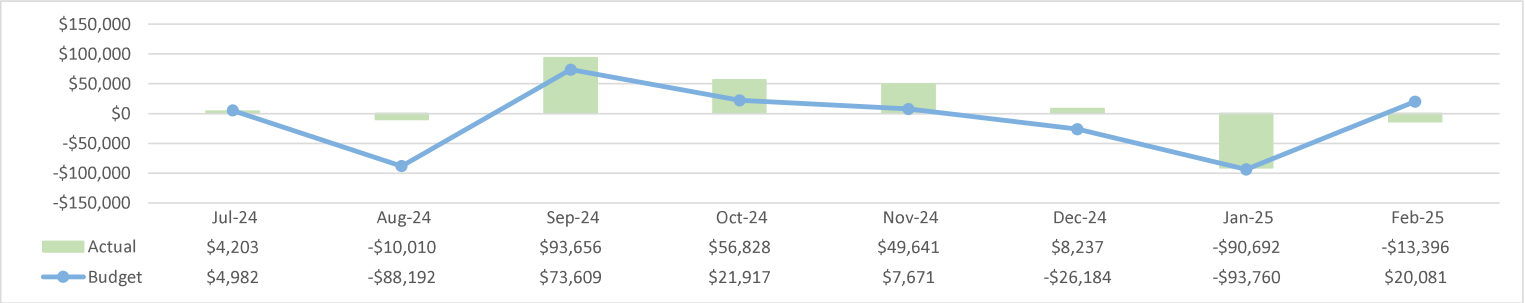
Comments

Operating expenses were over budget for the month but under year to date.

Operating Expense
Year to Date

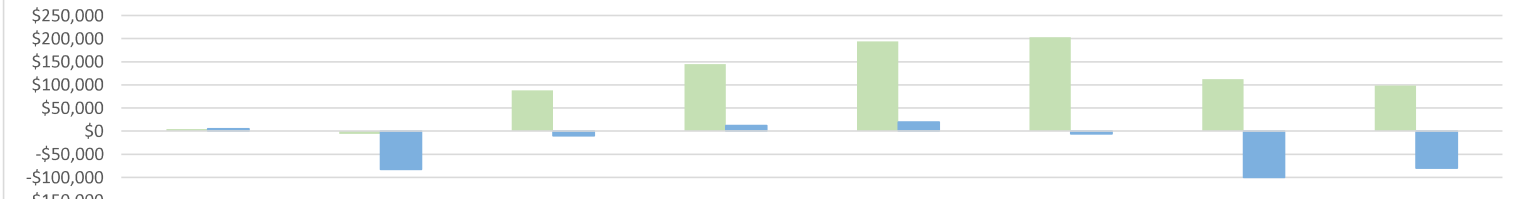


Net Position by Month



	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25
Actual	$4,203	-$10,010	$93,656	$56,828	$49,641	$8,237	-$90,692	-$13,396
Budget	$4,982	-$88,192	$73,609	$21,917	$7,671	-$26,184	-$93,760	$20,081

Year to Date Net Position



	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25
Actual	$4,203	-$5,807	$87,849	$144,677	$194,318	$202,555	$111,864	$98,468
Budget	$4,982	-$83,210	-$9,601	$12,316	$19,987	-$6,197	-$99,957	-$79,876

Carthage Water & Electric Plant

Statement of Revenues, Expenses and Changes in Net Position
For the one month of February 28, 2025 & 2024 with budget comparison

Water

				Month of February 2024	Month of February 2025	Monthly Budget	Monthly $ Variance	Monthly % Variance
Operating Income	Operating Revenues	Sales by Revenue Class	WATER RESIDENTIAL REVENUE	171,412.80	175,997.32	179,967.00	(3,969.68)	-2.21%
			WATER-COMMERCIAL REVENUE	75,553.65	81,626.94	77,601.00	4,025.94	5.19%
			WATER-INDUSTRIAL REVENUE	83,610.76	96,211.57	89,064.00	7,147.57	8.03%
			WATER CITY SERVICES	43.24	141.16	486.00	(344.84)	-70.95%
			WATER DEPT UTILITIES	3,419.83	3,699.34	3,870.00	(170.66)	-4.41%
		Sales by Revenue Class Total		**334,040.28**	**357,676.33**	**350,988.00**	**6,688.33**	**1.91%**
		Other Operating Revenues		2,538.59	4,487.18	2,458.00	2,029.18	82.55%
	Operating Revenues Total			**336,578.87**	**362,163.51**	**353,446.00**	**8,717.51**	**2.47%**
	Operating Expenses	Cost of Water Production		(35,492.77)	(34,175.22)	(33,903.00)	(272.22)	-0.80%
		Cost of Water Treatment		(73,466.59)	(75,123.78)	(58,697.00)	(16,426.78)	-27.99%
		Cost of Water Distribution		(98,694.31)	(104,277.96)	(82,847.00)	(21,430.96)	-25.87%
		Cost of Water Distribution - Municipal		(11,936.31)	(7,818.15)	(8,025.00)	206.85	2.58%
		Customer Service Expense		(21,086.45)	(23,796.97)	(22,079.00)	(1,717.97)	-7.78%
		Administrative & General Expense		(148,707.13)	(31,938.11)	(54,035.00)	22,096.89	40.89%
		Depreciation Expense		(105,529.17)	(103,922.64)	(109,243.00)	5,320.36	4.87%
		Amortization Expense		-	(1,971.43)	-	(1,971.43)	0.00%
	Operating Expenses Total			**(494,912.73)**	**(383,024.26)**	**(368,829.00)**	**(14,195.26)**	**-3.85%**
Operating Income Total				**(158,333.86)**	**(20,860.75)**	**(15,383.00)**	**(5,477.75)**	**-35.61%**
Other Income & Expense	Non-Operating Revenues	Investment Income		14,485.02	16,040.85	7,958.00	8,082.85	101.57%
		Other Non-Operating Income		-	2,879.87	38,500.00	(35,620.13)	-92.52%
		Gain (Loss) on Asset Disposition		-	-	-	-	0.00%
	Non-Operating Revenues Total			**14,485.02**	**18,920.72**	**46,458.00**	**(27,537.28)**	**-59.27%**
	Non-Operating Expenses	Interest Expense		-	(301.71)	-	(301.71)	0.00%
		Transfer to City		(10,307.78)	(10,975.09)	(10,975.00)	(0.09)	0.00%
		Other Non-Operating Expense		(30.44)	(178.83)	(19.00)	(159.83)	-841.21%
	Non-Operating Expenses Total			**(10,338.22)**	**(11,455.63)**	**(10,994.00)**	**(461.63)**	**-4.20%**
Other Income & Expense Total				**4,146.80**	**7,465.09**	**35,464.00**	**(27,998.91)**	**-78.95%**
Change in Net Position				**(154,187.06)**	**(13,395.66)**	**20,081.00**	**(33,476.66)**	**166.71%**

Carthage Water & Electric Plant

Statement of Revenues, Expenses and Changes in Net Position
For the 8 months ending February 28, 2025 & 2024 with remaining budget

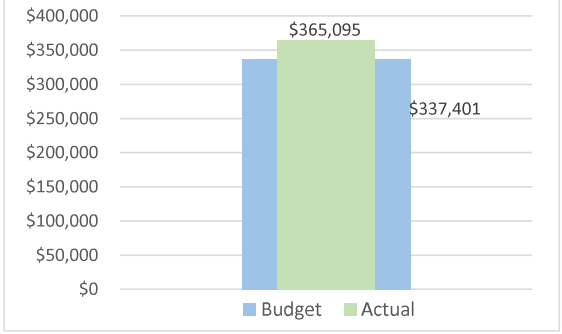
Water

				Year to Date at February 28, 2024	Year to Date at February 28, 2025	Full Year Budget	$ Budget Remaining	% Budget Used
Operating Income	Operating Revenues	Sales by Revenue Class	WATER RESIDENTIAL REVENUE	1,384,782.53	1,505,304.04	2,191,000.00	685,695.96	68.70%
			WATER-COMMERCIAL REVENUE	682,110.12	764,721.09	1,056,000.00	291,278.91	72.42%
			WATER-INDUSTRIAL REVENUE	692,716.80	821,449.33	1,146,500.00	325,050.67	71.65%
			WATER CITY SERVICES	1,547.49	1,432.98	1,800.00	367.02	79.61%
			WATER DEPT UTILITIES	31,733.35	30,621.36	49,300.00	18,678.64	62.11%
		Sales by Revenue Class Total		**2,792,890.29**	**3,123,528.80**	**4,444,600.00**	**1,321,071.20**	**70.28%**
		Other Operating Revenues		55,540.44	35,960.69	33,500.00	(2,460.69)	107.35%
	Operating Revenues Total			**2,848,430.73**	**3,159,489.49**	**4,478,100.00**	**1,318,610.51**	**70.55%**
	Operating Expenses	Cost of Water Production		(308,668.46)	(291,193.72)	(446,493.00)	(155,299.28)	65.22%
		Cost of Water Treatment		(481,668.34)	(562,324.01)	(766,649.00)	(204,324.99)	73.35%
		Cost of Water Distribution		(752,167.15)	(947,022.93)	(1,120,500.00)	(173,477.07)	84.52%
		Cost of Water Distribution - Municipal		(47,499.84)	(62,455.88)	(98,000.00)	(35,544.12)	63.73%
		Customer Service Expense		(131,835.65)	(178,191.82)	(305,015.00)	(126,823.18)	58.42%
		Administrative & General Expense		(290,366.66)	(252,401.62)	(437,753.00)	(185,351.38)	57.66%
		Depreciation Expense		(858,126.68)	(832,447.62)	(1,310,910.00)	(478,462.38)	63.50%
		Amortization Expense		-	(15,771.44)	(5,500.00)	10,271.44	286.75%
	Operating Expenses Total			**(2,870,332.78)**	**(3,141,809.04)**	**(4,490,820.00)**	**(1,349,010.96)**	**69.96%**
Operating Income Total				**(21,902.05)**	**17,680.45**	**(12,720.00)**	**(30,400.45)**	**-139.00%**
Other Income & Expense	Non-Operating Revenues	Investment Income		120,185.31	148,440.10	95,500.00	(52,940.10)	155.43%
		Other Non-Operating Income		724.13	23,776.43	38,500.00	14,723.57	61.76%
		Gain (Loss) on Asset Disposition		-	-	-	-	0.00%
	Non-Operating Revenues Total			**120,909.44**	**172,216.53**	**134,000.00**	**(38,216.53)**	**128.52%**
	Non-Operating Expenses	Interest Expense		-	(2,378.90)	(490.00)	1,888.90	485.49%
		Transfer to City		(82,462.24)	(87,800.72)	(131,700.00)	(43,899.28)	66.67%
		Other Non-Operating Expense		(576.00)	(1,249.25)	(230.00)	1,019.25	543.15%
	Non-Operating Expenses Total			**(83,038.24)**	**(91,428.87)**	**(132,420.00)**	**(40,991.13)**	**69.04%**
Other Income & Expense Total				**37,871.20**	**80,787.66**	**1,580.00**	**(79,207.66)**	**5113.14%**
Change in Net Position				**15,969.15**	**98,468.11**	**(11,140.00)**	**(109,608.11)**	**-883.91%**

WASTEWATER DASHBOARD
FEBRUARY 2025

Carthage Water & Electric Plant

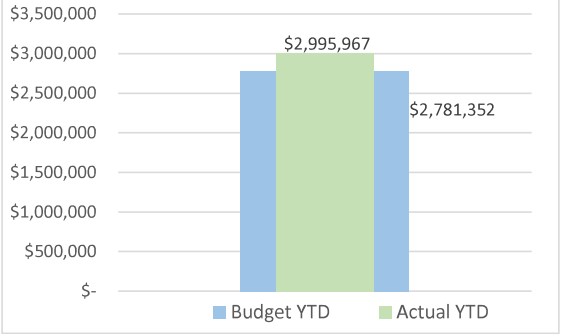
Operating Revenue
Current Month



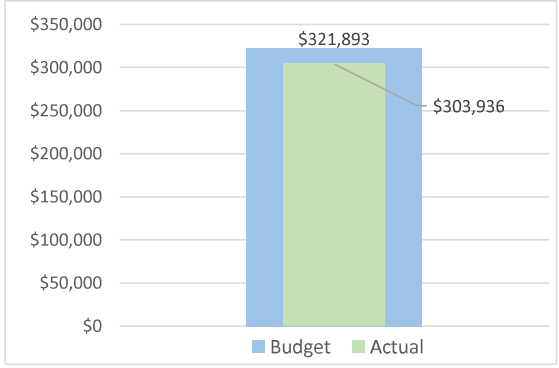
Comments

Operating revenues exceeded budget for the month and year to date.

Operating Revenue
Year to Date



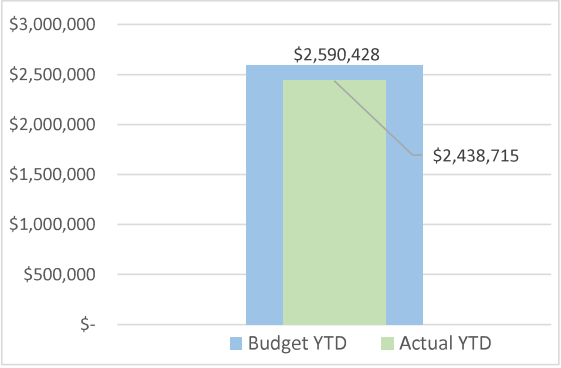
Operating Expense
Current Month



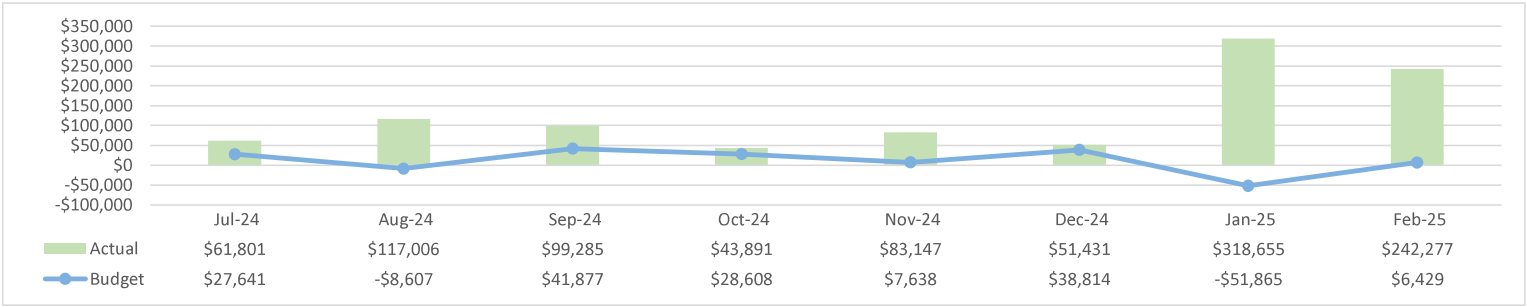
Comments

Operating expenses were under budget for both the month and year to date.

Operating Expense
Year to Date

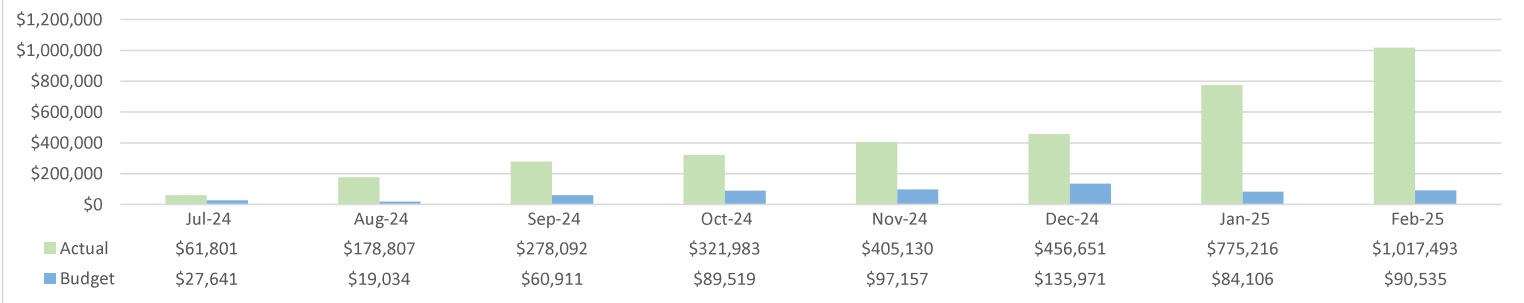


Net Position by Month



	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25
Actual	$61,801	$117,006	$99,285	$43,891	$83,147	$51,431	$318,655	$242,277
Budget	$27,641	-$8,607	$41,877	$28,608	$7,638	$38,814	-$51,865	$6,429

Year to Date Net Position



	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25
Actual	$61,801	$178,807	$278,092	$321,983	$405,130	$456,651	$775,216	$1,017,493
Budget	$27,641	$19,034	$60,911	$89,519	$97,157	$135,971	$84,106	$90,535

Carthage Water & Electric Plant

Statement of Revenues, Expenses and Changes in Net Position
For the one month of February 28, 2025 & 2024 with budget comparison

Wastewater

				Month of February 2024	Month of February 2025	Monthly Budget	Monthly $ Variance	Monthly % Variance
Operating Income	Operating Revenues	Sales by Revenue Class	WW SERVICE BILLINGS-RESID	177,582.16	193,969.20	192,347.00	1,622.20	0.84%
			WW SERVICE BILLINGS-COMM	64,658.66	71,204.17	68,184.00	3,020.17	4.43%
			WW SERVICE BILLINGS-INDUS	66,717.92	97,178.80	74,551.00	22,627.80	30.35%
			PRETREATMENT REVENUE	1,750.00	250.00	-	250.00	0.00%
			WW DEPARTMENT UTILITIES	486.07	324.21	497.00	(172.79)	-34.77%
		Sales by Revenue Class Total		**311,194.81**	**362,926.38**	**335,579.00**	**27,347.38**	**8.15%**
		Other Operating Revenues		2,267.01	2,169.10	1,822.00	347.10	19.05%
	Operating Revenues Total			**313,461.82**	**365,095.48**	**337,401.00**	**27,694.48**	**8.21%**
	Operating Expenses	**Operating Expenses- Wastewater**		(188,301.58)	(145,408.32)	(143,018.00)	(2,390.32)	-1.67%
		Pretreatment Expenses		(9,710.95)	(8,542.58)	(10,080.00)	1,537.42	15.25%
		Customer Service Expense		(20,384.05)	(22,967.40)	(21,309.00)	(1,658.40)	-7.78%
		Administrative & General Expense		(134,259.61)	(25,870.01)	(43,763.00)	17,892.99	40.89%
		Depreciation Expense		(98,142.36)	(101,147.64)	(103,723.00)	2,575.36	2.48%
	Operating Expenses Total			**(450,798.55)**	**(303,935.95)**	**(321,893.00)**	**17,957.05**	**5.58%**
Operating Income Total				**(137,336.73)**	**61,159.53**	**15,508.00**	**45,651.53**	**294.37%**
Other Income & Expense	Non-Operating Revenues	Investment Income		12,440.76	11,600.17	6,250.00	5,350.17	85.60%
		Other Non-Operating Income		-	184,822.27	-	184,822.27	0.00%
		Gain (Loss) on Asset Disposition		-	-	-	-	0.00%
	Non-Operating Revenues Total			**12,440.76**	**196,422.44**	**6,250.00**	**190,172.44**	**3042.76%**
	Non-Operating Expenses	Interest Expense		(5,590.63)	(5,517.96)	(5,633.00)	115.04	2.04%
		Transfer to City		(9,277.86)	(9,680.62)	(9,681.00)	0.38	0.00%
		Other Non-Operating Expense		-	(106.27)	(15.00)	(91.27)	-608.47%
	Non-Operating Expenses Total			**(14,868.49)**	**(15,304.85)**	**(15,329.00)**	**24.15**	**0.16%**
Other Income & Expense Total				**(2,427.73)**	**181,117.59**	**(9,079.00)**	**190,196.59**	**2094.91%**
Change in Net Position				**(139,764.46)**	**242,277.12**	**6,429.00**	**235,848.12**	**3668.50%**

Carthage Water & Electric Plant

Statement of Revenues, Expenses and Changes in Net Position
For the 8 months ending February 28, 2025 & 2024 with remaining budget

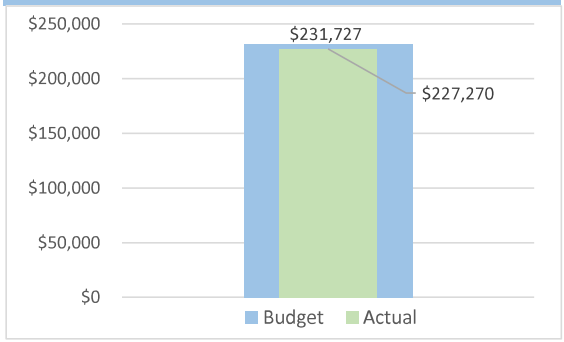
Wastewater

				Year to Date at February 28, 2024	Year to Date at February 28, 2025	Full Year Budget	$ Budget Remaining	% Budget Used
Operating Income	Operating Revenues	Sales by Revenue Class	WW SERVICE BILLINGS-RESID	1,399,651.55	1,555,074.16	2,274,500.00	719,425.84	68.37%
			WW SERVICE BILLINGS-COMM	532,062.27	591,913.77	849,500.00	257,586.23	69.68%
			WW SERVICE BILLINGS-INDUS	605,470.05	810,489.73	986,000.00	175,510.27	82.20%
			PRETREATMENT REVENUE	11,500.00	17,250.00	-	(17,250.00)	0.00%
			WW DEPARTMENT UTILITIES	3,407.99	2,503.17	4,700.00	2,196.83	53.26%
		Sales by Revenue Class Total		**2,552,091.86**	**2,977,230.83**	**4,114,700.00**	**1,137,469.17**	**72.36%**
		Other Operating Revenues		17,925.76	18,735.70	20,000.00	1,264.30	93.68%
	Operating Revenues Total			**2,570,017.62**	**2,995,966.53**	**4,134,700.00**	**1,138,733.47**	**72.46%**
	Operating Expenses	Operating Expenses- Wastewater		(1,107,785.75)	(1,196,243.91)	(1,766,100.00)	(569,856.09)	67.73%
		Pretreatment Expenses		(74,631.54)	(65,712.21)	(125,150.00)	(59,437.79)	52.51%
		Customer Service Expense		(127,444.14)	(171,979.99)	(294,372.00)	(122,392.01)	58.42%
		Administrative & General Expense		(262,156.33)	(204,446.43)	(354,698.00)	(150,251.57)	57.64%
		Depreciation Expense		(778,466.59)	(800,332.24)	(1,244,672.00)	(444,339.76)	64.30%
	Operating Expenses Total			**(2,350,484.35)**	**(2,438,714.78)**	**(3,784,992.00)**	**(1,346,277.22)**	**64.43%**
Operating Income Total				**219,533.27**	**557,251.75**	**349,708.00**	**(207,543.75)**	**159.35%**
Other Income & Expense	Non-Operating Revenues	Investment Income		104,189.78	108,243.43	75,000.00	(33,243.43)	144.32%
		Other Non-Operating Income		-	494,352.46	2,000,000.00	1,505,647.54	24.72%
		Gain (Loss) on Asset Disposition		(9,817.99)	-	-	-	0.00%
	Non-Operating Revenues Total			**94,371.79**	**602,595.89**	**2,075,000.00**	**1,472,404.11**	**29.04%**
	Non-Operating Expenses	Interest Expense		(50,658.11)	(45,305.60)	(67,600.00)	(22,294.40)	67.02%
		Transfer to City		(74,222.88)	(77,444.96)	(116,170.00)	(38,725.04)	66.67%
		Other Non-Operating Expense		(30,070.73)	(19,604.44)	(28,680.00)	(9,075.56)	68.36%
	Non-Operating Expenses Total			**(154,951.72)**	**(142,355.00)**	**(212,450.00)**	**(70,095.00)**	**67.01%**
Other Income & Expense Total				**(60,579.93)**	**460,240.89**	**1,862,550.00**	**1,402,309.11**	**24.71%**
Change in Net Position				**158,953.34**	**1,017,492.64**	**2,212,258.00**	**1,194,765.36**	**45.99%**

COMMUNICATION DASHBOARD
FEBRUARY 2025

Carthage Water & Electric Plant

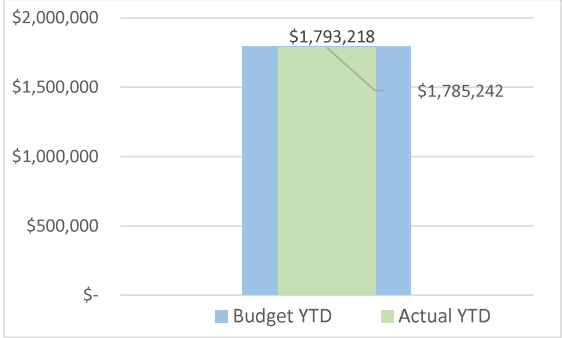
Operating Revenue
Current Month



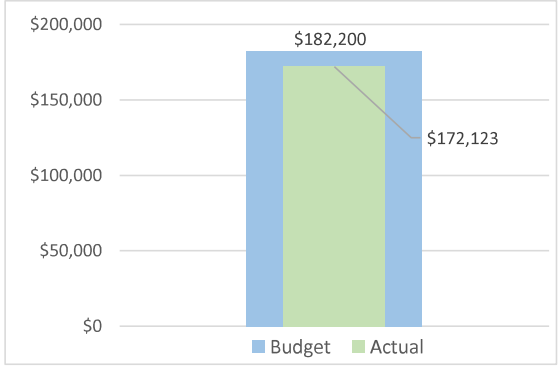
Comments

Operating revenues were in line with budget for the month and year to date.

Operating Revenue
Year to Date



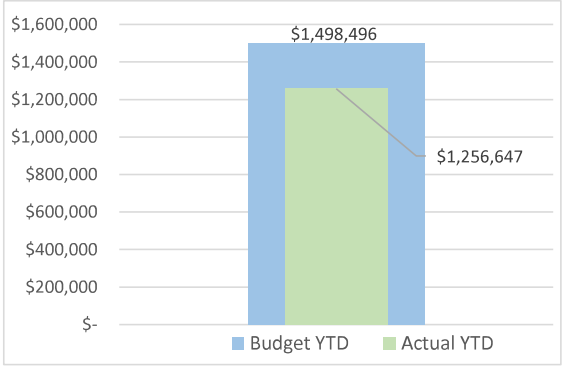
Operating Expense
Current Month



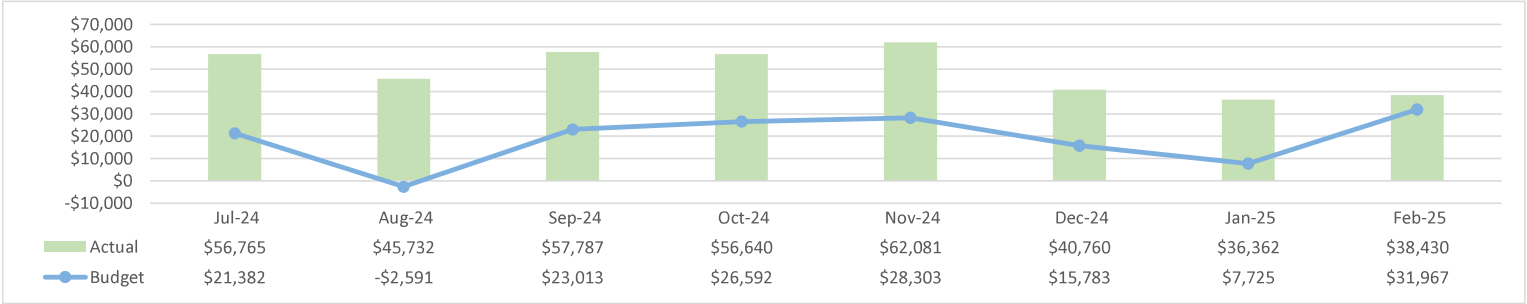
Comments

Operating expenses were under budget for the month and the year to date.

Operating Expense
Year to Date

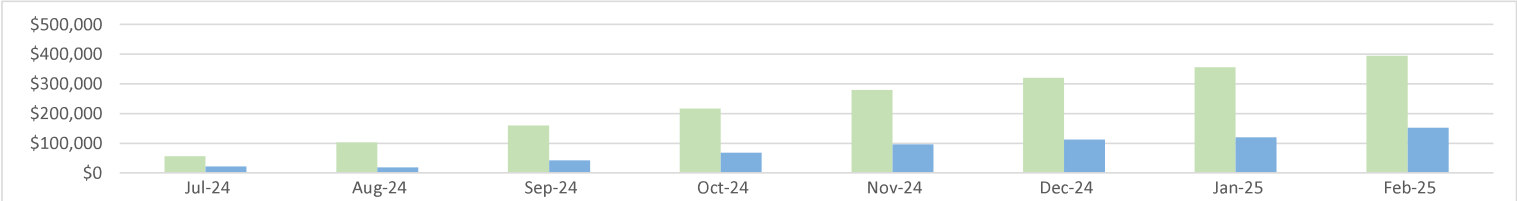


Net Position by Month



	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25
Actual	$56,765	$45,732	$57,787	$56,640	$62,081	$40,760	$36,362	$38,430
Budget	$21,382	-$2,591	$23,013	$26,592	$28,303	$15,783	$7,725	$31,967

Year to Date Net Position



	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25
Actual	$56,765	$102,497	$160,284	$216,924	$279,005	$319,765	$356,127	$394,558
Budget	$21,382	$18,791	$41,804	$68,396	$96,699	$112,482	$120,207	$152,174

Carthage Water & Electric Plant

Statement of Revenues, Expenses and Changes in Net Position
For the one month of February 28, 2025 & 2024 with budget comparison

Communication

				Month of February 2024	Month of February 2025	Monthly Budget	Monthly $ Variance	Monthly % Variance
Operating Income	Operating Revenues	Sales by Revenue Class	WIRELESS RESIDENTIAL	16,409.18	13,685.26	11,592.00	2,093.26	18.06%
			FIBER RESIDENTIAL	111,547.99	143,738.47	152,583.00	(8,844.53)	-5.80%
			WIRELESS COMMERCIAL	3,294.78	2,604.78	1,700.00	904.78	53.22%
			FIBER COMMERCIAL	38,560.46	41,214.56	39,617.00	1,597.56	4.03%
			FIBER INDUSTRIAL	10,173.00	6,526.08	9,000.00	(2,473.92)	-27.49%
			FIBER DARK	4,115.00	4,090.45	3,500.00	590.45	16.87%
			CWEP WIRELESS	478.53	279.70	342.00	(62.30)	-18.22%
			CWEP FIBER	9,090.00	9,240.00	9,083.00	157.00	1.73%
		Sales by Revenue Class Total		**193,668.94**	**221,379.30**	**227,417.00**	**(6,037.70)**	**-2.65%**
		Other Operating Revenues		7,925.00	5,891.19	4,310.00	1,581.19	36.69%
	Operating Revenues Total			**201,593.94**	**227,270.49**	**231,727.00**	**(4,456.51)**	**-1.92%**
	Operating Expenses	**Operating Expenses - Fiber**		(59,881.46)	(63,718.38)	(66,120.00)	2,401.62	3.63%
		Operating Expenses - Wireless		(20,141.72)	(12,540.75)	(16,995.00)	4,454.25	26.21%
		Customer Service Expense		(6,800.68)	(8,838.16)	(8,200.00)	(638.16)	-7.78%
		Administrative & General Expense		(44,404.68)	(6,979.43)	(11,808.00)	4,828.57	40.89%
		Depreciation Expense		(72,045.17)	(80,046.68)	(79,077.00)	(969.68)	-1.23%
	Operating Expenses Total			**(203,273.71)**	**(172,123.40)**	**(182,200.00)**	**10,076.60**	**5.53%**
Operating Income Total				**(1,679.77)**	**55,147.09**	**49,527.00**	**5,620.09**	**11.35%**
Other Income & Expense	**Non-Operating Revenues**	**Investment Income**		-	416.72	-	416.72	0.00%
		Other Non-Operating Income		-	-	-	-	0.00%
		Gain (Loss) on Asset Disposition		-	-	-	-	0.00%
	Non-Operating Revenues Total			**-**	**416.72**	**-**	**416.72**	**0.00%**
	Non-Operating Expenses	**Interest Expense**		(11,666.51)	(10,814.54)	(10,815.00)	0.46	0.00%
		Transfer to City		(4,722.35)	(5,538.35)	(5,538.00)	(0.35)	-0.01%
		Other Non-Operating Expense		(832.06)	(780.43)	(1,207.00)	426.57	35.34%
	Non-Operating Expenses Total			**(17,220.92)**	**(17,133.32)**	**(17,560.00)**	**426.68**	**2.43%**
Other Income & Expense Total				**(17,220.92)**	**(16,716.60)**	**(17,560.00)**	**843.40**	**4.80%**
Change in Net Position				**(18,900.69)**	**38,430.49**	**31,967.00**	**6,463.49**	**20.22%**

Carthage Water & Electric Plant

Statement of Revenues, Expenses and Changes in Net Position
For the 8 months ending February 28, 2025 & 2024 with remaining budget

Communication

				Year to Date at February 28, 2024	Year to Date at February 28, 2025	Full Year Budget	$ Budget Remaining	% Budget Used
Operating Income	Operating Revenues	Sales by Revenue Class	WIRELESS RESIDENTIAL	140,626.64	116,432.79	144,500.00	28,067.21	80.58%
			FIBER RESIDENTIAL	773,717.44	1,088,938.46	1,765,000.00	676,061.54	61.70%
			WIRELESS COMMERCIAL	27,062.86	21,209.58	22,200.00	990.42	95.54%
			FIBER COMMERCIAL	296,941.85	329,087.44	474,500.00	145,412.56	69.35%
			FIBER INDUSTRIAL	81,006.50	56,404.02	108,000.00	51,595.98	52.23%
			FIBER DARK	32,445.00	35,991.40	42,000.00	6,008.60	85.69%
			CWEP WIRELESS	3,268.01	2,237.60	4,100.00	1,862.40	54.58%
			CWEP FIBER	72,890.00	73,920.00	109,000.00	35,080.00	67.82%
		Sales by Revenue Class Total		**1,427,958.30**	**1,724,221.29**	**2,669,300.00**	**945,078.71**	**64.59%**
		Other Operating Revenues		67,385.00	61,020.83	60,720.00	(300.83)	100.50%
	Operating Revenues Total			**1,495,343.30**	**1,785,242.12**	**2,730,020.00**	**944,777.88**	**65.39%**
	Operating Expenses	Operating Expenses - Fiber		(382,618.82)	(411,291.33)	(823,500.00)	(412,208.67)	49.94%
		Operating Expenses - Wireless		(145,339.76)	(101,184.52)	(114,400.00)	(13,215.48)	88.45%
		Customer Service Expense		(42,518.94)	(66,180.23)	(113,220.00)	(47,039.77)	58.45%
		Administrative & General Expense		(86,704.90)	(55,157.27)	(96,008.00)	(40,850.73)	57.45%
		Depreciation Expense		(549,889.58)	(622,833.25)	(948,933.00)	(326,099.75)	65.64%
	Operating Expenses Total			**(1,207,072.00)**	**(1,256,646.60)**	**(2,096,061.00)**	**(839,414.40)**	**59.95%**
Operating Income Total				**288,271.30**	**528,595.52**	**633,959.00**	**105,363.48**	**83.38%**
Other Income & Expense	Non-Operating Revenues	Investment Income		-	4,560.97	-	(4,560.97)	0.00%
		Other Non-Operating Income		-	-	-	-	0.00%
		Gain (Loss) on Asset Disposition		246.88	592.50	-	(592.50)	0.00%
	Non-Operating Revenues Total			**246.88**	**5,153.47**	**-**	**(5,153.47)**	**0.00%**
	Non-Operating Expenses	Interest Expense		(95,283.36)	(88,519.49)	(131,056.00)	(42,536.51)	67.54%
		Transfer to City		(37,778.80)	(44,306.80)	(66,460.00)	(22,153.20)	66.67%
		Other Non-Operating Expense		(6,774.74)	(6,364.82)	(14,500.00)	(8,135.18)	43.90%
	Non-Operating Expenses Total			**(139,836.90)**	**(139,191.11)**	**(212,016.00)**	**(72,824.89)**	**65.65%**
Other Income & Expense Total				**(139,590.02)**	**(134,037.64)**	**(212,016.00)**	**(77,978.36)**	**63.22%**
Change in Net Position				**148,681.28**	**394,557.88**	**421,943.00**	**27,385.12**	**93.51%**

Carthage Water & Electric Plant

Statement of Cash Flows
For the 8 months ending February 28, 2025 & 2024

	at February 28	
	2024	2025
Cash Flows from Operating Activities		
Cash Received From		
Customers	$ 29,235,202.87	$ 29,944,431.85
Cash Paid To		
Suppliers for Goods & Services	(19,039,007.19)	(18,336,124.98)
Employees for Services	(4,125,537.36)	(4,669,495.29)
Net Cash Provided (Used) by Operating Activities	6,070,658.32	6,938,811.58
Cash Flows from Noncapital Financing Activities		
Cash Received From		
Other non operating sources+	34,909.53	561,428.86
Cash Paid To		
Transfer to City	(861,333.35)	(955,619.36)
Other non operating sources-	(44,720.84)	58,369.56
Net Cash Provided (Used) by Noncapital Financing Activities	(871,144.66)	(335,820.94)

Carthage Water & Electric Plant

Statement of Cash Flows (continued)
For the 8 months ending February 28, 2025 & 2024

	at February 28 2024	2025
Cash Flows from Capital and Related Financing Activities		
Cash Received From		
Non Operating Sources	$ -	$ -
Cash Paid To		
Net Additions to Utility Plant	(7,540,907.45)	(6,977,606.72)
Principal Payments on Long Term Debt	(813,705.96)	(850,412.59)
Interest Payment on Long Term Debt	(512,785.01)	(492,186.82)
Net Additions to Arbitrage	-	-
Net Cash Provided (Used) by Capital and Related Financing Activities	(8,867,398.42)	(8,320,206.13)
Cash Flow from Investing Activities		
Cash Received From		
Earnings on Investments	1,152,091.71	1,228,274.43
Sale of Investments	-	-
Cash Paid To		
Purchase of Investment Securities	-	-
Net Cash Provided (Used) by Investing Activities	1,152,091.71	1,228,274.43
Net Increase (Decrease) in Cash and Cash Equivalents	(2,515,793.05)	(488,941.06)
Cash and Cash Equivalents - at July 1	38,554,624.70	36,072,691.65
Cash and Cash Equivalents - at February 28	**$ 36,038,831.65**	**$ 35,583,750.59**

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Carthage Water & Electric Plant

Statement of Cash Flows (continued)
For the 8 months ending February 28, 2025 & 2024

	at February 28	
	2024	2025
Reconciliation of Operating Income to Net Cash Provided (Used) by Operating Activities		
Net Operating Income (Loss)	$ 3,865,306.47	$ 6,151,736.61
Adjustments to Reconcile Operating Income to Net Cash Provided (Used) by Operating Activities		
Depreciation Expense	3,408,222.32	3,499,519.64
Amortization Expense	-	38,853.68
Change in Assets and Liabilities		
(Increase) Decrease in Accounts Receivable	(565,175.41)	(384,511.84)
(Increase) Decrease in Inventories	(121,479.94)	(422,111.61)
(Increase) Decrease in Prepayments	136,969.50	241,835.74
Increase (Decrease) in Accounts Payable and Accrued Expenses	(631,715.99)	(2,380,863.49)
Increase (Decrease) in Customer Deposits	14,117.09	46,377.32
Increase (Decrease) in Compensated Absences	(35,585.72)	254,352.78
Increase (Decrease) in Unearned Revenue	-	-
Increase (decrease) in Pension	-	-
Increase (decrease) in Deferred Lease Inflows	-	(106,377.25)
Net Cash Provided (Used) by Operating Activities	$ 6,070,658.32	$ 6,938,811.58

Supplementary Information

Carthage Water & Electric Plant

Production & Disposition
For the month and 8 months ending February 28, 2025 & 2024

	Current Month	Prior Year Month	Current Year to Date	Prior Year to Date
ELECTRIC-Kilowatthours:				
Generation:				
Gross Generation	650,639	12,000	1,795,717	1,439,000
Less: Station Use	(830,227)	(116,057)	(1,997,187)	(1,362,140)
Net Generation	(179,588)	(104,057)	(201,470)	76,860
Gross Purchased Power	23,209,200	21,107,000	203,039,600	290,804,087
Transmission Losses	(219,000)	(208,000)	(1,953,000)	(2,746,000)
Net Purchased Power	22,990,200	20,899,000	201,086,600	288,058,087
Total System Load	22,810,612	20,794,943	200,885,130	288,134,947
Energy Imbalance (+/-)	(224,200)	98,000	(1,106,600)	(491,137)
Real Time Imports Into SPP	-	-	-	-
Meter / Accumulator Differential	(800)	5,000	(19,800)	1,050
Total to Distribution System	22,585,612	20,897,943	199,758,730	287,644,860
Disposition:				
Residential Sales	8,745,348	8,369,873	58,892,958	79,423,652
Commercial Sales	4,334,171	4,262,871	36,238,480	51,334,987
Industrial Sales	11,327,130	11,014,710	96,001,840	136,297,865
City Billings	139,804	160,651	1,161,059	1,696,225
Total Sales	24,546,453	23,808,105	192,294,337	268,752,729
Company Use	673,560	720,129	5,799,558	8,285,972
Total Accounted For	25,220,013	24,528,234	198,093,895	277,038,701
Distrib. & Other Losses	(2,634,401)	(3,630,291)	1,664,835	10,606,159
Net to Distribution System	22,585,612	20,897,943	199,758,730	287,644,860
Power loss percentage **(Industry = 4%-5%)**	-11.66%	-17.37%	0.83%	3.69%
Peak Load in KW	49,000			
Peak day and time	2/20/2025	8:00 AM		

	Current Month	Prior Year Month	Current Year to Date	Prior Year to Date
WATER-Gallons:				
Production:				
Gross Pumped	59,245,700	62,871,600	559,598,200	846,646,600
Filter & Prod. Use	(2,399,500)	(2,363,100)	(20,911,222)	(27,963,700)
Total to Distribution System	56,846,200	60,508,500	538,686,978	818,682,900
Disposition:				
Residential Sales	20,573,652	22,572,778	187,309,728	265,708,185
Commercial Sales	11,450,194	11,443,065	114,740,875	151,788,628
Industrial Sales	19,235,041	18,033,209	164,460,663	227,317,622
Bulk Water Sales	344,354	75,600	1,812,254	1,824,600
City Billings	28,750	9,525	291,850	371,815
Total Sales	51,631,991	52,134,177	468,615,370	647,010,850
Company Use - not billed	115,360	447,900	2,488,327	6,563,890
Company Use - billed	829,352	832,483	6,865,660	9,463,133
Total Accounted For	52,576,703	53,414,560	477,969,357	663,037,873
Distrib. & Other Losses	4,269,497	7,093,940	60,717,621	155,645,027
Net to Distribution System	56,846,200	60,508,500	538,686,978	818,682,900
Water loss percentage **(Industry goal <= 10%)**	7.51%	11.72%	11.27%	19.01%
Maximum Gallons	2,496,900			
Peak day	2/14/2025			

Carthage Water & Electric Plant

Construction In Progress Report
For the 8 months ending February 28, 2025

OPEN WORK ORDERS

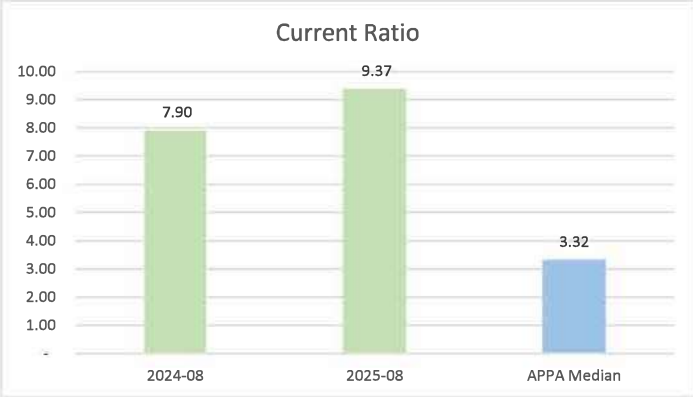
W.O. NUMBER	DESCRIPTION	ESTIMATE	CURRENT BALANCE
	Electric Dept:		
1346	Scada Upgrades	$ 750,000	$ 905,594
1373	East 69KV Line Improvements	2,500,000	2,639,037
1374	Relocate Feeders 1-5 to Sub 1	5,500,000	5,529,609
1375	Replace Transformer 2-1	3,500,000	3,852,605
1376	Feeder 17 Extension	1,000,000	150,332
1408	Sub 3 Automatic Reclosers	350,000	167,984
1415	Secondary CT Service Upgrades	40,000	1,956
1416	Chapel Road Electric Conduit Extension	25,000	44,873
1422	Mutual Aid - Orlando, FL	N/A	(7,233)
1424	Line Changes 2nd Half FY25	812,750	320,451
1425	Street Lighting 2nd Half FY25	77,500	10,966
1426	Service Changes 2nd Half FY25	241,500	111,773
1427	Area Lights 2nd Half FY25	26,000	5,618
1428	Reinstall Old Sub 2 Transformer	50,000	46,328
	Total Electric	**$ 14,872,750**	**$ 13,779,893**
	Water Dept:		
2202	Water & Lift Station Scada Upgrade	$ 375,000	$ 61,693
2205	New Services FY25	129,500	59,967
2206	Renewed Services FY25	25,500	23,811
2207	Hydrants	35,000	33,183
2211	2025 Water Line Replacements	800,000	12,984
	Total Water	**$ 1,365,000**	**$ 191,638**
	Wastewater Dept:		
3089	Collection System Rehabilitation FY24 ARPA CIPP	$ 2,075,000	$ 559,639
3090	Water & Lift Station Scada Upgrade	175,000	32,666
3096	Manhole Installation FY25	20,000	4,754
3098	Replace piers for catwalk	32,000	5,555
3100	New Transformer for Biosolids structure	40,000	49,169
3102	Lift Station Electrical Upgrade	187,000	4,529
3104	Lift Station Generators	80,000	1,428
	Total Wastewater	**$ 2,609,000**	**$ 657,740**
	Communication Dept:		
4110	Chapel Road Fiber Extension	$ 44,000	$ 84,729
4111	Wireless Internet 2nd Half FY25	8,450	9,365
4112	Fiber Extensions 2nd Half FY25	777,250	143,729
	Total Communication	**$ 829,700**	**$ 237,823**
	Office & Joint		
9072	Complex Maintenance Shop	$ 35,000	$ 19,727
9078	CEDC FY25	100,000	94,092
9079	Virtual Server Infrastructure Upgrades	60,000	35,122
9080	Office Furniture	30,000	40,199
9082	Truck Barn Extension	524,500	104,344
9083	Sparkle in the Park	168,000	167,975
9087	Enterprise Switches & Routers	45,000	877
	Total Office and Joint	**$ 962,500**	**$ 462,336**
	Total Construction in Progress	**$ 20,638,950**	**$ 15,329,430**

CLOSED WORK ORDERS

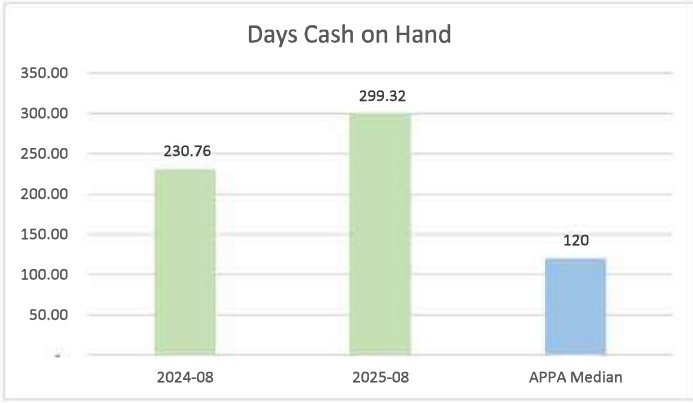
W.O. NUMBER	DESCRIPTION	ESTIMATE	TOTAL COSTS
	Electric Work Orders closed in February 2025		
1423	Central Park Street Lighting	N/A	$ 20,016
	Water Work Orders closed in February 2025		**None**
	Wastewater Work Orders closed in February 2025		**None**
	Communication Work Orders closed in February 2025		**None**
	Joint Work Orders closed in February 2025		**None**

Carthage Water & Electric Plant

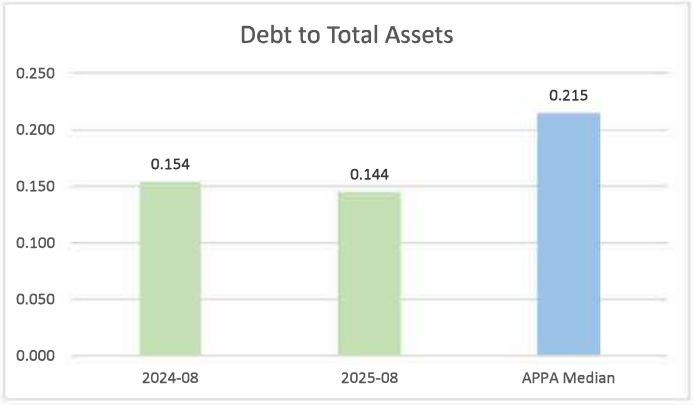
Financial Ratios
For the 8 months ending February 28, 2025 & 2024



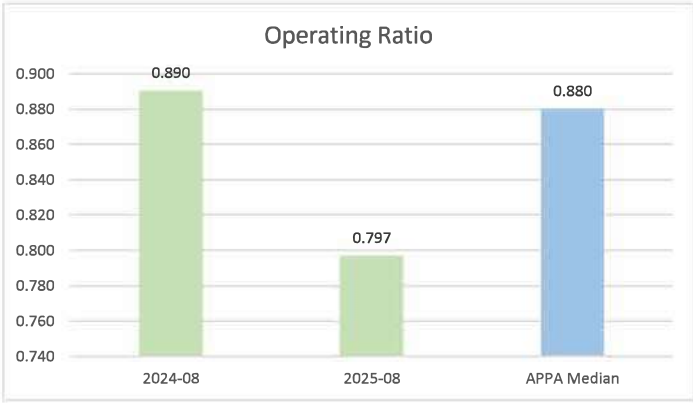
The ratio of total current and accrued assets to total current and accrued liabilities. Measures CW&EP's short-term liquidity (the ability to pay bills). The higher the ratio, the more capable the company is of paying its obligations, as it has a larger proportion of asset value relative to the value of its liabilities.



Represents the number of days that CW&EP can continue to pays its operating expenses, given the amount of cash available. The average days cash on hand is 90-120 days, with 200 days preferable for a high bond rating.



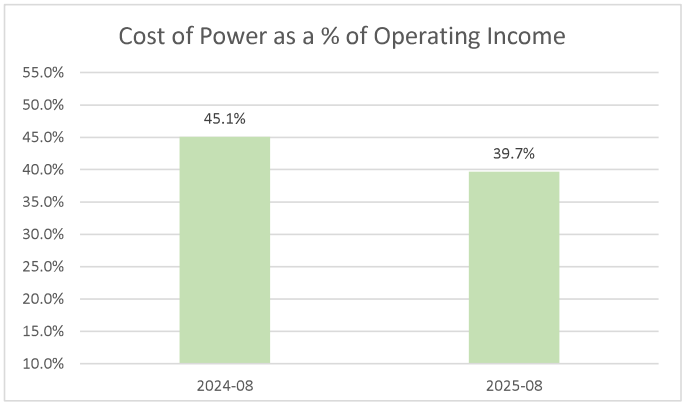
This ratio measures CW&EP's ability to meet its current and long-term liabilities based on the availability of assets.



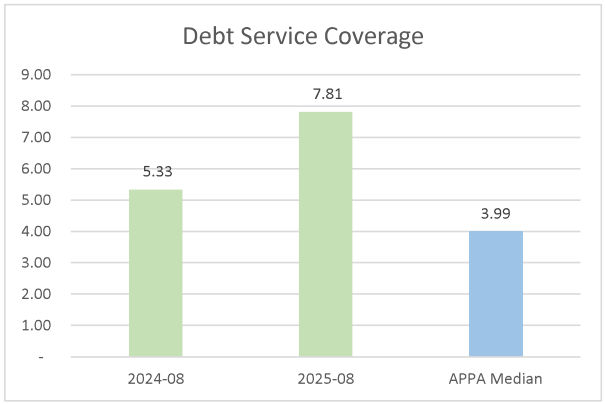
The ratio of total operation and maintenance expenses to total operating revenues. The smaller the ratio, the greater CW&EP's ability to generate profit if revenues decrease.

Carthage Water & Electric Plant

Financial Ratios (continued)
For the 8 months ending February 28, 2025 & 2024



Represents the total dollar amount of Purchased Power as a percentage of the Electric Department's operating income.



Debt service coverage ratio is a measure of the cash flow available to pay current debt obligations. A debt service coverage ratio greater than 1 means the entity has sufficient income to pay its current debt obligations.

Carthage Water & Electric Plant

Customer Service Expense and Administrative & General Expense Detail
For the 8 months ending February 28, 2025 & 2024 with remaining budget

		Year to Date at February 28, 2024	Year to Date at February 28, 2025	Full Year Budget	$ Budget Remaining	% Budget Used
Customer Service Expense	SUPERVISION-CUST ACCTING	(62,294.97)	(87,364.72)	(109,000.00)	(21,635.28)	80.15%
	CUSTOMER RECORDS & COLL	(282,105.51)	(416,419.60)	(624,500.00)	(208,080.40)	66.68%
	UNCOLLECTIBLE ACCOUNTS	83.21	813.40	(50,000.00)	(50,813.40)	-1.63%
	RESIDENTIAL ENERGY AUDITS	(3,387.61)	-	(3,800.00)	(3,800.00)	0.00%
	CUSTOMER SERVICE & INFO	(26,644.91)	(33,894.62)	(41,100.00)	(7,205.38)	82.47%
	MISC CUSTOMER SERVICE & INFORMATION	(108,154.27)	(115,133.63)	(289,000.00)	(173,866.37)	39.84%
	AMORTIZATION EXPENSE (GASB 87)	-	(8,137.76)	(13,300.00)	(5,162.24)	61.19%
	INTEREST EXPENSE (GASB 87)	-	(1,400.85)	(1,500.00)	(99.15)	93.39%
	CUSTOMER SERVICE EXP ALLOCATED TO ELECTRIC	180,705.33	245,185.74	419,593.00	174,407.26	58.43%
	CUSTOMER SERVICE EXP ALLOCATED TO WATER	131,835.65	178,191.82	305,015.00	126,823.18	58.42%
	CUSTOMER SERVICE EXP ALLOCATED TO WASTEWATER	127,444.14	171,979.99	294,372.00	122,392.01	58.42%
	CUSTOMER SERVICE EXP ALLOCATED TO COMMUNICATION	42,518.94	66,180.23	113,220.00	47,039.77	58.45%
Administrative & General Expense	GENERAL OFFICERS SALARIES	(368,900.68)	(436,113.06)	(655,000.00)	(218,886.94)	66.58%
	GENERAL CLERKS SALARIES	(336,977.62)	(429,986.54)	(843,500.00)	(413,513.46)	50.98%
	OFFICE SUPPLIES & EXPENSE	(11,293.08)	(16,848.99)	(24,300.00)	(7,451.01)	69.34%
	NETWORK SERVICES	(220,474.02)	(353,666.58)	(442,500.00)	(88,833.42)	79.92%
	COMPUTER EQUIPMENT, SOFTWARE & ACCESSORIES	(28,373.89)	(32,774.68)	(56,700.00)	(23,925.32)	57.80%
	GENERAL ADM EXP CAPTLZD	72,095.71	68,904.85	250,500.00	181,595.15	27.51%
	OUTSIDE SERVICES EMPLOYED	(179,792.62)	(124,290.84)	(210,000.00)	(85,709.16)	59.19%
	PROPERTY INSURANCE	(5,420.08)	(5,762.84)	(8,800.00)	(3,037.16)	65.49%
	INJURIES AND DAMAGES	(84,238.91)	(78,599.78)	(132,000.00)	(53,400.22)	59.55%
	DISABILITY & LIFE INSURANCE	(15,356.42)	(18,328.72)	(25,400.00)	(7,071.28)	72.16%
	GASB 68 ADJUSTMENT (LAGERS)	-	-	(50,000.00)	(50,000.00)	0.00%
	PHYSICAL EXAMINATIONS	(2,709.20)	(1,913.80)	(7,000.00)	(5,086.20)	27.34%
	UNIFORMS/SAFETY SHOES ETC.	(15,884.84)	(5,609.21)	(5,500.00)	109.21	101.99%
	WELLNESS, OTHER BENEFITS	(32,760.63)	(27,104.38)	(37,600.00)	(10,495.62)	72.09%
	CAFETERIA BENEFITS	(4,696.10)	(4,874.44)	(7,000.00)	(2,125.56)	69.63%
	GENERAL ADVERTISING	(3,448.14)	(1,562.00)	(9,500.00)	(7,938.00)	16.44%
	MISC GENERAL EXPENSE	(2,798.33)	(3,803.97)	(4,400.00)	(596.03)	86.45%
	ECON DEVELOP/PUB RELATION	(1,876,450.18)	(198,733.00)	(683,500.00)	(484,767.00)	29.08%
	COMMUNICATION	(20,610.25)	(21,837.90)	(33,400.00)	(11,562.10)	65.38%
	TRANSPORTATION COSTS ALLOCATED	-	-	14,000.00	14,000.00	0.00%
	EDUCATION & TRAINING	(34,900.49)	(33,910.32)	(102,500.00)	(68,589.68)	33.08%
	MEMBERSHIP DUES	(30,050.44)	(20,442.30)	(23,000.00)	(2,557.70)	88.88%
	SMALL TOOLS	(272.53)	(2,022.94)	(5,000.00)	(2,977.06)	40.46%
	OFFICE BLDG MAINTENANCE AND SUPPLIES	(263,038.91)	(311,454.29)	(467,500.00)	(156,045.71)	66.62%
	SOFTWARE MAINTENANCE AGREEMENTS	(144,224.09)	(148,837.29)	(258,500.00)	(109,662.71)	57.58%
	GRANT INCOME - RBS GRANT	300,000.00	-	-	-	0.00%
	INTEREST INCOME - RBS GRANT	171.08	100.30	240.00	139.70	41.79%
	MISC GENERAL INCOME	12,762.14	13,721.27	18,000.00	4,278.73	76.23%
	GAIN/LOSS ON DISPOSAL OF FIXED ASSETS	-	-	-	-	0.00%
	ADMIN AND GENERAL ALLOCATED TO ELECTRIC	2,658,414.63	1,683,746.13	2,921,401.00	1,237,654.87	57.63%
	ADMIN AND GENERAL ALLOCATED TO WATER	290,366.66	252,401.62	437,753.00	185,351.38	57.66%
	ADMIN AND GENERAL ALLOCATED TO WASTEWATER	262,156.33	204,446.43	354,698.00	150,251.57	57.64%
	ADMIN AND GENERAL ALLOCATED TO COMMUNICATION	86,704.90	55,157.27	96,008.00	40,850.73	57.45%