



City of Carthage, Missouri
PUBLIC SAFETY COMMITTEE

June 16, 2025 - 5:30 PM
CITY HALL COUNCIL CHAMBERS

AGENDA

1. Call to Order

2. Old Business

1. Approval of 5/22/25 Minutes

3. Citizen Participation

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

1. Consider and discuss road closure on Belle Aire between Grand and the cul-de-sac, Clinton from St. Louis to Highland, and Fulton from Clinton to Highland from 4:00PM to 9:00PM for the Belle Aire 4th of July event. - Lana Griffith
2. Consider and discuss Jasper County Youth Fair. - Roxanne Willard

4. New Business

1. Consider and discuss Police Corporal job description - Chief Hawkins
2. Staff Reports

Fire Department

Introduction of Battalion Chiefs

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

May 22, 2025 - 5:30 PM
CITY HALL COUNCIL CHAMBERS

MINUTES

1. Call to Order

Meeting was called to order by Chairman Snow at 5:30PM

2. Old Business

1. Approval of 4-22-25 Minutes

Councilman West made a motion to approve the 4-22-25 minutes as presented.
Motion passes.

2. Abi Almandinger - Consider and discuss road closures for 4th of July event

A motion was made by Councilman Thorn to accept road closures of Robert Ellis Young and Macon, Richard Webster Drive at the Dog Park and at Oak and Richard Webster Drive for the Red White and Boom 4th of July event at Municipal Park from 12:30PM to 9:00PM.

Motion passes.

3. Citizen Participation

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1. Consider and discuss St. Luke's color run/walk - Cassie Nichols

A motion was made by Councilman West to accept the road closures of Fairview/Katherine, Katherine/Carrie, Pear/Katherine and Pearl at the west entrance to St. Lukes from 9:00AM to 12:00PM for the St. Lukes Color Run event. Citizen speaker, Cassie Nichols, agreed to speak with residents in the neighborhood to inform them of the closures.

Motion passes.

2. Consider and discuss Dumpster Days - June 8th - Sally Stewart

Citizen speaker, Sally Stewart, gave an updated report on the Dumpster Days event, to be held on June 8th 2025 in the Memorial Hall parking lot.

No motion was needed.

4. New Business

1. Staff Reports

Fire Department

Chief Martin to discuss:

Fire Department Personnel Plan Presentation:

Revised organizational Structure

Revised job descriptions

A motion was made by Councilman Thorn to accept and forward to the City Council the proposal for the new job structure and job description revisions as presented by Chief Martin and Fire Marshal Maples.

Motion passes

Police Department

Chief Hawkins - Consider and discuss the Blue Shield Program

A motion was made by Councilwoman Gilpin to forward the Blue Shield Program resolution to City Council.

Motion passes.

Consider and discuss updates to the Taxi Driver job description - Driver's license requirement and work week hours

A motion was made by Councilwoman Gilpin to approve and amend the job description of Taxi Drivers driver's license requirements from needing a CDL to requiring a Class E Cahuffeur's license, and that employees may be scheduled to work up to 56 hours during a bi-weekly period.

Motion passes.

5. Adjournment

A motion was made by Councilman Thorn to adjourn at 6:22PM.

Motion passes.

Public Service Committee/ Public Safety Committee

Jasper County Youth Fair 2025

Event: Jasper County Youth Fair

Venue: Carthage Municipal Park

Date: Saturday, July 5 – Sunday, July 13

Event Contact: Roxanne Willard – secretary cell phone #: 417-793-2857

Shawn Pryer – President cell phone #: 417-825-0598

JCYF is an annual event held the 2nd full week of July each year at Carthage Municipal Livestock Barns. We are excited to kick off this year's fair with a new office building that is 14'x20' that was made possible by Arvest Foundation, Carthage Community Foundation, Kubota of Joplin, and Invenergy. JCYF maintains the insurance and upkeep of the office.

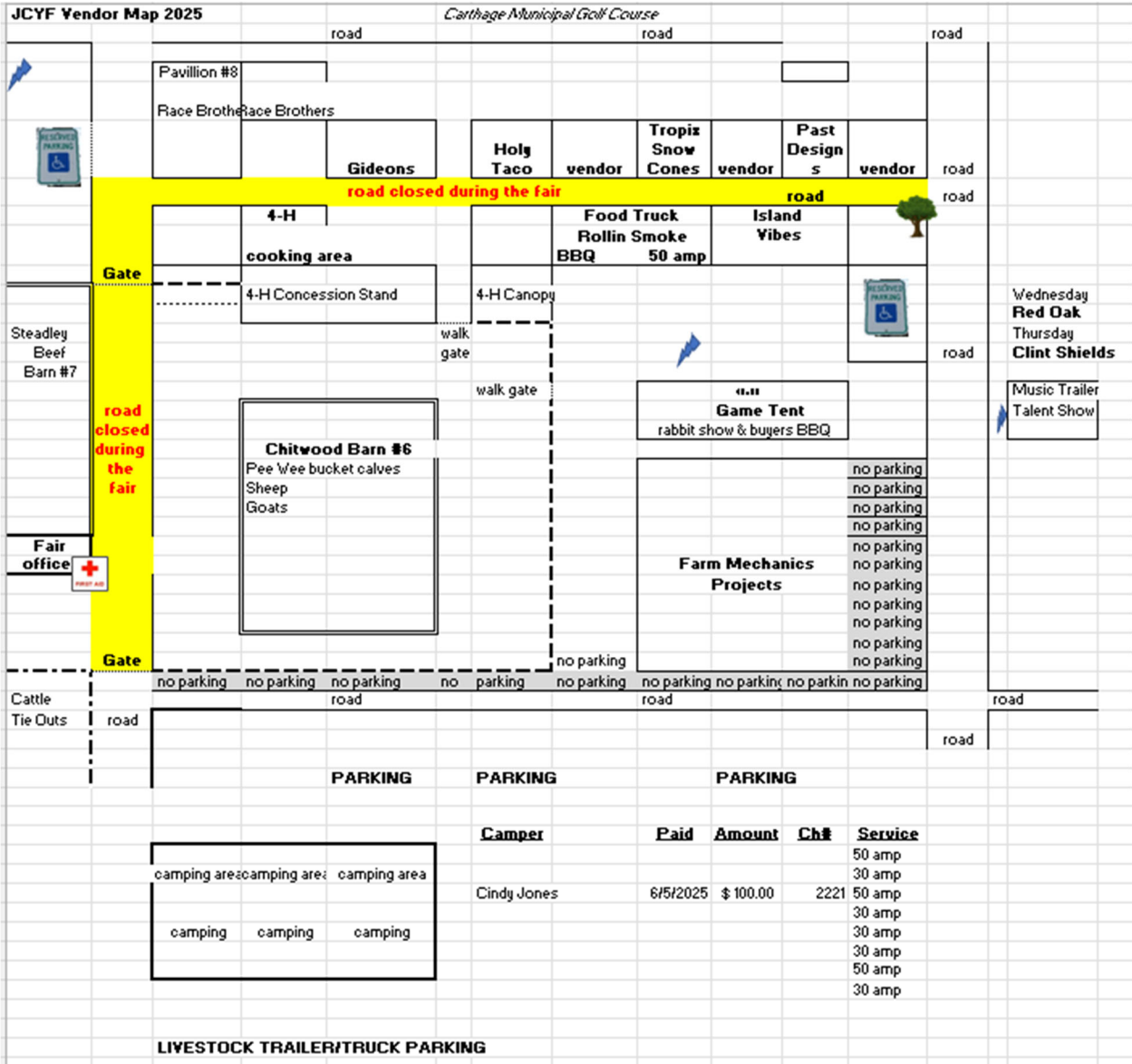
During this year's event we would like to formally request the following:

- Close the road between Barn #7 and Chitwood Barn #6 from gate to gate beginning Tuesday night at midnight, July 8 through Saturday, July 12 to keep livestock contained within the perimeter fence. Closure of this road will also increase the safety of exhibitors and spectators eliminating moving vehicles.
- Close the road between the Kolpin Concession Stand and small pavilion #8 from Wednesday to Saturday as well. In addition, we are requesting that Food Trucks be allowed in this area from Monday, July 7 through Saturday, July 12.
- We are also requesting campers be allowed in the park on Saturday, July 5 through Sunday, July 13 for our exhibitor families. Children exhibiting during the fair are also requesting special permission to be in the park around the livestock area after 10pm to care for livestock and provide security of exhibits. Additional police patrol during this event is welcomed and appreciated.

Included is a map of the event layout. We appreciate your consideration and support of the youth in Jasper County who support agriculture, horticulture, domestic science and art. Jasper County Youth Fair will clean-up the fairgrounds on Sunday, July 13. Our intention is to improve the facilities and keep the fair in Carthage, Mo. We pledge to leave the fairgrounds in better condition than we found them following the fair.

If at any time, you have any questions regarding the fair, please do not hesitate to reach out to Shawn or I on our cell phones. We are happy to work together to improve our event and continue our valued partnership with the city.

Roxanne Willard – Jasper County Youth Fair, secretary



2025 Jasper County Youth Fair Schedule

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ENTRY DEADLINES

Thursday, May 1.....Horse enrollment form due
 Wednesday, May 7.....Swine RFID# & ear notch form due
 4:00-6 p.m. Sheep/Goat tagging/State Fair DNA testing
 Wednesday May 21..... Club leader member report due
 Friday, June 13 Herding Heroes volunteer form due
 Friday, June 13 Animal entries due online
 Friday, June 13 Pageant Application due
 Friday, June 20 4-H non-animal entries due online
 Friday, June 27 Camper/RV registrations due
 Friday, June 27 Vendor application due
 Monday, June 30..... FFA non-animal entries due online

2025 CALENDAR OF EVENTS

Monday, June 16
 6:00 p.m. Pageant 101 & Rehearsal
 Carthage Water & Electric Community Room

Monday, June 21
 1:30 p.m. Pageant interviews
 Grace Pointe Church
 3:00 p.m. Pageant
 (Contestants arrive at 2:30 p.m.)
 Grace Pointe Church

Saturday, July 5
 9:00-11:00 a.m. Conference Judging
 small exhibit building

Sunday, July 6
 8:00 a.m. Dog Show
 noon Cat Show

Monday, July 7
 9:00 a.m. Workday for exhibitors & volunteers
Members are encouraged to bring shovels, rakes, brooms, paint brushes, etc. to help clean up and prepare the grounds for the fair.
 2:00 p.m. 4-H/FFA Agri-Science Judging
 display must be in place by 1:30 p.m.
 5:00 p.m. Fair Speech Contest
 Jasper County Extension office

Tuesday, July 8
 9:00 a.m. Horse & Mule Show
 registration 8:00 a.m.
 1:00-3:00 p.m. FFA Farm Mechanics/
 FFA Small exhibits brought to exhibit building
 Poultry arrival & check-in
 Rabbit arrival & check-in
 3:30 p.m. Judging of FFA Exhibits
 4:00 p.m. Cavy Show
 4:00-6:00 p.m. Sheep & Goat arrival & check-in
 6:00 p.m. Rabbit Show
 Pee Wee Rabbit Show
 - rabbit barn
 6:00-7:00 p.m. Market Goat weigh-in
 6:00-8:00 p.m. Swine arrival & check-in
 6:00-9:00 p.m. Cattle earliest arrival
 7:00-8:00 p.m. Market Sheep weigh-in
 8:00-9:00 p.m. Market Hog weigh-in

Wednesday, July 9
 7:30 a.m. Milk & donuts by the office
 sponsored by Old Missouri Bank and Hiland Dairy
 8:00 a.m. Poultry Show
 9:00 a.m. Cattle latest arrival & check-in
 9:00 a.m. Market Steer/Heifer weigh-in

11:00 a.m. MANDATORY EXHIBITOR/PARENT
 meeting

Noon-9 p.m. All MARKET SALE PICTURES
 noon Market Goat Show
 2:00 p.m. Market Lamb Show
 3:00 p.m. Exhibition Building open to public
 5:00 p.m. Market Dairy/Beef Feeder Steer Show
 5:30 p.m. Market Heifer/Steer Show
 6:00 p.m. Market Swine Show
 Twisted Pineapple
 sponsored by Missouri Farm Bureau Joe Kim Agency
 8:30 p.m. Breeding Swine Show/Showmanship
 6:00-8:00 p.m. music provided by Red Oak
Thursday, July 10
 7:30 a.m. Donuts & Milk
 sponsored by Old Missouri Bank & Hiland Dairy
 9:00 a.m. Breeding Sheep Show/Showmanship
 following sheep show Sheep Lead Line
 noon Mandatory Market Sale participant meeting
 in the show ring. You must attend in order to sell.
 2:00 p.m. Goat Showmanship
 Breeding Goat Show
 Breeding Meat Goat Show
 5:00-5:45 p.m. Pee Wee Check-in (without animal)
 6:00 p.m. Pee Wee Shows
 Order: Poultry, bottle calf, sheep, goat, swine
 7:00 p.m. Herding Heroes
 8:00 p.m. music by Clint Shields
 7:00 p.m. Watermelon Feed sponsored by SMB
 7:30 p.m. Pedal Tractor Pull (ages 2-10)
 sign up 7:15 p.m.
 After pedal tractor pull Exhibitor Street Dance

Friday, July 11
 7:03 a.m. Milk & donuts by the office
 sponsored by Old Missouri Bank and Hiland
 8:00 a.m. Bucket Calf Show
 8:15 a.m. Dairy Cattle Show/Showmanship
 10:00 a.m. Breeding Beef Show
 Noon lunch break
 12:15 p.m. Breeding Beef Show continues
 Supreme Drive/Beef Showmanship
 4:00 p.m. ALL EXHIBITORS
 pick up trash, empty trash cans & clean restrooms
 Talent Show trailer north of vendors
 5:00-7:00 p.m. Bar-B-Que
 by Boomer's BBQ
 7:00 p.m. Market Animal Sale - Show Arena

Saturday, July 12
 7:00- 8:30 a.m. Exhibitors Breakfast
 sponsored by Joplin FFA
 8:30-8:45 a.m. Livestock Judging Contest Registration
 9:00 a.m. Livestock Judging Contest 4-H/FFA members
 11:00 a.m. Round Robin Showmanship Competition
 1 p.m. Tug of War (ages 8-18)
 signup 11:45 a.m.
 3:00-6:00 p.m. Release of Non-animal Exhibits
 2:00 p.m. Awards Ceremony
 3:30 p.m. Release of Animals-staggered

Sunday, July 13
 9:30 a.m. Clean up fair grounds

JOB DESCRIPTION
CITY OF CARTHAGE

DEPARTMENT: Police

SALARY GRADE: HPS

POSITION TITLE: Police Corporal

FLSA STATUS: Non-Exempt

RESPONSIBILITIES OF POSITION

Under general supervision, the Police Corporal supervises, guides, and participates in the daily operations of uniformed patrol officers and civilian personnel during assigned shifts. This position involves performing criminal investigations, engaging in proactive crime prevention, and enforcing local, state, and federal laws to safeguard life and property. Responsibilities include routine patrol, traffic enforcement, responding to service calls, and conducting investigations into crimes and traffic incidents. Work is performed in accordance with departmental policies, rules, and procedures and often involves potential risk, requiring physical strength and agility.

SUPERVISION RECEIVED AND EXERCISED

The Police Corporal operates under the general supervision and administrative direction of the shift Sergeant. The Corporal is expected to exercise sound judgment, demonstrate independent decision-making, and maintain a high level of professionalism. Responsibilities include supervising, directing, and participating in the work of uniformed patrol and civilian staff. The Corporal also serves as the supervisor in the Sergeant's absence.

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

1. Patrols assigned areas by vehicle, on foot, or by bicycle to prevent and deter criminal activity, enforce laws and ordinances, and respond to emergencies.
2. Assesses service calls, investigates incidents, and takes appropriate action, including arrests and prisoner transport. Ensures proper handling and documentation of personal effects.
3. Appears in court as needed to provide testimony related to cases and investigations.
4. Serves criminal warrants and legal summonses in a safe and effective manner.
5. Responds to major incidents and criminal activity, assuming command as necessary to direct proper police response.
6. Maintains physical readiness for job duties, including arrests, suspect pursuits, emergency responses, and physical interventions.
7. Conducts inspections of personnel and equipment to ensure compliance with departmental policies, including vehicle and facility maintenance.
8. Provides training and instruction to subordinates on police procedures and policy updates.
9. Identifies performance deficiencies among subordinates and recommends corrective actions to the shift Sergeant.
10. Represents the department at community meetings and public events as assigned.
11. Ensures thorough investigation of all reported violations of federal, state, and municipal laws.
12. Reviews subordinate reports for accuracy, completeness, and adherence to department

standards.

13. Performs additional departmental duties as assigned by a supervisor.

QUALIFICATIONS REQUIRED

Knowledge: Working knowledge of criminal investigations, crime scene investigation, search, seizure, and evidence laws, traffic and parking ordinances and laws, officer safety, property radio procedure, and computer operation. Comprehensive knowledge of department rules and regulations, policy, procedure, and laws of the city and state. General geographical knowledge of the City of Carthage. Knowledge of activities that are being monitored by the department and be familiar with activities occurring in the City. Knowledge of capabilities and limitations of operating units within the Carthage Police Department. Must complete supervisory training in police operations within one year of promotion.

Abilities: Duties are performed both in a standard office setting and in the field, including patrol vehicles. Field work may expose the officer to adverse weather, uneven terrain, and dangerous situations. The role requires extensive walking, standing, bending, reaching, running, and other physical exertion. Officers must be physically able to use force, carry injured persons, and utilize firearms.

- Handle diverse situations with professionalism, discretion, and respect for individual rights
- Prepare clear, accurate, and comprehensive reports
- Follow verbal and written instructions
- Communicate effectively with individuals and groups
- Proficient use of firearms and other police tools
- Provide basic first aid and safely manage resistant individuals
- Build and maintain positive working relationships within the department
- Analyze situations to identify potential dangers and determine appropriate responses
- Maintain high visibility in the community to deter crime
- Perform dispatching duties and assume roles related to nuisance abatement, parking enforcement, and school crossing duties, as needed

Experience, Education and Training: A combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be: Experience: Minimum of 2 years of patrol experience, preferably with the Carthage Police Department. Have a valid Missouri POST certification. Education: High school diploma (or HSE Equivalency Credential).

Licenses and Certificates: Possession of, or the ability to maintain, an appropriate valid Missouri driver's license. Certification and training requirements as specified by Missouri state statutes. Must maintain an operational telephone.

SPECIAL REQUIREMENTS

Schedule: Police shift personnel follow a 24-day work period. Shifts are typically 12 hours in duration (day or night), beginning at 6:00 a.m. or 6:00 p.m.

Overtime: The City provides overtime or compensatory time off pursuant to the Fair

Labor Standards Act.

LIMITATIONS AND DISCLAIMER:

The above job description is meant to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required for the position. All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. Requirements are representative of minimum levels of knowledge, skills, and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently.

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

Signed: _____

Date: _____