



City of Carthage, Missouri
PUBLIC SAFETY COMMITTEE

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

AGENDA

1. Call to Order

2. Old Business

1. Approval of 6-16-2025 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)

4. New Business

1. Consider and discuss Marian Days Resolution
2. Consider and discuss Opioid MOU
3. Consider and discuss updated Master Police Officer (MPO) job description - Chief Hawkins
4. Consider and discuss Rallye in the Park - Chief Hawkins
5. 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

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

MINUTES

1. Call to Order

The meeting was called to order by Chairperson Snow at 5:30PM

2. Old Business

1. Approval of 5/22/25 Minutes

Councilperson Gilpin made a motion to approve 5-22-25 minutes as presented.
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)

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

Lana Griffith is requesting barricades at Clinton, Fulton, and Grand and Belle Aire be closed from Grand to the end of the cul-de-sac on Sunday, June 29th, from 4:00PM to 9:00PM for their parade/block party. Councilperson Snow made a motion to approved the requested street closure. Councilperson Gilpin 2nd the motion. Motion passes.

2. Consider and discuss Jasper County Youth Fair. - Roxanne Willard

Roxanne Willard spoke with the committee on the Jasper County Youth Fair that will be held in Municipal Park on Saturday July 5th - Sunday July 13th. Roxanne is requesting:

- Close the road between Barn #7 and Chitwood Barn #6 from gate to gate beginning Tuesday night at midnight, July 8th through Saturday July 12th 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 to requesting that Food Trucks be allowed in this area from Monday July 7th through Saturday July 12.
- Requesting campers be allowed in the park on Saturday July 5th 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 10:00PM to care for livestock and provide security of exhibits. Additional police patrol during this event is welcomed and appreciated.

Councilperson Thorn made a motion to accept the proposed closures, food trucks, and camper in park as presented. Councilperson Gilpin 2nd the motion. Motion passed.

4. New Business

1. Consider and discuss Police Corporal job description - Chief Hawkins
Chief Hawkins presented to the committee the new Police Corporal job description. Councilperson Gilpin made a motion to forward it to the Insurance Audits and Claims committee. Councilperson Thorn 2nd the motion. Motion passed.
2. Staff Reports

Fire Department

Introduction of Battalion Chiefs

Chief Martin introduced the new Fire Department Battalion Chiefs.

- Josh Roberts - A Crew
- Jody Roughton - B Crew
- Lonnie Lund - C Crew
- Eli Maples - Deputy Chief

No motion was needed.

Police Department

Chief Hawkins gave a brief station update. No motion needed.

5. Adjournment

Councilperson Snow made a motion to adjourn at 5:52PM. Councilperson Thorn 2nd the motion. Motion passed.



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RESOLUTION 2094

A RESOLUTION AUTHORIZING CITY SUPPORT AND PERMISSIONS FOR SEVERAL PROGRAMS AS PART OF THE 46th ANNUAL MARIAN DAYS CELEBRATION IN THE CITY OF CARTHAGE, MISSOURI.

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

WHEREAS, the 46th Annual Marian Days Celebration is scheduled to occur from July 31, through August 3, 2024 with main activities including liturgical celebrations, conferences, processions, entertainment programs, and other social events that will enrich participants’ understanding of the traditional culture, and re-awaken faith in God the Father; and

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

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

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

That the City of Carthage, Missouri:

- will close the 1900 block of Grand Ave., the 400-600 block of East Fairview, and the 400-500 block of Highland for the duration of the celebration;
- will spray the grounds for mosquitoes and insects prior to the celebration;
- will provide adequate security for all participants during the celebration;
- does approve an Open-Air Entertainment Program scheduled around 9:00 p.m. to 12:00 a.m. on Friday, August 1, and Saturday, August 2, 2025;
- extends the noise ordinance until midnight during Marian Days;
- will provide assistance in planning traffic control for the Solemn Procession scheduled between 4:30 p.m. to 7:00 p.m. on Saturday evening of August 2, 2025;
- authorizes a parade permit for the Solemn Procession;
- authorizes street closures for the Solemn Procession (Grand Avenue, to Centennial, to Main, to Fairview in the CRM area);
- allows fireworks at the end of the Solemn Procession, as has been done in the previous years; and
- authorizes an outside trash service provider to collect trash from the Celebration.

PASSED AND APPROVED THIS _____ DAY OF _____, 2025.

David B. Flanigan, Mayor

ATTEST:

Miranda Deal, City Clerk



Jasper County Sheriff's Office

231 S. Main

Carthage, MO 64836

Sheriff Randee Kaiser

417-358-8177 ext. 1905

Fax: 417-359-8620

rkaiser@jaspercountysheriff.org

MEMORANDUM OF UNDERSTANDING

Between Jasper County and the City of Carthage Regarding the Use and Distribution of Opioid Settlement Funds for the Jasper County Jail Treatment Program

This Memorandum of Understanding ("MOU") is entered into this ___ day of _____, 2025, by and between **Jasper County, Missouri** ("County") and the **City of Carthage, Missouri** ("City") (collectively, the "Parties").

1. Purpose

The purpose of this MOU is to set forth the agreement between the Parties to allocate all of the opioid settlement funds received by the City of Carthage to support the Jasper County Jail Treatment Program, a collaborative initiative aimed at addressing opioid addiction among incarcerated individuals and reducing recidivism through evidence-based treatment services.

2. Background

Both the County and the City are recipients of funds from national opioid settlements intended to mitigate the impacts of the opioid crisis. The Jasper County Jail Treatment Program serves incarcerated individuals within Jasper County, including residents of the City of Carthage, by providing substance use disorder assessments, cognitive and behavioral treatment, counseling, and reentry support services.

3. Term

This MOU shall be effective as of the date of final signature and shall remain in effect for a period of **one year**, unless terminated or amended in writing by mutual agreement of both Parties.

4. Funding Agreement

- The City agrees to allocate all of its opioid settlement funds in the amount of **\$35,699.12** over the term of this MOU, to support the operation and delivery of services within the Jasper County Jail Treatment Program.

- Funds shall be disbursed on or about **[Insert Date]** .
- The County shall use the funds exclusively for costs directly related to the operation of the Jail Treatment Program, including but not limited to personnel, program materials, clinical services, supplies, equipment and evaluation.

5. Reporting and Oversight

- The County agrees to provide the City with an **annual report** detailing:
 - Use of funds received from the City;
 - Program participation and outcomes;
 - Any significant changes in the program’s operations or goals.
- The City reserves the right to request additional information or clarification regarding fund use or program impact.

6. Modification and Termination

This MOU may be amended at any time by mutual written consent of the Parties. Either Party may terminate this MOU with **90 days written notice** to the other Party. In the event of termination, any unused City funds shall be returned to the City within 60 days, unless otherwise agreed upon in writing.

7. General Provisions

- **No Joint Venture:** Nothing in this MOU shall be construed to create a partnership, joint venture, or agency relationship between the Parties.
- **Compliance with Law:** The Parties shall comply with all applicable federal, state, and local laws and regulations in the performance of this MOU.
- **Entire Agreement:** This MOU constitutes the entire agreement between the Parties concerning the subject matter hereof and supersedes any prior agreements or understandings, whether written or oral.

8. Signatures

IN WITNESS WHEREOF, the Parties hereto have executed this Memorandum of Understanding as of the date first written above.

JASPER COUNTY, MISSOURI

By: _____

Name: John Bartosh

Title: Presiding Commissioner

Date:

JASPER COUNTY, MISSOURI

By: _____

Name: Randee Kaiser

Title: Sheriff

Date:

CITY OF CARTHAGE, MISSOURI

By: _____

Name:

Title:

Date:

COUNCIL BILL NO. ____

ORDINANCE NO. _____

An Ordinance authorizing the Mayor to execute a Memorandum of Understanding between the City of Carthage and Jasper County regarding the use and distribution of Opioid Settlement Funds for the Jasper County Jail Treatment Program

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 execute on behalf of the City of Carthage a Memorandum of Understanding between the City of Carthage and Jasper County regarding the use and distribution of Opioid Settlement Funds for the Jasper County Jail Treatment Program

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

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

PASSED AND APPROVED THIS _____ DAY OF _____, 2025.

David B. Flanigan, Mayor

ATTEST:

Miranda Deal, City Clerk

Sponsored by: Public Safety

JOB DESCRIPTION
CITY OF CARTHAGE

DEPARTMENT: Police

SALARY GRADE: G

POSITION TITLE: Master Patrol Officer

FLSA STATUS: Non-Exempt

RESPONSIBILITIES OF POSITION

Responsible for performing law enforcement, crime investigation, and crime prevention work. Primary responsibility is for the protection of life and property through enforcing statutes and laws. Duties normally consist of patrol and traffic activities in the city on an assigned shift in a patrol car, on a bicycle, or on foot and answering calls for service. Duties include investigation of crimes and traffic accidents. Work is performed in accordance with departmental rules, regulations and policies. Work involves an element of danger and required physical strength and agility at times to apprehend or subdue persons suspected of crimes. ~~Exercises direct supervision over patrol officers of the shift with the Sergeant and in the absence of the shift Sergeant.~~

SUPERVISION RECEIVED AND EXERCISED

The Sergeant of the shift provides supervision and general administrative direction. Because technical skills in the operations of the Police Department are expected to accompany the incumbent, supervision is generally in the nature of explaining specialized assignments or assignment changes. The incumbent is expected to use good judgement, common sense, and to demonstrate considerable independent knowledge in the performance of assigned duties. Work is reviewed through conferences, written reports, inspections, and observations of results obtained. ~~Exercises direct supervision over patrol officers of the shift with the Sergeant and in the absence of the shift Sergeant.~~

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

1. Patrols assigned area in a vehicle, on foot, or bicycle when assigned, to aid in preventing crime, and to enforce Federal, State, and City laws and regulations and to deter and detect criminal activity.
2. Determines the nature of a call, investigates the circumstances, and takes any necessary and prudent action, such as making arrests and transporting prisoners. Searches prisoners, collects personal effects, and assures proper receipting and safeguarding of personal effects.
- ~~3. Reviews reports, hot sheet items, and patrol board information.~~
4. Appears in court per department policy and is available to testify in matters which the officer has knowledge.

5. Maintains uniform and equipment in accordance with departmental policy. Maintains supply of forms and reports needed to perform duties. Maintains weapons in accordance with department policy.
6. Attends training sessions to obtain information on new procedures and maintains compliance with department standards. Reviews training material provided by the department.
7. Serves criminal warrants and summons as issued by the courts while maintaining officer safety.
8. Maintenance of physical condition needed to effect arrest, subdue resisting individuals, chase fleeing suspects, lift and carry equipment or injured persons, force entry in buildings, climb flights of stairs, walk, stand, or sit for long periods of time. Perform lifesaving procedures and maintain emotional and psychological stability.
9. Prepares a variety of records and reports, such as reports on arrests, property impounded, accident offenses, and damage to property. Prepares and maintains legible, concise and understandable activity logs and other related or similar types of information as a personal reference record of incidents and details.
10. Be able to pass annual evaluations of performance. Successfully pass a year probationary period.
11. ~~Supervise shift patrol officers in the absence of the shift Sergeant.~~
12. Carries out any other duties as are within the scope, spirit, and purpose of the job as directed by a supervisor or department head.

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.

Abilities: Ability to cope with a wide variety of situations with tact, discretion, courtesy, and respect for citizen's rights, prepare written reports in an accurate, comprehensive, timely and legible manner; follow verbal and written instructions, to speak effectively to individuals and groups. Ability to acquire thorough skills in the use of firearms and other police-related tools and when they should be used, learn and properly perform first aid, to physically handle other persons who may resist arrest, establish and maintain effective working relationships with other employees. Ability to analyze situations quickly and objectively, to recognize actual and potential dangers, and to determine proper course of action. Ability to maintain high patrol visibility to assist in crime prevention and actively concentrate on high incident areas. Performs dispatching duties when assigned. Familiar with the following: nuisance abatement duties (see nuisance abatement job description), parking control duties (see parking control job description), crossing guard duties (see crossing guard job description).

Experience, Education and Training: Any 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. Have a valid Missouri POST certification. Education: High school diploma or HSE equivalent. Training: Other specialized skills not listed may be approved at the discretion of the Chief of Police.

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 have four (4) of the following to be eligible: Field Training Instructor (REQUIRED), BA Operator (Type II or III), Drug Recognition Expert, Driving Instructor, Physical Skills Instructor, Hostage Negotiator, Radar Instructor, DARE Instructor, Range Instructor, Less Lethal Instructor, Taser Instructor, Crime Scene Investigation Certified, Accident Reconstructionist.

SPECIAL REQUIREMENTS

Schedule: The "normal work period" for Police Department personnel is 24 days. Shifts are composed of 12-hour segments (day or night). ~~Police Department personnel shall work 147 (rounded) hours at their regular rate during the "normal work period."~~ Shifts begin at 6:00 o'clock.

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: _____

This event will have a benefit run, church service, car show, free lunch, and inflatables on September 21st. They are requesting the roads around and connected to the 800 block of S Main Street be closed between 7 am and 3 pm, these streets would include S Main St between Chestnut Ave and 9th St, and 9th St between Main and Lyon St. They also requested to close Chestnut between Main St and Lyon street between 12 pm and 3 pm in the event that there is rain that day. They also requested permission to back vehicles into parking spaces on Chestnut Ave in the closed areas only.

