City of Carthage, Missouri

CITY COUNCIL

July 22, 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 June 24, 2025 Minutes

6. Presentations/Proclamations

1. Oath of Office - Police Officer

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

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. 25-46 -- An Ordinance authorizing the Mayor to execute an Agreement between the Kiwanis Club of Carthage, Missouri and the City of Carthage, Missouri to grant to the Kiwanis Club of Carthage, Missouri utilization of an area in Municipal Park known as Kiwanis Kiddieland.
2. C.B. 25-47 -- An Ordinance of the City of Carthage, Missouri authorizing the Mayor to enter into an agreement with Scott's Landscape and Excavation for the Fairlawn Roundabout landscaping and irrigation, in the amount of $25,170.00 in the City of Carthage, Missouri

16. New Business

1. C.B. 25-48 -- An Ordinance authorizing the Mayor to enter into a contract with Tyler Technologies, Inc. to provide an annual subscription for financial software for the City of Carthage, Missouri.
2. C.B. 25-49 -- An Emergency Ordinance to authorize the Mayor to apply for federal financial assistance on behalf of the City of Carthage and to execute any contract(s) resulting from such application for any grants between the City of Carthage and the Missouri Highways and Transportation Commission providing for capital, operating, and/or marketing assistance, comprised of federal funds to be expended for Commission-approved transit projects.
3. C.B. 25-50 -- An Ordinance amending the Annual Operating and Capital Budget of the City of Carthage for Fiscal Year 2024-2025 for Specified Funds (General Fund, Use Tax Fund, Public Facilities Bond Fund, Fire Sales Tax Fund, Public Safety Fund, and Civic Enhancement Fund)

17. Mayor's Appointments

1. Ward 4 Council Member
2. Public Works Director
3. Carthage Water and Electric Board
4. Planning, Zoning, and Historic Preservation Commission
5. Carthage Tree Board
6. McCune Brooks Regional Hospital Trust
7. Enhanced Enterprise Zone Board
8. Zoning Board of Adjustment
9. Personnel Appeals Board
10. Civil War Museum Board
11. Police and Fire Pension Committee
12. Care Leave Committee
13. Standing Committees and Board Liaisons

18. Resolutions

1. 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.
2. Resolution 2095 -- A Resolution authorizing a supplemental budget adjustment to the Fire Sales Tax Fund for the Capital Outlay and Transfer to Other Funds line items, to the Use Tax Fund for Transfer to Others line item, and to the Public Facilities Bond Fund Transfer Revenue and Capital Projects line items for Fiscal Year 2024-2025

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

JUNE 24, 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=w1qGuDACJbU

The Carthage City Council met in regular session on the above date in Council Chambers at 6:30 PM with Mayor David B. Flanigan presiding. Fire Chief Jason Martin gave the invocation. Police Chief Bill Hawkins led the flag salute.

The following Council Members answered roll call: Derek Peterson, Kate Gilpin, Ray West, Jack Perkins, David Thorn, Alan Snow, Jana Schramm, and Ron Wells. Council Member Lori Leece was absent. City Administrator Traci Cox and City Attorney Jon Gold were also present.

The following Department Heads were present: Police Chief Bill Hawkins, Fire Chief Jason Martin, Interim Public Works Director Josiah Bayless, Parks and Recreation Director Abi Almandinger, IT Administrator Michael Keith, and City Clerk Miranda Deal.

Mr. Peterson made a motion, seconded by Mr. Wells, to approve the minutes of the June 10, 2025 Regular Council meeting. Motion carried.

During Public Comments, Jan Reid, 204 W. Macon, spoke to the council about the stray cat problem and how the humane society charges a large amount for animals to be dropped off, and the ACO won't help. She thanked Councilman Thorn for his help with the stray cat she had at her house which had kittens at his house.

Tiffany Cossey, 1306 S. Main St, spoke to the council on the golf fund deficit and also spoke on the employment record policy and dislikes how it is currently written and asked the council to postpone and rewrite the language.

Mr. Snow reported that the Budget Ways and Means Committee met earlier in the evening to discuss changes to the golf fund budget. He explained the changes made which included adjustments to the seasonal hours, removal of a golf maintenance position, and a lease purchase of the wide area mower. The revenue changes were adjusted to reflect the new price increases that are on the agenda to be voted on later in the meeting. Mr. Snow made a motion, seconded by Ms. Schramm, to amend the budget to include the new numbers for the golf course fund, Revenues of \$929,200.00 and expenditures of \$1,029,349.04. Motion carried. The next meeting is scheduled for July 14th at 5:30 pm.

Mr. Peterson reported that the Committee on Insurance, Audit and Claims met on this day and approved the claims. The committee reviewed and approved the job description for the new Police Corporal position. Mr. Peterson made a motion, seconded by Mr. Snow, to approve the Police Corporal job description. Motion carried. The employee records policy was discussed and the committee reviewed the changes that had been made which included adding the mayor Pro Tem as the member of council to view the record and report back to the whole council. Mr. Peterson made a motion, seconded by Mr. Wells to move Council Bill 25-44 back to new business since it had been amended. Motion carried. They also discussed the changes to section 2-122(c) and voted to postpone until the next committee meeting to allow time for Paul Martin to review the changes and offer his opinion on if the changes could affect the pending litigation with the former Mayor. Mr. Peterson made a motion, seconded by Ms. Gilpin, to postpone Council Bill 25-45 until the next meeting. Motion carried. The committee discussed the changes to the whistleblower policy and discussed adding Council Members for employees to file complaints to. The next meeting is will be July 8th at 5:30.

Mr. Snow reported that the Public Safety Committee met on June 16th. The committee approved a road closure request for the annual Belle Air block party. Mr. Snow made a motion, seconded by Mr. Thorn, to approve the closure of Belle Air from Grand to the end of the cul-de-sac, Clinton from St. Louis to Highland, and Fulton from Clinton to Highland from 4-9 pm on June 29th for the block party. Motion carried. They also approved road closures in Municipal Park for the Jasper County Youth Fair. Mr. Snow made a motion, seconded by Mr. West, to 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. Motion carried. Mr. Snow made a motion, seconded by Mr. Peterson, to close the road between the Kolpin Concession Stand and small pavilion #8 from Wednesday to Saturday July 9th – July 12. Motion carried. Mr. Snow made a motion, seconded by Mr. Peterson, to allow camping in the park from 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. Motion carried. They also asked the JCYF for name recommendations so that maybe by this time next year, the roads can be named to make it easier. They approved the Police Corporal job description, and Chief Martin introduced the new Battalion Chiefs. The next meeting will be June 16th at 5:30.

Ms. Schramm reported that the Public Services Committee met June 17th. They discussed the Ralleye in the Park event on September 21 hosted by theBridge Church. There is going to be a 5K, worship session, car show, inflatables and more activities. Ms. Schramm made a motion, seconded by Mr. Snow to allow the Ralleye in the Park event at Central Park on September 21 from 8 am – 3 pm. Motion carried. They discussed the Sudstock event in Municipal Park on August 16. This is a free event put on by the Alliance of Southwest Missouri. Ms. Schramm made a motion, seconded by Mr. Snow to allow the use of Municipal Park on August 16 from 9 am – 4 pm for the Sudstock event. Motion carried. The Jasper County Youth Fair was present to request the use of the park and allow food trucks. Ms. Schramm made a motion, seconded by Mr. Snow, to allow the use of Municipal Park for the Youth Fair, and to allow camping and food trucks from July 5-July 13. Motion carried. Council Bill 25-37 has the new fees for the golf course, including demand based pricing for green fees. The committee approved the bid from Scott's Landscaping for the landscaping and irrigation at the Fairlawn Roundabout where the Maple Leaf structure will be, that appears in Council Bill 25-47. They also reviewed and approved the new golf budget numbers. The next meeting will be on July 15th at 5:30.

Mr. Peterson reported that the Public Works Committee is between meetings. The next meeting will be July 1st at 5:30 pm.

Special Committee and Board Liaison reports were given by Ms. Schramm for the Harry S Truman Coordinating Council and Vision Carthage. Mr. Perkins for the CW&EP Board, Mr. West for the Kellogg Lake Board, and Mr. Peterson for the Planning, Zoning, and Historic Preservation Commission.

Mayor Flanigan reported that there is no Humane Society update at this time. Food truck Friday was another successful event. He attended numerous events including: Chamber coffee, Library Board meeting, CW&EP board meeting, Steadley board meeting. He toured the Wastewater Treatment Plant, went to the unveiling of the new statute outside of Crosslines, he attended the promotion testing at the Fire Department, and the 24 Gym groundbreaking ceremony for their expansion. He has put the hiring committee together for the Public Works Director. The committee consists of himself, Mr. Snow, Mr. Peterson, Ms. Cox, and he has added an engineer to the committee, Dave Haffner. There have been 20+ applications received for Police Chief, when the applications get narrowed down, he will name the hiring committee for the Police Chief. He also announced that he would be taking application for the Ward 4 vacancy through the end of the week and then conducting interviews with those who have expressed interest in serving before bringing a recommendation to council for approval.

During Remarks from Council Members, Mr. West stated he reached out to business owners in his ward and none of them had any concerns, Mr. Perkins added a few more details to his explanation of the CW&EP plans to tap into Stockton Lake as an additional water resource. Mr. Thorn said he has talked to people in his ward and their concerns are about code enforcement and dogs running at large. He also said he was invited to attend the Planning, Zoning and Historic Preservation meetings for the design guidelines. Mr. Snow said there is a public hearing for the budget and encouraged anyone with comments or concerns to participate. He also thanked staff for all their work on the budget and encouraged to vote for approval. Ms. Schramm reported on the meeting with the Planning and Zoning relating to the Historic guidelines. The guidelines have been there, they just need some updating. She met with Jeff Meredith and discussed the middle income housing needs, and thanked him, Ms. Cox, and Julie Reams for working together to promote small businesses. She attended the CW&EP meeting where they selected their officers for next year. She said the YMCA is in the process of putting a pavilion at the Y that will have multisport courts and a splashpad that will begin after the 4th of July. The YMCA held drowning prevention classes for local second graders, the square YMCA location is closing, and they won the medium business award at the Chamber banquet. She also reported that Julie Reams is in full swing for Maple Leaf, the Chamber golf tournament, and preparing for the Marian Days tour. She is also working on some shop local campaigns. Mr. Wells reported that he had budget concerns and said the City needed to get a plan for the Garrison bridges before they are closed.

Police Chief Bill Hawkins reported that he put the year-end report on everyone's desk. He mentioned that this year is supposed to be the largest ever crowd for Marian days, and he reporting on two officers retiring this year.

Fire Chief Jason Martin reported that they did their promotion testing and announced their Battalion Chiefs. He also reported they have been getting ready for the 4th of July and the fireworks start at 9:30 pm.

Interim Public Works Director Josiah Bayless reported that the street sweeper would be down for a couple of days, the square sidewalks are moving along and they will soon be redoing the crosswalks and finishing the bump-outs. Airport and Hazel widening is moving along, and the mosquito fogging will be going again this week.

Parks and Recreation Director Abi Almandinger reported that the Central park restrooms should be open by the end of the week, the Mahjong classes at Memorial Hall have been a success, the Red, White and Boom event is coming along nicely with many activities through the day, and there is a pickleball league in July that you can sign up for now.

City Administrator Traci Cox wanted to announce the change in the firework discharge ordinance and that from June 30-July 5, the end time for fireworks has been changed to 11 pm.

The Committee on Claims filed a report in the amount of $638,004.08, against the following funds: General Revenue $97,503.96, Public Health $160,690.14, Lodging $5,559.75, Parks/Stormwater $5,967.50, Golf $21,823.49, Capital Improvements $1,359.69, Parks and Recreation $105.24, Myers Park $11,072.00, Use Tax $18,078.50, Public Facilities $53,821.08, and Payroll $262,022.73. Mr. Peterson made a motion, seconded by Mr. Wells, to accept the report and allow the claims. Motion carried.

The City of Carthage will hold a Public Hearing for approval of the City of Carthage budget for the 2025-2026 Fiscal Year. Mr. Perkins was the only participant and he stated that he would like to see plans for a playground in Municipal Park near Kiddieland where the old equipment was removed from.

Under Old Business, C.B. 25-37 -- An Ordinance repealing Ordinance 17-38, increasing the golf cart rental fees, increasing membership fees due to cart fee increase, and revising the demand-based pricing for green fees, at the Carthage Municipal Golf Course was placed on second reading followed by a roll call vote of 8 yeas and 0 nays. Ayes: Derek Peterson, Kate Gilpin, Ray West, Jack Perkins, David Thorn, Alan Snow, Jana Schramm, and Ron Wells. The Council Bill was approved and numbered Ordinance 25-38.

C.B. 25-40 -- An Ordinance of the City of Carthage, Missouri authorizing the Mayor to enter into a Contract with ATS Contractors, LLC. for sidewalk improvements along Airport Drive and Fairview Avenue, pursuant to TAP 1601(706), in the amount of $574,199.40 in the City of Carthage, Missouri was placed on second reading followed by a roll call vote of 8 yeas and 0 nays. Ayes: Derek Peterson, Kate Gilpin, Ray West, Jack Perkins, David Thorn, Alan Snow, Jana Schramm, and Ron Wells. The Council Bill was approved and numbered Ordinance 25-39.

C.B. 25-41 -- An Ordinance authorizing utility rate changes for electric, water, and wastewater services as requested by the Carthage Water & Electric Plant Board was placed on second reading followed by a roll call vote of 8 yeas and 0 nays. Ayes: Derek Peterson, Kate Gilpin, Ray West, Jack Perkins, David Thorn, Alan Snow, Jana Schramm, and Ron Wells. The Council Bill was approved and numbered Ordinance 25-40.

C.B. 25-42 -- An Ordinance adopting the budget of the City of Carthage, Missouri for the Fiscal Year 2025-2026, in the City of Carthage, Missouri. FY 25-26 Draft Budget was placed on second reading followed by a roll call vote of 8 yeas and 0 nays. Ayes: Derek Peterson, Kate Gilpin, Ray West, Jack Perkins, David Thorn, Alan Snow, Jana Schramm, and Ron Wells. The Council Bill was approved and numbered Ordinance 25-41.

C.B. 25-43 -- An Ordinance authorizing a special use permit for a one licensed operator beauty shop by Kirsten Kelley in her residence at 2508 Stephen Street in the City of Carthage, Missouri was placed on second reading followed by a roll call vote of 8 yeas and 0 nays. Ayes:

Derek Peterson, Kate Gilpin, Ray West, Jack Perkins, David Thorn, Alan Snow, Jana Schramm, and Ron Wells. The Council Bill was approved and numbered Ordinance 25-42.

C.B. 25-45 -- An Ordinance amending section 2-122 (c) of the Carthage City Code did not come back out of committee and is postponed until the July 8 Council Meeting.

Under New Business, C.B. 25-44 -- An Ordinance to amend Section 200 – General Employment Policies of the Personnel Policy Manual of the City of Carthage by adding Section 208 – Employment Records Policy was placed on first reading. Ms. Schramm wants to have the section amended that allows a path for Council Members to have access to personnel files.

There was a lot of discussion around why a council member would need to have access to individual personnel files. There were comments against allowing council members access to personnel files by Mr. West, Mr. Thorn, and Mr. Snow.

Mr. Snow made a motion, seconded by Ms. Schramm, to postpone this council bill until the July 22 Council Meeting to allow for time to work on the language of the policy. Motion carried.

C.B. 25-46 -- An Ordinance authorizing the Mayor to execute an Agreement between the Kiwanis Club of Carthage, Missouri and the City of Carthage, Missouri to grant to the Kiwanis Club of Carthage, Missouri utilization of an area in Municipal Park known as Kiwanis Kiddieland was placed on first reading with no action taken.

C.B. 25-47 -- An Ordinance of the City of Carthage, Missouri authorizing the Mayor to enter into an agreement with Scott's Landscape and Excavation for the Fairlawn Roundabout landscaping and irrigation, in the amount of $25,170.00 in the City of Carthage, Missouri was placed on first reading with no action taken.

Under Mayor's Appointments, Mr. Snow made a motion, seconded by Mr. Wells, to approve the Mayor's reappointment of Doug Huntley to the Library Board of Trustees until July 2028 and the appointment of Cindy Rogers to the Library Board of Trustees until July 2028, and Leigh Salyer to the Library Board of Trustees until July 2028. Motion carried.

During closing comments, Mr. Snow said that he appreciates all the debate that the Council had that evening reminded everyone about rules to wait to speak until you have been recognized by the Mayor. He also wished everyone a Happy 4th of July. Ms. Schramm thanked Mayor Flanigan for being so involved in all the events in town. Mr. Peterson thanked Mr. Snow for the reminder and apologized if he spoke out before being recognized, he also thanked Attorney Gold for all of his work and guidance. Ms. Gilpin thanked everyone for their hard work.

Mr. West made a motion, seconded by Mr. Peterson, to close the meeting according to section 610.021 (3), the agenda includes the possibility of a vote to close part of the meeting to discuss hiring, firing, disciplining or promotion of particular employees by a public governmental body when personal information about the employee is discussed or recorded, followed by a roll call vote of 8 yeas and 0 nays. Ayes: Derek Peterson, Kate Gilpin, Ray West, Jack Perkins, David Thorn, Alan Snow, Jana Schramm, and Ron Wells. Motion carried and the Council entered closed session at 8:22 p.m.

CLOSED SESSION

Mr. Snow made a motion, seconded by Ms. Gilpin, to adjourn the meeting. Motion carried and meeting adjourned at 9:54 pm.

CLOSED SESSION
MINUTES OF THE MEETING OF THE CITY COUNCIL
CITY OF CARTHAGE, MISSOURI
June 24, 2025

The Carthage City Council met in closed session on the above date in the City Hall Conference Room with Mayor David B. Flanigan presiding.

Mr. West made a motion, seconded by Mr. Peterson, to close the meeting according to section 610.021 (3), the agenda includes the possibility of a vote to close part of the meeting to discuss hiring, firing, disciplining or promoting of particular employees by a public governmental body when personal information about the employee is discussed or recorded, followed by a roll call vote of 8 yeas and 0 nays. Ayes: Derek Peterson, Kate Gilpin, Ray West, Jack Perkins, David Thorn, Alan Snow, Jana Schramm, and Ron Wells. Motion carried and the Council entered closed session at 8:22 pm.

There was a short recess and closed session was called to order at 8:29 pm.

The following Council Members answered roll call: Derek Peterson, Kate Gilpin, Ray West, Jack Perkins, David Thorn, Alan Snow, Jana Schramm, and Ron Wells.

Attorney Jon Gold, City Administrator Traci Cox, City Clerk Miranda Deal, and HR Coordinator Michael Miller were also present.

Mayor Flanigan, Ms. Cox, and Mr. Miller discussed a personnel issue with the Council.

Mayor Flanigan recommended, pursuant to Charter Section 4.11, to remove from office Department Head/Parks and Recreation Director Abi Almandinger effective immediately. The majority of the members of Council voted to consent to the Mayor’s removal of Abi Almandinger with a roll call vote of 8 yeas and 0 nays. Ayes: Derek Peterson, Kate Gilpin, Ray West, Jack Perkins, David Thorn, Alan Snow, Jana Schramm, and Ron Wells.

Mr. Snow made a motion, seconded by Mr. Perkins, to adjourn the closed session Council Meeting at 9:50 p.m. followed by a roll call vote of 8 yeas and 0 nays. Ayes: Derek Peterson, Kate Gilpin, Ray West, Jack Perkins, David Thorn, Alan Snow, Jana Schramm, and Ron Wells. Motion carried and the Council returned to regular session.

Respectfully submitted,

Miranda Deal
City Clerk

City of Carthage, Missouri

BUDGET WAYS & MEANS COMMITTEE

June 24, 2025 - 5:00 PM
CITY HALL COUNCIL CHAMBERS

MINUTES

1. **Call to Order**

   MEMBERS PRESENT: Alan Snow, Derek Peterson, Jana Schramm

   MEMBERS ABSENT: Lori Leece

   OTHER COUNCIL MEMBERS: Mayor Flanigan

   STAFF PRESENT: City Administrator Traci Cox, City Clerk Miranda Deal, Parks and Recreation Director Abi Almandinger, Golf Operations Supervisor Tyler Markham

   Chair Alan Snow called the meeting to order at 05:00 PM.

2. **Old Business**

   1. Approval of June 4, 2025 Minutes

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

3. **Citizens Participation**

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

4. **New Business**

   1. Consider and discuss FY 2025-2026 Golf Fund budget

      Ms. Cox explained the changes that were made to the golf course budget and also explained why it was showing such a high deficit in the draft budget. There were revenues that were presented that were higher than what her estimates were for next year and she had lowered them back down and she had informed Ms. Almandinger and Tyler what she had done and why. She was not aware that at the time these were done, they were going to request an increase in fees at the golf course. The revenues had now been changed back to reflect the new rate increases and there were a couple of items changed in the expenses. There were 12,500 seasonal hours budgeted for and they have not been using all of the hours in the past couple of years. That number was lowered to 11,000 hours and there was a golf maintenance position that had been added recently and that position is not going to be filled. There is a wide area mower in the capital budget and rather than buying it outright, they will be purchasing it and doing a lease purchase on the equipment and paying it off over 3 years. There is still a deficit in the golf course fund, but there was a deficit starting last budget year as well and they have done fairly well the last year to keep the costs lower than the revenues and come out making a profit. We are hopeful that the increase in prices will help lower than deficit as we go through the fiscal year.

ACTION:	Motion to amend the golf budget to reflect the new revenue and expense estimates by Jana Schramm;
	Motion passed with a 3:0
AYES:	Alan Snow, Derek Peterson, Jana Schramm

2. Staff Reports

   There were no staff reports

5. Adjournment

ACTION:	Motion to Adjourn at 05:06 PM by Jana Schramm
	Motion Passed with a 3:0
AYES:	Alan Snow, Derek Peterson, Jana Schramm

City of Carthage, Missouri

COMMITTEE ON INSURANCE/AUDIT AND CLAIMS

June 24, 2025 - 5:30 PM
CITY HALL COUNCIL CHAMBERS

MINUTES

1. Call to Order

MEMBERS PRESENT: Derek Peterson, Kate Gilpin, Ron Wells

MEMBERS ABSENT: Lori Leece

OTHER COUNCIL MEMBERS: Jana Schramm, Mayor Flanigan

STAFF PRESENT: City Attorney Jon Gold, City Administrator Traci Cox, City Clerk Miranda Deal, Police Chief Bill Hawkins, HR Coordinator Michael Miller, and IT Administrator Michael Keith

Vice-Chair Derek Peterson called the meeting to order at 05:30 PM.

2. Old Business

1. Approval of June 10, 2025 Minutes

ACTION:	Motion to accept/approve item 2.1. by Ron Wells; Motion passed with a 3:0
AYES:	Derek Peterson, Kate Gilpin, Ron Wells

2. Review & Approval of the Claims Report

ACTION:	Motion to accept/approve item 2.2. by Ron Wells; Motion passed with a 3:0
AYES:	Derek Peterson, Kate Gilpin, Ron Wells

3. Citizens Participation

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

4. New Business

1. Consider and discuss Police Corporal job description

   Chief Hawkins explained that they are wanting to incorporate Police Corporal positions that would be second in command on a shift if a Sergeant was off. This would help when Sergeants take days off, they wouldn't have to call in another Sergeant from a different shift in to cover for the absence.

ACTION: Motion to approve the job description for police corporal item 4.1. by Kate Gilpin;
Motion passed with a 3:0
AYES: Derek Peterson, Kate Gilpin, Ron Wells

2. Consider and discuss revised Employment Records Policy

Attorney Gold explained to the committee the changes that he had made to the policy since the last Council meeting. He explained he found an Attorney General's opinion from 2000 that related to whether or not a Board of Alerman in a 4th class city had the right to view employee files. The conclusion of the article was that they may review the files if it is necessary for the care, management, or control of the city and that the authority may be delegated through resolution or ordinance to one or more members of the board. The Carthage City Charter has similar language in that the Mayor and Council shall have the care, management and control of the City and its finances. He explained that he thought that designating one person from the Council, such as the Mayor Pro Tem, would be the best way to accomplish allowing access to the files since the files do contain very sensitive information that not everyone should have access to viewing. The Mayor Pro Tem could review the file and issue at hand, and then report back to the Council as a whole.

There was a lot of discussion on the process of this and concerns as to why the Council would need to have access to any employees file and what the current process is. The reason for this policy is because there have been requests for personnel files and they have been denied in the past due to them being a closed record.

ACTION: Motion to send to council for approval item 4.2. by Kate Gilpin;
Motion passed with a 2:1
AYES: Kate Gilpin, Ron Wells
NOES: Derek Peterson

3. Consider and discuss revisions to section 2-122 (c) of the Carthage Code

Mr. Peterson asked the question again about seeing if Paul Martin could weigh in on the changes to this ordinance since it is involved in pending litigation with the former Mayor and his impeachment. He does not want to risk changing it and it affecting the litigation that is still ongoing. He also would like to see the number of votes required spelled out and whether it is based on the full 10 seats of Council or those just currently sitting in the event that there is a vacancy.

ACTION: Motion to postpone until the July 8 committee meeting to allow time for Paul Martin to review the changes by Derek Peterson;
Motion passed with a 3:0
AYES: Derek Peterson, Kate Gilpin, Ron Wells

4. Consider and discuss changes to Section 608 - Whistlebower Protection Policy of the Personnel Policy Manual

Attorney Gold explained that he had spoken with a former Council Member Tiffany Cossey last year about changes to the whistle-blower policy and had given his suggestions and that the changes just got pushed to the side and now they are being brought back up. He reviewed the changes with the Mayor and they made further changes to the policy and that is the draft that is being presented. It lists the ways that someone can report a complaint depending on who the complaint is against.

Mr. Peterson voiced his concerns on paragraph 3 where is limits who you can report to and believes that employees should be able to report to any Council Member if they wish to. There were further discussions on the chain of command and how to go about reporting something if the person is your superior. The committee would like to see further changes made to include Council Members as a way to report a complaint.

ACTION: Motion to postpone until the July 8 committee meeting to allow time for more edits to the policy by Derek Peterson;
Motion passed with a 3:0

AYES: Derek Peterson, Kate Gilpin, Ron Wells

5. Staff Reports

There were no staff reports.

5. Adjournment

ACTION: Motion to adjourn at 6:23 p.m. by Kate Gilpin;
Motion passed with a 3:0

AYES: Derek Peterson, Kate Gilpin, Ron Wells

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

BUDGET WAYS & MEANS COMMITTEE

July 22, 2025 - 5:00 PM
CITY HALL COUNCIL CHAMBERS

AGENDA

1. **Call to Order**
2. **Old Business**
    1. Approval of June 24, 2025 Minutes
3. **Citizens Participation**
   (Citizens wishing to speak should notify Department Head or Committee Chair in advance)
4. **New Business**
    1. Consider and discuss taxi grant agreement
    2. Consider and discuss budget adjustment resolution for Fiscal Year 2024-2025
    3. Consider and discuss budget amendment for Fiscal Year 2024-2025
    4. Consider and discuss changes to the City Code for the Powers Museum Board, Police Personnel Administration Board, and Tree Board
    5. Consider and discuss changes to the Personnel Policy Manual to amend section 702 (05) - Personnel Board Established
    6. 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

City of Carthage, Missouri
TREE BOARD

July 1, 2025 - 4:30 PM
Parks & Recreation Office
521 Robert Ellis Young Drive
Carthage, MO 64836

AGENDA

1. **Old Business**
   1. Approval of previous minutes.
2. **Citizens Participation**
   (Citizens wishing to address the Board should notify the City in advance and provide the item they want to address in written format at least 24 hours before the meeting. Please call the Parks & Recreation office at 417-237-7035)
3. **New Business**
   1. Consider and discuss Arbor Day 2026.
4. **Staff Reports**
5. **Other Business**
6. **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

AGENDA

Planning, Zoning, and Historic Preservation Commission

Thursday, July 3, 2025 5:30 pm

City Hall Chambers

326 Grant St. / Carthage MO 64836

Call to Order

Minutes of Previous Meeting Thursday, June 5, 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

No items

Staff Report

New Business

1. Blight Declaration Request for property located at 136 E 4th.

Old Business

Next Meeting: Thursday, August 7, 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	Vacant	Vacant	Vacant
	Member	Matt Smith	1022 E Chestnut	417-437-2281
Non-Voting Members:	Mayor	Bren Flanigan	City Hall	417-237-7003
	City Administrator	Traci Cox	City Hall	417-237-7003
	Asst. City Administrator		City Hall	417-237-7003
	Councilmember	Derek Peterson	1141 Sheila Ann Drive	417-674-0144
Staff:	Public Works Director (Interim)	Josiah Bayless	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

Carthage Water & Electric Plant

AGENDA

Notice is hereby given that the Carthage Water & Electric Plant Board will meet July 17, 2025, 3:00 p.m. at the CWEP Complex, 627 W. Centennial, Carthage. The tentative agenda of the regular meeting includes:

ADDITIONS TO THE AGENDA

APPROVAL OF THE BOARD MINUTES: June 18, 2025

APPROVAL OF DISBURSEMENTS: June $3,893,519.06

FINANCIAL STATEMENT:

COMMITTEE REPORTS:

CITIZENS PARTICIPATION PERIOD:

OLD BUSINESS: None.

NEW BUSINESS:

1. Presentation by Bob Moye, Senior Vice President with Tyr Energy
2. Consideration to proceed with the purchase of a bucket truck
3. Consideration to proceed with the water drainage and equipment parking area project
4. Consideration of Resolution 2025.02: A resolution recommending and requesting the City Council declare its intent to finance the costs of projects for the electric system.

STAFF REPORTS

BOARD MEMBER COMMENTS:

The tentative agenda of this meeting includes the possibility of a vote to close a portion of the meeting pursuant to Section 610.021(1) of the Revised Statutes of Missouri: legal actions, causes of action or litigation involving a public governmental body and any confidential or privileged communications between a public governmental body or its representatives and its attorneys.

Persons with disabilities who need special assistance may call 417-237-7300 or 1-800-735-2466 (TDD via Relay Missouri) at least 24 hours prior to meeting.

Representatives of the news media may obtain copies of this notice by contacting:
Meagan Milliken, P O Box 611 Carthage, MO 64836 417-237-7300

CWEP
BOARD MEETING MINUTES

The Carthage Water & Electric Plant Board met in regular session July 17, 2025, 3:00 p.m. at the CWEP Office, 627 W. Centennial, Carthage, MO.

Board:

☒Brian Schmidt -Vice President
☒Ron Ross- Member
☒Darren Collier - President
☒Jack Perkins - Liaison
☒ Sid Teel - Secretary
☒Tom Garrison – Member
☒ Mark Gier - Member

Staff:

☒Chuck Bryant-General Manager
☒Cassandra Ludwig-General Counsel
☒Jason Peterson-Director of IT & Broadband
☒Megan Kirby- Executive Assistant
☒Jason Choate-Director of Water Services
☒Kelli Nugent/CFO
☒Kevin Emery-Director of Power Services
☒Stephanie Howard-Economic Development Manager

Others present: Mayor Bren Flanigan; City Council Ward 4 nominee, Beth Kang

President Collier called the meeting to order at 3:00 p.m.

ADDITIONS/CHANGES TO THE AGENDA:

GM Bryant requested Agenda item 1, Presentation by Bob Moye, Senior Vice President with Tyr Energy, be discussed last as Agenda Item 4.

APPROVAL OF MINUTES:

A motion by Gier and seconded by Schmidt to approve the minutes as presented of the regular meeting of June 18, 2025, passed unanimously.

APPROVAL OF DISBURSEMENTS:

A motion by Garrison and seconded by Teel to approve disbursements for June in the amount of $3,893,519.06, passed unanimously.

FINANCIAL STATEMENT:

CFO Nugent noted due to the end of the Fiscal Year 2024-2025, there will not be any financials to approve this month to allow a little longer for staff to finalize for the audit. She noted June and July financials will be on the agenda for next month's Board meeting.

COMMITTEE REPORTS: None.

CITIZENS PARTICIPATION PERIOD:

Mayor Bren Flanigan introduced Beth Kang to the Board as a City Council nominee for Ward 4.

OLD BUSINESS: None.

NEW BUSINESS:

1. **Consideration to proceed with the purchase of a bucket truck**

GM Bryant reported an approval request to proceed with the purchase of a new 2026 model, 41-foot articulating telescopic bucket truck for the electric distribution department. This bucket truck meets the specifications and requirements of CWEP and is available for purchase from Altec Industries, Inc. through a competitively solicited cooperative contract for $225,833.00. This cost falls below the budgetary amount of $280,000.00 and has an estimated delivery date of May 2026.

Due to potential inflation, market volatility, and possible tariffs, the pricing for this vehicle is subject to change and will be confirmed closer to the production date.

A motion by Ross and seconded by Schmidt to approve awarding the purchase of this vehicle to Altec Industries, Inc. in the amount of $225,833.00, passed unanimously.

2. **Consideration to proceed with the water drainage and equipment parking area project**

GM Bryant noted a request for approval to proceed with the water drainage and equipment parking area project, located north of CWEP's existing truck barn building.

This project will involve site excavation, storm drainage, construction of a 1,877 square-foot retaining wall around the parking area, asphalt paving, and fencing. The total estimated cost for this project is $410,117.00. All work will be conducted in accordance with the General Constuction and Operational Maintenance Services Contract with Randy Dubry Construction.

A motion by Ross and seconded by Garrison to award this project to Randy Dubry Construction for $410,117.00, passed unanimously.

3. **Consideration of Resolution 2025.02: A resolution recommending and requesting the City Council declare its intent to finance the costs of projects for the electric system.**

General Manager Bryant presented Resolution 2025.02: A resolution recommending and requesting the City Council declare its intent to finance the costs of projects for the electric system. He noted the adoption of this resolution will capture replacements and upgrades to the electric system, including with out limitation the acquisition, construction, installation, improvement, furnishing and equipping of a substation with the financing to be payable from the legally available revenues of the City's electric system to be appropriated on an annual basis and other legally available funds of the City.

GM Bryant noted CWEP expects that expenditures will be made, by or on behalf of itself and the City, after the date of adoption of this Resolution in connection with the Project, and CWEP intends to reimburse itself, or, if applicable, the City for such expenditures with proceeds of tax-exempt financing. The maximum prinicpal amount of the tax-exempt financing expected to be issued for the Project is $25,000,000

A motion by Gier and seconded by Schmidt to pass Resolution 2025.02: A resolution recommending and requesting the City council declare its intent to finance the costs of projects for the electric system, passed unanimously.

4. **Presentation by Bob Moye, Senior Vice President with Tyr Energy**

General Manager Bryant welcomed Bob Moye, Senior Vice President with Tyr Energy to the Board highlighting briefly how they helped Carthage Water and Electric Plant manage market interaction during Winter Storm Uri back in February of 2021. Bob Moye went into detail about the Energy Management Services that TYR provides and explained market conditions, capacity needs, prices, transmission and infrastructure demands and reliability challenges.

GM Bryant thanked Moye with TYR Energy for coming and sharing his knowledge and thoughts with the Board. Bryant expressed his appreciation for their partnership with CWEP.

STAFF REPORTS:

CFO Nugent noted we received the forklift that was ordered early last fiscal year and have been able to use it to move around some of the larger items in the yard. She reported the annual physical inventory count was completed and, as in past years, the adjustment was very minimal in comparison to the value of the entire inventory. She noted the auditors performed their test count on June 30th with no adjustments or questions that could not be answered by the staff. CFO Nugent presented the quarterly investment report as required by the investment policy.

General Counsel and Director of Customer Relations Ludwig announced the Wellness Committee has arranged for a CWEP Family fun Night Pool Party at the Municipal Pool on Wednesday, July 30th from 5:30pm-8:00pm and invited the Board members to attend.

Director of Power Supply Emery gave an update on Transformer 3-1.

GM Bryant noted Fiscal Year evaluations have been completed and went well. He noted the MPUA Annual Conference will be held the first week in October at Lake of the Ozarks and invited the Board Members to attend.

BOARD MEMBER COMMENTS:

President Collier expressed his appreciation to the lineman who participated in all the Mutual Aid efforts this storm season. He commended staff for a job well done with the presentation of the Budget.

At 4:24pm, a motion by Ross and seconded by Teel to close a portion of the regular meeting pursuant to Section 610.021(1) of the Revised Statutes of Missouri: legal actions, causes of action or litigation involving a public governmental body and any confidential or privileged communications between a public governmental body or its representatives and its attorneys, passed unanimously via a roll call vote.

Collier:	Aye
Garrison:	Aye
Gier:	Aye
Ross:	Aye
Schmidt:	Aye
Teel:	Aye

The meeting went into closed session.

At 5:07 p.m. the meeting returned to open session. Ross moved to adjourn, Gier seconded, and the meeting adjourned.

____

President – Darren Collier

____

Secretary – Sid Teel

COUNCIL BILL NO. ___25-46___ **ORDINANCE NO. ______**

An Ordinance authorizing the Mayor to execute an Agreement between the Kiwanis Club of Carthage, Missouri and the City of Carthage, Missouri to grant to the Kiwanis Club of Carthage, Missouri utilization of an area in Municipal Park known as Kiwanis Kiddieland.

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

SECTION I: The Mayor of the City of Carthage is hereby authorized to execute on behalf of the City of Carthage, an Agreement concerning utilization of an area in Municipal Park known as Kiwanis Kiddieland.

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.

____
David B. Flanigan, Mayor

ATTEST:

____
Miranda Deal, City Clerk

Sponsored by: Public Services Committee

LICENSE AGREEMENT

This AGREEMENT is entered into this ____ day of _____________, 2025, by and between the City of Carthage, Jasper County, Missouri, and the Kiwanis Club of Carthage, Missouri, a Missouri not-for-profit corporation, hereinafter referred to as "Kiwanis Club of Carthage, Missouri".

WITNESSETH:

RECITALS

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

Whereas, the Kiwanis Club of Carthage, Missouri offers a program which provides amusement rides for birthday parties, family reunions and the general public of the Carthage community.

Whereas, the Kiwanis Club of Carthage, Missouri and the City of Carthage desire to make provision for the continuances of the Kiwanis Kiddieland program that has existed for over sixty years, and

Whereas, in order for there to be an orderly relationship between the City of Carthage and the Kiwanis Club of Carthage, Missouri the parties hereto covenant and agree as follows.

COVENANTS

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

That the City of Carthage hereby grants to the Kiwanis Club of Carthage, Missouri a license to use the ~~privilege to utilize the~~ area in Municipal Park known as Kiwanis Kiddieland.

The City of Carthage shall be responsible for:

- Dumping all trash barrels located at Kiwanis Kiddieland.
- Mowing and trimming of all grass located at Kiwanis Kiddieland except the fenced in area of Kiddieland.
- Tree trimming or tree removal at Kiwanis Kiddieland.
- Spraying tracks monthly for weed control.
- Work with the Kiwanis on any maintenance issues on the property within the area of Kiddieland.

The Kiwanis Club of Carthage, Missouri agrees to:

- Provide a responsible program that will enable all boys and girls in the general Carthage area to participate.
- Provide all equipment and complete management and supervision of the Kiwanis Kiddieland, and the City assumes no responsibility for expenses or accidents related to the management of the program.
- Provide to the City of Carthage a copy of documentation, which establishes that the Kiwanis Club of Carthage, Missouri is a not-for-profit corporation.
- Secure and show proof of $2,000,000 liability insurance coverage. The City of Carthage shall be named as an additional insured and notice of any termination of such insurance shall be given to the City at least ten (10) days in advance of termination or any change in the face value of policy. Proof of such insurance shall be documented by providing a Certificate of Insurance to the City.
- Provide clean-up of the immediate area of Kiddieland and deposit trash into provided containers.

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 shall require thirty (30) days before implementation of the modification.

TERM OF THE AGREEMENT

The term of this Agreement shall be five years, commencing with the date of signing. This Agreement shall be reviewed after this term and renewed, unless written notice of termination is given by either party at least sixty (60) days prior to the expiration of the lease or the end of any year of continuation.

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 parties at the following address, unless a party is otherwise notified in writing to: City of Carthage, Parks & Recreation Direction, 521 Robert Ellis Young Drive, Carthage, Missouri 64836, with a copy to the City Attorney, Carthage City Hall, 326 Grant Street, Carthage, Missouri, and to the Kiwanis Club of Carthage, Missouri at __________________________.

Passed and approved by the Kiwanis Club of Carthage, Missouri on the _____ day of _________________, 2025.

____
President
Kiwanis Club of Carthage,
Missouri

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

____
Mayor
David B. Flanigan

Attest:

____
Miranda Deal
City Clerk

COUNCIL BILL NO. __25-47__ **ORDINANCE NO. _______**

An Ordinance of the City of Carthage, Missouri authorizing the Mayor to enter into an agreement with Scott's Landscape and Excavation for the Fairlawn Roundabout landscaping and irrigation, in the amount of $25,170.00 in the City of Carthage, Missouri.

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

SECTION I: The Mayor of the City of Carthage is hereby authorized to enter into an agreement with Scott's Landscape and Excavation for the Fairlawn Roundabout landscaping and irrigation, in the amount of $25,170.00, in the City of Carthage, Missouri.

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.

____
David B. Flanigan, Mayor

ATTEST:

____
Miranda Deal, City Clerk

Sponsored by: Public Services Committee

BID TABULATION
Roundabout Landscape

Bids opened on May 29th, 2025
2:00 P.M.
Carthage City Hall
326 Grant St
Carthage MO 64836

Company	~~Tables~~	~~Chairs~~	Total	
Scotts landscape			$25,170.00	
Green Meadows lawn & landscaping			$49,590.00	

Bid Committee:

Chelsea Cholley

Angie Judd

Miranda Deal

Scott's Landscape and Excavation **May 29, 2025**
1202 W. Macon St
Carthage Mo 64836
417-237-3292
brandon.scottslandscape@gmail.com

Abi Almandinger
Park Department
521 Robert Ellis Young Dr
Carthage, Mo 64836
417-237-7035

We at Scott's Landscape and Excavation are pleased to submit our proposal for the landscaping of the south roundabout in Carthage Mo. As a locally established company for 4 years now we take pride in enhancing public spaces with thoughtful design, durable installation, and ongoing support. The roundabout landscape presents a unique opportunity to combine both sustainability and visual appeal. Our team is equipped with the expertise and equipment to ensure a low maintenance, high impact solution that will enhance the surrounding area year round. From soil preparation and installing selected plants and hardscape elements, we approach every aspect of the project with precision and care. We are proud to come highly recommended by a wide base of repeat customers and our commitment to quality workmanship has earned us a trusted reputation in the community. We believe this project aligns perfectly with our strengths, and we are excited about the opportunity to possibly contribute to a more beautiful roadway. We are happy to meet to discuss any part of the the proposal and to tailor our services to align with your goals and budget.

Thank your for considering Scott's Landscape and Excavation. We look forward to the possibility of working with you on this important Project.

Scott's Landscape and Excavation
Brandon Scott-Owner, Project Manager
417-237-3292

Related Project Experience

-Andy Smallwood 417-388-0067 Expansive Irrigation Installation, Landscaping around the entire home including the creation of flower beds, planting plants, and installing drip lines

-Beth and Chris Ytell Kang 916-494-8359 Irrigation Installation, Dirt work, Sod Installation, Landscape around yard including rock and plants

-Shaun Lenckis 561-510-5660 Irrigation Installation, retaining walls using brutus blocks, paver patio, installation of landscape edging using brutus blocks, installation of plants, installation of drip-line irrigation throughout flower beds, built pergola, dirt work, sod installation, drainage work, installation of landscape lighting and mulch

-Derek Martin 417-674-1646 Installation of a 38-zone irrigation system, dirk work and Installation of sod, and installation of landscape beds throughout property with drip line

-Bill Brown 417-434-0080 Installation of landscape beds using brutus blocks, installation of plants and river rock

-Brent and Megan Greniger 417-388-1306 Installation of landscape beds using brutus blocks, installation of plants and mulch

Project Approach

To start the project we would get everything excavated out. Getting irrigation lines ran to the areas needed. Then we would start installing all the blocks. Once blocks are installed we will start cutting all the caps to fit. After blocks are finished we would fill the flower beds up with topsoil and start installing the plants. Once all the plants are installed we will finish the irrigation in the flower beds. When the flowerbeds are finished we would finish up doing dirt work outside the flower beds to clean everything up. From Start to finish it should take around 2 weeks depending on the weather.

Flower Bed Install

Install flower beds at the roundabout using brutus blocks and caps. The top tier will be One Bed, 3 blocks high. The middle tier will be 4 beds, 2 blocks high. The bottom tier will be 4 beds, a single block high.

-Top Tier
(195sqft) Brutus Blocks and Caps $6,825

-Middle Tier
(264sqft) Brutus Blocks and Caps $9,240

-Bottom Tier

(48sqft) Brutus Blocks and Caps $1,680

-Equipment
Excavator
Skid Steer
Plate Compactor
Hot Saw

-Materials
Brutus Blocks
Caps
Glue
Load of Clean Rock

-Total Cost for Block and Cap Installation $17,745

Irrigation Install
Install Irrigation inside flower beds and outside of flower beds using Rainbird Products. . Use Spray Heads in the bottom tier, drip line in the middle and top tier and outside the flower bed will be rotor heads. Each section will have its own zone. The spray heads will be on one zone, drip line will be on its own and outside the flower beds there will be 2 zones.

-(4) Zones of Irrigation $4,400
=(5) Spray Heads
=(14) Rotor Heads
=(200ft) Drip Line
=(100ft) Swing Hose
=(250ft) PVC Schedule 40 Pipe
=Fittings-Elbow, couplers, T's
=Glue and Primer
= Backflow Preventer
=Backflow Preventer Box
=(4) Electric Valves
=(4) Valve Boxes
=(100ft) 5 Way Electric Wire
= (4) Station Irrigation Control Panel

Equipment
-Mini Excavator

Total Cost for Irrigation $4,400

Planting
Add TopSoil to the flower beds and Install Plants in their designated areas.

-Dirt Work
(1) Load of Topsoil $400
Labor $150

-Bottom Tier
(16) 1 Quart Calibrachoa - yellowish orange planted spring / summer $160
Labor $125

-Middle Tier
(4) 3 Gallon Fire Chief Arborvitae $240
(16) 2.5 Gallon Dwarf Nandina in front portions circling them $800
Labor $400

-Top Tier
(20) 1 Gallon Blue Rug Juniper $500
-Labor $250

Total Cost for Planting $3,025

Total Cost for Project $25,170

Green Meadows Landscaping, LLC
Jordan and Kayla Meadows
1234 S. 220th St.
Pittsburg, KS 66762
417-214-4831

Cover Letter

Date: 5/27/25
Project Manager: Jordan Meadows
Phone Number: 417-214-4831

Green Meadows Landscaping, LLC has over 15 years of experience in Retaining Walls, Irrigation Systems, Dirt Work, Sod, and Landscaping. We are currently working with Sprouls Construction on a project for the City of Joplin. We have also worked with Sprouls on a City of Pittsburg, KS project and we worked with Barton County on a complete landscaping remodel at their Courthouse in Lamar, MO. We have numerous references that can be provided. We take a lot of pride in our work and quality is of the upmost importance to us. That can be reflected in our Google Reviews online as well as our Facebook page. Below are a list of commercial projects completed with similar contract values.

Projects Completed:

-Barton County Courthouse- Lamar, MO
-Mendez Dental for Asbell Companies- Pittsburg, KS
-Wyandotte Nation for Crossland Construction- Wyandotte, OK
-My Place Hotel for TGC Group- Bentonville, AR
-Panda Express for Grayling, Inc- Wichita, KS and Pittsburg, KS
-American Bank for Crossland Construction- Columbus, KS
-Boots Motel- Carthage, MO
-Dollar Generals- Joplin, MO and Reed Springs, MO
-Fed Ex- Pittsburg, KS
-Murphys Gas Station- Webb City, MO

We have numerous pieces of hardscape equipment such as skid steers, excavators, and dump trailers to help us complete this project in a timely manner. We also have experienced crews to make sure it's completed quickly and done right. We would be able to start the project by 8/1 and complete it by 9/1. I'm anticipating this project to take 3 weeks.

Green Meadows Landscaping, LLC
Jordan and Kayla Meadows
1234 S. 220th St.
Pittsburg, KS 66762
417-214-4831

Landscaping Bid

Date: 5/27/25

Customer: City of Carthage
Project: Fairlawn Roundabout- Carthage, MO
Recreation and Events Coordinator: Chelsea Cholley

Scope of Work:

Mobilization- $700.00

Modular Block Retaining Block- $31,635.00
-Brutus Block: 383 Total Block
-Brutus Caps: 191 Total Block
-3 Level Flower Shape Beds
-AB3 Footing with 4" Perforated Pipe for Drainage

Irrigation System- $6,995.00
-Drip System for Wall Beds- 2 Zones
-1.5" Sch. 40 Main, 1" Blu Locke Laterals
-1.5" FEBCO DCA Backflow
-18/7 Irrigation Wire with Rainbird Controller
-Frost Free Hydrant

Alternate Option 1: Additional $3,380.00 to Irrigation Grass Areas outside of Planter Beds (2 Additional Turf Zones)

Landscaping- $10,260.00
-12" of Potting Soil on Level 1 Bed (150 Cubic Ft.)
-Dewitt Pro 5 Weed Barrier
-Pansies, Calibrachoa, Dwarf Nandina, Fire Chief Arborvitae, Blue Jug Juniper
-Hardwood Mulch or River Rock
-Up Lights

Alternate Option 2: Additional $6,475.00 to Sod entire grass around inside intersection (Approximately 8,000 Sq/Ft)

Total Bid- $49,590.00

*Excludes: Prevailing wage rates, water meter, supplying electric, sculpture, concrete pad, sod (alternate option)

COUNCIL BILL NO. ___25-48___ **ORDINANCE NO. ______**

An Ordinance authorizing the Mayor to enter into a contract with Tyler Technologies, Inc. to provide an annual subscription for financial software 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 a contract with Tyler Technologies, Inc., for financial software for the City of Carthage, 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.

____
David B. Flanigan, Mayor

ATTEST:

____
Miranda Deal, City Clerk

Sponsored by: Insurance Audit & Claims Committee

Sales Quotation For:
City of Carthage
326 Grant St
Carthage MO 64836-1632
Traci Cox
+1 (417) 237-7000 ext. 1001
t.cox@carthagemo.gov

Quoted BY	Lori Dudley
Quote Expiration	6/17/25
Quote Name	ERP Pro 10 Migration

Tyler Annual Software – SaaS

Description	Annual
ERP Pro	
ERP Pro 10 Financial Management Suite	
Employee Access Pro	$ 0
TOTAL:	**$ 0**

Tyler Migration Services

Description	Total
ERP Pro	
ERP Pro 10 Financial Management Suite	

Financial Management Services	$ 19,920
Core Financials	
Human Resources Management (Includes Position Budgeting)	
Project Accounting	
Other Services	
Project Management	$ 3,000
Total:	**$ 22,920**

Summary	**One Time Fees**	**Recurring Fees**
Total SaaS		$ 0
Total Tyler Services	$ 22,920	
Summary Total	**$ 22,920**	**$ 0**
Contract Total	**$ 22,920**	

Comments

Work will be delivered remotely unless otherwise noted in this agreement.

SaaS is considered a term of one year unless otherwise indicated.

Core Financials	Core Financials includes general ledger, budget prep, bank recon, AP, CellSense, a standard forms pkg, output director, positive pay, secure signatures.

Client agrees that items in this sales quotation are, upon Client's signature or approval of same, hereby added to the existing agreement ("Agreement") between the parties and subject to its terms. Additionally, payment for said items, as applicable but subject to any listed assumptions herein, shall conform to the following terms, subject to payment terms in an agreement, amendment, or similar document in which this sales quotation is included:

- License fees for Tyler and third-party software are invoiced upon the earlier of (i) delivery of the license key or (ii) when Tyler makes such software available accessible.
- Fees for hardware are invoiced upon delivery.
- Fees for year one of hardware maintenance are invoiced upon delivery of the hardware.
- Annual Maintenance and Support fees are first payable when Tyler makes the software accessible to the Client, and SaaS fees, Hosting fees, and Subscription fees are first payable on the first day of the month following the date this quotation was signed (or if later, the commencement of the agreement’s initial term). Any such fees are prorated to align with the applicable term under the agreement, with renewals invoiced annually thereafter in accord with the agreement.

Fees for services included in this sales quotation shall be invoiced as indicated below.

- Implementation and other professional services fees shall be invoiced as delivered.
- Client has six months to use the services. If Client does not use the services within six months, Tyler may remove the unused services or issue a new quote to provide services at then-current rates.
- Fixed-fee Business Process Consulting services shall be invoiced 50% upon delivery of the Best Practice Recommendations, by module, and 50% upon delivery of custom desktop procedures, by module.
- Fixed-fee conversions are invoiced 50% upon initial delivery of the converted data, by conversion option, and 50% upon Client acceptance to load the converted data into Live/Production environment, by conversion option. Where conversions are quoted as estimated, Tyler will invoice Client the actual services delivered on a time and materials basis.

- Except as otherwise provided, other fixed price services are invoiced upon complete delivery of the service. For the avoidance of doubt, where "Project Planning Services" are provided, payment shall be invoiced upon delivery of the Implementation Planning document. Dedicated Project Management services, if any, will be invoiced monthly in arrears, beginning on the first day of the month immediately following initiation of project planning.
- If Client has purchased any change management services, those services will be invoiced in accordance with the Agreement.
- Notwithstanding anything to the contrary stated above, the following payment terms shall apply to fees specifically for migrations: Tyler will invoice Client 50% of any Migration Services Fees listed above upon Client approval of the product suite migration schedule. The remaining 50%, by line item, will be billed upon the go-live of the applicable product suite. Tyler will invoice Client for any Project Management Fees listed above upon the go-live of the first product suite. Annual SaaS Fees will be invoiced upon availability of the hosted environment.

Any SaaS or hosted solutions added to an agreement containing Client-hosted Tyler solutions are subject to Tyler's SaaS Services terms found here: https://www.tylertech.com/terms/tyler-saas-services.

Unless otherwise indicated in the contract or amendment thereto, pricing for optional items will be held for six (6) months from the Quote date or the Effective Date of the Contract, whichever is later.

Customer Approval: ______________________________ Date: ______________________________

Print Name: ______________________________ P.O.#: ______________________________

COUNCIL BILL NO. ___25-49__ **ORDINANCE NO. ___**

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

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

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

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

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

SECTION IV: 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: Budget Ways & Means Committee

COUNCIL BILL NO. ___25-50____ ORDINANCE NO. _______

AN ORDINANCE AMENDING THE ANNUAL OPERATING AND CAPITAL BUDGET OF THE CITY OF CARTHAGE FOR FISCAL YEAR 2024 - 2025 FOR SPECIFIED FUNDS (GENERAL FUND, USE TAX FUND, PUBLIC FACILITIES BOND FUND, FIRE SALES TAX FUND, PUBLIC SAFETY FUND, AND CIVIC ENHANCEMENT FUND).

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

SECTION I: The City of Carthage's 2024 – 2025 Annual Operating and Capital Budget for the **General Fund,** is hereby amended to reflect supplemental appropriations from the unallocated and unappropriated Fund Balance, for:

- the **Taxi Department**, is hereby amended to reflect a supplemental appropriation of an amount not to exceed $1,070.50 to the Vehicle Maintenance line item for an air conditioner repair; and

SECTION II: The City of Carthage's 2024 – 2025 Annual Operating and Capital Budget for the **Use Tax Fund,** is hereby amended to reflect supplemental appropriations from the unallocated and unappropriated fund balance, for:

- An amount not to exceed $15,050 to the Parks Capital Outlay line item for curtains at Memorial Hall; and
- An amount not to exceed $398,000 to the Transfer to Others line item for a transfer to the Public Facilities Bond Fund for the additional I-49 project expenses; and

SECTION III: The City of Carthage's 2024 – 2025 Annual Operating and Capital Budget for the **Public Facilities Bond Fund,** is hereby amended to reflect supplemental appropriations from the unallocated and unappropriated Fund Balance, for:

- To reflect a supplemental appropriation of $398,000 to the Transfers from Others to the Capital Projects line item for project overage on the I-49 Roundabout; and

SECTION IV: The City of Carthage's 2024 – 2025 Annual Operating and Capital Budget for the **Fire Sales Tax Fund,** is hereby amended to reflect supplemental appropriations from the unallocated and unappropriated Fund Balance, for:

- An amount not to exceed $750,000 to the Capital Outlay line item for the lease purchase of a fire truck; and
- An amount not to exceed $412,177 to the Transfers to Others for a transfer to the General Fund; and

SECTION V: The City of Carthage's 2024 – 2025 Annual Operating and Capital Budget for the **Public Safety Fund,** is hereby amended to reflect supplemental appropriations for:

- To reflect a supplemental appropriation of up to $23,991.55 for Grant Revenues from Law Enforcement Sales Tax (LEST) to the Police Department for General Tools & Supplies line item $12,315 for ODET fee of $4,000, FTO software fee of $2,100, First Aid Kits fee of $2,615 and First Two software fee of $3,600, and to the Capital Outlay line item $11,676.55 for Translators fee of $1,920, iPad fee of $2,493 and Radio Batteries fee of $7,263.55; and

SECTION VI: The City of Carthage's 2024 – 2025 Annual Operating and Capital Budget for the **Civic Enhancement Fund,** is hereby amended to reflect supplemental appropriations for:

- To reflect a supplemental appropriation of up to $500 for a donation from the Boylan Foundation to the Parks Department for Supplies.

SECTION VII: 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

Mayor's Appointments

July 2025

Ward 4 Council Member

NAME	PHONE	ADDRESS	APPOINTED	EXPIRES
Elizabeth Kang	916-494-8359	716 Belle Aire Place	7/22/2025	April 2026

Public Works Director

NAME	APPOINTED
Josiah Bayless	7/22/2025

Carthage Water and Electric Plant Board

4 Year Term – 6 Members – Meets 3rd Thursday, 3 PM – CWEP Community Room

NAME	PHONE	ADDRESS	APPOINTED	EXPIRES
Brian Schmidt	793-9716	1317 Ashley Drive	4/14/2009	June 2029
Ron Ross	388-0956	11411 Goldenrod Road	4/26/2005	June 2029

Planning, Zoning and Historic Preservation

4 Year Term – 7 Members – Meets 1st Thursday, 5:30 PM – Council Chambers

NAME	PHONE	ADDRESS	APPOINTED	EXPIRES
Derek Peterson		Council Liaison		April 2026
Robyn Peterson	439-5694	1131 Grand Avenue	7/22/2025	Nov-2026
Heather Collier	617-980-1467	528 E Centennial	7/22/2025	April 2027
Rick Stuart	816-804-2933	1118 Belle Air	7/22/2025	Mar 2029

Carthage Tree Board

3 Year Term – 5 Members – Meets 1st Tuesday 4:30, Parks and Rec Office

NAME	PHONE	ADDRESS	APPOINTED	EXPIRES
Zachary Cline	559-3403	13503 CR 120	7/22/2025	Dec 2026
Noah Smith	388-3763	1512 E. Chestnut	8/28/2018	Aug-2027

McCune Brooks Regional Hospital Trust Board

4 Year Term – 5 Members – Quarterly – Schmidt's CPA

NAME	PHONE	ADDRESS	APPOINTED	EXPIRES
Kelly Gier	674-7740		7/22/2025	May 2027
Dr. Katrina Wicklund		1803 Shannon Drive	7/22/2025	May 2028
Jimmy Grimes	437-4209	729 E Highland Ave	7/22/2025	Nov 2029

Enhanced Enterprise Zone Board

5 Year Term – 7 Members – Meets on Call

NAME	PHONE	ADDRESS	APPOINTED	EXPIRES
Jeff Meredith	237-7300	627 W Centennial	7/22/2025	May 2027
Jenny Brust	358-4065	831 W Fairview Ave	7/22/2025	Mar 2028
***replacing Paul Eckels				
Traci Cox	237-7003	326 Grant St	7/22/2025	Sept 2029
Tom Flanigan	358-0421	302 S. Main Street	9/12/2006	Sept 2029
Chuck Bryant	237-7300	627 W. Centennial	8/25/2025	Aug 2030
Dr. Luke Boyer	359-7000	709 W. Centennial	7/22/2025	Aug 2030
Alan Snow	793-7234	1110 Euclid Blvd	10/27/2020	Oct 2030

Zoning Board of Adjustments

5 Year Term – 5 Members – Meets on Call, City Hall

NAME	PHONE	ADDRESS	APPOINTED	EXPIRES
Ron Peterson, Jr	850-9733	1131 Grand Avenue	7/22/2025	Aug 2027
**** replacing Sid Teel				
Jerry Poston	358-5052	1601 S Garrison	8/8/2017	Aug 2029
Gail White	310-7262	1017 Gene Taylor Dr	7/22/2025	Aug 2027
****replacing Jim Swatsenbarg				

Personnel Appeals Board

4 Year Term – 4 Members – Meets on Call

NAME	PHONE	ADDRESS	APPOINTED	EXPIRES
Greg Kester	798-1117	1935 S Main St	11/10/2020	Nov 2028
Kyle Catron		2320 Allison	7/13/2021	July 2029
Pat Goff	358-8875	1163 S Grand	8/13/2013	Aug 2029
Van Bennett	359-4070	740 Euclid St	7/22/2025	July 2029

Civil War Museum Board

3 Year Term – 7 Members – Meets on Call

NAME	PHONE	ADDRESS	APPOINTED	EXPIRES
Brian Crigger	576-0371	920 E Highland	7/22/2025	Dec 2027
Dr. David Armstrong	793-9811	1024 Oak Street	7/22/2025	Dec 2027

Police and Fire Pension Committee

2 Year Term – 7 Members – Meets Quarterly, City Hall

NAME	PHONE	ADDRESS	APPOINTED	EXPIRES
Mike Zeiter	314-221-2758	9880 Geranium Road	7/22/2025	July 2026
Jody Roughton	237-7100	401 W Chestnut	12/14/2021	July 2026
Jason Martin	358-1633	401 W Chestnut	11/14/2006	July 2026
Jeff Pinnell	237-7200	310 W Fourth St	11/24/2020	July 2026
Chad Dininger	237-7200	310 W Fourth St	7/12/2022	July 2026
Tymon Bay	380-4757	2013 Beau Drive	4/27/2021	July 2026

Care Leave Committee

2 Year Term – 7 Members – Meets on Call

NAME	PHONE	ADDRESS	APPOINTED	EXPIRES
Heather Wolfe	237-7200	310 W Fourth St	7/22/2025	April 2027
Police Dept Representative				

Mayor's Appointments-Biographies of new appointees

Ward 4 Council Member

NAME	PHONE	ADDRESS	APPOINTED	EXPIRES
Elizabeth Kang	916-494-8359	716 Belle Aire Place	7/22/2025	April 2026

- Grew up in Carthage and graduated from Carthage High School
- Previously served as board member of St. Luke's Nursing Center, volunteered with Big Brothers/Big Sisters
- Currently volunteers with Vision Carthage
- Member of ArtCentral
- Passionate about supporting local businesses, enhancing tourism, strengthening planning and zoning, expanding community engagement, and continuing beautification and clean-up efforts

Planning, Zoning and Historic Preservation

4 Year Term – 7 Members – Meets 1st Thursday, 5:30 PM – Council Chambers

NAME	PHONE	ADDRESS	APPOINTED	EXPIRES
Derek Peterson		Council Liaison		April 2026
Robyn Peterson	439-5694	1131 Grand Avenue	7/22/2025	Nov-2026
Heather Collier		528 E Centennial	7/22/2025	April 2027
Rick Stuart			7/22/2025	March 2029

- Rick Stuart – Police Officer, Traffic Sergeant, and Crime Prevention Officer, owned and operated his own home repair company for the last 20 years, was responsible for the repairs and maintenance for the Historic Alexander Major and The John Wornall Houses in Kansas City, trained, certified, and experienced in electrical, plumbing, and all phases of construction – familiar with reading and adhering to codes and ordinance
- Heather Collier – Resident for 18 years, previous Director of the Carthage Community Foundation, current board member for Art Feeds and the Steadley Trust, Master's in Organizational Psychology & Business from University of Tulsa, undergrad from Auburn University
- Robyn Peterson – lives in Historic Platt House, US Air Force Veteran, Bachelor of Science in Social Work from SWMO State, Master's in Social Work from Missouri State, Licensed Clinical Social Worker
-

Carthage Tree Board

3 Year Term – 5 Members – Meets 1st Tuesday 4:30, Parks and Rec Office

NAME	PHONE	ADDRESS	APPOINTED	EXPIRES
Zachary Cline	559-3403	13503 CR 120	7/22/2025	Dec 2026
Noah Smith	388-3763	1512 E. Chestnut	8/28/2018	Aug-2027

- Zachary Cline – Certified Arborist, owner of Jasco Tree

McCune Brooks Regional Hospital Trust Board

4 Year Term – 5 Members – Quarterly – Schmidt's CPA

NAME	PHONE	ADDRESS	APPOINTED	EXPIRES
Kelly Gier			7/22/2025	May 2027
Dr. Katrina Wicklund		1803 Shannon Dr	7/22/2025	May 2028
Jimmy Grimes		729 E Highland	7/22/2025	Nov 2029

- Kelly Gier – works for Jasper County CASA as Director of Development, lifelong Carthage resident, Board Member of Carthage Area United Way, Past Board Member of Innovative Industries, Past Board Member of Carthage R(Foundation, Past Board Member of Children's Have, Past Board Member of Carthage Public Library
- Dr. Katrina Wicklund – Dentist at Carthage Dental Associates, UMKC and Drury Graduate, Graduate of CHS and resident since 2000
- Jimmy Grimes – Senior VP of Sales for Adjustable Bed Group at Leggett and Platt, Inc. for 43 years, Current board member of Fair Acres YMCA, United Way 2024-2025 Citizen Reviewer, Member of Carthage Rotary Club

Enhanced Enterprise Zone Board

5 Year Term – 7 Members – Meets on Call

NAME	PHONE	ADDRESS	APPOINTED	EXPIRES
Jenny Brust	358-4065	831 W Fairview Ave	7/22/2025	Mar 2028

***replacing Paul Eckels

- Senior VP for Sales and Marketing at HE Williams

Zoning Board of Adjustments

5 Year Term – 5 Members – Meets on Call, City Hall

NAME	PHONE	ADDRESS	APPOINTED	EXPIRES
Ron Peterson, Jr			7/22/2025	Aug 2027
Gail White			7/22/2025	Aug 2027

- Ron Peterson, Jr. – Carthage Native and CHS graduate, US Navy enlisted Veteran, Background in Cable TV, Telecommunications, and broadband industries, Rotary Club member, Carthage Historic Preservation board member since 2009
- Gail White – Realtor with Real Pro for 10 years, graduate from CHS

Personnel Appeals Board

4 Year Term – 4 Members – Meets on Call

NAME	PHONE	ADDRESS	APPOINTED	EXPIRES
Van Bennett		740 Euclid Street	7/8/2025	July 2029

- Van Bennett – CHS graduate, 31 years of service with the Carthage Police Department, established Carthage R-9 School Resource Officer program and served as inaugural SRO for 6 years, past president and current board member of Carthage Historic Preservation, Knights of Pythias Fraternal Lodge 14 past Chancelor Commander

Civil War Museum Board

3 Year Term – 7 Members – Meets on Call

NAME	PHONE	ADDRESS	APPOINTED	EXPIRES
Brian Crigger	576-0371	920 E Highland	7/22/2025	Dec 2027
Dr. David Armstrong	793-9811	1024 Oak Street	7/22/2025	Dec 2027

- Brian Crigger – Jr. High Teacher for 20 years, teaches 8th grade American History/ Civil War
- Dr. David Armstrong – lifelong Carthage resident, historian, and educator with deep-rooted ties to the Battle of Carthage Civil War Museum, former council liaison to the board and former board member of the Battle of Carthage, Inc

Police and Fire Pension Committee

2 Year Term – 7 Members – Meets Quarterly, City Hall

NAME	PHONE	ADDRESS	APPOINTED	EXPIRES
Mike Zeiter	314-221-2758	9880 Geranium Road	7/22/2025	July 2026

- Mike Zeiter- Accounting degree from University of Missouri, Founder and Principal of Foundations Financial Planning and Zeiter Tax Services, Treasurer of Carthage Rotary Club and Boots Court Foundation

Council Committee

Budget Ways & Means	Committee on Insurance/Audits and Claims	Public Service
Alan Snow*	Derek Peterson*	Jana Schramm*
Derek Peterson**	Ron Wells**	Ray West**
Jana Schramm	Kate Gilpin	Jack Perkins
David Thorn	Beth Kang	Beth Kang

Public Safety		Public Works
Alan Snow*	*Chairman	Derek Peterson*
Ray West**	**Vice-Chairman	Ron Wells**
Kate Gilpin		Jack Perkins
David Thorn		David Thorn

Elected Officials and Administrative Staff

City Administrator- Traci Cox
326 Grant Street
417-237-7003

Mayor-Bren Flanigan
801 S Country Club Rd
417-237-7003
b.flanigan@carthagemo.gov

City Attorney-
326 Grant Street
417-237-7003

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

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

Council Members

WARD 1

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

*Kate Gilpin***
100 E 4th St
417-388-1650
k.gilpin@carthagemo.gov

WARD 3

*Jack Perkins**
1170 S Main Street
713-306-1837
j.perkins@carthagemo.gov

*David Thorn***
205 W Macon St
417-392-1333
d.thorn@carthagemo.gov

WARD 4

*Beth Kang**
716 Belle Aire Place
916-494-8359
b.kang@carthagemo.gov

*Alan Snow***
1110 Euclid Blvd
417-793-7234
a.snow@carthagemo.gov

WARD 2

vacant

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

*Term ends 2026
**Term ends 2027

WARD 5

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

*Ron Wells***
2026 S Maple St
417-388-1010
r.wells@carthagemo.gov

Board Liaison Representatives from Council
7/22/2025

Boards	**Liaison**
Carthage Humane Society Board Meets 3rd Thursday, 6:30 p.m., SMB Community Room	Kate Gilpin
Carthage Water & Electric Meets 3rd Thursday, 3:00 p.m. , CW&EP	Jack Perkins
Civil War Museum Meets on call	Ron Wells
County Commissioners Meeting Meets every Tuesday 9:00 am , Jasper County Courthouse	Ron Wells
H.S. Truman Council of Government Meets 4th Wednesday, 11:30 a.m. , C. J. Police Dept	Jana Schramm
Kellogg Lake Meets 3rd Thursday 6:00 p.m. , Community Room at Ulmer Funeral Home	Ray West
Library Board Meets 2nd Tuesday , 5:15 PM, Public Library	David Thorn
Mercy McCune-Brooks Hospital Quarterly, Stan Schmidt's Office	Alan Snow
Personnel Appeals Board Meets on Call	Jack Perkins
Planning, Zoning & Historic Preservation Meets 1st Thursday at 5:30 p.m., Council Chambers	Derek Peterson
Police & Fire Pension Meets 4th Tuesday after quarter end 11:30 am, City Hall - lunch meeting	
Police Personnel Board Meets on Call	Alan Snow
Tree Commission Meets 1st Tuesday, 4:30, Parks and Rec Office	Alan Snow
Vision Carthage Meets 3rd Wednesday at 7:30 a.m., CW&EP Community Room	Jana Schramm
Boots Court Foundation Liasion Every other month, Third Tuesday, 5:30 pm	Beth Kang

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

Sponsored by: Public Safety Committee

RESOLUTION NO. ___2095____

A RESOLUTION AUTHORIZING A SUPPLEMENTAL BUDGET ADJUSTMENT TO THE FIRE SALES TAX FUND FOR THE CAPITAL OUTLAY AND TRANSFER TO OTHER FUNDS LINE ITEMS, TO THE USE TAX FUND FOR TRANSFER TO OTHERS LINE ITEM, AND TO THE PUBLIC FACILITIES BOND FUND TRANSFER REVENUE AND CAPITAL PROJECTS LINE ITEMS FOR FISCAL YEAR 2024-2025.

WHEREAS, the City adopted a budget and appropriated funds for fiscal year 2024-2025; and

WHEREAS, unanticipated expenditures are expected to exceed the original adopted budget in the Fire Sales Tax Fund and Public Facilities Bond Fund and budgetary changes are necessary within this fund to provide increased appropriation levels; and

WHEREAS, the City may increase the current year adopted budget through supplemental appropriations; and

WHEREAS, the Budget Ways & Means Committee met and discussed additional appropriations at their July 22, 2025 meeting.

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

That the City hereby approves the implementation of a line-item adjustment to the Capital Outlay line item for $750,000 to record lease purchase of fire truck and $412,177 to the Transfers to Others line item for transfer to the General Fund, in the Fire Sales Tax Fund.

The City hereby also approves the implementation of a line-item adjustment of $398,000 to the Transfers to Others line item in the Use Tax Fund, for transfer to the Public Facilities Bond Fund for the additional I-49 project expenses.

The City hereby also approves the implementation of a line-item adjustment of $398,000 to the Transfer Revenue line item, and the Capital Projects line item for $398,000 for overage on the I-49 Roundabout Project, in the Public Facilities Bond Fund.

PASSED AND APPROVED THIS _________ DAY OF __________, 2025.

____

David B. Flanigan, Mayor

ATTEST:

____

Miranda Deal, City Clerk

Sponsored by: Budget Committee

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: ________________________