



City of Carthage, Missouri

CITY COUNCIL

July 14, 2026 - 6:30 PM
CITY HALL COUNCIL CHAMBERS

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 23, 2026 Minutes
- 6. Presentations/Proclamations**
- 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. 26-43 -- An Ordinance amending Section 10-2 – Open Burning, of the Carthage City Code.
- 16. New Business**
 1. Consider and discuss a letter of support for The Villas at Myers Park II
- 17. Mayor's Appointments**

18. Resolutions

1. Resolution 2125 -- A Resolution authorizing a supplemental budget adjustment to the General Revenue Fund for the Fire Department Capital Outlay and Grant Revenue line item, Golf Fund for the Capital Outlay and Lease Proceeds line item, Capital Improvement Tax Fund for Transfer to Others line item, and to the South Economic Development Park Fund for Transfer from Others line item, for Fiscal Year 2025-2026

19. Closing Comments

20. Executive Session

1. **CLOSED SESSION:** ACCORDING TO SECTION 610.021 (1), THE AGENDA INCLUDES THE POSSIBILITY OF A VOTE TO CLOSE PART OF THE MEETING TO DISCUSS LEGAL ACTIONS, CAUSES OF ACTION OR LITIGATION INVOLVING A PUBLIC GOVERNMENTAL BODY OR ITS REPRESENTATIVES AND ITS ATTORNEYS.

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 23, 2026 – 6:30 PM
CITY HALL COUNCIL CHAMBERS

MINUTES

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 Chad Dininger led the Pledge of Allegiance.

The following Council Members answered roll call: Juan Topete, Robin Harrison, Ray West, Mariela Telles, David Thorn, Jack Perkins, Alan Snow, Beth Kang, Ron Wells, Susan Reddy. City Attorney Jon Gold and City Administrator Traci Cox were also present.

The following Department Heads were present: Police Chief Chad Dininger, Fire Chief Jason Martin, Public Works Director Josiah Bayless, and Parks and Recreation Director Richard Bonine, and City Clerk Miranda Deal.

Mr. Topete made a motion, seconded by Mrs. Harrison, to approve the minutes of the June 9, 2026 Council Meeting. Motion carried.

During Citizen Participation, Mitsy Welch was present to speak to the Council. Toby Hulstine, the Operations Manager for the Fairbridge hotel in town, was present to invite any council members interested to come and take a tour to see what changes are being done to that location. Judy Thomas, with the Carthage Rodeo, was present to explain all the upgrades they have been doing at the fairgrounds and how they are trying to grow their events to get more people and Melissa Little, the Tourism Director, has done a wonderful job in helping them market their events and apply for grants for their upgrades. They couldn't do what they have done recently without her.

Mr. Snow reported that the Budget Ways and Means Committee is between meetings. The next meeting is scheduled for July 13th at 5:30 pm.

Mr. Wells reported that the Committee on Insurance, Audit and Claims met on this day and approved the claims. They reviewed the job description for the Assistant Parks and Recreation Director. They tabled the Administrative Assistant description for the parks office until the next meeting. Mrs. Harrison made a motion, seconded by Mr. West, to approve the Assistant Parks and Recreation Director Position. Motion carried. The next meeting is scheduled for July 14th at 6 pm.

Mr. Thorn reported that the Public Safety Committee met June 15th in Council Chambers. They discussed the closure of the roads in Municipal Park for the Jasper County Youth Fair in July. Mr. Thorn made a motion, seconded by Mr. Topete, to close Fairway Drive from Tuesday – Saturday July 14th-18th, Clover Lane from Wednesday-

Saturday July 15th-18th and allow food trucks in the area Monday-Saturday, and allow camping in the park for the exhibitors taking care of livestock from July 11th-18th. Motion carried. The committee discussed the 6th annual Hispanic Heritage Days to be held in Central Park, this event has food trucks, live music, and a car show and they are requesting street closures for the event.. Mr. Thorn made a motion, seconded by Mr. Topete, to close 7th Street between Garrison and Lyon, Lyon Street between 7th and Chestnut, and the west bound lane of Chestnut between Lyon and Garrison to be closed between 11 am – 11 pm on September 26th. Motion carried. They discussed changes to the burning regulations which is under new business for the evening. They also approved bids for 9 new mattresses and bed frames for the fire department. Mr. Thorn made a motion, seconded by Mr. Topete, to approve the bid from Fire Station Furniture Company in the amount of \$8,459.82 for 9 twin mattresses and 9 bed frames. Motion carried. The next meeting is scheduled for July 20th at 5:30 pm.

Ms. Kang reported that the Public Services Committee met June 16th in Council Chambers. The committee discussed the use of Hudl cameras at the softball fields. The cameras would only run during games and they can be used to review game footage, scouting, and could be shared with other schools who ask for it. There would be no cost to the City and they would coordinate installation with the parks office. Mrs. Harrison made a motion, seconded by Ms. Reddy to approve the installation of Hudl cameras at the Fair Acres Sports Complex. Motion carried. The committee also heard from the Hispanic Connection about the Hispanic Heritage Days. Ms. Kang made a motion, seconded by Mr. Topete, to allow the use of Central Park on September 26th from 11 am to 11 pm. Motion carried. The annual Sudstock event will be on June 27th at Municipal Park. This is put on by the Alliance of Southwest Missouri. Ms. Kang made a motion, seconded by Mr. Topete, to allow the Sudstock event in Municipal Park on June 27th from 12 pm – 3 pm. Motion carried. Agape Farms asked for the use of Central Park for a community event where Golden Retrievers who have been adopted by the farm can reunite, citizens and their dogs are also welcome so long as they are on a leash. Ms. Kang made a motion, seconded by Mr. Wells to allow the use of Central Park from 11 am – 2 pm on July 11th for the event. Motion carried. The committee also discussed an RFP for Tourism. The city is wanting to really expand the tourism and get measurable metrics that show what is being done is increasing tourism. The lodging tax revenue has been flat for several years, and they are wanting to increase it. Ms. Kang made a motion, seconded by Ms. Reddy to post the RFP to see what responses are received. Motion carried. The next meeting is scheduled for July 21st at 5:30 pm.

Mr. Topete reported that the Public Works Committee is between meetings. The next meeting is scheduled for July 7th at 5:30 pm.

Special Committee and Board Liaison reports were given by Mr. Perkins for the CWEP Board, Mr. West for the Kellogg Lake Board, Ms. Reddy for the Boots Visitors Center, and Ms. Kang for Vision Carthage.

Mayor Flanigan reported on attending the Housing committee meeting, CWEP, CEDC, and the legislative wrap up meetings. He also reported on meeting with Brian Schmidt

and Lee Salyer on the Library Board, he attended the flag box dedication at fire station 1. He also had a meeting with the member of the fire district board and discussed services and funding for the fire district. The bridge committee also continues to work to hopefully get some funding questions answered soon on what funding can be provided for them.

During Remarks from Council Members, Mr. West would like some information to go out about the pool and the repair costs. Mr. Thorn appreciated the landfill being opened early and the citywide limb pick up by the street department. Ms. Snow thanked Melissa Little for helping with the Civil War Reenactment. Mrs. Reddy also appreciated the city limb pickup.

Fire Chief Jason Martin reported that he also attended the meeting with the fire district board. He thanked Truman Fisher for choosing the flag box as his Eagle Scout project and that there have already been numerous flags dropped off in it. During the last big storm, there was one siren that failed to sound, there was a loose wire that did not get the signal to sound. It was located in the middle of town in an area that is overlapped by the other sirens. As soon as it was safe to, they were out checking the siren and fixed the issue so it is working now. He is coordinating with Joplin and JASCO to see if there was enough significant damage to qualify for disaster funding.

Public Works Director Josiah Bayless updated everyone on the storm cleanup from the June 13th storm. There were 14 trees in the roads, the crews worked from midnight to 6 am clearing them. There have been 163 dump truck loads picked up or about 27 a day, and 1,014 citizen loads taken to the recycling center. The street department has one new hire and still one open position. He will be sending out his code enforcement update on Friday. He also reported that the free limb drop off would go through Friday June 26th.

Parks and Recreation Director Richard Bonine reported that there were three different tournaments going on last week, baseball, softball, and golf. There are plenty more coming. He also said he would work on sending out a list of events that are scheduled for the Red, White and Boom event on July 4th.

City Administrator Traci Cox introduced Laura Taylor who was at the meeting. She is interning with the City and she will be making her rounds to the different departments to see what each one does for the city and citizens. She thanked the crews for their storm cleanup. She also talked about attending the historic tax credit seminar that was held at City Hall. That meeting was recorded so if anyone is interested in watching, it is on the City youtube page. She reported that her and Mr. Bonine met with Landmark Aquatics and they are fairly confident that they found the major leak source at the pool. They are also supposed to give information on what it would take to get the existing building and pools up to code rather than building a new one.

The City of Carthage held a public hearing for the approval of the City of Carthage Budget for Fiscal Year 2026-2027. Mr. Wells stated that he was disappointed in the

citizens for not showing up. He doesn't want to see any complaints about the budget since no one bothered coming to discuss their issues on the budget with the Council.

The Committee on Claims filed a report in the amount of \$1,491,076.73 against the following funds: General Revenue \$83,774.25, Public Health \$57,203.44, Lodging \$12.36, Public Safety \$3,813.81, Parks/Stormwater \$2,363.50, Fire Protection \$1,363.79, Golf \$13,426.88, Capital Improvements \$6,906.00, Judicial Education \$351.00, Use Tax \$18,137.00, Public Facilities Bond \$7,360.00, Payroll \$396,364.70, and Carthage Water & Electric \$900,000.00. Mr. Wells made a motion, seconded by Mr. Topete, to accept the report and allow the claims. Motion carried.

Under Old Business, C.B. 26-39 -- 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 10 yeas and 0 nays. Ayes: Juan Topete, Robin Harrison, Ray West, Mariela Telles, David Thorn, Jack Perkins, Alan Snow, Beth Kang, Ron Wells, Susan Reddy. The Council Bill was approved and numbered Ordinance 26-39.

C.B. 26-40 -- An Ordinance adopting the Annual Operating and Capital Budget of the City of Carthage for the Fiscal Year 2026 – 2027 was placed on second reading followed by a roll call vote of 9 yeas and 1 nays. Ayes: Juan Topete, Robin Harrison, Ray West, Mariela Telles, David Thorn, Jack Perkins, Alan Snow, Beth Kang, Susan Reddy. Nays: Ron Wells. The Council Bill was approved and numbered Ordinance 26-40.

C.B. 26-41 -- An Ordinance accepting the First Re-plat of Creekside Subdivision Lots 42, 43 and 44, as submitted by Schuber Mitchell Homes, LLC., generally located at Chapel Road and Marble Avenue, in the City of Carthage, Missouri, was placed on second reading followed by a roll call vote of 10 yeas and 0 nays. Ayes: Juan Topete, Robin Harrison, Ray West, Mariela Telles, David Thorn, Jack Perkins, Alan Snow, Beth Kang, Ron Wells, Susan Reddy. The Council Bill was approved and numbered Ordinance 26-41.

C.B. 26-42 — An Ordinance amending the Annual Operating Budget and Capital Budget of the City of Carthage for Fiscal Year 2025 - 2026 for specified funds (General Fund, Public Safety Fund, Golf Fund, and Capital Improvement Tax Fund) was placed on second reading followed by a roll call vote of 10 yeas and 0 nays. Ayes: Juan Topete, Robin Harrison, Ray West, Mariela Telles, David Thorn, Jack Perkins, Alan Snow, Beth Kang, Ron Wells, Susan Reddy. The Council Bill was approved and numbered Ordinance 26-42.

Under New Business, C.B. 26-43 -- An Ordinance amending Section 10-2 – Open Burning, of the Carthage City Code was placed on first reading with no action taken.

During Mayor's Appointments, Mr. Snow made a motion, seconded by Mr. Topete, to approve the Mayor's Appointment of Jason Martin and Ken Lown from the Fire

Department and Jeff Pinnell and Ethan Snow from the Police Department to the Police and Fire Pension Committee until July 2028. Motion carried.

During closing comments, the Mayor encouraged all to attend the fourth of July events that are going on in the City. He also asked that everyone try to support the downtown local businesses during the summer. Mr. Thorn wished everyone a happy fourth of July. Mr. Perkins thanked Mr. Bonine and his crews, the storm happened on a Saturday night and there were people out golfing at 7 am on Sunday. The golf crews did a great job clearing off the greens to keep play going. Mr. Snow wished everyone a happy fourth of July. Mrs. Kang thanked Mr. Snow and Ms. Cox for their help with the budget process and explaining everything. She also was thankful for the storm communications and the cleanup. Mr. Wells talked about the amount of people who attended the Civil War Reenactment earlier in the month. Mr. Topete thanked the crews for the storm cleanup.

Mrs. Harrison made a motion, seconded by Mr. Snow, to adjourn the regular session of the Council Meeting. Motion carried and meeting adjourned at 8:30 pm.



City of Carthage, Missouri

COMMITTEE ON INSURANCE/AUDIT AND CLAIMS

June 23, 2026 - 6:00 PM
CITY HALL COUNCIL CHAMBERS

MINUTES

1. Call to Order

MEMBERS PRESENT: Ron Wells, Robin Harrison, Susan Reddy, Ray West

OTHER COUNCIL MEMBERS: Mayor David B. Flanigan

STAFF PRESENT: City Administrator Traci Cox, City Clerk Miranda Deal, IT Administrator Michael Keith, and HR Coordinator Michael Miller

Chair Ron Wells called the meeting to order at 06:00 PM.

2. Old Business

1. Approval of June 9, 2026 Minutes

ACTION: Motion to accept/approve item 2.1. by Ray West;
Motion passed with a 4:0

AYES: Ron Wells, Robin Harrison, Susan Reddy, Ray West

2. Review & Approval of the Claims Report

ACTION: Motion to accept/approve item 2.2. by Robin Harrison;
Motion passed with a 4:0

AYES: Ron Wells, Robin Harrison, Susan Reddy, Ray West

3. Citizens Participation

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

4. New Business

1. Consider and discuss Assistant Parks & Recreation Director job description. Ms. Cox explained that the Parks and Recreation Director is the only one that does not have an assistant to cover when they are absent. The duties fall to her as City Administrator and with so many moving parts in the Parks, it would be beneficial to have an Assistant to take over in the Director's absence.

ACTION: Motion to forward to council for approval by Ray West;

Motion passed with a 4:0

AYES: Ron Wells, Robin Harrison, Susan Reddy, Ray West

2. Consider and discuss Parks Administrative Assistant job description.

ACTION: Motion to postpone item 4.2 until the July 14 meeting by Robin Harrison;

Motion passed with a 4:0

AYES: Ron Wells, Robin Harrison, Susan Reddy, Ray West

3. Staff Reports

Ms. Cox reported that there is still an ongoing audit happening over the golf course.

5. Adjournment

ACTION: Motion to adjourn at 6:07 pm by Robin Harrison;

Motion passed with a 4:0

AYES: Ron Wells, Robin Harrison, Susan Reddy, Ray West

**--NOTICE OF MEETING--
PUBLIC WORKS COMMITTEE**

July 7, 2026

5:30 PM

CITY HALL

326 GRANT STREET

COUNCIL CHAMBERS

OLD BUSINESS

- **Consideration and Approval of minutes from Meeting on June 2, 2026.**

CITIZENS PARTICIPATION

NEW BUSINESS

- **Discuss Overhead Electric Easement between The City of Carthage and CWEP**
- **Consider and Discuss Permit Fees for Villas at Myers Park**
- **Discuss list of Unfit Structures**

OTHER BUSINESS

STAFF REPORTS

- **Josiah Bayless**
- **Traci Cox**

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 THE MEETING.**

POSTED: 07/2/2026

BY: Rachel Sutherland

PUBLIC WORKS COMMITTEE

Public Works Department 623 E 7th Carthage MO 64836
Tele: (417) 237-7010 Fax: (417) 237-7011

"America's Maple Leaf City"



July 7, 2026, PUBLIC WORKS COMMITTEE MEETING MINUTES

Committee Members present: Juan Topete, Ray West, Jack Perkins, and Robin Harrison

Staff Members present: Josiah Bayless, Director of Public Works, Traci Cox, City Administrator and Rachel Sutherland, Public Works Administrative Assistant.

Citizens Present: Bren Flanigan

Chairperson Juan Topete called the Public Works Committee meeting to order at 5:30 p.m.

Robin Harrison made a motion to accept the minutes of the June 2, 2026, meeting. All ayes, motion passed.

New Business:

1. Josiah presented information regarding an Overhead Electric Easement between The City of Carthage and CWEP for a feeder line at South Industrial Park. Ray West made a motion to forward the Agreement to City Council for an Ordinance. All Ayes, motion passed.
2. The Committee discussed the request by the developer to waive permit fees for The Villas at Myers Park. The developer is trying to acquire State Credits in order to receive funding for this project to build more Senior Housing for the growing list of people. If the City agrees to waive fees it adds to the number of points required to compete for State Credit. Ray West made a motion to forward to City Council and to provide a letter of support, contingent on the developer providing more information to The City regarding what is the dollar amount needed to be waived on fees in order to receive the maximum number of points. All Ayes, motion carried.
3. There are currently 24 properties in the City Limits of Carthage that have been deemed unfit to live in. Josiah would like this list made public in hopes that someone, such as investors, may want to purchase and refurbish these properties. Juan Topete would like this list to be posted in as many places as possible, such as The City's Website.
4. Josiah made a request to have the Agenda Amended to include an offer we have received regarding the Road Grader that the Street Dept currently has. CAT has another County that is wanting to purchase our Grader for \$190,000.00 and we would like to purchase a smaller, newer Grader with less hours for \$129,000.00, allowing us to put \$61,000.0 back into The City's budget. Juan Topete made a motion to amend the agenda, all ayes, motion carried. Robin Harrison made a motion to approve the sale of the current Road Grader and the purchase of a smaller Grader. All ayes, motion passed.

Staff Reports:

Josiah reported:

- The Street Dept has gotten caught up on storm damage clean up
- The city is getting ready for Marion Days
- After our most recent hire, the Street Dept should be fully staffed
- The Jasper County Youth Fair will be starting soon

Juan Topete made a motion to adjourn the meeting at 6:28 p.m. All Ayes, motion carried.

City of Carthage - Public Works

Unfit Structures

1. 404 Case
2. 819 Cedar
3. 1003 Clinton (two on same parcel)
4. 400 S Fulton
5. 404 S Fulton
6. 708 High
7. 716 High
8. 904 Howard
9. 1306 James
10. 901 McGregor
11. 225 N Main
12. 231 N Main
13. 1725 S Main
14. 323 N Maple
15. 210 E Mound
16. 415 W Mound
17. 1009 Olive
18. 904 Olive
19. 623 Orner
20. 627 Orner
21. 523 Pine
22. 1011 Poplar
23. 728 Sycamore
24. 606 E 13th



City of Carthage, Missouri

BUDGET WAYS & MEANS COMMITTEE

July 13, 2026 - 5:30 PM
CITY HALL COUNCIL CHAMBERS

AGENDA

- 1. Call to Order**
- 2. Old Business**
 1. Approve June 8, 2026 Minutes
- 3. Citizens Participation**

(Citizens wishing to speak should notify Department Head or Committee Chair in advance)
- 4. New Business**
 1. Consider and discuss a budget adjustment resolution for FY 2025-2026
 2. Consider and discuss priority based budgeting
 3. Staff Reports
- 5. Adjournment**

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City of Carthage, Missouri

TREE BOARD

July 7, 2026 - 4:30 PM
Parks & Recreation Office
521 Robert Ellis Young Drive
Carthage, MO 64836

AGENDA

1. Old Business

1. Consider and discuss minutes from the previous meeting.

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 memorial tree donation.

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

City of Carthage, Missouri

TREE BOARD

July 7, 2026 - 4:30 PM
Parks & Recreation Office
521 Robert Ellis Young Drive
Carthage, MO 64836

MINUTES

1. Old Business

1. Consider and discuss minutes from the previous meeting.

Mr. Scott motioned to approve the minutes from the previous meeting. The motion passed.

ACTION: Motion to accept/approve item 1.1. by Brandon Scott; second by None;
Motion passed with a 3:0

AYES: Noah Smith, Brandon Scott, Zachary Kline

NOES: None

ABSTAIN: None

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 memorial tree donation.

Stephanie and Brent Hensley presented a request to make a memorial donation at Fair Acres in memory of their father, an avid supporter of Little League. After discussion, the family decided a memorial bench at the Fair Acres baseball stadium was preferred. Ms. Judd advised that Parks and Recreation Director Richard Bonine will follow up regarding the request. No action taken.

4. Staff Reports

Mr. Smith reported the Liberty Tree dedication was held during Red, White and Boom on July 4 at Municipal Park. The Board discussed placing headstones at all four Liberty Tree locations using previously donated limestone slabs. Ms. Judd advised that Parks Maintenance Superintendent Chad Carney has mulched each tree. The Board discussed the ash tree removal project and will follow up with the Parks Director regarding whether the project will proceed this year. Mr. Skinner noted that the City will need to hire an engineer for the removal of ash trees located on the dam at Kellogg Lake Park. The board discussed using the next meeting to evaluate and identify ash trees in most need of removal. Mr. Kline offered to coordinate a volunteer crew to remove dead limbs from trees at Central Park if the Parks Department could handle the cleanup. Ms. Judd advised she would relay the offer to the Parks Director and Parks Maintenance Superintendent.

5. Other Business

6. Adjournment

Mr. Kline motioned to adjourn. The motion passed.

ACTION:	Motion to Adjourn at 05:15 PM by Zachary Kline
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	Motion passed with a 3:0
AYES:	Noah Smith, Brandon Scott, Zachary Kline
NOES:	None
ABSTAIN:	None



AGENDA

Planning, Zoning, and Historic Preservation Commission

Monday, July 6, 2026

5:30 pm

City Hall Chambers

326 Grant St. / Carthage MO 64836

Call to Order

Minutes of Previous Meeting: Monday, June 1, 2026

AMENDED

Public Participation

Each person who wishes to address the commission must put their name and address on the sign-up sheet and shall state their name prior to speaking. Each person is limited to two (2) minutes. The time may be extended by the chair if deemed necessary. Once a person has had their say on a particular issue they are not permitted to once again speak on the issue unless called to answer further questions by the commission or the chair.

Public Hearing

1. To request a Certificate of Appropriateness for façade restoration on property located at 116 - 118 W 4th.

New Business

1. To consider a blight request for property located at 103 E 3rd.

Old Business

1. Discuss Historic District Guidelines

Staff Report

Next Meeting: Monday, August 3, 2026

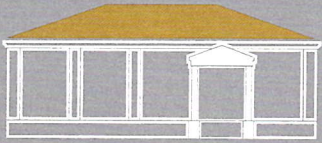
Adjourn

Commission Members

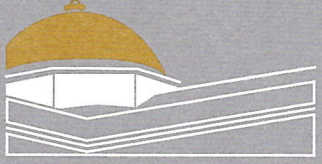
Voting Members:	Chairman	Joshua Anderson	1205 S Main	417-793-2196
	Vice Chairman	Philip Brown	2533 Theo	417-793-8065
	Secretary	Torie Bounous	12522 Dogwood Road	417-310-0124
	Member	Robyn Peterson	1131 Grand Ave	417-439-5694
	Member	Rick Stuart	1118 Belle Aire	816-804-2933
	Member	Vacant	Vacant	Vacant
	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
	Councilmember	Robin Harrison	721 E 10th	417-483-8835

Staff:	Public Works Director	Josiah Bayless	Public Works Department	417-237-7010
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STEADLEY FAMILY LEGACY CENTER



CARTHAGE PUBLIC LIBRARY

612 S. Garrison Avenue

Carthage, Missouri 64836

Ph 417.237.7040

Fx 417.237.7041

carthage.lib.mo.us

CARTHAGE PUBLIC LIBRARY BOARD OF TRUSTEES

Tuesday, July 14 th, 2026, 5:15 p.m.

Steadley Family Legacy Center/Carthage Public Library
612 S. Garrison Avenue, Carthage, Missouri

AGENDA

Roll Call of Members

Minutes from the Last Meeting

Financial Reports

Director's Progress and Service Report

President's Message

Council Liaison's Report

Committee Reports

Building Committee-Parking lot update/Approve
invoice from Randy Dubry Construction

Budget Committee

Community Relations

By-Laws

Revise By-Laws/Gifts of Corporate Stock
Board of Trustees
Code of Ethics

Library Gardens

Carthage in Bloom 1st place award for best
business gardens

Communications

Compensation/Wages

New Business/ Brian Schmidt-Guest

Vote and Approve Resolution for Political
Subdivision Electing Changes in Lagers
Committee Assignments

Payment of Bills

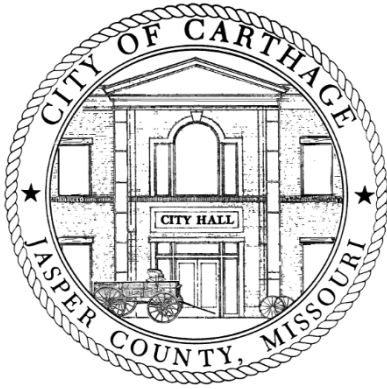
Adjournment

An Ordinance amending Section 10-2 – Open Burning, of the Carthage City Code**Sec. 10-2. Open burning.****(a) Regulations.**

- (1) Open burning of yard waste is allowed provided it originates and is burned on the same premises and unless a permit by the Missouri Department of Natural Resources is issued which supersedes these regulations.
- (2) Yard waste must consist of tree limbs, leaves, brush, or untreated and unpainted wood wastes.
- (3) Open burning is permitted from 7:00 a.m. to 10:00 p.m.
- (4) The fire department must be notified prior to any burning.
- (5) Fires in approved containers may be no less than fifteen (15) feet from any structure.
- (6) Fires not in containers must be no less than twenty-five (25) feet from any structure.
- (7) Fire materials to be burned, not in containers, must be no larger than three (3) feet in diameter and two (2) feet high.
- (8) Fires not in containers larger than the designated size must be no less than fifty (50) feet from any structure and require approval from the fire department.
- (9) Fires must be constantly attended until the fire is extinguished.
- (10) A fire extinguisher with a minimum 4-S **4-A** rating, charged water hose, or other approved extinguishing equipment must be available for immediate utilization.
- (11) Fires may not be burned on any improved street, sidewalk, or alley.
- (12) Fires may not cause a hazardous condition of any kind.
- (13) Fires may not be burned during the time that a burn ban is issued.

(14) Open Burning for Recreational Purposes: Campfires and other fires used solely for recreational purposes, ceremonial occasions or for outdoor noncommercial preparation of food are allowed. Fires shall include only vegetative woody materials or untreated wood products.

- (b) Fire department **or police department** personnel have the authority to order the extinguishment of any fire not within regulations.



The City of Carthage

America's Maple Leaf City

326 Grant St., Carthage, MO 64836 (417) 237-7000 FAX (417) 237-7002

July 14, 2026

Mrs. Julie Smith
Director of Affordable Housing
Missouri Housing Development Commission
1201 Walnut St., Suite 1800
Kansas City, MO 64106

Dear Mrs. Smith:

I am writing this letter in support of MBL Development's proposed senior development, Villas at Myers Park Phase II. Villas at Myers Park Phase II is a 36-unit elderly housing development that will provide needed affordable and market-rate housing opportunities in Carthage, Missouri.

Currently, the Carthage area has an acute need for senior housing. Carthage and the surrounding area are experiencing a growing retirement population with many seniors living on fixed incomes and inadequate housing options. This project will provide a wonderful solution for the City and surrounding area.

Villas at Myers Park Phase II would be a great asset to the Carthage community and ask that you look favorably upon MBL's proposal. To further show the City's support, the City is willing to waive the building, electrical, and plumbing permit fees for this project that total \$15,825.00

Sincerely,

David B. Flanigan
Mayor

cc: Mr. Kip Stetzler, Executive Director-MHDC
D. Kim Lingle, President-MBL Development Company

Please complete the light colored cells. The numbers in the blue colored cells will autopopulate.

Development Name:			
Occupancy:		Type of Construction:	
Developer Name:			
County:		Self-Score Total Points:	0

Note that scoring for Credit Efficiency (up to 7 pts), Development Team Prior Performance (up to 25 pts), and subjective review of Service Enriched and Supportive Housing (up to 5 pts) are not included in the self-scoring. The qualified score will be added to the total proposal score during MHDC's review.

Phase I - Threshold Documents

Executed FIN-100 Application Workbook, FIN-100 Addendum, Fin-101 Identity of Parties	Select
Application Fee	Select
Development Questionnaire	Select
Market Study, Form 1300	Select
Financing Letters of Intent	Select
Notifications	
Chief Executive of Local Jurisdiction	Select
State Senator	Select
State Representative	Select
Executive Director of Local HFA	Select

Phase II - Priority Scoring

Priority Group	
Non-Profit (as defined in section III of 2027 QAP)	Select
HOME CHDO	Select
Supportive Housing	Select
Service Enriched, including Veterans Housing	Select
Preservation	Select
CDBG-DR	Select
Workforce Housing	Select
Opportunity Area (as defined in section III of 2027 QAP)	Select
Phase II Points	0

Phase III - General Scoring

Development Characteristics

Income Targeting (max 13 pts) (no more than 1 category)

Location

Select Location Above
Select Location Above
Select Location Above
Select Location Above

0	
0	
0	
0	
0	
0	

Mixed Income Development (10 pts)

Homeownership Opportunity (5 pts)

0
0

Housing Priorities (max 5 pts + 5 additional pts with MHDC review for total of 10 max pts)	
Select	0
Service Enriched Review (up to 5 pts)	Per MHDC Review
Supportive Housing Review (up to 5 pts)	
Extended Compliance (5 pts)	0
Previous Phase Success (1 pt)	0
Site Location	
Site Location (highest scoring category of a or b will be reflected in score total below)	
<i>a) Cost Burdened Households (no more than 1 category)</i>	
> 20% Cost Burden (10 pts)	0
> 15% Cost Burden (7 pts)	0
> 10% Cost Burden (5 pts)	0
<i>b) Opportunity Area (7 pts)</i>	0
Rural Underserved County (5 pts)	0
Preservation (up to 15 pts)	0
Use of Resources	
Leveraged Funds (max 13 pts for all categories)	
<i>a) Favorable Financing (up to 7 pts)</i>	
> 2.5% (3 pts)	0
> 5% (5 pts)	0
> 7.5% (7 pts)	0
<i>b) Local Government Support (3 pts)</i>	0
<i>c) CDBG-DR Funds (3 pts)</i>	0
Project-based Rental Assistance (max 5 pts)	0
Development Team	
Development Team Prior Performance (max 25 pts)	Per MHDC Review
Phase III Objective Points	0
Developer comments on items associated with scoring including comments MHDC should consider when scoring prior performance:	

Villas at Myers Park

Summary

The Villas at Myers Park project includes six residential buildings with a total of 36 residential units, along with one maintenance building and one community building. Based on the projected fee schedule, the estimated total permit cost is \$33,977.50. These amounts are estimates and may change after final plans are submitted and reviewed.

Project Information

- The project includes six residential structures, with six units in each structure.
- The project also includes one maintenance building and one community building.
- In total, the project includes 36 residential units and two additional structures.

Projected Fee Schedule

These fees are estimates and may change after final plans are submitted and reviewed.

Fee Type	Projected Amount
Building permit total	\$11,800.00
Electrical permit total	\$2,540.00
Plumbing permit total	\$1,485.00
Total plan review fee	\$6,000.00
Stormwater impact fee	\$12,052.50
Land use / site development permit	\$100.00

Total projected permit cost: \$33,977.50

RESOLUTION NO. 2125

A RESOLUTION AUTHORIZING A SUPPLEMENTAL BUDGET ADJUSTMENT TO THE GENERAL REVENUE FUND FOR THE FIRE DEPARTMENT CAPITAL OUTLAY AND GRANT REVENUE LINE ITEM, GOLF FUND FOR THE CAPITAL OUTLAY AND LEASE PROCEEDS LINE ITEM, TO THE CAPITAL IMPROVEMENT TAX FUND FOR TRANSFER TO OTHERS LINE ITEM, AND TO THE SOUTH ECONOMIC DEVELOPMENT PARK FUND FOR TRANSFER FROM OTHERS LINE ITEM, FOR FISCAL YEAR 2025-2026

WHEREAS, the City adopted a budget and appropriated funds for fiscal year 2025-2026; and

WHEREAS, unanticipated expenditures are expected to exceed the original adopted budget in the General Fund, Golf Fund, Capital Improvement Tax Fund, and the South Economic Development Park 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 13, 2026 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 Fire Department Capital Outlay line item for \$62,182.69 to record the purchase of an auto pulse machine and a line-item adjustment of \$62,000 to the Grant Revenue line item in the General Revenue Fund.

The City hereby also approves the implementation of a line-item adjustment to the Capital Outlay line item for \$94,531.39 to record the lease purchase of the golf course pump house, and a line item adjustment of \$94,531.39 to Lease Proceeds line item in the Golf Fund.

The City hereby also approves the implementation of a line-item adjustment of \$12,000 to the Transfers to Others line item in the Capital Improvement Tax Fund, for transfer to the South Economic Development Park Fund for survey expenses.

The City hereby also approves the implementation of a line-item adjustment of \$12,000 to the Transfer from Others line item for \$12,000 in the South Economic Development Park Fund.

PASSED AND APPROVED THIS _____ DAY OF _____, 2026.

David B. Flanigan, Mayor

ATTEST:

Miranda Deal, City Clerk

CITY OF CARTHAGE JOB DESCRIPTION

DEPARTMENT: Public Works

SALARY GRADE: M

POSITION TITLE: Assistant Public Works Director

FLSA STATUS: Exempt

RESPONSIBILITIES OF POSITION:

This position serves as the Assistant Public Works Director in the professional and administrative work of the department. Generally responsible for assisting the Director of Public Works, City Code Inspectors, and the City's Street Department Superintendent in the execution of their duties. Also directs, manages, supervises, and coordinates assigned programs and activities within the Carthage Recycling Center. Responsible for grant writing, reporting and implementation when necessary. Coordinates, implements and manages operations involving city committee (such as P&Z, Zoning Board and Public Works) actionable items with the Public Works Department staff and the public. Develops, organizes, and maintains all contractor licensing. Oversees and implements all aspects of permit development and processes within Public Works Department. Coordinates activities with other departments within the city and outside agencies. Coordinates the implementation of the City's sidewalk reimbursement program within Public Works Department staff. Enforces law pertaining to the proper design of all structures in accordance with the City of Carthage Code and most recently adopted ICC Codes. Provides public information and referral. This position serves as acting Public Works Director in the Director's absence.

SUPERVISION RECEIVED AND EXERCISED:

Work is performed under the general direction of the Public Works Director, with considerable latitude for independent judgment and action within assigned areas of responsibility. Work is reviewed through reports and evaluation of results obtained. The Assistant Director may exercise supervisory authority over assigned professional, technical, seasonal, or clerical staff and may lead cross-functional project teams.

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

1. Assist planning, organizing, directing, coordinating, and evaluating the operations, programs, and services of the Public Works Department.
2. Reviews all departmental permit and licensing applications.
3. Assist with code enforcement interpretation with both citizens and staff.
4. Maintains a working knowledge of City Codes, ordinances, and most recently adopted ICC Codes.
5. Manage the City sidewalk reimbursement program.
6. Identifies grant funding opportunities and leads or supervises the preparation, submission, and administration of grant applications; ensures compliance with grant requirements, reporting deadlines, and reimbursement documentation.
7. Assists in the preparation, administration, and monitoring of the departmental operating and capital budgets; tracks revenues and expenditures and prepares reports as requested.
8. Coordinates with consultants, vendors, community partners, and other governmental

- agencies on projects, programs, and funding initiatives.
9. Assists with the development, implementation, and evaluation of departmental policies, procedures, and standards of service.
 10. Interprets property descriptions as required for annexation, rezoning, purchase or liquidation.
 11. Responds to citizen inquiries and concerns in a professional and timely manner.
 12. Manages Planning & Zoning, Zoning Board of Adjustment, and other committee actionable items.
 13. Supervises the daily operations of the Compost/Recycling Center.
 14. Plans and prepares the development of specifications for equipment, supplies and materials.
 15. Performs other duties as assigned that are within the scope, spirit, and purpose of the position.

QUALIFICATIONS REQUIRED:

Knowledge: Of the Carthage City Code and all adopted ICC Codes and the American Disabilities Act. Must have excellent personal computer skills. Must have excellent interpersonal and communication skills. Grant research, application development, compliance, and reporting requirements. Principles of municipal budgeting, purchasing, and public administration. Principles of supervision, training, and performance evaluation.

Abilities: Coordinate and communicate effectively with office staff in achieving the overall desired goals of the department. Coordinate the varying processes of licensing, committee action items, etc. with staff and the general public. Respond tactfully to a variety of questions, inquiries and complaints. Research, write, and manage grant applications and related compliance documentation. Analyze operational and financial data and develop sound recommendations. Establish and maintain effective working relationships with supervisors, subordinates, elected officials, contractors, and the general public. Exercise sound judgment, discretion, and professionalism in a public-sector environment. Select, organize, direct and coordinate the work of staff members. Supervise subordinate employees in an efficient and effective manner.

Experience, Education and Training: Any combination of experience and training that would likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be: Experience: Three (3) to five (5) years of previous experience in a similar position or demonstration of possession of the knowledge and abilities listed above. Education: Graduation for high school (or HSE-High School Equivalency Credential) or related specialized training which supplements experience.

Physical Requirements: Indoor office and outdoor work environment; seasonal heat and cold or adverse weather conditions; driving a vehicle to conduct work. Work is often performed under stress associated with the need to meet inflexible deadlines.

License or Certificate: Possession of or ability to maintain an appropriate valid Missouri

driver's license

SPECIAL REQUIREMENTS:

Schedule: Work is typically 7:00 am to 4:00 pm. Additional hours may be required to attend meetings. Employee is scheduled to work 80 hours during the bi-weekly period.

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 understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the American with Disabilities Act.

Signed:_____ Date:



JOB DESCRIPTION CITY OF CARTHAGE

DEPARTMENT: Parks
POSITION TITLE: Administrative Assistant

SALARY GRADE: E
FLSA STATUS: Non-Exempt

RESPONSIBILITIES OF POSITION:

This is a responsible administrative assistant and clerical position which involves a wide variety of activities in assisting the Parks & Recreation Department in performing departmental tasks. Activities may include minute taking, skilled typing, and filing, canvassing, screening callers and visitors, and operating office machines. Work is performed with initiative and independent judgement and is evaluated upon completion for adherence to instructions and established procedures.

SUPERVISION RECEIVED:

Under general supervision of the Parks and Recreation Director, incumbent is expected to demonstrate and exercise considerable independent judgement and knowledge in the performance of assigned duties.

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

1. Serve as initial contact for the Parks Department both on the phone and in the reception area.
2. Typing and composition of office correspondence, reports and other items as assigned. Compiles and completes data for administrative reports and other public documents. Establishes and maintains office filing system. Makes varied mathematical computations on material assembled.
3. Preparation and distribution of meeting notices and agendas.
4. Routine administrative details such as ordering supplies, checking operating reports for accuracy and conformance to policies and standards.
5. Takes and prepares minutes for assigned committee responsibilities.
6. Prepares and reconciles departmental records including petty cash, checking, accounts receivable, cash deposits, and credit cards.
7. Coordinates reservation and contract preparation and implementation for facility uses for locations such as Memorial Hall, park pavilions, etc.
8. Prepares accounts payable requisitions and payroll for the Parks Department and Golf Course.
9. Carries out any other duties as are within the scope, and spirit and purpose of the job as directed by the supervisor or Department Head.

QUALIFICATIONS:

Knowledge of: Bookkeeping, accounting, accounts payable and receivables; basic office skills including typing and filing; computer experience with spreadsheet programs and word processing packages. Professional appearance, attitude and attire.

Abilities: Ability to follow verbal and written instructions; work independently; set priorities; meet deadlines; and exercise independent judgment; maintain confidentiality; present positive professional image to the general public and other City Departments; communicate with

fellow workers, subordinates, managers and the general public in a clean, concise manner; maintain attention to numerous individuals or detailed information for prolonged periods of time; provide customer service in a manner consistent with City standards; work cooperatively with others as a member of a service-oriented team; deal with distressed, agitated customers in a calming, composed manner. Communicate clearly and concisely, both orally and in writing. Maintain appropriate departmental records and prepare necessary reports. Establish and maintain effective working relationships with fellow employees and the general public.

Experience, Education and Training: Any combination of experience and training that would likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be: Experience: Three (3) to five (5) years of previous experience in a similar position or demonstration of possession of the knowledge and abilities listed above. Education: Graduation from high school (or HSE-High School Equivalency Credential) or related specialized training courses with supplement experience.

Physical Requirements: Work is performed in an office environment with noise and frequent interruptions. Some assignments require sitting for extended periods of time. Work is often performed under the stress associated with the need to meet inflexible deadlines.

License/Certificates: Possession of, or ability to maintain an appropriate valid Missouri driver's license.

SPECIAL REQUIREMENTS:

Schedule: Work is typically 8:00 a.m. to 5:00 p.m. Additional hours may be required to attend meetings. Employee is scheduled to work 80 hours during the bi-weekly period.

Overtime: The City provides overtime or compensatory time off pursuant to the Fair Labor Standards Acts.

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 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 duty proficiently.

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

Signed: _____ Date: _____



JOB DESCRIPTION CITY OF CARTHAGE

DEPARTMENT: Parks & Recreation
POSITION TITLE: Assistant Parks &
Recreation Director

SALARY GRADE: M
FLSA STATUS: Exempt

RESPONSIBILITIES OF POSITION:

This position is a responsible professional role assisting in the administration, planning, organization, and evaluation of the programs, services, facilities, and operations of the Carthage Parks and Recreation Department. The Assistant Parks & Recreation Director provides leadership support to the Parks & Recreation Director and plays a key role in contract administration, project management, capital improvement coordination, and grant development and compliance. Position is responsible for overall planning, operating, and coordinating all activities and operations associated with the running of the City's Memorial Hall building. Included is the supervision of part time personnel in compliance with City policies. The position serves as acting Parks & Recreation Director in the Director's absence.

SUPERVISION RECEIVED AND EXERCISED:

Work is performed under the general direction of the Parks & Recreation Director, with considerable latitude for independent judgment and action within assigned areas of responsibility. Work is reviewed through reports and evaluation of results obtained. The Assistant Director may exercise supervisory authority over assigned professional, technical, seasonal, or clerical staff and may lead cross-functional project teams.

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

1. Assists in planning, organizing, directing, coordinating, and evaluating the operations, programs, and services of the Parks and Recreation Department.
2. Plans, organizes and coordinates all activities associated with running Memorial Hall in an efficient and effective manner.
3. Maintains and reports monthly and yearly attendance figures for Memorial Hall.
4. Assists with recruitment, hiring, scheduling, and workforce planning. Supports the training, supervision, and evaluation of department staff as assigned.
5. Manages and coordinates departmental projects, including park improvements, facility renovations, capital improvement projects, and special initiatives; develops project scopes, requests for proposals (RFPs), bid specifications, timelines, budgets, and performance benchmarks. Leads or assists with contract negotiations and administration.
6. Identifies grant funding opportunities and leads or supervises the preparation, submission, and administration of grant applications; ensures compliance with grant requirements, reporting deadlines, and reimbursement documentation.
7. Assists in the preparation, administration, and monitoring of the departmental operating and capital budgets; tracks revenues and expenditures and prepares reports as requested.
8. Coordinates with consultants, vendors, community partners, and other governmental agencies on projects, programs, and funding initiatives.
9. Ensures safe, clean, and properly maintained parks and facilities.
10. Assists with the development, implementation, and evaluation of departmental policies,

Revised June 2026

procedures, and standards of service.

11. Responds to citizen inquiries and concerns in a professional and timely manner.
12. Oversight of day-to-day operations of Memorial Hall and the Fair Acres Sports Complex.
13. Builds partnerships with schools, organizations, and community groups. Represent the department at meetings, events, and public forums.
14. Performs other duties as assigned that are within the scope, spirit, and purpose of the position.

QUALIFICATIONS REQUIRED:

Knowledge:

- Principles and practices of parks and recreation administration, programming, and facility management.
- Principles of project management, including scheduling, budgeting, and contractor oversight.
- Contract development, negotiation, and administration practices within a municipal environment.
- Grant research, application development, compliance, and reporting requirements.
- Principles of municipal budgeting, purchasing, and public administration.
- Principles of supervision, training, and performance evaluation.

Abilities:

- Plan, organize, and manage multiple projects and priorities simultaneously.
- Effectively negotiate and administer contracts and professional service agreements.
- Research, write, and manage grant applications and related compliance documentation.
- Analyze operational and financial data and develop sound recommendations.
- Communicate effectively both orally and in writing.
- Establish and maintain effective working relationships with supervisors, subordinates, elected officials, contractors, and the general public.
- Exercise sound judgment, discretion, and professionalism in a public-sector environment.
- Select, organize, direct and coordinate the work of staff members.
- Supervise subordinate employees in an efficient and effective manner.
- Ability to schedule and coordinate numerous events.

Experience, Education and Training: Experience: Three (3) to five (5) years of progressively responsible experience in parks and recreation, municipal administration, project management, or a related field. Experience with contract administration and grant writing is strongly preferred. Education: Graduation from high school (or HSE-High School Equivalency Credential)

Physical Requirements: While performing the duties of this job, the employee is regularly required to walk, stand, sit, and communicate verbally. The employee may occasionally be required to lift or move objects weighing up to 50 pounds and to perform field inspections at parks and facilities.

Licenses and Certificates: Possession of, or ability to obtain, a valid Missouri driver's license.

SPECIAL REQUIREMENTS:

Schedule: Work schedule is generally Monday through Friday during normal business hours; additional hours, including evenings or weekends, may be required to attend meetings, oversee projects, or support departmental events. Employee is subject to emergency call-in as needed.

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, skill 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 understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the American with Disabilities Act.

Signed: _____ Date:



SALES TAX REPORT (UNAUDITED)

For the Month of:

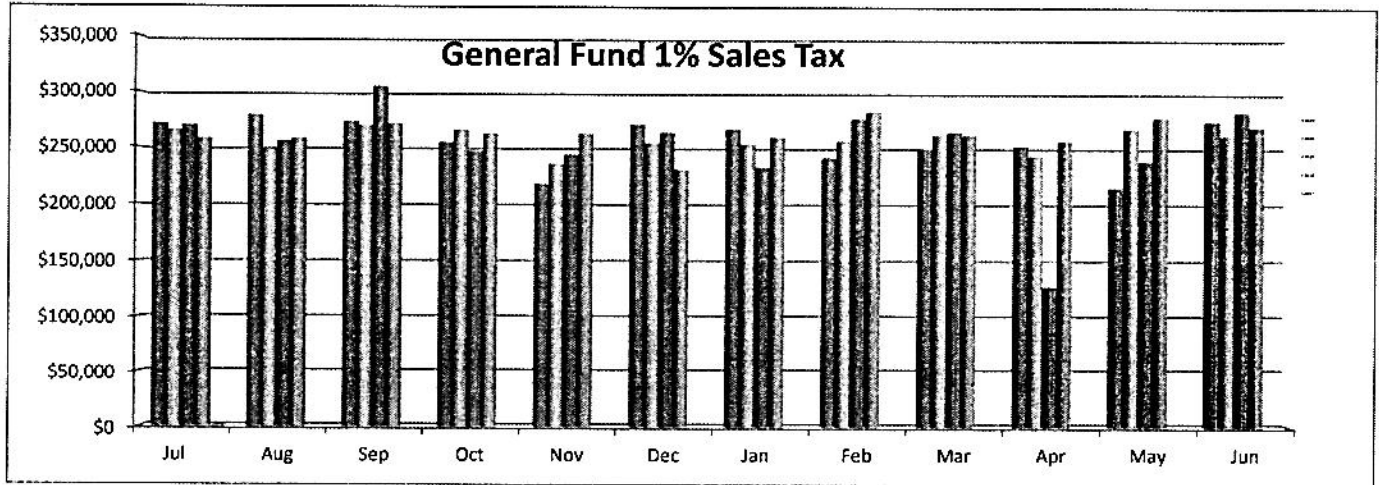
JULY

FY 2026-27

City's 1% General Fund Sales Tax

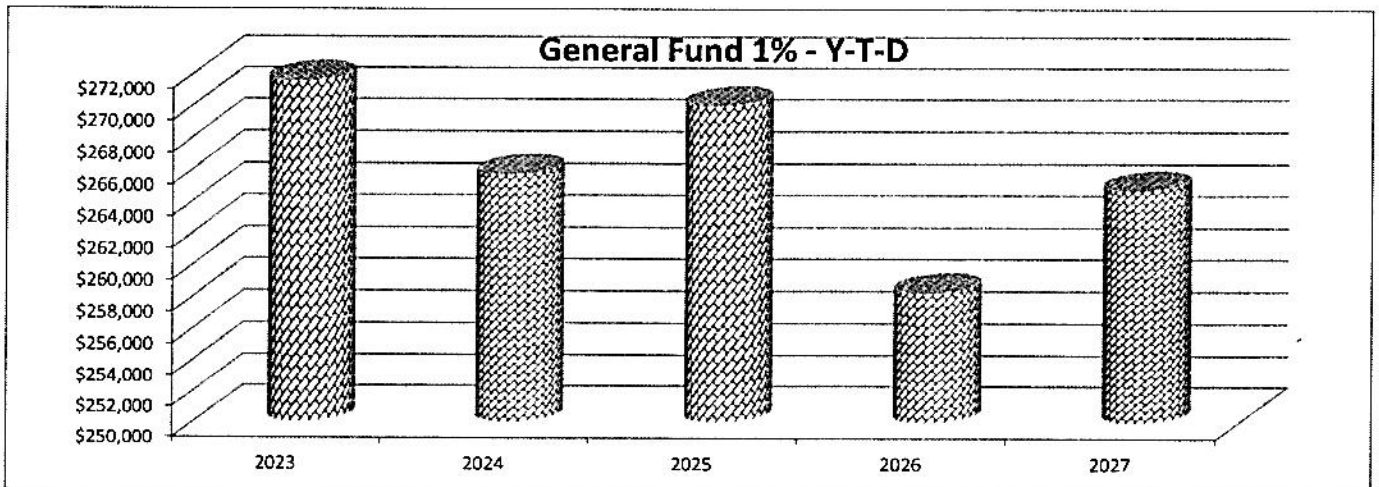
Current Month: \$ 264,638.72	Anticipated: \$ 266,281.38	% Difference	-0.62%
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	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
Current Month	\$ 271,486.92	\$ 265,634.06	\$ 269,921.33	\$ 258,221.89	\$ 264,638.72
% Change		-2.16%	1.61%	-4.33%	2.49%
\$Change		-\$ 5,852.86	\$ 4,287.27	-\$ 11,699.44	\$ 6,416.83



Year-To-Date: \$ 264,638.72	Budgeted: \$ 3,250,000.00	% Difference	91.86%
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	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
Y-T-D	\$ 271,486.92	\$ 265,634.06	\$ 269,921.33	\$ 258,221.89	\$ 264,638.72
% Change		-2.16%	1.61%	-4.33%	2.49%
\$Change		-\$ 5,852.86	\$ 4,287.27	-\$ 11,699.44	\$ 6,416.83



Comments:

Currently, City Sales Taxes total 2.750%. This includes 1% General, .5% Transportation, .5% Capital Improvements, .5% Parks/Stormwater, and .25% Fire. Numbers are shown as received by the City. Receipts lag collections by approximately 2 months.

USE TAX REPORT (UNAUDITED)

For the Month of:

JULY

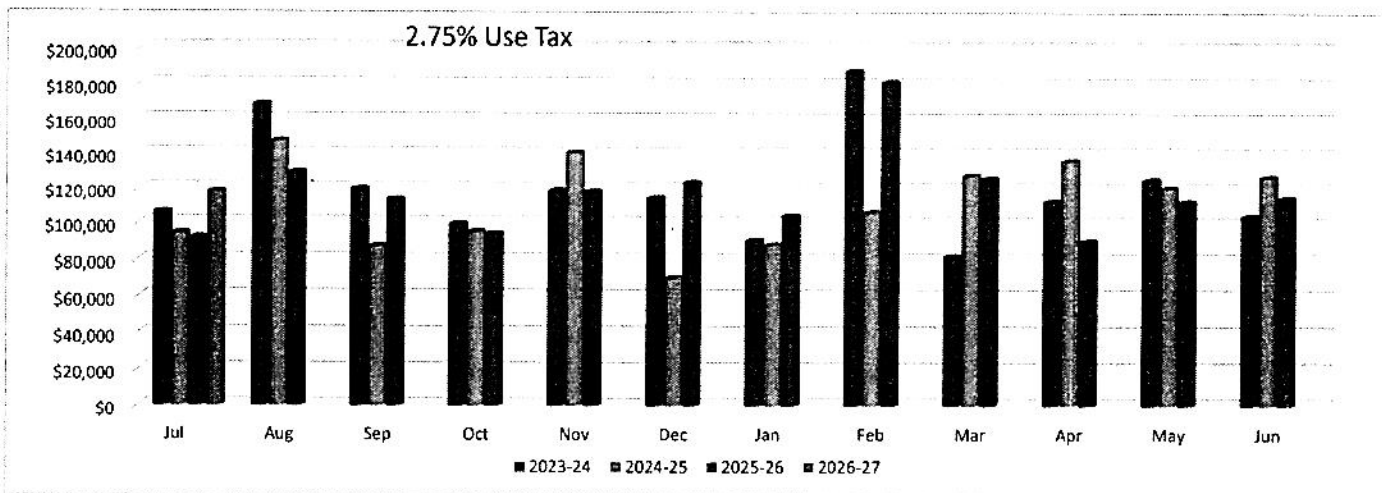
FY 2026-27

2.75% Use Tax

9

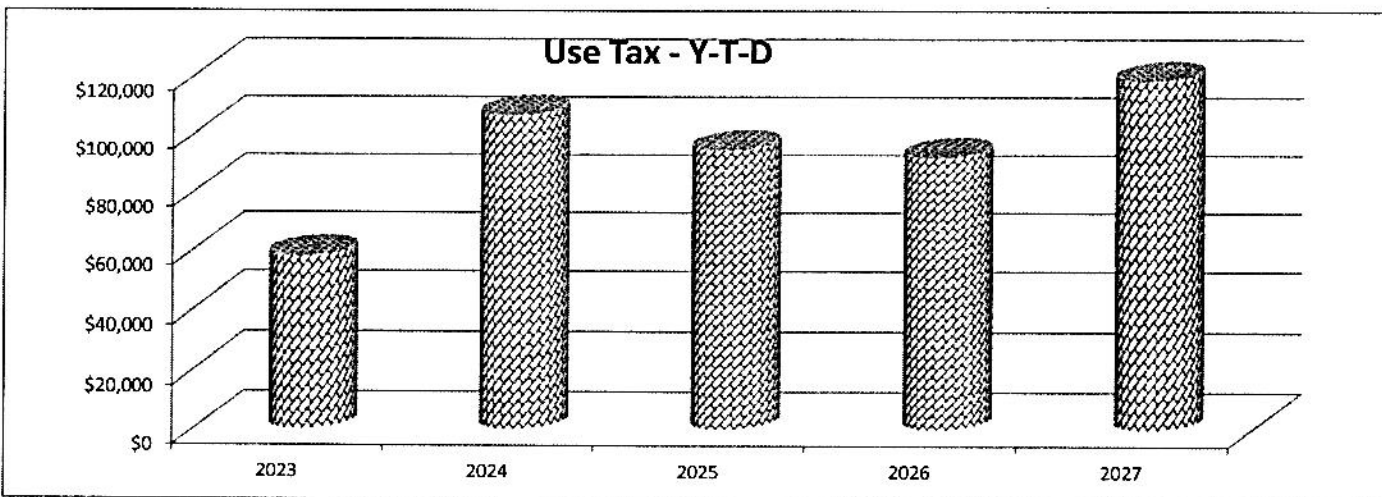
Current Month: \$ 118,345.10	Anticipated: \$ 114,100.25	% Difference	3.72%
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	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
Current Month	\$ 57,756.06	\$ 106,311.56	\$ 94,524.26	\$ 91,940.12	\$ 118,345.10
% Change	0.00%	0.00%	-11.09%	-2.73%	28.72%
\$Change	\$0.00	\$ 48,555.50	-\$ 11,787.30	-\$ 2,584.14	\$ 26,404.98



Year-To-Date: \$ 118,345.10	Budgeted: \$ 1,390,000.00	% Difference	91.49%
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	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
Y-T-D	\$ 57,756.06	\$ 106,311.56	\$ 94,524.26	\$ 91,940.12	\$ 118,345.10
% Change			-11.09%	-2.73%	28.72%
\$Change		\$ 48,555.50	-\$ 11,787.30	-\$ 2,584.14	\$ 26,404.98



Comments:

The Department of Revenue received notification by the City-as required by Section 144.757- RSMo, that it had imposed a 2.75% City local option Use Tax at the same rate as the local sales tax rate. The tax became effective October 1, 2021 with no expiration date. The City had indicated that it would distribute the funds as follows: 30% Public Safety; 30% Roads & Bridges and 40% Parks & Recreation for the first 3 years of collections. City receipts lag collections by approximately 2 months. Monthly use tax distributions are distributed by means of electronic fund transfers from the State to the City. The Missouri Municipal League's estimate for the first year collections was approximately \$704,294.