City of Carthage, Missouri
CITY COUNCIL

July 28, 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 July 14, 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**
16. **New Business**
    1. An Ordinance to amend Section 204 – Probationary Period of the Personnel Policy Manual of the City of Carthage, Missouri.
17. **Mayor’s Appointments**
    1. Police and Fire Pension

18. Resolutions

1. Resolution 2126 -- A Resolution providing for the acceptance of an anonymous donation of 60 1 x 4 flat-panel LED Lights, with an approximate valuation of $3,649.80, to the Carthage Fire Department, by the City Council of the City of Carthage, Missouri pursuant to City Policy
2. Resolution 2127 -- A Resolution authorizing City support and permissions for several programs as part of the 47th Annual Marian Days Celebration in the City of Carthage, Missouri

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

July 14, 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, and Susan Reddy. Council Member Ron Wells was absent. 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 23, 2026 Council Meeting. Motion carried.

There were no citizens present for Citizens Participation.

Mr. Snow reported that the Budget Ways and Means Committee met July 13th in Council Chambers. The committee discussed a budget adjustment resolution for some end of year clean up items. The committee also started the discussions relating to priority based budgeting and how to get the process started. It is a fairly new thing for cities to do so there is not a lot of data to go off of. The next meeting is scheduled for August 10th at 5:30 pm.

Mrs. Harrison reported that the Committee on Insurance, Audit and Claims met on this day and approved the claims. They discussed changes to the parks administrative assistant position and the only change is to clarify that this position is responsible for preparing requisitions for both parks and golf departments. Mrs. Harrison made a motion, seconded by Mr. Snow to approve the changes to the Parks Administrative Assistant job description. Motion carried. They also discussed changes to the Assistant Parks and Recreation Director job description. The job description was approved at the last meeting, but it was noticed that the salary grade was on the same grade as other employees the individual would be supervising so this position needed to be down a grade. Mrs. Harrison made a motion, seconded by Mrs. Reddy, to approve the salary change for the Assistant Parks and Recreation Director from a grade L to a grade M. Motion carried. The same issue was found with the Assistant Public Works Director, that position is on the same grade as employees that individual is supervising, so that grade needed changed to an M as well. Mrs. Harrison made a motion, seconded by Mr.

Topete to approve the salary grade change for the Assistant Public Works Director from a grade L to a grade M and place the current employee on step 5 of grade M due to the years of service. Motion carried. There were staff updates regarding end of fiscal year and financial software upgrades coming up. The next meeting is scheduled for July 28th at 6 pm.

Mr. Thorn reported that the Public Safety Committee is between meetings. The next meeting is scheduled for July 20th at 5:30 pm.

Ms. Kang reported that the Public Services Committee is between meetings. The next meeting is scheduled for July 21st at 5:30 pm.

Mr. Topete reported that the Public Works Committee met July 7th in Council Chambers. The committee approved a city to city easement to grant CW&EP an overhead electrical easement. They also heard from MBL regarding a phase II of the Myers Park Villas. They asked for the city to waive permit fees so they could possibly qualify for state tax credits. The committee approved to waive the building, plumbing, and electric permit fees. This is up for discussion with the council under new business. They also reviewed a list of 24 properties that have been deemed unfit for living. They wanted to make the list public with the hopes of investors buying them and renovating them. The committee heard from Mr. Bayless about the sale and purchase of a road grader. The current grader the department has is too big to be used efficiently throughout the city. They have found a county that would purchase the current grader for $190,000, and the company helping sell it, has a smaller grader that would be a better fit for the city's needs that they are selling for $129,000. This would make a profit of $61,000. Mr. Topete made a motion, seconded by Mrs. Harrison, to approve the sale of the larger grader and the purchase of the smaller grader. Motion carried. The next meeting is scheduled for August 4th at 5:30 pm.

Special Committee and Board Liaison reports were given by Mr. Thorn for the Library Board, Mrs. Harrison for Planning, Zoning, and Historic Preservation, Mrs. Kang for Harry S Truman Coordinating Council and Vision Carthage, Mr. Snow for the ad-hoc committee responsible for discussing department head contracts.

Mayor Flanigan reported on the 4th of July events he attended at Municipal Park and the VFW the following weekend. He thought the Vision Carthage Soiree was well attended along with the recent Food Truck Friday event. He attended meetings for the levee district #1, an MML Mayor's meeting, and has been meeting with various people about a new MOU with the Fraternal Order of Police. He thanked Mr. Bonine and Mr. Bayless for their pool and code enforcement reports. He also mentioned that the bridge committee is still working on solving the various bridge issues in town.

During Remarks from Council Members, Mrs. Kang reported that the Belle Air Place Fourth of July parade was well attended by residents and their children. She recently attended the new Crosslines location ribbon cutting and encouraged people to go look at their new space, they have done a wonderful job. She also mentioned that the

Downtown Merchants Alliance is still meeting and promoting businesses on the square. She also reported that the painted Maple Leaf signs were featured on the news. Mr. Perkins talked about the bull that got loose on the 4th of July and tore up a part of the golf course. Mr. Topete reported that he attended the Vision Carthage Soiree event, Food Truck Friday, and the Red White and Boom Celebration.

Police Chief Chad Dininger reported that his department is getting ready for Marian Days in a couple of weeks.

Fire Chief Jason Martin reported that they are in the process of spending money on building renovations that he budgeted for in the new year. There was a roof leak that did a lot of interior damage so they are painting, replacing flooring and ceiling tiles and various other items that need attention. The new beds have been ordered and the department received the new auto pulse machine. All of the crews have to attend training at the beginning of August before the auto pulse can be put into use. They are working on the emergency action plan for Marian Days, they are also working with the ISO representatives to provide records to see about possibly getting the ISO rating lowered back down to a 3 from the 4 that it is currently at.

Public Works Director Josiah Bayless reported that he attended the levee district meeting and they are in the process of trying to get that levee certified. He also spoke with some SEMA representatives and they have a contractor who is working on updating the flood plain map. The updates wouldn't go into effect until late 2027. Code efforts are still going on around town. He will also be attending a meeting at CW&EP meeting for the MODOT Stakeholders meeting regarding the i-49 corridor study .

Parks and Recreation Director Richard Bonine reported the Fourth of July event went well even though it was very hot. The Youth Fair is going on this week and baseball and softball games and tournaments have slowed down. He thanked everyone involved for their help on the Fourth of July.

City Administrator Traci Cox reported that the July sales tax numbers came in at $264,638.72 which was 2.49% higher than the same month last year. The use tax came in at $118,345.10 which was 28.72% higher than the same month last year. She also thanked all the staff that worked or volunteered on the Fourth of July.

The Committee on Claims filed a report in the amount of $3,030,788.13 against the following funds: General Revenue $830,194.80, Public Health $8,185.74, Lodging $7,608.54, Public Safety $4,639.89, Parks/Stormwater $62,821.68, Fire Protection $9,292.05, Golf $33,938.21, Capital Improvements $7,157.50, Parks and Recreation $39.58, Use Tax $75.84, Public Facilities Bond $15,557.50, Library $85,000.00, Payroll $566,276.80, and Carthage Water & Electric $1,400,000.00. Mrs. Harrison made a motion, seconded by Mr. Topete, to accept the report and allow the claims. Motion carried.

Under Old Business, C.B. 26-43 -- An Ordinance amending Section 10-2 – Open Burning, of the Carthage City Code, was placed on second reading followed by a roll call vote of 9 yeas and 0 nays. Ayes: Juan Topete, Robin Harrison, Ray West, Mariela Telles, David Thorn, Jack Perkins, Alan Snow, Beth Kang, and Susan Reddy. The Council Bill was approved and numbered Ordinance 26-43.

Under New Business, the Council considered and discussed a letter of support for The Villas at Myers Park II. Kim Lingle with MBL Development was present to discuss the project for the Myers Park Villas II. He asked the council for a letter of support waiving the building, plumbing, and electrical permit fees to help them get the application points needed for the state tax credits for this project. The objective of obtaining the tax credits is to be able to offer cheaper rent to senior citizens due to having a lower mortgage on the property. Mr. Topete made a motion, seconded by Mr. Snow, to authorize the Mayor to sign a letter of support for this project. Motion carried.

Under Resolutions, Mr. Snow made a motion, seconded by Mr. Topete, to approve 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. Resolution 2125 was adopted after a roll call vote of 9 yeas and 0 nays. Ayes: Juan Topete, Robin Harrison, Ray West, Mariela Telles, David Thorn, Jack Perkins, Alan Snow, Beth Kang, and Susan Reddy.

During closing comments, Mr. Perkins talked about having conversations with Kathy Jo Loy and inviting her to the next CW&EP Board meeting. Mr. Snow encouraged everyone to attend the Jasper County Youth Fair to support the young FFA and 4-H kids who are showing their projects. Mrs. Kang congratulated those who won Garden in Bloom awards from Vision Carthage. Mr. Topete thanked all the staff for their hard work and thanked Mr. Bayless for his cost recovery efforts at Public Works. Mrs. Harrison thanked everyone involved with the Red, White and Boom event. Mr. West gave his resignation from the City Council due to moving to a different ward. His resignation is effective August 1. He also said that he believes right now is the best council and City department heads the city has ever had.

Mr. West made a motion, seconded by Mrs. Harrison, to close the meeting according to Section 610.021 (1), the agenda includes the possibility of a vote to close part of the meeting to discuss legal actions, causes of action or litigation involving a public governmental body or its representatives and its attorneys, followed by a roll call vote of 9 yeas and 0 nays. Ayes: Juan Topete, Robin Harrison, Ray West, Mariela Telles, David Thorn, Jack Perkins, Alan Snow, Beth Kang, and Susan Reddy. Motion carried at 7:42 pm.

CLOSED SESSION

Mr. Topete made a motion, seconded by Mrs. Harrison, to return to the regular session of the Council Meeting at 8:35 p.m. followed by a roll call 9 yeas and 0 nays. Ayes: Juan Topete, Robin Harrison, Ray West, Mariela Telles, David Thorn, Jack Perkins, Alan Snow, Beth Kang, and Susan Reddy. Motion carried.

Mr. Topete made a motion, seconded by Mr. Snow, to adjourn the regular session of the Council Meeting. Motion carried and meeting adjourned at 8:38 pm.

City of Carthage, Missouri

BUDGET WAYS & MEANS COMMITTEE

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

MINUTES

1. **Call to Order**

   MEMBERS PRESENT: David Thorn, Alan Snow, Beth Kang, Juan Topete
   MEMBERS ABSENT: Ron Wells

   OTHER COUNCIL MEMBERS: Mayor David B. Flanigan

   STAFF PRESENT: City Administrator Traci Cox, Administrative Assistant Dorothy Weber, IT Director Michael Keith, City Clerk Miranda Deal

   Chair Alan Snow called the meeting to order at: 5:30 PM

2. **Old Business**

   1. Approve June 8,2026 Minutes

ACTION:	Motion to approve June 8, 2026 minutes by Juan Topete Motion passed with a 4:0
AYES:	Alan Snow, Beth Kang, David Thorn, Juan Topete
NOES:	None
ABSTAIN:	None

3. **Citizens Participation**

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

4. **New Business**

   1. Consider and discuss a budget adjustment resolution for FY 2025-2026

      Ms. Cox stated that the budget adjustments were an end-of-year financial clean-up for Golf and the FD. Mrs. Deal stated that more budget adjustments may happen as the 2025-2026 FY is closed out. Mr. Snow spoke about the budget adjustments.

ACTION:	Motion to forward budget adjustments to Council by Juan Topete Motion passed with a 4:0
AYES:	Alan Snow, Beth Kang, David Thorn, Juan Topete
NOES:	None
ABSTAIN:	None

2. Consider and discuss priority based budgeting

Mrs. Cox stated that revenues are flat compared to expenditures that keep increasing and how it's important to look at different ways of budgeting. Ms. Cox stated that instead of looking at line items, which is how the budget is currently calculated, the city would look at services and goals and the outcomes for the individual departments' needs. Priority-based budgeting is based off of goods and services and that the city would prioritize community needs and wants. Mrs. Kang asked if other local communities used this method. Ms. Cox stated that it's currently not used by many, but it's becoming increasingly more popular. Ms. Cox listed different ways to decide priorities. Mrs. Kang asked about GFOA guidance. Mrs. Deal stated that it's mostly larger cities that use priority-based budgeting. Ms. Cox and Mr. Snow discussed plugging services into priorities and how all of the services will be aligned to score and rank. Mr. Topete asked about finding out a range for services. Mrs. Kang asked about which services would be listed and Ms. Cox stated that it would be up to the Council. Mayor Flanigan spoke about the challenges of using this budgeting model. Mrs. Kang asked about the approval process for this budget and Ms. Cox stated that she didn't believe that the city was ready to implement it just yet and that she wanted to get the conversation started. The Committee discussed having a special council meeting to discuss implementation of the priority-based budgeting model. Mr. Topete and Mr. Snow asked Mrs. Deal to find a list of priorities that other cities are using. The Committee reviewed sales tax covered by state statute. Mr. Topete asked for a list of things that other cities found that worked with priority-based budgeting and things that they thought were mistakes.

3. Staff Reports

Mr. Keith spoke about getting the city ready for Marian Days. Mr. Keith then updated the committee on the cellular switch over for PD. Ms. Cox stated that sales tax for July was up 2.49% from last year and that use tax is up 28% from last year. Mrs. Cox spoke about meetings with the FOP. Mrs. Kang explained that she had been discussing possible grants for FD and PD.

5. Adjournment

ACTION:	Motion to Adjourn at 6:35 PM by Juan Topete
	Motion passed with a 4:0
AYES:	Alan Snow, Beth Kang, David Thorn, Juan Topete
NOES:	None
ABSTAIN:	None

City of Carthage, Missouri

COMMITTEE ON INSURANCE/AUDIT AND CLAIMS

July 14, 2026 - 6:00 PM
CITY HALL COUNCIL CHAMBERS

MINUTES

1. Call to Order

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

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

Vice-Chair Robin Harrison called the meeting to order at 06:00 PM.

2. Old Business

1. Approval of June 23, 2026 Minutes

ACTION:	Motion to accept/approve item 2.1. by Ray West; Motion passed with a 3:0
AYES:	Robin Harrison, Susan Reddy, Ray West

2. Review & Approval of the Claims Report

ACTION:	Motion to accept/approve item 2.2. by Susan Reddy; Motion passed with a 3:0
AYES:	Robin Harrison, Susan Reddy, Ray West

3. Consider and discuss changes to section 2-160 - Resignation or discharge
Mrs. Harrison reported that HR Coordinator Michael Miller is working on a few things before this is ready to be discussed again. The ad-hoc committee for this issue is still working on it.

ACTION:	Motion to table item 2.3 until August 11, 2026 by Robin Harrison; Motion passed with a 3:0
AYES:	Robin Harrison, Susan Reddy, Ray West

4. Consider and discuss changes to the Parks Administrative Assistant job description
HR Coordinator Michael Miller reported that he cleaned up some of the language and the only main change to the job description was that the administrative assistant would be responsible for preparing the parks and golf requisitions to turn in to accounts payable.

ACTION: Motion to approve and forward to council by Ray West;
Motion passed with a 3:0

AYES: 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 salary change to the Assistant Parks and Recreation Director job description

   Ms. Cox reported that when they were determining the salary this was supposed to go on the same grade as the Assistant Public Works Director. After the job description was approved at the last meeting, it was noticed that the grade this job was put on was the same grade as other employees that this job would be supervising and there needed to be a grade in between those. So the only change to the job from the last meeting is moving the grade from L to M.

   ACTION: Motion to approve and forward to council by Robin Harrison;
   Motion passed with a 3:0

   AYES: Robin Harrison, Susan Reddy, Ray West

2. Consider and discuss Assistant Public Works Director job description

   Ms. Cox reported that this position was also not on the correct grade and due to the employees years of service, the grade and step need to be amended. The grade for the position went from an L to an M, to match the Assistant Parks Director, and due to the employees years of service, it would put them on step 5 of grade M.

   ACTION: Motion to approve the change and move the employee from grade l to m and place the employee on step 5 by Robin Harrison;
   Motion passed with a 3:0

   AYES: Robin Harrison, Susan Reddy, Ray West

3. Staff Reports

   Ms. Deal reported that the fiscal year end was on June 30th, so claims are being processed for both old and new year for the month of July and then June will start to be closed. The auditors should be here in September sometime. Ms. Cox reported that the financial software used at City Hall will begin being upgraded at the end of August or beginning of September.

5. Adjournment

ACTION: Motion to adjourn at 6:12 pm by Susan Reddy;

Motion passed with a 3:0

AYES: Robin Harrison, Susan Reddy, Ray West

City of Carthage

City of Carthage, Missouri

PUBLIC SAFETY COMMITTEE

July 20, 2026 - 5:30 PM
CITY HALL COUNCIL CHAMBERS

AGENDA

1. **Call to Order**
2. **Old Business**
    1. Approval of 6-15-26 Minutes
3. **Citizen Participation**

    (Each person addressing the Committee shall state their name and address or the organization or firm represented and is limited to no more than five (5) minutes. The time may be extended by the chair if deemed necessary. Once a person has had their say on a particular issue, they are not permitted to once again speak on the issue unless called to answer any further questions by the Committee or Chair)
    1. Consider and discuss McCune-Brooks Healthcare Foundation fundraiser - Lora Phelps
    Requesting partial closure of 2nd Street between Grant Street and Howard Street on Thursday, October 1, 2026 from 3:00PM to 10:00PM. Also requesting approval for food trucks to be parked within the event.
4. **New Business**
    1. Consider and discuss anonymous donation to the Fire Department - Chief Martin
    2. Consider and discuss CWEP request for crosswalks - Chief Dininger
    3. Consider and discuss Carthage R9 MOU - Chief Dininger
    4. 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

City of Carthage, Missouri

PUBLIC SAFETY COMMITTEE

July 20, 2026 - 5:30 PM
CITY HALL COUNCIL CHAMBERS

MINUTES

1. Call to Order

Chairman Thorn called the meeting to order at 5:30 PM.
Members present: David Thorn, Ray West, Susan Reddy, Alan Snow
Others present: Police Chief Chad Dininger, Fire Chief Jason Martin, Mayor Flanigan, City Administrator Traci Cox, Police Admin Sgt. Heather Wolfe
Citizens present: Lora Phelps

2. Old Business

1. Approval of 6-15-26 Minutes
   Councilman Snow made a motion to accept the minutes from the previous meeting as presented. Councilman Thorn made a motion to amend the minutes of the 6-15-26 meeting to move the Marian resolution to New Business.
   Motion passed.

3. Citizen Participation

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

1. Consider and discuss McCune-Brooks Healthcare Foundation fundraiser - Lora Phelps
   Requesting partial closure of 2nd Street between Grant Street and Howard Street on Thursday, October 1, 2026 from 3:00PM to 10:00PM. Also requesting approval for food trucks to be parked within the event.
   Lora Phelps requested partial closure of 2nd Street between Grant Street and Howard Street on Thursday, October 1, 2026 from 3:00PM to 10:00PM. Also requesting approval for food trucks to be parked within the event.
   Councilman Snow made a motion to approve the request. Motion passed.

4. New Business

1. Consider and discuss anonymous donation to the Fire Department - Chief Martin
   Chief Martin spoke to the committee requesting to accept an anonymous donation that would be used for updating the station.
   Councilman Snow made a motion to approve and forward the request to council for approval. Motion passed.
2. Consider and discuss CWEP request for crosswalks - Chief Dininger

Traci Cox advised Carthage Water and Electric requested approval for a crosswalk which will be located at the front of their building at 627 West Centennial Ave., leading south to their employee parking lot across the street. Councilman Snow made a motion to approve. Moton passed.

3. Consider and discuss Carthage R9 MOU - Chief Dininger

Chief Dininger requested acceptance of the Carthage R-9 MOU as years passed. The Carthage R9 district will have 1 Carthage Officer dedicated as a School Resource Officer and two Carthage Reserve Officers.
Councilman Snow made a motion to forward the MOU to council for approval. Motion passed.

4. Staff Reports

Fire Department

Chief Martin gave a station update. No motions were needed.

Police Department

Chief Dininger gave a station update. No motions were needed.

5. Adjournment

Councilmen West made a motion to adjourn at 6:03pm

City of Carthage, Missouri

PUBLIC SERVICES COMMITTEE

July 21, 2026 - 5:30 PM
CITY HALL COUNCIL CHAMBERS

AGENDA

1. **Call to Order**
2. **Old Business**
    1. Approval of June 16th, 2026 minutes
3. **Citizen Participation**
    (Citizens wishing to address the Council or Committee 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 Richard Bonine at the Parks & Recreation office at 417-237-7035, or email r.bonine@carthagemo.gov.)
4. **New Business**
    1. Consider and discuss Soles4Paws fundraiser in Municipal Park
    2. Consider and discuss pool assessment
5. **Staff Reports**
    1. Tourism, Public Information, and Civil War Museum reports
    2. Memorial Hall report
    3. Golf report
    4. Parks report
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

PUBLIC SERVICES COMMITTEE

July 21, 2026 - 5:30 PM
CITY HALL COUNCIL CHAMBERS

MINUTES

1. Call to Order

MEMBERS PRESENT: Beth Kang, Juan Topete, David Thorn, Jack Perkins
MEMBERS ABSENT: Mariela Telles

OTHERS PRESENT: Mayor David B. Flanigan

STAFF PRESENT: Parks and Recreation Director Richard Bonine, Deputy City Clerk Amy Taylor, City Administrator Traci Cox

Chair Beth Kang called the meeting to order at 5:29 p.m.

2. Old Business

1. Approval of June 16th, 2026 minutes

ACTION:	Motion to approve June 16, 2026 meeting minutes by Mr. Topete Motion passed with a 4:0
AYES:	Beth Kang, Juan Topete, Jack Perkins, David Thorn
NOES:	None
ABSTAIN:	None

3. Citizen Participation

(Citizens wishing to address the Council or Committee 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 Richard Bonine at the Parks & Recreation office at 417-237-7035, or email r.bonine@carthagemo.gov.)

4. New Business

1. Consider and discuss Soles4Paws fundraiser in Municipal Park

Teresa Nixon discussed the upcoming Soles4Paws event, a pet-friendly running and walking event hosted by the Carthage Humane Society and the Joplin Roadrunners. The event is scheduled for September 26, 2026, at Carthage Municipal Park. Ms. Nixon requested permission to use Municipal Park from 7:00 a.m. to 12:00 p.m. for the event. She stated that no road closures will be required. The event will include both individual participants and participants accompanied by their dogs. Volunteers will be stationed throughout the event to provide directions and assist participants and attendees.

ACTION:	Motion to forward Soles4Paws fundraiser to Council by Juan Topete Motion passed with a 4:0
AYES:	Beth Kang, Juan Topete, Jack Perkins, David Thorn
NOES:	None
ABSTAIN:	None

2. Consider and discuss pool assessment

Mr. Bonine informed the committee that a proposal had been received from Landmark Aquatic for preliminary aquatic design services related to the swimming pool at Municipal Park. He explained that the proposal includes an assessment of the existing electrical service at the pool and bathhouse to determine compliance with current electrical codes. The proposal also includes a report containing recommendations for electrical service renovations and aquatic facility upgrades necessary for renovation of the facility. Mr. Bonine noted that the results of the assessment could be utilized in pursuing grant funding opportunities to assist with future renovations and improvements to the aquatic facility. The cost of the aquatic design and electrical assessment is $29,400. Ms. Cox noted that a previous budget adjustment of $25,000 had been approved for pool assessment services; therefore, an additional $4,400 would need to be requested to complete the assessment.

ACTION:	Motion to approve the pool assessment by Mr. Topete Motion passed with a 4:0
AYES:	Beth Kang, Juan Topete, Jack Perkins, David Thorn
NOES:	None
ABSTAIN:	None

5. Staff Reports

1. Tourism, Public Information, and Civil War Museum reports

Ms. Little reported that $15,821 had been invested in a targeted tourism marketing campaign designed to increase visitation to Carthage. The campaign costs were offset through a shared Missouri DMO Grant, from which the City received $7,910, resulting in a net City investment of $7,910. Ms. Little also provided an update on Experience History Weekend, which began in April. The event featured several activities, including the Boots Kickoff Party, the Carthage Stampede Rodeo, and the Battle of Carthage Reenactment, all aimed at promoting tourism and highlighting the community's historical and cultural attractions. Ms. Little reported that the Electrek American Solar Challenge will pass through Carthage on July 29–30. Participating solar-powered vehicles will be on display at Memorial Hall from 6:00 p.m. to 8:00 p.m. on July 29 and at the Boots Court Visitor Center at 9:00 a.m. on July 30.

In the Public Information Report, Ms. Little reported that she maintained and updated the City website and created and distributed graphics for the City Council and various boards and committees. She also developed informational materials regarding the Short-Term Rental Regulations and provided updates and communications related to the June storm debris cleanup efforts. Additionally, Ms. Little shared information regarding community-wide events, created graphics and maps for the Red, White, & Boom celebration, and coordinated the Backyard Discovery Giveaway by creating an online entry form and utilizing the My Carthage mobile app to promote and administer the program.

In the Civil War Museum Report, Ms. Little reported that the museum experienced its highest sales month on record in June, generating more than $1,600 in sales. She also noted that museum attendance reached an all-time high and that the museum welcomed visitors from 14 different countries.

2. Memorial Hall report

Mr. Bonine reported that Memorial Hall hosted a quinceañera and a birthday party during the previous weekend, resulting in a busy schedule for the facility. He also reported that the Memorial Hall caretaker had resigned and stated that efforts would begin to fill the vacant position. Mr. Bonine further announced that the new Parks Department Assistant Director, Roy Sawyer, is scheduled to begin employment the following Tuesday. In addition, he reported that interviews for the Parks Department administrative assistant position had been completed, a shortlist of candidates had been identified, and he anticipated filling the position within the week. Mr. Bonine noted that discussions had taken place regarding the installation of gates at the stairways leading to the upper floors of Memorial Hall. He stated that gates had apparently existed in the past but had been removed and disposed of. He indicated that staff would explore options for securing the stairways and restricting access to the upper floors when access is not needed.

3. Golf report

Mr. Bonine reported that golf staff reported that at total of 3,277 rounds were played in June 2026 with a total of $132,926 in revenue. The driving range and concession operations remained significant revenue sources during the month. Increased usage of the driving range was attributed to its condition and maintenance, while concession sales benefited from expanded food and beverage offerings and increased demand during the hot weather. A total of five events were held in June, generating 385 rounds, with the remaining rounds consisting of public and member play. Staff also reported the sale of 32 new memberships, including family, household, junior, senior, and single memberships, in addition to revenue generated through monthly automatic membership withdrawals.

4. Parks report

Mr. Bonine reported that all limbs and debris resulting from the June storm had been removed. He also stated that Parks Department staff have continued maintaining the flowers throughout the community and on the Square and have kept up with mowing operations, noting that grass growth has slowed as rainfall has decreased.

6. Adjournment

ACTION:	Motion to adjourn at 6:32 p.m. by Mr. Topete; second by Mr. Perkins; Motion passed with a 4:0
AYES:	Beth Kang, Juan Topete, David Thorn, Jack Perkins
NOES:	None
ABSTAIN:	None

City of Carthage, Missouri

COMMITTEE ON INSURANCE/AUDIT AND CLAIMS

July 28, 2026 - 6:00 PM
CITY HALL COUNCIL CHAMBERS

AGENDA

1. Call to Order

2. Old Business

1. Approval of July 14, 2026 Minutes
2. Review & Approval of the Claims Report

3. Citizens Participation

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

4. New Business

1. Consider and discuss changes to Section 204 - Probationary Period of the Personnel Policy Manual
2. Consider and discuss employee health fair
3. Staff Reports

5. Adjournment

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

Carthage Water & Electric Plant

AGENDA

Notice is hereby given that the Carthage Water & Electric Plant Board will meet July 16, 2026, 3:00 p.m. at the CWEP Complex, 627 W. Centennial, Carthage. The tentative agenda of the regular meeting includes:

ADDITIONS TO THE AGENDA:

CITIZENS PARTICIPATION PERIOD: (Each person addressing the Board should 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 CWEP Board President 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 CWEP Board.)

APPROVAL OF THE BOARD MINUTES: June 11th, 2026

APPROVAL OF DISBURSEMENTS: June $6,506,911.81

REPORT OF OPERATIONS:

FINANCIAL STATEMENT:

COMMITTEE REPORTS:

OLD BUSINESS: None.

NEW BUSINESS:

1. Consideration of bids for On-Call Excavation Services
2. Consideration of Completion of Economic Development Park Access Road
3. Resolution 2026.06: A resolution to amend Resolution 2026.05
4. Resolution 2026.07: A resolution to amend the Revolving Loan Fund
5. Resolution 2026.08: A resolution to authorize a loan to the CEDC

BOARD MEMBER COMMENTS:

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 16, 2026, 3:00 p.m. at the CWEP Office, 627 W. Centennial, Carthage, MO.

Board:

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

Staff:

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

Others present: Accountant Mandy Bates; Mayor Bren Flanigan; City Councilwomen Beth Kang

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

ADDITIONS/CHANGES TO THE AGENDA: None.

CITIZENS PARTICIPATION PERIOD: None.

APPROVAL OF MINUTES:

A motion by Collier and seconded by Teel to approve the minutes as presented of the regular meeting of June 11th, 2026, passed unanimously.

APPROVAL OF DISBURSEMENTS:

A motion by Ross and seconded by Gier to approve disbursements for June in the amount of $6,506,911.81, passed unanimously.

REPORT OF OPERATIONS:

Dir. of IT Services Peterson provided an update on fiber deployment and cybersecurity. The fiber team completed 46 residential installations during the reporting period, bringing total number of active fiber services to 3,474 and increasing the take rate to 45%. The Board was also informed of an increase in software vulnerabilities identified within the organization's systems, which will require remediation and patching by the team. The increase was attributed to the growing use of AI- based tools and models that can identify vulnerabilities more effectively.

Dir. of Water Services Choate noted a plan for an extension of 12” main to the north side of the new entrance for the Economic Development Park. This will have the main stubbed out to the north side in preparation for future development. He noted CWEP had a CIPP liner installed in the sewer main to give it additional structural support given the main will have approximately 12’ of cover over it once the entrance is complete.

Dir. of Power Services Emery noted the electric department focused much of their attention on end of year items during the month. He reported a strong storm occurred on June 13th that caused widespread outages that required a lot of attention during the second half of the month. The outage impacted about 1600 customers. Staff have also been working with Own Engineering and Zanevan Engineering on plans for the highway improvements along Central Ave. This will include adding new decorative lighting.

CFO Nugent reported the physical inventory count was taken at year-end using the new QR scanning software. All went as expected with small adjustments only. The auditor performed test counts on the inventory with no exceptions noted. The accounting department is working on closing the fiscal year.

FINANCIAL STATEMENT: None.

COMMITTEE REPORTS: None.

OLD BUSINESS: None.

NEW BUSINESS:

1. **Consideration of bids for On-Call Excavation Services**

General Manager Bryant noted proposals were requested to establish a renewable agreement with a qualified contractor to provide CWEP with general excavation services for an on-call, as-needed basis to support emergency response and other excavation needs. Services may include, but are not limited to, excavation, trenching, backfilling, site restoration, material hauling, and emergency or storm response cleanup within Carthage, Missouri.

CWEP received proposals from four contractors: Davey Dirtworks, Dirks Heavy Contractors, Freeman Landworx, and Peck Schrader Excavating.

After a thorough evaluation of all proposals, Freeman Landworx appears to have offered the majority of the lower proposed costs for equipment and labor.

A motion by Ross and seconded by Gier to award this project to Freeman Landworx, passed unanimously.

2. Consideration of completion of Economic Development Park Access Road

General Manager Bryant presented the project of an Access Road for the Economic Development Park to the Board. He introduced Randy Dubry to the Board and mentioned Randy has worked in the municipal space for CWEP since 1989. Randy gave an overview of the project. GM Bryant expressed his appreciation to Randy and thanked him for his partnership and all the work he has done for the utility. Bryant noted the following proposals were received from Randy Dubry Construction, LLC:

- 4,200 L ft. of curb and gutter, 8,016 syd of 7" asphalt paving $539,345.00
- 7 inlet boxes and 607 L ft. of drainpipe $162,000.00
- MO-DOT section of Industrial Road Project $438,950.00

This work will be performed under CWEP's General construction and Operational Maintenance Repair Services contract.

A motion by Collier and seconded by Teel to award this project to Randy Dubry Construction, LLC in the total amount of $1,140,295.00, passed unanimously.

3. Resolution 2026.06: A resolution to amend Resolution 2026.05

General Manager Bryant presented Resolution 2026.06: A resolution to amend Resolution 2026.05 to the board. A resolution which authorized a loan to Faith evangelical Lutheran Church d/b/a Little Lambs Childcare through CWEP's revolving fund. He noted because of the changing needs of Little Lambs Childcare, it is recommended to amend the dollar amount of the loan to Little Lambs Childcare from $60,000 to $30,000.

A motion by Gier and seconded by Teel to approve Resolution 2026.06: a resolution to amend Resolution 2026.05, passed unanimously.

4. Resolution 2026.07: A resolution to amend the Revolving Loan Fund

General Manager Bryant presented Resolution 2026.07: a resolution to amend the Revolving Loan Fund to the board. He noted Under Loan Terms and Conditions, the paragraph labeled "Amount" is revised to reduce the minimum RLF loan amount from $50,000 to $30,000.

A motion by Gier and seconded by Ross to approve Resolution 2026.07: a resolution to amend the Revolving Loan Fund, passed unanimously.

5. **Resolution 2026.08: A resolution to authorize a loan to the CEDC**

General Manager Bryant presented Resolution 2026.08: a resolution to authorize a loan to the CEDC. He noted The CEDC desires to assist local housing development by loaning funds to MBL Development, A Missouri Corporation, for a proposed 36-unit senior housing development in Carthage, Missouri. He noted the CEDC's partnership in the project allows the project to be eligible for special financing and/or grant funding from the Missouri Housing Development Commision. GM Bryant noted the approval of this resolution will allow CWEP to loan $600,000 to the CEDC to help support the project.

A motion by Ross and seconded by Coller to approve Resolution 2026.08: A resolution to authorize a loan to the CEDC, passed unanimously.

STAFF REPORTS:

GM Bryant thanked the Board for their support with the transition of the CFO position. He reported a couple of staff changes including promoting Jamie Jadwin as the new Accounting Manager and a new Level 1 Utility Accountant. He noted some upcoming job opportunities. He gave the Board an update on Sikeston. He mentioned the MPUA annual conference will be held on October 7th-9th and invited the board to attend. He announced he just finished serving his 6-year term on the APPA Board.

CFO Nugent reported she has been working closely with Mandy Bates and assured the Board she is doing a great job.

General Counsel & Dir. of Customer Relations Ludwig noted the CWEP C.A.R.E.S fund is sitting at a total of $4300 and growing. They are working on advertising the CWEP C.A.R.E.S fund and noted an option to round up your bill for donation to the fund. She noted staff are finalizing details for the new CWEP website and should go live at the end of the month. She reported they reached out to the company that did the last customer satisfaction survey to begin the process of a new survey.

Dir. of IT & Broadband Services Peterson noted the adoption of A.I. in increasing within the company.

Dir. of Power Services Emery reported staff have begun meeting with Black and Veatch weekly to discuss the integrated Resource Plan (IRP). Staff have been working on gathering data for Black and Veatch. He noted Black and Veatch expect the load forecast portion to be completed by the end of July. Emery noted the bid for the new transformer at the SWPA substation was released on July 15th. The bids are due back on September 25th.

BOARD MEMBER COMMENTS:

Board President Collier gave his appreciation to Councilwomen Beth Kang for mentioning and thanking CWEP at the City Council meeting for all their help with the Vision Carthage Evening Soiree event. He thanked staff for the story time event at the library that his wife and grandson attended.

Mark Gier thanked Kelli Nugent and Mandy Bates for all their help with the CEDC financials.

At 4:30 pm Collier moved to adjourn, Ross seconded, and the meeting adjourned.

____
President – Brian Schmidt

____
Secretary – Tom Garrison

Civil War Museum Advisory Board Meeting Agenda

Tuesday, July 21, 2026

3:00 PM

City Hall – UPSTAIRS

1. Call to Order

2. Approval of Previous Meeting Minutes

3. Museum Update

- Visitor activity
- Museum operations
- Upcoming needs or projects

4. Officer Positions

- Review current officer positions
- Discuss board leadership following the resignation of President David Armstrong, effective June 23, 2026, as submitted by email
- Determine next steps

5. Old Business

6. New Business

7. Public Comment

8. Adjournment

Next Meeting: To Be Determined

Civil War Museum Advisory Board Meeting Minutes

Tuesday, July 21, 2026   3:00 PM   City Hall – Upstairs

1. Call to Order

The meeting was called to order by the Advisory Board.

Present: John Burgi, Larry Deffenbaugh, Gary Stuart, Councilmember Ron Wells, Chris Johnson, Brian Crigger, and **Melissa Little (Museum Manager and Advisory Board Secretary)**

Absent: Ed Barlow

2. Approval of Previous Meeting Minutes

Chris Johnson made a motion to approve the March 24, 2026, meeting minutes as presented. The motion was seconded by Gary Stuart. **Motion carried unanimously.**

3. Museum Update

Visitor Activity

Melissa reported that visitor numbers for May and June exceeded totals from the previous four years. Increased attendance in May was attributed to visits from Carthage eighth-grade students. June attendance was driven by increased marketing efforts surrounding the Experience History in Carthage Weekend, which included the Battle of Carthage Reenactment, Carthage Stampede Rodeo, and Boots Court kickoff activities.

Melissa also reported executing a marketing campaign through **Byways**, a digital travel magazine, which included a full-page advertisement and a feature video showcasing the museum. The campaign provided additional exposure through Byways' Route 66 travel content and related promotional videos, expanding awareness of the museum beyond the local market.

Museum Operations

The museum continues to operate successfully with two part-time employees and one PRN employee.

Upcoming Needs and Projects

The museum's air conditioning system has struggled to maintain proper temperatures. A professional service provider has been contacted to evaluate the issue. In the interim, circulating fans are being used throughout the facility.

4. Officer Positions

Election of Officers

Larry Deffenbaugh made a motion to appoint Chris Johnson as President. The motion was seconded by Gary Stuart and approved unanimously.

Chris Johnson then made a motion to appoint John Burgi as Vice President. The motion was seconded by Larry Deffenbaugh and approved unanimously.

Melissa Little will continue serving as Secretary.

Board Vacancy

The Board discussed leadership changes following the resignation of President David Armstrong, effective June 23, 2026.

The Advisory Board currently has one vacant seat. Members discussed providing recommendations to the Mayor for consideration during the appointment process.

5. Old Business

The Fire Alarm Control Panel will be replaced using FY27 Capital Outlay funds. The project will be completed by Electronic Contracting Company (ECC).

Mission Statement Review The Board revisited discussion regarding the museum's 1999 mission statement. A committee had previously been formed to review the statement; however, the committee did not meet following the resignation of President David Armstrong.

Board members agreed that the existing mission statement remains appropriate and did not identify an immediate need for revisions. The matter will be revisited at a future meeting.

Second Floor Resource Center

The Board expressed interest in utilizing the upstairs space as a resource center. Members agreed that a plan should be developed to determine improvements necessary to meet building code requirements and ensure public accessibility.

6. New Business

Insurance for Loaned Artifacts

Dr. Larry Deffenbaugh raised concerns regarding the museum's inability to insure artifacts that are on loan.

Educational Programming

Dr. Deffenbaugh also discussed the importance of incorporating an educational component during years when a Battle of Carthage reenactment is not held. Establishing educational programming would strengthen eligibility for grant funding opportunities.

Board members discussed hosting a Civil War educational event at Memorial Hall in May 2027 while school is still in session. Dr. Deffenbaugh noted that Tim Heggemeier of St. Louis would be available to present a program if given sufficient advance notice.

7. Public Comment

None

8. Adjournment

Chris Johnson made a motion to adjourn the meeting at 3:50 p.m. The motion was seconded by Gary Stuart. **Motion carried unanimously.**

Next Meeting:

Wednesday, August 19, 2026   4:30 PM Upstairs Conference Room, City Hall

CARTHAGE REDEVELOPMENT CORPORATION, INC.
TUESDAY, JULY 21 AT 3:00 P.M.
CARTHAGE CITY HALL
326 S. GRANT AVE, CARTHAGE, MO 64836

AGENDA

I. Meeting Called to Order

II. Approval of March 30, 2023, minutes

III. Old Business

V. New Business

A. **Board of Directors Election**
B. **Officers Election**
C. **Review Redevelopment Plan for the Burlingame Chaffee Building, located at 136 E. 4th Street.**

VI. Next Steps

VII. Any Other Business

VIII. Adjournment

COUNCIL BILL NO. 26-44 **ORDINANCE NO. __________**

An Ordinance to amend Section 204 – Probationary Period of the Personnel Policy Manual of the City of Carthage, Missouri.

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

SECTION I: Section 204 – Probationary Period of the Personnel Policy Manual is hereby amended by replacing Section 204 with the language below:

204: Probationary Period:

1. **Purpose:** This period is used to determine whether the employment relationship should continue. The employee may leave employment with the City for any reason with neither advance notice nor cause. The City may terminate the employee with or without cause. If it is determined by the City in its sole discretion that a satisfactory performance level cannot be achieved through a reasonable amount of training and counseling, the employee will be immediately released.
2. **Duration:** All employees shall serve a probationary period of twelve (12) months. Upon satisfactory completion of the probationary period, the employee will be moved to regular status employment and will become subject to the standard City personnel policies.
3. **Promotion to Higher Position:** An employee shall automatically be placed on a probationary period of twelve (12) months when promoted to a higher position. The probationary period shall begin on the effective date of the promotion.
4. **Extension of Probationary Period:** The probationary period may be extended at the discretion of the Department Head when additional time is needed to evaluate the employee's performance, conduct, habits, dependability, or ability to satisfactorily perform the duties of the position.
5. **Benefits During Probationary Period:** Employee benefits during the probationary period shall be the same as for regular classified employees.
6. **Appeal:** During the probationary period, an employee does not have the right to appeal a dismissal or disciplinary action.

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

PASSED AND APPROVED THIS __________ DAY OF ______________, 2026.

____

Bren Flanigan, Mayor

ATTEST:

____

Miranda Deal, City Clerk

Sponsored by: Insurance, Audit and Claims Committee

Probationary Period: NEW LANGUAGE

- **Purpose:** This period is used to determine whether the employment relationship should continue. The employee may leave employment with the City for any reason with neither advance notice nor cause. The City may terminate the employee with or without cause. If it is determined by the City in its sole discretion that a satisfactory performance level cannot be achieved through a reasonable amount of training and counseling, the employee will be immediately released.
- **Duration:** All employees shall serve a probationary period of twelve (12) months. Upon satisfactory completion of the probationary period, the employee will be moved to regular status employment and will become subject to the standard City personnel policies.
- **Promotion to Higher Position:** An employee shall automatically be placed on a probationary period of twelve (12) months when promoted to a higher position. The probationary period shall begin on the effective date of the promotion.
- **Extension of Probationary Period:** The probationary period may be extended at the discretion of the Department Head when additional time is needed to evaluate the employee's performance, conduct, habits, dependability, or ability to satisfactorily perform the duties of the position.
- **Benefits During Probationary Period:** Employee benefits during the probationary period shall be the same as for regular classified employees.
- **Appeal:** During the probationary period, an employee does not have the right to appeal a dismissal or disciplinary action.

204. Probationary Period: OLD LANGUAGE

01. Purpose: This period is used to determine whether the employment relationship should continue. If the employee is dissatisfied with the City, the employee may leave with neither advance notice nor cause. If the City is dissatisfied, it may similarly terminate the relationship. If it is determined by the City in its sole discretion that a satisfactory performance level cannot be achieved through a reasonable amount of training and counseling, the employee will be immediately released.

02. Duration: The probationary or working-test period for all employees, excluding police patrolmen and firefighters, shall be six (6) months. Upon satisfactory completion of the trial period, the employee moves to regular status and is subject to the standard City personnel policies. **1.** Police Patrolman: No person shall be appointed a police patrolman until he shall have first served a period of one (1) year as a probationary patrolman. At any time during the one-year period he shall be subject to dismissal from the police department and shall not have the right to a hearing by the personnel administration board.

2. Firefighters: No person shall be hired or appointed as a full-time firefighter until he shall have first served a period of one (1) year as probationary or temporary firefighter. At any time during the one-year probationary period he shall be subject to dismissal from the fire department and shall not have the right to a hearing before the personnel administration board.

03. Benefits During Probationary Period: Employee benefits during the probationary period shall be the same as for regular classified employees.

04. Appeal: During the probationary period, an employee does not have the right to appeal a dismissal or disciplinary action. At any time during the probationary period the Department Head may remove an employee if in his opinion, there is an indication that such employee is unable or unwilling to perform the duties of the position satisfactorily, or that the employee's habits and dependability do not merit continuance in the service of the City.

CITY OF CARTHAGE, MISSOURI

Council Packet Memorandum

Proposed Updates to Probationary Period Policy

To:	Mayor and City Council
From:	Michael Miller, Human Resources
Date:	July 22, 2026
Subject:	Justification for Proposed Updates to Probationary Period Policy

Background

The City's Probationary Period Policy has been reviewed to improve consistency, clarify expectations, and provide supervisors with appropriate flexibility when evaluating new and promoted employees. The proposed revisions consolidate the policy so that all employees are subject to one uniform probationary period of twelve (12) months.

The proposed updates were discussed and approved by the Ad-Hoc Contract Committee prior to being forwarded for City Council consideration.

Summary of Proposed Policy Updates

- Establishes a uniform twelve (12) month probationary or working-test period for all employees.
- Clarifies that an employee promoted to a higher position automatically begins a twelve (12) month probationary or working-test period beginning on the effective date of the promotion.
- Allows the probationary period to be extended at the discretion of the Department Head when additional time is needed to evaluate performance, conduct, habits, dependability, or the employee's ability to satisfactorily perform the duties of the position.

Justification for the Proposed Changes

A uniform twelve (12) month probationary period provides a consistent standard across departments and employee classifications. This reduces confusion, simplifies policy administration, and ensures employees and supervisors have a clear understanding of the applicable probationary period.

A twelve (12) month evaluation period gives supervisors sufficient time to determine whether an employee can successfully perform the full range of assigned duties. Many City positions involve seasonal responsibilities, rotating tasks, public interaction, emergency response, specialized training, and other duties that may not be fully evaluated within a shorter period.

The promotion provision is necessary because an employee who performs well in one position may be assuming new responsibilities, supervisory authority, technical duties, budget responsibilities, or decision-making authority in a higher position. A promotional probationary period allows the City to evaluate performance in the new role while still supporting internal advancement opportunities.

The extension provision gives department heads a practical management tool when an employee is making progress but additional evaluation time is needed before regular status is granted. This provides flexibility in situations where additional training, counseling, or observation may be appropriate.

Operational Impact

The proposed revisions are intended to improve accountability, consistency, and supervisory oversight. The changes do not create a new benefit or compensation obligation. Instead, they clarify the evaluation period that applies to all employees and provide a structured process for promoted employees and probationary extensions.

Recommendation

Staff recommends approval of the proposed revisions to the Probationary Period Policy as discussed and approved by the Ad-Hoc Contract Committee. Approval will establish one consistent twelve (12) month probationary period for all employees, clarify the probationary period for promotions to higher positions, and authorize department heads to extend probationary periods when additional evaluation time is necessary.

Mayor’s Appointments

July 2026

Police and Fire Pension Committee

NAME	Appointed	Expires
Tymon Bay	4/27/2021	July 2028
Mike Zeiter	7/22/2025	July 2028

These are reappointments of the two civilians who sit on the Police and Fire Pension Committee.

RESOLUTION NO. ___2126___

A RESOLUTION PROVIDING FOR THE FORMAL ACCEPTANCE OF AN ANONYMOUS DONATION OF 60 1 X 4 FLAT-PANEL LED LIGHTS, WITH AN APPROXIMATE VALUATION OF $3,649.80, TO THE CARTHAGE FIRE DEPARTMENT, BY THE CITY COUNCIL OF THE CITY OF CARTHAGE, MISSOURI PURSUANT TO CITY POLICY.

WHEREAS, periodically, private individuals and agencies would like to make donations and grants to the City of Carthage for general or specific purposes; and

WHEREAS, the City has adopted a policy to formalize the conditions and procedures to be followed by the City in accepting said donations and grants, and to assist the City Council in evaluating the impact of proposed donations and grants on the resources of the City of Carthage; and

WHEREAS, this policy also establishes guidelines that ensure donations occur at "arm's length" distance from any City decision-making process, and provide criteria and processes for the acceptance of donations; and

WHEREAS, City Staff ensured that there were no potential conflicts of interest regarding this donation, and protected the anonymity as much as legally possible provided by law for legitimate reasons; and ensured that the donor does not expect anything in return and there are no conditions attached to the donation; and

WHEREAS, the Public Safety Committee met and discussed concerns regarding transparency etc., including knowledge of the donation source, and any interest the donor had in city business, and recommended acceptance of the donation at their July 20, 2026, meeting; and

WHEREAS, The City Administrator has prepared and submitted a report evaluating the impact of the proposed donation or grant on the resources of the City.

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 accepts a donation of 60 1x4 flat-panel LED lights with an approximate value of three thousand six hundred forty-nine dollars eighty cents ($3,649.80) from an anonymous donor for use in the Carthage Fire Department.

PASSED AND APPROVED THIS ________ DAY OF ____________, 2026.

____

David B. Flanigan, Mayor

ATTEST:

____

Miranda Deal, City Clerk

Sponsored by Public Safety Committee

CITY ADMINISTRATOR DONATION REPORT:

The City Administrator shall prepare a report evaluating the impact of all proposed donations or grants on the resources of the City. This report must include both the immediate costs of placing said donation into service or program into action and the costs required to maintain or continue the program in future budget years. Such costs may include analysis of annual personnel, repair and maintenance and equipment expenditures and any future capital improvements required by the donation. The report must be submitted to Council at the same time, acceptance of the donation or grant is to be considered. If additional operating costs are associated with the acceptance of the donation, the Council shall identify the source of revenues to defray the additional costs at the time of acceptance.

There will be no adverse impact of the acceptance of the lights. The donation will be used in the Fire Department as part of their remodeling efforts throughout station 1.

RESOLUTION ___2127______

A RESOLUTION AUTHORIZING CITY SUPPORT AND PERMISSIONS FOR SEVERAL PROGRAMS AS PART OF THE 47th 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 47th Annual Marian Days Celebration is scheduled to occur from August 6 through August 9, 2026 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, beginning Saturday, August 1, 2026;
- 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 7, and Saturday, August 8, 2026;
- 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 8, 2026;
- 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 __________, 2026.

____
David B. Flanigan, Mayor

ATTEST:

____
Miranda Deal, City Clerk

Sponsored by: Public Safety Committee