



City of Carthage, Missouri

CITY COUNCIL

August 11, 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 28, 2026 Minutes
6. **Presentations/Proclamations**
 1. Plaque for Ray West
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. 26-44 -- An Ordinance to amend Section 204 – Probationary Period of the Personnel Policy Manual of the City of Carthage, Missouri.
16. **New Business**

1. C.B. 26-45 -- An Ordinance to authorize the Mayor to apply for federal financial assistance on behalf of the City of Carthage and to execute any contract(s) resulting from such application for any grants between the City of Carthage and the Missouri Highways and Transportation Commission providing for capital, operating, and/or marketing assistance, comprised of federal funds to be expended for Commission-approved transit projects.
2. C.B. 26-46 -- An Ordinance amending the Annual Operating and Capital Budget of the City of Carthage for Fiscal Year 2025-2026 for Specified Funds (General Fund, Golf Fund, Capital Improvement Tax Fund, and South Economic Development Park Fund)
3. C.B. 26-47 -- An Ordinance levying general taxes upon real property located within the City of Carthage, Jasper County, Missouri for the year 2026, for General Revenue purposes and other purposes, and fixing the rates thereof
4. C.B. 26-48 -- An Ordinance to amend Section 307 – Overtime and Section 308 – Compensatory Time of the Personnel Policy Manual of the City of Carthage, Missouri.

17. Mayor's Appointments

1. Board Liaison Appointments

18. Resolutions

1. Resolution 2128 -- A Resolution authorizing a supplemental budget adjustment to the General Revenue Fund and Golf Fund, for Fiscal Year 2025-2026

19. Closing Comments

20. Executive Session

1. **CLOSED SESSION:** ACCORDING TO SECTION 610.021 (2), THE AGENDA INCLUDES THE POSSIBILITY OF A VOTE TO CLOSE PART OF THE MEETING TO DISCUSS LEASING, PURCHASE OR SALE OF REAL ESTATE BY A PUBLIC GOVERNMENTAL BODY WHERE PUBLIC KNOWLEDGE OF THE TRANSACTION MIGHT ADVERSELY AFFECT THE LEGAL CONSIDERATION THEREFOR.

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 28, 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: Robin Harrison, Ray West, David Thorn, Jack Perkins, Alan Snow, Beth Kang, Ron Wells, and Susan Reddy. Council Member Juan Topete and Mariela Telles were absent. City Attorney Jon Gold and City Administrator Traci Cox were also present.

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

Mr. Snow made a motion, seconded by Mrs. Harrison, to approve the minutes of the July 14, 2026 Council Meeting. Motion carried.

During Citizen Participation, Joel Terry, 2219 Alison, asked about code enforcement efforts and provided an address to Mr. Bayless.

Janna Conklin with the Boots Visitor Center, gave an update to the council on what they have seen and the visitors they have gotten this summer.

Mr. Snow reported that the Budget Ways and Means Committee is between meetings. The next meeting is scheduled for August 10th at 5:30 pm.

Mr. Wells reported that the Committee on Insurance, Audit and Claims met on this day and approved the claims. They discussed the changes to the probationary period for employees which appears under new business. They also discussed the employee health fair for this year and lab work that the city typically provides money for. This year, the insurance company is also providing money for employee wellness. Mr. Wells made a motion, seconded by Mrs. Harrison, to approve \$135 for employee lab work. Mr. Wells made a motion, seconded by Mr. Snow, to amend the motion to be \$135 city money as in the past and \$30 paid for by the insurance company, to be a total of \$165 for employee lab work. Motion carried to amend the motion. Amended original motion also carried. The next meeting is scheduled for August 11th at 5:30 p.m.

Mr. Thorn reported that the Public Safety Committee met July 20th at 5:30 p.m. They heard from Lora Phelps with the McCune Brooks Hospital Foundation. They are planning a fundraising event at the Kolpin Pavilion and are requesting a street closure.

Mr. Thorn made a motion, seconded by Mr. Snow, to close 2nd street from Grant to the parking lot behind the Kolpin Pavilion on October 1 from 3-10 pm. Motion carried. The committee discussed the resolution for the donation of lights to the fire department. CW&EP asked for permission to put a crosswalk across Centennial from their building to their new parking lot. Mr. Thorn made a motion, seconded by Mrs. Harrison, to allow street striping from the new parking lot entrance to their building across Centennial Avenue. Motion carried. The committee also approved the MOU with the R-9 school district for the school resource officers. The city will provide 1 SRO and 2 reserve officers. Mr. Thorn made a motion, seconded by Mr. Snow to allow the Mayor to sign this MOU for this school year. Motion carried. They also approved the Marian Days support resolution. They heard staff reports from the fire department on the remodel and new hires, the police department has one in training and one opening. The next meeting is scheduled for August 17th at 5:30 pm.

Ms. Kang reported that the Public Services Committee met July 21st at 5:30 p.m.. The primary reason for this meeting was to discuss the pool assessment that Landmark Aquatics proposed. The committee approved the proposal and it also included an electrical assessment. Money was budgeted for the fiscal year for \$25,000 to conduct the assessment. There is additional money needed to include the electrical with it. Mrs. Kang made a motion, seconded by Mr. Snow to approve moving forward with the pool and electrical assessment in the amount of \$29,400. Motion carried with Perkins casting a no vote. The committee heard reports of lots of park activity and the golf revenues are steady. The new Assistant Parks Director Roy Sawyer had started and next week the new Admin Assistant should start as well. The next meeting is scheduled for August 18th at 5:30 p.m.

Mr. West reported that the Public Works Committee is between meetings. The next meeting is scheduled for August 4th at 5:30 pm.

Special Committee and Board Liaison reports were given by Mr. Perkins for the CW&EP Board, Mr. Wells for the Civil War Museum Board, Mr. Snow for the Ad-hoc hiring process committee, Mrs. Kang for Vision Carthage.

Mayor Flanigan reported on attending various meetings with the Special Road District, CW&EP Board, CEDC Board, Redevelopment Corporation, bridge committee, and meeting with the Mayor of Joplin. He attended the CRM Friendship dinner and met with the Fathers discussing the support and costs associated with it that the City provides. There was also a meeting with department heads to learn about GIS and how to use it throughout city departments.

During Remarks from Council Members, Mr. Thorn expressed his excitement for the solar cars coming through town this week. Mr. Snow thanked Mr. Bayless for his code enforcement efforts, he looks forward to seeing the pool assessment, and he attended the MoDOT stakeholders meeting regarding the 171 interchange project. Mrs. Kang said that the walkers with dogs at the fair acres track are getting excited to have a water fountain for dogs, and she hopes that everyone enjoys Marian Days. Mr. Wells is also

happy with the code enforcement efforts and he has received some complaints about flock cameras within town and they are not the city's and were not funded by the city in any way. Mrs. Reddy thanked Mr. Bayless for handling some complaints she had received. She also loved hearing the Boots Visitor Center update and encourages everyone to check it out if they haven't already.

Fire Chief Jason Martin reported that the remodel of station 1 is still ongoing. They are preparing for Marian Days. The autopulse machine has been received, but the guys have to go through training at the end of the week before they can put it in use. He also mentioned the painted hydrants and how he spoke with CWEP about the issues he had with it. The color of the tops and sides of the hydrants show the flow indicator of a hydrant which is in the fire code. He asked that they be notified of any future painting.

Public Works Director Josiah Bayless reported that the recent push for code enforcement efforts through the city has made his office reanalyze their processes and see where they can improve. He also reported that the new sidewalk project should be getting close to getting the plans finalized. He also reported that his crews are preparing for Marian Days.

Parks and Recreation Director Richard Bonine reported that his new Assistant Parks Director started today and the new Admin Assistant starts next week. The youth fair was a great success a couple weeks ago. The pool assessment will provide 3 options for the pool and how to fix it along with the prices.

The Committee on Claims filed a report in the amount of \$930,539.91, against the following funds: General Revenue \$188,755.79, Public Health \$168,816.71, Lodging \$2,500.00, Parks/Stormwater \$10,287.50, Golf \$30,072.31, Capital Improvements \$9,276.00, Parks and Recreation \$17.83, and Payroll \$520,813.77. Mr. Wells made a motion, seconded by Mrs. Harrison, to accept the report and allow the claims. Motion carried.

There was no Old Business.

Under New Business, C.B. 26-44 -- An Ordinance to amend Section 204 – Probationary Period of the Personnel Policy Manual of the City of Carthage, Missouri was placed on first reading with no action taken.

Mr. Snow made a motion, seconded by Mrs. Harrison, to amend the agenda to include the Standing Committee appointments under Mayor's Appointments due to losing Mr. West and not having two committees with only 3 individuals following his departure from Council. Motion carried.

Mr. Snow made a motion, seconded by Mrs. Harrison, to approve the Mayor's Reappointment of Tymon Bay and Mike Zeiter to the Police and Fire Pension until July 2028. Motion carried.

Mr. Snow made a motion, seconded by Mrs. Harrison, to approve the Mayor's Standing Committee appointments as presented. Motion carried

Under Resolutions, Mr. Snow made a motion, seconded by Mrs. Harrison, to approve 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. Resolution 2126 was adopted after a roll call vote of 8 yeas and 0 nays. Ayes: Robin Harrison, Ray West, David Thorn, Jack Perkins, Alan Snow, Beth Kang, Ron Wells, and Susan Reddy.

Mrs. Harrison made a motion, seconded by Mrs. Reddy, to approve 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. Resolution 2127 was adopted after a roll call vote of 8 yeas and 0 nays. Ayes: Robin Harrison, Ray West, David Thorn, Jack Perkins, Alan Snow, Beth Kang, Ron Wells, and Susan Reddy.

During closing comments, well wishes were sent to Mr. West and everyone hopes there will be another time in the future that he can serve on Council. Mr. Snow reminded everyone that Marian Days events will begin this weekend with the roads being closed and the event being next weekend. Mrs. Harrison thanked all the workers who work out in the heat. Mr. West said it has been a pleasure to serve with the group that brought back order.

Mr. West made a motion, seconded by Mr. Snow, to adjourn the regular session of the Council Meeting. Motion carried and meeting adjourned at 7:42 pm.



City of Carthage, Missouri

COMMITTEE ON INSURANCE/AUDIT AND CLAIMS

July 28, 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, and IT Administrator Michael Keith

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

2. Old Business

1. Approval of July 14, 2026 Minutes

ACTION: Motion to accept/approve item 2.1. by Robin Harrison;
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 Ray West;
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 changes to Section 204 - Probationary Period of the Personnel Policy Manual

Ms. Cox reported that the changes to the probationary period cleaned up the language and made it a one year probationary period for all employees. It was split between 6 months and one year before. Making it more uniform will be easier to track and it gives the employer a better time period to see how someone will perform.

ACTION: Motion to approve and forward to council by Robin Harrison;
Motion passed with a 4:0
AYES: Ron Wells, Robin Harrison, Susan Reddy, Ray West

2. Consider and discuss employee health fair
Ms. Deal reported that every year the wellness committee asks for money to allow employees to have lab work done at the health fair. The amount is \$135 again for this year, that is enough money to cover the health assessment and the women's or men's profile testing. If employees wish to do other testing, they can use the money for other tests. Anything over the \$135 is the employees responsibility. Also this year, Anthem, the city's insurance carrier, is providing \$5,000 to use towards employee wellness. Ms. Cox recommended that the city use some of that money to pay for the A1C testing at the health fair if the employees would like to have that checked. Diabetes is one of the largest conditions that is claimed against the city's health insurance so this test can hopefully alert people who may be pre-diabetic or help those who are diabetic to see where their numbers are at.

ACTION: Motion to approve the \$135 per person for testing and use insurance funds to pay \$30 for a1c testing by Robin Harrison;
Motion passed with a 4:0
AYES: Ron Wells, Robin Harrison, Susan Reddy, Ray West

3. Staff Reports

5. Adjournment

ACTION: Motion to adjourn at 6:18 pm by Robin Harrison;
Motion passed with a 4:0
AYES: Ron Wells, Robin Harrison, Susan Reddy, Ray West



City of Carthage, Missouri

BUDGET WAYS & MEANS COMMITTEE

August 10, 2026 - 5:30 PM
CITY HALL COUNCIL CHAMBERS

AGENDA

- 1. Call to Order**
- 2. Old Business**
 1. Approval of July 13, 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 Acceptance of State Taxi Grant
 2. Consider and Discuss Budget Amendment for FY 25-26
 3. Consider and Discuss Tax Levy for 2026
 4. Staff Reports
- 5. Adjournment**

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



City of Carthage, Missouri
**COMMITTEE ON
INSURANCE/AUDIT AND CLAIMS**

August 11, 2026 - 5:30 PM
CITY HALL COUNCIL CHAMBERS

AGENDA

- 1. Call to Order**
- 2. Old Business**
 1. Approval of July 28, 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 the Overtime and Compensatory Time Policy in the Personnel Policy Manual
 2. Consider and discuss Freeman Early Detection screenings for employees
 3. Consider and discuss CPFO contract for Miranda Deal
 4. 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



AGENDA

Planning, Zoning, and Historic Preservation Commission

Monday, August 3, 2026

5:30 pm

City Hall Chambers

326 Grant St. / Carthage MO 64836

Call to Order

Minutes of Previous Meeting: Monday, July 6, 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.
2. To consider a request for a Certificate of Appropriateness for exterior work to include the installation of plaster over existing brick on the back façade of the building located at 141 Grant St.
3. To consider a request for a Certificate of Appropriateness for the placement of a new awning on the front façade of the building located at 416 Lyon St.

New Business

Old Business

1. Discuss Historic Guidelines

Staff Report

Next Meeting: Thursday, September 10, 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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-Notice of Meeting-

Carthage Tree Board Tuesday, August 4th, 2025

4:30 PM

Kellogg Lake Pavilion

Kellogg Lake DR, Carthage, MO 64836

AGENDA

Old Business

1. Consider and approve minutes from the previous meeting.

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.

New Business

1. Look at Ash Trees in Kellogg Park
2. Arbor Day 2027

Staff Reports

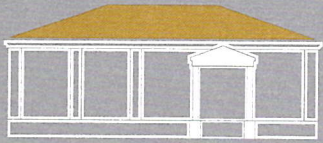
Other Business

ADJOURNMENT

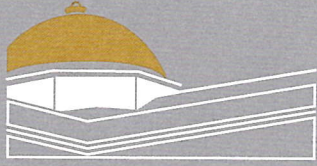
PERSONS WITH DISABILITIES WHO NEED SPECIAL ASSISTANCE CALL 417-237-7000 OR 1 800-735-2466 (TDD VIA RELAY MISSOURI) AT LEAST 24 HRS PRIOR TO THE MEETING.

POSTED:

BY:



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, August 11th, 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

Budget Committee

Community Relations

By-Laws

Library Gardens

Communications

Compensation/Wages

New Business

Payment of Bills

Adjournment

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.

COUNCIL BILL NO. 26-45

ORDINANCE NO. _____

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

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

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

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

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

PASSED AND APPROVED THIS ____ DAY OF _____, 2026.

David B. Flanigan, Mayor

ATTEST:

Miranda Deal, City Clerk

Sponsored by: Budget Ways & Means Committee

AN ORDINANCE AMENDING THE ANNUAL OPERATING AND CAPITAL BUDGET OF THE CITY OF CARTHAGE FOR FISCAL YEAR 2025 – 2026 FOR SPECIFIED FUNDS (GENERAL FUND, GOLF FUND, CAPITAL IMPROVEMENT TAX FUND, AND SOUTH ECONOMIC DEVELOPMENT PARK FUND)

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

SECTION I: The City of Carthage's 2025 - 2026 Annual Operating and Capital Budget for the **General Fund**, is hereby amended to reflect supplemental appropriations from the unallocated and unappropriated Fund Balance, for:

- a.) an amount not to exceed \$62,000 to the Grant Revenue line item for the McCune Brooks Hospital Trust Grant for the purchase of an auto pulse machine; and
- b.) the **Public Works Department**, is hereby amended to reflect a supplemental appropriation of funds not to exceed \$8,378.75 to the Professional Fees line item for additional engineering expenses; and
- c.) the **Taxi Department**, is hereby amended to reflect a supplemental appropriation of funds not to exceed \$1,677.70, to the Gasoline line item for additional gasoline expenses; and
- d.) the **Fire Department**, is hereby amended to reflect a supplemental appropriation of funds not to exceed \$9,000.00 to the Salaries Overtime line item, for the additional overtime expenses; and
- e.) the **Fire Department**, is hereby amended to reflect a supplemental appropriation of funds not to exceed \$62,182.69 to the Capital Outlay line item, for the purchase of an auto pulse machine; and
- f.) the **Civil War Museum Department**, is hereby amended to reflect a supplemental appropriation of funds not to exceed \$1,120.43 to the Salaries line item, \$76.76 to the FICA line item, and \$15.23 to the Workers Comp line item, for the additional salary expenses for new personnel; and
- g.) the **Civil War Museum Department**, is hereby amended to reflect a supplemental appropriation of funds not to exceed \$573.04 to the Building Maintenance line item, for the additional building expenses; and

SECTION II: The City of Carthage's 2025 - 2026 Annual Operating and Capital Budget for the **Golf Fund**, is hereby amended to reflect supplemental appropriations from the unallocated and unappropriated fund balance, for:

- a) an amount not to exceed \$94,531.39 to the Lease Proceeds Revenue line item for the reimbursement of the pump house down payment, and an amount not to exceed \$94,531.39 to the Capital Outlay line item for the down payment of the pump house; and
- b) an amount not to exceed \$17,000.00 to the Concession Sales Revenue line item, for additional revenue from food and drink sales, and an amount not to exceed \$11,725.00 to the Pro Shop Sales Revenue line item, for additional revenue from pro shop sales; and
- c) An amount not to exceed \$10,250.00 to the Concession Purchases line item for the

purchase of additional food and drinks, and an amount not to exceed \$25,375.00 to the Retail Inventory line item for the purchase of additional pro shop merchandise; and

SECTION III: The City of Carthage's 2025 - 2026 Annual Operating and Capital Budget for the **Capital Improvement Tax Fund**, is hereby amended to reflect supplemental appropriations from the unallocated and unappropriated fund balance, for:

- a) an amount not to exceed \$12,000.00 to the Transfers to Others line item for the transfer to the South Economic Development Park Fund for survey expenses; and

SECTION IV: The City of Carthage's 2025 - 2026 Annual Operating and Capital Budget for the **South Economic Development Park Fund**, is hereby amended to reflect supplemental appropriations from the unallocated and unappropriated fund balance, for:

- a) an amount not to exceed \$12,000.00 to the Transfers Revenue line item for the transfer from Capital Improvement Tax Fund for survey expenses; and

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

PASSED AND APPROVED THIS _____ DAY OF _____, 2026.

David B. Flanigan, Mayor

ATTEST:

Miranda Deal, City Clerk

COUNCIL BILL NO. 26-47

ORDINANCE NO. _____

AN ORDINANCE LEVYING GENERAL TAXES UPON REAL PROPERTY LOCATED WITHIN THE CITY OF CARTHAGE, JASPER COUNTY, MISSOURI FOR THE YEAR 2026, FOR GENERAL REVENUE PURPOSES AND OTHER PURPOSES, AND FIXING THE RATES THEREOF.

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

SECTION I: That a tax be and the same is hereby levied for the year 2026, upon all real property which is subject to taxation for municipal purposes under the statutes of the State of Missouri, within the corporate limits of the City of Carthage, Jasper County, Missouri as follows:

First, for General Revenue purposes, 0.3072 cents per One Hundred Dollars assessed valuation.

Second, for the purpose of maintaining the Public Library for the City of Carthage, 0.1534 cents per One Hundred Dollars assessed valuation.

Third, for the purpose of maintaining Public Parks and Recreation within the City of Carthage, 0.1325 cents per One Hundred Dollars assessed valuation.

Fourth, for the purpose of maintaining the Public Health of the City of Carthage, 0.0698 cents per One Hundred Dollars assessed valuation.

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

PASSED AND APPROVED THIS _____, DAY OF _____, 2026.

David B. Flanigan, Mayor

ATTEST:

Miranda Deal, City Clerk

(Sponsored by the Budget Ways & Means Committee)

Jasper County Courthouse
302 S. Main * Room 102
Carthage, MO 64836
Office: 417-358-0416
Fax: 417-358-0415

Jasper County Clerk
Charlie Davis

Jasper County Courts Building
633 S. Pearl Ave. Room 198
Joplin, MO 64801
Office: 417-625-4307
Fax: 417-625-4308

NOTICE OF 2026 07/23/26
AGGREGATE ASSESSED VALUATION FOR POLITICAL SUBDIVISIONS OTHER THAN SCHOOLS

As required by SECTION 137.245.3, I, CHARLIE DAVIS
County Clerk of Jasper County, State of Missouri, do hereby
certify that the following is the aggregate assessed valuation of
CAR CITY a political subdivision in Jasper County, for the year 2026
as shown on the assessment lists, plus railroad and utility
valuations as reported by the State Tax Commission.

Real Estate Valuations:

Residential	110,557,290
Agricultural	464,780
Commercial	64,239,680

TOTAL\$ 175,261,750

Local RR/Utility Valuations:

Residential	0
Agricultural	0
Commercial	1,858,890

TOTAL\$ 1,858,890

TOTAL REAL\$ 177,120,640

Personal Property Valuations:

Personal Property	70,977,266
Local RR/Utility	3,900

TOTAL\$ 70,981,166

State Assessed Railroad & Utility Valuations:

Real Estate	905,855
Personal Property	215,920

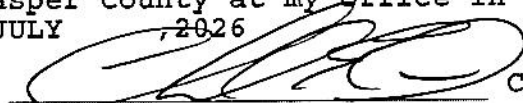
TOTAL\$ 1,121,775

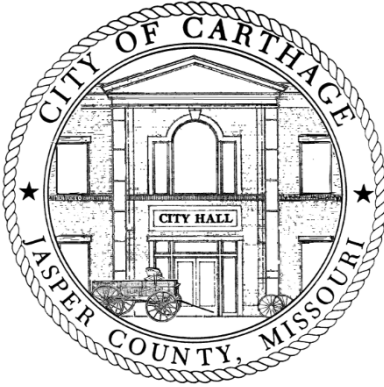
TOTAL CURRENT VALUATIONS \$ 249,223,581

NEW CONSTRUCTION..... \$ 2,704,550

This information is transmitted to assist you in complying with Section
67.110, RSMo, which requires that notice be given and public hearings held
before tax rates are set.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of
the County Commission of Jasper County at my office in
Carthage this 23 day of JULY, 2026

 Clerk



The City of Carthage

America's Maple Leaf City

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

NOTICE OF PUBLIC HEARING

A Public Hearing will be held at 6:30 P.M., Tuesday, August 25, 2026 in the City Hall, Council Chambers, 326 Grant Street Carthage, Missouri at which time Citizens may be heard on the property tax rates proposed to be set by the City of Carthage.

<u>Assessed Valuations</u>	<u>Current Year 2026</u>	<u>Prior Year 2025</u>		
Real Estate – Residential	110,557,290	108,229,660		
Real Estate – Agriculture	464,780	499,980		
Real Estate – Commercial	64,239,680	60,958,890		
<u>Local/State Assessed RR/Utilities</u>	<u>Current Year 2026</u>	<u>Prior Year 2025</u>		
Local Valuations	1,858,890	1,861,920		
State Valuations	905,855	1,021,926		
ASSESSED TOTALS	178,026,495	172,572,376		
<u>Funds</u>	<u>Prior Year Levy</u>	<u>Proposed Levy</u>	<u>Property Tax 2026</u>	
General Revenue Fund	0.3072	0.3072	\$546,897	
Public Health Fund	0.0698	0.0698	\$124,262	
Park & Recreation Fund	0.1325	0.1325	\$235,885	
Library Fund	0.1534	0.1534	\$273,093	
FUND TOTALS	0.6629	0.6629	\$1,180,137	

*This rate is subject to change due to the receipt of subsequent information or upon notice from the State Auditor's Office. A copy of the City of Carthage Annual Budget for Fiscal Year 2026-2027 is available for public inspection at City Hall, 326 Grant Street Carthage, Missouri or on the City of Carthage website www.carthagemo.gov.

Traci Cox
City Administrator
City of Carthage

POSTED: 08/06/2026 Carthage City Hall, Carthage Public Library, Carthage Police Department, Carthage Fire Department, Carthage Website at www.carthagemo.gov Carthage Memorial Hall and Carthage Public Works Department

An Ordinance to amend Section 307 – Overtime and Section 308 – Compensatory Time 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 307 – Overtime of the Personnel Policy Manual is hereby amended by replacing Section 307 with the language below:

307: Overtime:

01. Purpose

The purpose of this policy is to explain when employees are eligible for overtime pay and how overtime is calculated and compensated under the Fair Labor Standards Act (FLSA). This policy also establishes the work periods and overtime requirements applicable to Police Department and Fire Department employees.

02. General Overtime Rule

All non-exempt employees shall be compensated for overtime in accordance with the FLSA. For purposes of calculating overtime, only hours physically worked shall be counted toward the applicable overtime threshold.

Kelly Day hours, vacation leave, sick leave, holiday leave, compensatory time used, and any other paid leave shall not be considered hours physically worked for purposes of calculating overtime.

- Leave taken during the applicable work period shall deduct against the total number of physically worked hours for purposes of reaching the overtime threshold.
- Overtime must be approved in advance by the Department Head or designee.

03. Exempt Positions

Exempt positions shall not be entitled to earn overtime. Classifications not specifically determined to be exempt classifications by the Fair Labor Standards Act shall be considered non-exempt.

04. Standard Work Period Employees (Non-Public Safety)

Employees who are not covered by a special FLSA work period shall earn overtime for hours physically worked in excess of forty (40) hours in a seven (7) day workweek. Overtime compensation shall be paid at one and one-half (1.5) times the employee's regular rate of pay.

05. Fire Department - FLSA Section 7(k) Work Period

The City adopts a twenty-eight (28) day work period for Fire Department personnel in accordance with FLSA Section 7(k).

- Firefighters shall earn overtime only after two hundred twelve (212) hours physically worked in a twenty-eight (28) day work period.
- Only hours physically worked shall count toward the 212-hour overtime threshold.
- Paid leave does not count toward hours worked for overtime purposes and shall deduct against the total number of hours physically worked in the applicable work period.
- Overtime compensation shall be paid at one and one-half (1.5) times the employee's regular rate of pay.

06. Kelly Days

To assist in managing annual work hours and controlling overtime costs, each non-exempt full-time firefighter shall be provided ninety-six (96) hours of Kelly Days per calendar year.

- Kelly Days shall be scheduled by the Fire Chief or designee.
- Kelly Days shall be required to be used during a firefighter's assigned ten (10) day, two hundred forty (240) hour work cycle.
- Kelly Day hours are paid leave and shall not be considered hours physically worked for purposes of calculating overtime.
- Kelly Day hours, vacation leave, sick leave, holiday leave, compensatory time used, and any other paid leave shall not be counted toward the two hundred twelve (212) hour overtime threshold established for Fire Department personnel under FLSA Section 7(k).
- Firefighters are responsible for utilizing scheduled Kelly Days as directed by the department.
- The City reserves the right to schedule Kelly Days in a manner that supports operational needs and staffing requirements.

07. Police Department - FLSA Section 7(k) Work Period

The City adopts a fourteen (14) day work period for Police Department personnel in accordance with FLSA Section 7(k).

- Police officers shall earn overtime only after eighty (80) hours physically worked in a fourteen (14) day work period.
- Only hours physically worked shall count toward the 80-hour overtime threshold.
- Vacation leave, sick leave, holiday leave, compensatory time used, and any other paid leave shall not be counted toward the eighty (80) hour overtime threshold and shall not be considered hours physically worked for purposes of calculating overtime.
- Overtime compensation shall be paid at one and one-half (1.5) times the employee's regular rate of pay.
- This provision replaces any prior built-in, scheduled, automatic, or guaranteed overtime pay practice for police personnel.

08. Call-Back Pay

When an employee is required to return to work after completing their regularly scheduled shift, call-back pay may apply.

A. General Call-Back Pay

When a situation arises requiring an employee to be called back to work within twelve (12) hours after the completion of their regularly scheduled shift and outside their regular work schedule, the employee shall receive a minimum of two (2) hours of overtime pay at one and one-half (1.5) times their regular rate of pay, or payment for the actual hours worked if more than two (2) hours are worked.

B. Court Appearances

Employees who are required to attend court on an off-duty day or during an unscheduled work shift shall receive a minimum of two (2) hours of overtime pay at one and one-half (1.5) times their regular rate of pay, or payment for the actual hours worked if more than two (2) hours are worked.

C. Overtime Calculation

All call-back hours and court appearance hours shall be counted as hours worked for purposes of determining overtime eligibility under this policy.

09. Prohibition on Built-In Overtime

The City does not guarantee or provide scheduled, automatic, or built-in overtime. Overtime shall occur only when actual hours physically worked exceed the applicable FLSA overtime threshold. Regular schedules shall be established without assuming overtime pay unless overtime is actually earned under this policy.

10. Recordkeeping and Responsibility

Departments are responsible for accurately tracking hours physically worked. Time records must clearly distinguish between hours worked, paid leave, overtime hours, and compensatory time earned or used. Misreporting time may result in disciplinary action.

SECTION II: Section 308 – Compensatory Time of the Personnel Policy Manual is hereby amended by replacing Section 308 with the language below:

308: Compensatory Time:

01. Purpose

The purpose of this policy is to explain how compensatory time is earned, used, managed, and paid out in accordance with the Fair Labor Standards Act (FLSA) and City policy.

02. Earning Compensatory Time

Non-exempt employees may receive compensatory time off in lieu of overtime pay when allowed by the City and permitted by the FLSA. Compensatory time shall be earned at one and one-half (1.5) hours for each overtime hour physically worked.

03. Use

Compensatory time may be used in increments of no less than one half hour. An employee has a right to use the compensatory time earned and must not be coerced to accept more compensatory time than the department can realistically, and in good faith, expect to be able to grant.

If compensatory time is allowed, it may be used in lieu of authorized leave without pay for excused absences, or as any other scheduled and approved vacation leave. It may not be used for any unauthorized leave, unscheduled sick leave, nor to offset suspensions without pay.

04. Transfer and Promotion

Upon transfer or promotion, an employee's compensatory time will follow them to their new assignment or be paid off at the old rate as determined by the City Administrator. A person who promotes to an exempt management position will be required to take/use the compensatory time within one year.

05. Department Head Responsibilities

The compensatory time earned by an employee constitutes a legal liability for the City. It is the responsibility of the Department Heads to be familiar with the guidelines established by the Fair Labor Standards Act concerning the use of compensatory time. Efforts should be made by Department Heads to hold down accumulated compensatory time.

Compensatory time limitations shall be determined by each department, but in no case shall exceed eighty (80) hours. For departments meeting the requirements of "seasonal activity" as defined in the FLSA, the limitation for compensatory time shall not exceed one hundred twenty (120) hours.

06. Termination and Pay

Employees terminating their services with the City will be paid for the compensatory time balances, subject to all withholding and other deductions applicable to final pay based on their final pay or as governed by FLSA.

07. Department Heads and Exempt Positions

Department Heads and exempt positions shall not be entitled to earn compensatory time as governed by the Fair Labor Standards Act.

SECTION III: 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

CURRENT LANGUAGE

307. Overtime: To ensure compliance with the Fair Labor Standards Act (FLSA), accurate records showing hours worked must be maintained on all non-exempt employees. Employees are expected to be at their work stations at the required starting time and should not leave the work stations until the scheduled work day is over. Department Heads are responsible for reviewing the time records of every employee each work week. All work records should be signed by the employee and all overtime must be authorized by the Department Head.

01. Policy: The City's overtime pay policy will conform to overtime provisions of the Federal Fair Labor Standards Act. Overtime pay for employees includes the following principal elements: Non-exempt employees will be paid straight time for all approved hours worked through forty in one week, except for Police and Fire shift personnel. The City Administrator will meet with each Department Head to determine and specify those positions which shall be exempt and non-exempt from overtime in compliance with the Fair Labor Standards Act. In determining the positions which are to be exempt, the decision shall include those which meet the Fair Labor Standards guidelines. The list of exempt positions will be filed with the City Clerk for use in payroll functions.

02. Non-exempt Employees: Non-exempt employees are those which shall be eligible for the earning or accrual of overtime or compensatory time at the rate of one and one-half (1½) times the regular hourly rate if not taken in the same work week as required under the Fair Labor Standards Act and will be paid one and one-half (1½) times their regular rate for approved overtime hours.

03. Exempt Positions: Exempt positions shall not be entitled to earn overtime. Classifications not specifically determined to be exempt classifications by the Fair Labor Standards Act shall be considered non-exempt.

04. Normal Work Period Fire and Police Department: The "normal work period" for Fire Department shift personnel is 28 days. Fire Department shift personnel shall work 212 (rounded) hours at their regular rate during the "normal work period." Time worked in excess of 212 hours will be considered overtime. The "normal work period" for Police Department shift personnel is 24 days. Police Department Personnel shall work 147 (rounded) hours at their regular rate during the "normal work period." Time worked in excess of 147 hours will be considered overtime. Additionally, when non-exempt employees are required to work non-scheduled hours over and above their normal daily work period over eight (8) hours, or 12 hours for Police shift employees and 24 hours for Fire shift employees, the Department Head shall authorize overtime pay, which will be one and one-half (1½) times the regular pay scale basis. The Department Head is responsible for documenting the need for call-back pay.

05. Department Head Responsibilities: The Department Head shall document the need for Call-Back Pay by describing circumstances whereby the services to be provided are necessary, the need is for an extensive period of time and can best be met through Call-Back Pay as opposed to other alternatives.

06. Call-Back Pay: If Call-Back Pay is authorized, designated employees are eligible for a minimum of two (2) hours overtime provided the employees called back have left work for the day after completing a regularly scheduled work shift and the call back to work occurs more than two (2) hours immediately before the beginning of each employee's next regularly scheduled work shift.

07. Recording: All earned overtime shall be recorded and processed on appropriate payroll records for payment to eligible employees. All regular overtime compensation shall be made at a time-and-one-half (1½) of the regular rate of pay. If allowed, compensatory overtime shall be recorded at time and one-half (1½) for each eligible overtime hour.

308. Compensatory Time: In some cases, compensatory time off may be granted in lieu of overtime pay. Compensatory time off is figured at one-and-one-half (1½) hours for each hour of overtime worked. An employee requesting the use of compensatory time shall make arrangements with the Department Head ahead of the time he wishes to take off. An employee who has accrued compensatory time and requests use of the time, must be permitted to use the time off within a "reasonable period" after making the request if it does not "unduly disrupt" the operation of the department.

01. Use: Compensatory time may be used in increments of no less than one half hour. An employee has a right to use the compensatory time earned and must not be coerced to accept more compensatory time than the department can realistically, and in good faith, expect to be able to grant. If compensatory time is allowed, it may be used in lieu of authorized leave without pay for excused absences, or as any other scheduled and approved vacation leave. It may not be used for any unauthorized leave, unscheduled sick leave, nor to offset suspensions without pay.

02. Transfer and Promotion: Upon transfer or promotion, an employee's compensatory time will follow them to their new assignment or be paid off at the old rate as determined by the City Administrator. A person who promotes to an exempt management position will be required to take/use the compensatory time within one year.

03. Department Head Responsibilities: The compensatory time earned by an employee constitutes a legal liability for the City. It is the responsibility of the Department Heads to be familiar with the guidelines established by the Fair Labor Standards Act concerning the use of compensatory time. Efforts should be made by Department Heads to hold down

accumulated compensatory time. Compensatory time limitations shall be determined by each department, but in no case shall exceed eighty (80) hours. For departments meeting the requirements of "seasonal activity" as defined in the FLSA, the limitation for compensatory time shall not exceed one hundred twenty (120) hours.

04. Termination and Pay: Employees terminating their services with the City will be paid for the compensatory time balances, subject to all withholding and other deductions applicable to final pay based on their final pay or as governed by FLSA.

05. Department Heads and Exempt Positions: Department Heads and exempt positions shall not be entitled to earn compensatory time as governed by the Fair Labors Standards Act.

City of Carthage, Missouri

Overtime and Compensatory Time Policies

Draft FLSA Compliance Revision - Callback Pay and Kelly Days Added

Yellow highlighting identifies proposed/revised language. The newest changes include the simplified Purpose language, Callback Pay section, Kelly Days section, and clarifying language that Kelly Day hours and other paid leave do not count as physically worked hours for overtime calculations.

POLICY 1: OVERTIME

01. Purpose

The purpose of this policy is to explain when employees are eligible for overtime pay and how overtime is calculated and compensated under the Fair Labor Standards Act (FLSA). This policy also establishes the work periods and overtime requirements applicable to Police Department and Fire Department employees.

02. General Overtime Rule

All non-exempt employees shall be compensated for overtime in accordance with the FLSA. For purposes of calculating overtime, only hours physically worked shall be counted toward the applicable overtime threshold.

Kelly Day hours, vacation leave, sick leave, holiday leave, compensatory time used, and any other paid leave shall not be considered hours physically worked for purposes of calculating overtime.

- Leave taken during the applicable work period shall deduct against the total number of physically worked hours for purposes of reaching the overtime threshold.
- Overtime must be approved in advance by the Department Head or designee.

03. Exempt Positions

Exempt positions shall not be entitled to earn overtime. Classifications not specifically determined to be exempt classifications by the Fair Labor Standards Act shall be considered non-exempt.

04. Standard Work Period Employees (Non-Public Safety)

Employees who are not covered by a special FLSA work period shall earn overtime for hours physically worked in excess of forty (40) hours in a seven (7) day workweek. Overtime compensation shall be paid at one and one-half (1.5) times the employee's regular rate of pay.

05. Fire Department - FLSA Section 7(k) Work Period

The City adopts a twenty-eight (28) day work period for Fire Department personnel in accordance with FLSA Section 7(k).

- Firefighters shall earn overtime only after two hundred twelve (212) hours physically worked in a twenty-eight (28) day work period.
- Only hours physically worked shall count toward the 212-hour overtime threshold.
- Paid leave does not count toward hours worked for overtime purposes and shall deduct against the total number of hours physically worked in the applicable work period.
- Overtime compensation shall be paid at one and one-half (1.5) times the employee's regular rate of pay.

06. Kelly Days

To assist in managing annual work hours and controlling overtime costs, each non-exempt full-time firefighter shall be provided ninety-six (96) hours of Kelly Days per calendar year.

- Kelly Days shall be scheduled by the Fire Chief or designee.
- Kelly Days shall be required to be used during a firefighter's assigned ten (10) day, two hundred forty (240) hour work cycle.
- Kelly Day hours are paid leave and shall not be considered hours physically worked for purposes of calculating overtime.
- Kelly Day hours, vacation leave, sick leave, holiday leave, compensatory time used, and any other paid leave shall not be counted toward the two hundred twelve (212) hour overtime threshold established for Fire Department personnel under FLSA Section 7(k).

- Firefighters are responsible for utilizing scheduled Kelly Days as directed by the department.
- The City reserves the right to schedule Kelly Days in a manner that supports operational needs and staffing requirements.

07. Police Department - FLSA Section 7(k) Work Period

The City adopts a fourteen (14) day work period for Police Department personnel in accordance with FLSA Section 7(k).

- Police officers shall earn overtime only after eighty (80) hours physically worked in a fourteen (14) day work period.
- Only hours physically worked shall count toward the 80-hour overtime threshold.
- Vacation leave, sick leave, holiday leave, compensatory time used, and any other paid leave shall not be counted toward the eighty (80) hour overtime threshold and shall not be considered hours physically worked for purposes of calculating overtime.
- Overtime compensation shall be paid at one and one-half (1.5) times the employee's regular rate of pay.
- This provision replaces any prior built-in, scheduled, automatic, or guaranteed overtime pay practice for police personnel.

08. Call-Back Pay

When an employee is required to return to work after completing their regularly scheduled shift, call-back pay may apply.

A. General Call-Back Pay

When a situation arises requiring an employee to be called back to work within twelve (12) hours after the completion of their regularly scheduled shift and outside their regular work schedule, the employee shall receive a minimum of two (2) hours of overtime pay at one and one-half (1.5) times their regular rate of pay, or payment for the actual hours worked if more than two (2) hours are worked.

B. Court Appearances

Employees who are required to attend court on an off-duty day or during an unscheduled work shift shall receive a minimum of two (2) hours of overtime pay at one and one-half (1.5) times their regular rate of pay, or payment for the actual hours worked if more than two (2) hours are worked.

C. Overtime Calculation

All call-back hours and court appearance hours shall be counted as hours worked for purposes of determining overtime eligibility under this policy.

09. Prohibition on Built-In Overtime

The City does not guarantee or provide scheduled, automatic, or built-in overtime. Overtime shall occur only when actual hours physically worked exceed the applicable FLSA overtime threshold. Regular schedules shall be established without assuming overtime pay unless overtime is actually earned under this policy.

10. Recordkeeping and Responsibility

Departments are responsible for accurately tracking hours physically worked. Time records must clearly distinguish between hours worked, paid leave, overtime hours, and compensatory time earned or used. Misreporting time may result in disciplinary action.

POLICY 2: COMPENSATORY TIME

01. Purpose

The purpose of this policy is to explain how compensatory time is earned, used, managed, and paid out in accordance with the Fair Labor Standards Act (FLSA) and City policy.

02. Earning Compensatory Time

Non-exempt employees may receive compensatory time off in lieu of overtime pay when allowed by the City and permitted by the FLSA. Compensatory time shall be earned at one and one-half (1.5) hours for each overtime hour physically worked.

03. Use

Compensatory time may be used in increments of no less than one half hour. An employee has a right to use the compensatory time earned and must not be coerced to accept more compensatory time than the department can realistically, and in good faith, expect to be able to grant.

If compensatory time is allowed, it may be used in lieu of authorized leave without pay for excused absences, or as any other scheduled and approved vacation leave. It may not be used for any unauthorized leave, unscheduled sick leave, nor to offset suspensions without pay.

04. Transfer and Promotion

Upon transfer or promotion, an employee's compensatory time will follow them to their new assignment or be paid off at the old rate as determined by the City Administrator. A person who promotes to an exempt management position will be required to take/use the compensatory time within one year.

05. Department Head Responsibilities

The compensatory time earned by an employee constitutes a legal liability for the City. It is the responsibility of the Department Heads to be familiar with the guidelines established by the Fair Labor Standards Act concerning the use of compensatory time. Efforts should be made by Department Heads to hold down accumulated compensatory time.

Compensatory time limitations shall be determined by each department, but in no case shall exceed eighty (80) hours. For departments meeting the requirements of "seasonal activity" as defined in the FLSA, the limitation for compensatory time shall not exceed one hundred twenty (120) hours.

06. Termination and Pay

Employees terminating their services with the City will be paid for the compensatory time balances, subject to all withholding and other deductions applicable to final pay based on their final pay or as governed by FLSA.

07. Department Heads and Exempt Positions

Department Heads and exempt positions shall not be entitled to earn compensatory time as governed by the Fair Labor Standards Act.

Board Liaison Representatives from Council

Boards**Liaison**

Carthage Water & Electric
Meets 3rd Thursday, 3:00 p.m. , CW&EP

Jack Perkins

Civil War Museum
Meets on call

Ron Wells

County Commissioners Meeting
Meets every Tuesday 9:00 am , Jasper County Courthouse

Ron Wells

H.S. Truman Council of Government
Meets 4th Wednesday, 11:30 a.m. , C. J. Police Dept

Beth Kang

Kellogg Lake
Meets 3rd Thursday 6:00 p.m. , Community Room at Ulmer Funeral Home

Mariella Telles

Library Board
Meets 2nd Tuesday , 5:15 PM, Public Library

David Thorn

Mercy McCune-Brooks Hospital
Quarterly, Stan Schmidt's Office

Alan Snow

Personnel Appeals Board
Meets on Call

Jack Perkins

Planning, Zoning & Historic Preservation
Meets 1st Monday at 5:30 p.m., Council Chambers

Robin Harrison

Police Personnel Board
Meets on Call

Juan Topete

Vision Carthage
Meets 3rd Wednesday at 7:30 a.m., CW&EP Community Room

Beth Kang

Boots Court Foundation Liasion
Every other month, Third Tuesday, 5:30 pm

Susan Reddy

RESOLUTION NO. 2128

**A RESOLUTION AUTHORIZING A SUPPLEMENTAL BUDGET ADJUSTMENT TO THE
GENERAL REVENUE FUND AND GOLF FUND, 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 and Golf Fund, and budgetary changes are necessary within these 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 August 10, 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 Public Works Professional Fees line item for \$8,378.75 to record additional engineering expenses;

The City hereby also approves the implementation of a line-item adjustment to Taxi Gasoline line item for \$1,677.70, to record additional gasoline expenses.

The City hereby also approves the implementation of a line-item adjustment to the Fire Department Salaries Overtime line item for \$9,000.00 to record additional overtime expenses that accrued due to lack of full staffing at times during fiscal year.

The City hereby also approves the implementation of a line-item adjustment to the Civil War Museum Salaries for \$1,120.43, FICA for \$76.76, and Workers Comp for \$15.23, to record additional salary expenses due to training new personnel, along with a line item adjustment to the Building Maintenance line item for \$573.04, to record additional building maintenance expenses from HVAC repairs and cleaning supplies expenses.

The City hereby also approves the implementation of a line-item adjustment to the Golf Fund for an adjustment to Concession Sales Revenue for \$17,000, to record additional revenue generated by snack and drink sales, an adjustment to Pro Shop Sales Revenue for \$11,725.00, to record additional revenue from pro shop sales. An adjustment to Concession Purchases for \$10,250.00 for purchase of additional drinks and snacks, and an adjustment to Retail Inventory for \$25,375.00, for purchase of additional pro shop merchandise.

PASSED AND APPROVED THIS _____ DAY OF _____, 2026.

David B. Flanigan, Mayor

ATTEST:

Miranda Deal, City Clerk

EARLY DETECTION SCREENINGS CAN SAVE LIVES

Stroke Screening/Carotid Artery

Plaque buildup is an abnormal collection of calcium and cholesterol on the artery walls. Blocked carotid arteries can restrict blood flow to the brain or break off and become lodged in a blood vessel resulting in a stroke. Through ultrasound technology, we can scan the carotid arteries along each side of the neck to detect narrowing or blockages. Early detection will allow you to take an appropriate course of action that may reduce future risk.

Cost of screening: \$40

Abdominal Aortic Aneurysm Screening

An abdominal aortic aneurysm is a ballooning of the wall in the abdominal aorta most often caused by plaque buildup (atherosclerosis). Noticeable symptoms of an abdominal aortic aneurysm are uncommon and you may never know you have it. Early detection can increase your survival rate 50 percent or more when compared to emergency treatment after a ruptured

Cost of screening: \$40

Peripheral Arterial Disease (PAD) Screening

Peripheral arterial disease mainly affects the arteries located in arms, legs, and feet. When fatty deposits build up in the inner linings of the artery walls, blood flow is restricted. PAD often goes undiagnosed until painful symptoms start. Detection could also help prevent future heart attack and stroke.

Cost of screening: \$20

Thyroid Ultrasound Screening

Thyroid ultrasound screening is a sound wave image. Thyroid ultrasounds can be used to detect tumors, cysts, goiters or abnormal lymph nodes of the thyroid gland.

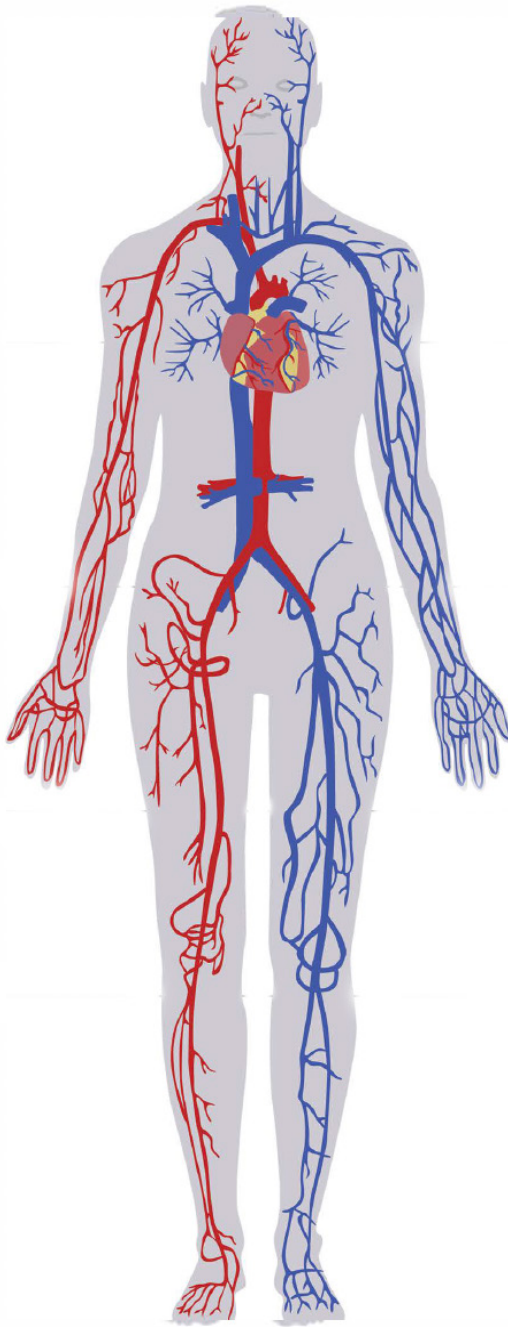
Cost of screening: \$40

Osteoporosis Risk Assessment

Osteoporosis is a disease in which bones become fragile and more likely to break. Men and women 55 years and older are at greater risk for osteoporosis, but it can occur at any age. Poor diet and lack of exercise can contribute to an osteoporosis diagnosis. *Early detection enables physician to start appropriate treatment.*

Cost of screening: \$10

Receive all five screenings for \$140.



OPEN TO THE PUBLIC

First Thursdays in February, April, June, August, October, November, and December

Freeman Screen Team (located next to Freeman Urgent Care Joplin)

1130 E 32nd St., Suite C, Joplin, MO 64804

To schedule an appointment, call the Freeman Screen Team at 417-347-6555.

Screenings take approximately 30 minutes. Please wear clothing with easy access to arms and lower legs.

City of Carthage, Missouri

Human Resources Department

326 Grant Street | Carthage, MO 64836

**CPFO Certification Program
Training & Retention Agreement**

Employee	Miranda Deal
Program	Certified Public Finance Officer (CPFO) Certification Program
Total City-Paid Cost	\$1,200.00
Agreement Effective Date	_____

This Training & Retention Agreement (“Agreement”) is entered into by and between the City of Carthage, Missouri (“City”) and Miranda Deal (“Employee”). The parties agree as follows:

1. Purpose

The purpose of this Agreement is to set forth the terms under which the City agrees to pay for Employee’s participation in the Certified Public Finance Officer (CPFO) Certification Program, including related program dues, and to establish the conditions for program completion, compensation adjustment, retention, and reimbursement.

2. CPFO Program Costs and Dues

The City agrees to pay program-related costs in an amount not to exceed One Thousand Two Hundred Dollars (\$1,200.00).

3. Employee Responsibility for Retakes or Non-Passing Attempts

If the Employee does not pass a course, examination, or other required component of the CPFO program, or if the Employee is required to retake any class, examination, or program requirement, all additional costs associated with the retake or additional attempt shall be the sole responsibility of the Employee and shall not be paid or reimbursed by the City.

4. Program Completion Requirement

The Employee agrees to complete the CPFO Certification Program within two (2) years of the program start date, unless an extension is granted in writing by the City.

5. Compensation Adjustment and COLA Eligibility

The Employee will remain eligible to receive any cost-of-living adjustment (COLA) provided to other City employees, subject to the same terms, timing, and conditions applicable to other eligible City employees. In addition, as part of the anticipated progression to the Finance Officer position at Grade O, the Employee shall receive one-half (1/2) of the increase to Grade O upon starting the CPFO program. The remaining one-half (1/2) of the increase to Grade O shall become effective upon successful completion of the CPFO Certification Program. Successful completion means fulfillment of all program requirements and receipt of the CPFO certification.

6. Retention Requirement and Repayment Obligation

If the Employee voluntarily resigns or otherwise leaves City employment for any reason other than termination by the City within five (5) years following successful completion of the CPFO program, the Employee shall reimburse the City for the City-paid program costs and dues on a prorated basis according to the schedule below. The maximum reimbursement obligation shall not exceed One Thousand Two Hundred Dollars (\$1,200.00).

City of Carthage, Missouri

Human Resources Department

326 Grant Street | Carthage, MO 64836

Time Following Completion	Repayment Percentage	Maximum Amount Owed
Less than 2 years	100%	\$1,200.00
2 years but less than 3 years	75%	\$900.00
3 years but less than 4 years	50%	\$600.00
4 years but less than 5 years	25%	\$300.00
5 years or more	0%	\$0.00

7. No Repayment Upon Termination by the City

No repayment shall be required if the Employee's employment is terminated by the City, regardless of reason or timing.

8. Method of Repayment

Any required reimbursement shall be paid to the City within sixty (60) days of the Employee's separation date, unless another repayment arrangement is approved in writing by the City.

9. Employment Status

Nothing in this Agreement alters the Employee's employment status with the City or creates a guarantee of continued employment, continued assignment, promotion, compensation, or benefits except as expressly stated in this Agreement.

10. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the State of Missouri.

11. Entire Agreement

This Agreement constitutes the entire agreement between the parties regarding the City's payment of the CPFO Certification Program costs and dues and the related retention and repayment obligations. Any modification to this Agreement must be in writing and signed by both parties.

Signatures

By signing below, the parties acknowledge that they have read, understand, and agree to the terms of this Agreement.

Employee:	City of Carthage:
Signature: _____	Authorized Representative: _____
Printed Name: Miranda Deal	Title: _____
Date: _____	Date: _____