



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

February 28, 2023 - 5:00 PM
CITY HALL COUNCIL CHAMBERS

AGENDA

- 1. Call to Order**
- 2. Old Business**
 1. Approval of February 14, 2023 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. Discuss Remainder of Dick Horton Bill
 2. Consider and Discuss City of Carthage Wellness Packet
 3. Consider and Discuss Dental & Vision Insurance Renewals
 4. Consider and Discuss Parks & Golf Job Descriptions
 5. 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

February 14 2023 - 5:00 PM
CITY HALL COUNCIL CHAMBERS

MINUTES

1. Call to Order

MEMBERS PRESENT: Robin Harrison, Trudy Blankenship, Robin Blair, Tiffany Cossey

OTHER COUNCIL MEMBERS: David Armstrong, Mark Elliff, Ceri Otero, Mayor Dan Rife

STAFF PRESENT: City Administrator Greg Dagnan, Assistant City Administrator Traci Cox, City Clerk Miranda Deal, Deputy Clerk Courtney Walker

Chair Robin Harrison called the meeting to order at 05:00 PM.

2. Old Business

1. Approval of January 24, 2023 Minutes

ACTION: Motion to accept/approve item 2.1. by Tiffany Cossey
Motion passed with a 4:0

AYES: Robin Harrison, Trudy Blankenship, Robin Blair, Tiffany Cossey

NOES: None

ABSTAIN: None

2. Review & Approval of the Claims Report

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

AYES: Robin Harrison, Trudy Blankenship, Robin Blair, Tiffany Cossey

NOES: None

ABSTAIN: None

3. Citizens Participation

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

4. New Business

1. Audit Presentation by KPM CPA's

Rebecca Baker, KPM CPA's and Associates, presented a detailed overview of the City's Audited Financial Statements. Ms. Baker noted total cash and investments decreased \$1.7 million, General Fund revenues increased \$1.5

million and General Fund expenses increased \$2.6 million over the previous fiscal year. The Reserve Fund Balance is calculated by dividing the Unassigned Fund Balance by Total Expenditures. The Reserve Fund Balance for the City of Carthage at the end of fiscal year 22 was 62.4%, up from the previous fiscal year of 57.9%. This was due in large part to capital outlay that was carried over to the current fiscal year. Ms. Baker commended the City Staff on an unmodified/clean audit with no deficiencies reported.

ACTION: Motion to accept/approve the audit by Trudy Blankenship
Motion passed with a 4:0
AYES: Robin Harrison, Trudy Blankenship, Robin Blair, Tiffany Cossey
NOES: None
ABSTAIN: None

2. Staff Reports

Ms. Deal reported that license renewals are currently being worked on. There will be more final numbers at the meeting in March.

Ms. Cox reported that they have been working on OpenGov and conferencing with all department heads in reference to each department's five year capital plan.

Mr. Dagnan reported that the budget process has been going great and they are making progress by having open, transparent conversations with all department heads.

5. Adjournment

ACTION: Motion to adjourn at 5:25 p.m. by Tiffany Cossey
Motion passed with a 4:0
AYES: Robin Harrison, Trudy Blankenship, Robin Blair, Tiffany Cossey
NOES: None
ABSTAIN: None

Carthage Phase Two Contract
Additional Services Contract Signed on: March 14, 2022
Consulting Hours Timesheet for Precious Moments

Date	Task	Topic	Time Spent	\$100 Per Hour
04.22.22	Trip to Carthage	Meet with Don Bucher and Terri about Precious Moments	4 hours	x
DHC Notes	An initial meeting to express interest in acquisition of property for park purposes. Don expressed interest in having additional conversations			
04.28.22	Trip to Carthage	Precious Moments Map Review and strategizing about how to proceed, Special Events Policy discussion (Kellogg Lake Contacts), Gifts Catalogue idea, website critique	4 hours	x
DHC Notes	A second meeting to respond to Don's request to show us some maps and site development concepts that he and his family had created over many years to share some of their dreams for the property. Don presented ideas they had for revenue streams on the property.			
06.21.22	Precious Moments	Appraisal discussion with Don (phone) and Terri	4 hours	x
DHC Notes	A meeting to fully discuss the findings of an appraisal of the property that the city had completed. We were anxious about this presentation as the appraisal came in several million dollars below the number that we thought Don had in mind			
08.31.22	At Carthage	Precious Moments Status, Gifts Catalogue, YMCA partnership, trails, playgrounds, restrooms, arts policy, and a State Revitalization Grant Opportunity	4 hours	x
DHC Notes	This meeting was to listen to updates about various interactions between Mark, Terri, and Don since our last meeting. The outcome from the conversation was the knowledge that both parties continued to be interested in the land acquisition by the city			
09.16.22	Trip to Carthage	To prepare for Council Meeting on 09.22 to discuss Precious Moments	4 hours	x
DHC Notes	This meeting was to discuss how best to present the land acquisition details of Precious Moments to the City Council. Key components of the presentation were to focus on funding options, potential programming uses at the site, management options, best ways to deal with amenities on the property that the city may not want/need, and other potential future city-at-large uses of additional property beyond what is wanted for a park			
09.21.22	Precious Moments/Council Presentation preparation	Precious Moments Presentation Preparation to city council	4 hours	x
DHC Notes	This meeting was a continuation of the previous meeting on 09.16.22. As key community stakeholders weigh in on the acquisition opportunity, particularly potential funders, it was important to align as well as possible with the opportunity and community realities			
09.22.22	Precious Moments/Council Presentation preparation	Traveled to Mark's Office to review the ppt presentation	3 hours	x
DHC Notes	Because of the enormity of the land acquisition opportunity, we discussed every detail to make sure that we were in the position we felt we needed to be in			

09.28.22	Mark at his office	Talk about results of last night's Council Meeting with a 7-2 vote to approve the pursuit of acquiring Precious Moments Park with outside funding only	4 hours	x
DHC Notes	Because the 7-2 vote by the PSC Committee was overwhelming supportive of the land acquisition, but with outside funding only, we talked about all potential funding sources and the requirements of those sources keying on the State Revitalization Grant Opportunity			
09.29.22	Precious Moments Partnerships	Work to develop an outreach document to potential Precious Moments partners and add this information to the State Revitalization Grant Opportunity		x
DHC Notes	I suggested that I prepare an outreach document to potential Precious Moments partners. I shared my ideas about how the document should look, what it should say, and how best to present it to potential partners			
10.13.22	Trip to Carthage	Talk about issues with pursuing state grant for Precious Moments acquisition and other matters such as playground vendor decision	3 hours	x
DHC Notes	We talked about the progress Mark had made with a Precious Moments land acquisition grant, the effort it took to identify the grant, and the good news that local support for developing the property after acquisition had informal confirmation from a local trust. This \$2.0 M was identified by Shad Burner as the key component to meet the match. The other \$1.0 M part of the match will be the economic development opportunities, local/regional/state partnerships to use the property and the housing projects that the park property will anchor. We discussed Park Department management and operations resources moving forward after the acquisition process is completed, and overall community and regional impact of the new park			

The City of Carthage

Date: 10/31/2022

Requisition No.: **PARKS 134**

Firm: Dick Horton Consulting

Address: 507 Norris Drive

Parks 110

Pittsburg, Kansas 66762

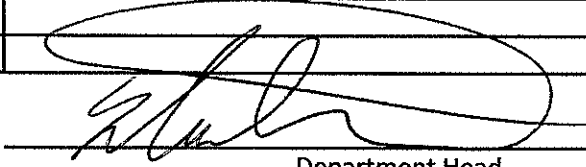
Fiscal Year 2022-2023

Distribution: **128-49500.800**

Dick Horton Contract Addendum - Parks Stormwater Sales Tax

Quantity	Description	Unit Cost	Total
	Create Special Event Policy		\$ 5,000.00
	Create Gift Catalog		\$ 3,000.00
	Create Pricing and Cost Recovery Policy		\$ 7,000.00
	Create Public Art Policy		\$ 5,000.00
	Consulting Hours		\$ 10,000.00
	IN#1		\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
		TOTAL	\$ 30,000.00

Signed:



Department Head

CC

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INVOICE

Date: October 28, 2022
INVOICE # 1

Consulting Services

To City of Carthage
Parks and Recreation
720 Robert Ellis Young Drive
Carthage, MO 64836

Consulting Services	Invoice #1	Percent Complete
Create Special Events Policy	\$5,000	100%
Create Gifts Catalogue	\$3,000	100%
Create Pricing and Cost Recovery Policy	\$7,000	100%
Create Public Arts Policy	\$5,000	100%
Consulting Hours	\$10,000	100%
TOTAL	\$30,000	

Make all checks payable to Dick Horton Consulting
507 Norris Drive
Pittsburg, Kansas 66762

Thank you for your business!



INVOICE

Date: October 28, 2022

INVOICE # 1

Consulting Services

To City of Carthage
Parks and Recreation
720 Robert Ellis Young Drive
Carthage, MO 64836

Consulting Services	Invoice #1	Consulting Hours	Hourly Rate	Percent Complete
Create Special Events Policy	\$5,100	34	\$150/hour	100%
Create Gifts Catalogue	\$3,000	20	\$150/hour	100%
Create Pricing and Cost Recovery Policy	\$6,900	46	\$150/hour	100%
Create Public Arts Policy	\$5,000	33	\$150/hour	100%
Consulting Hours	\$10,000	100	\$100/hour	100%
TOTAL	\$30,000	233		

Make all checks payable to Dick Horton Consulting
507 Norris Drive
Pittsburg, Kansas 66762

Thank you for your business!

COUNCIL BILL NO. 22-06

ORDINANCE NO. 22-07

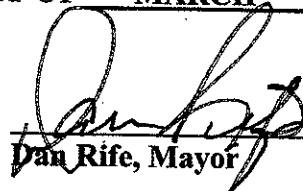
An Ordinance authorizing the Mayor of the City of Carthage, Missouri to execute the Consulting Agreement Addendum #2 to the original Master Plan Agreement to Perform Parks and Recreation Consulting Services, between Dick Horton Consulting and the City of Carthage, Missouri.

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

SECTION I: The Mayor of the City of Carthage is hereby authorized to execute on behalf of the City of Carthage, Missouri the Consulting Agreement Addendum #2 to the original Master Plan Agreement to Perform Parks and Recreation Consulting Services, between Dick Horton Consulting and the City of Carthage, a true copy of which is attached hereto and incorporated herein as if set out in full.

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

PASSED AND APPROVED THIS 8th DAY OF MARCH, 2022.



Dan Rife, Mayor

ATTEST:



Traci Cox, City Clerk

Sponsored by: Public Services Committee

Dick Horton Consulting

507 Norris
Pittsburg KS 66762



Contract Addendum #2 to the original Master Plan Agreement to Perform Park and Recreation Consulting Services

Date

February 15, 2022

City of Carthage Rules and Regulations

This Consulting Agreement Addendum #2 is issued pursuant to the selection of Dick Horton Consulting to develop a Park and Recreation Master Plan for the City of Carthage and the need to extend his contract to assist with the administrative effort that will be needed to implement the completed master plan.

Period of Performance

The Services shall commence on January 3, 2022, and will be completed at such time as the selected services are approved by the Director of Parks and Recreation.

Scope of Work

Potential tasks to be included in this contract addendum #2 include those in the table below. It is understood that the tasks can be deleted or added to.

Task	Support Role	Lead Role	Comment
Partnerships - Individual Partner Conversations - YMCA - Sports Associations - Special Interest Groups	x		Especially with the YMCA, it may be helpful to have another voice like mine to offset pushback.
Pricing/Cost Recovery Policy/Special Events Guidelines		x	

• Complete Special Events Guidelines. • Complete a unique Pricing and Cost Recovery Policy for Carthage • Incorporation of Special Event Guidelines with Pricing and Cost Recovery Policy •			
Public Engagement • Hispanic Community • Older Adults • Young People • Farmer's Market • Central Park Wading Pool • Carl Lewton Stadium • Cost Recovery Policy Opposition • Athletic Field Scheduling Opposition	x		Continue outreach to unusual voices and others who have a desire to have additional discussions
Recreation Programming	x		Identify appropriate programs for the Department
Organizational Changes	x		How best to adapt staff to a new way of doing business • Field scheduling • Marketing • Cost tracking • Becoming a data-driven agency
Develop New Policies • Staff Development		x	
Maintenance Management • Cost Tracking Methodology		x	
Research • Farmer's Market • Other to be determined		x	
New Document Development		x	Write new documents as needed

Deliverables

Each task assigned for further study will be completed on a timely basis. Each task will be accurate, thorough, and professionally prepared to align with best practices in the park and recreation profession.

Consultant Fee

The fee for tasks selected for further study can be determined in a couple of ways:

- Most services will be tracked and invoiced based on time and rate.
- Some services may be put together as a flat fee.
- The rate scale will vary between \$150 per hour and \$200 per hour based on type of work.

- \$30,000 maximum payment total for services.

Invoice Procedures

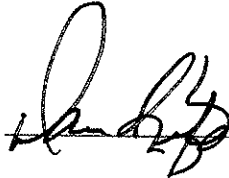
DHC will submit an invoice to the Park and Recreation Department on a periodic basis when specific tasks have been completed and approved by the Director of Parks and Recreation.

IN WITNESS WHEREOF, the parties hereto have caused this Contract Addendum to be effective as of the day, month and year first written above.

City of Carthage

Dick Horton Consulting

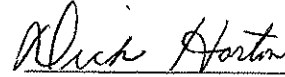
By:
Name:



Title: *MAYOR*

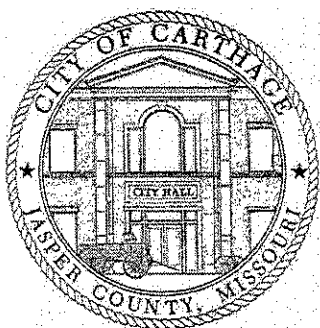
Date: *3-10-22*

By:
Name:



Title: *OWNER*

Date: *3.14.22*



The City of Carthage

"America's Maple Leaf City"

November 30, 2022

Dick Horton Consulting
507 Norris
Pittsburg, KS 66762

RE: Invoice #1 to City of Carthage October 28, 2022

Dear Mr. Horton,

The City is in receipt of your itemized invoice #1. There are some areas that need clarification based on the City's contract with DHC and the work that was completed. Two of the items of note are the Event Policy and the Cost Recovery policy. These were provided for the contract addendum #2 and although the invoice is not itemized on the projects, completed work was submitted to the City. The contract addendum #2 was not amended by the council and outlines the scope of work to be completed.

The areas of concern are, the Gifts Catalogue, Public Arts Policy and Consulting Hours. More information is needed regarding these items.

Gifts Catalogue:

We are requesting that you send the complete work and all notes associated with this project and an itemized bill breaking down the specific time and dates worked on this project. This project may be outside the scope of the contract addendum #2. We also would like for you to state on that itemized billing where that project fit into the contract addendum #2.

Public Arts Policy:

The public art policy is not included in the Scope of Work to be completed in the addendum #2 and the City is unaware what work was done. Specifically, how you worked 33 hours on the policy.

We have identified the City of Kingston Ontario's Public Art Policy is substantially similar in formatting and content to the final version submitted to the council. This is in line with what the

committee and Mr. Peterson stated occurred in developing the art policy. Mr. Peterson has indicated that he did the following in developing the art policy.

He stated that he took the base content from the Kingston policy and worked on it to encompass our local environment. That this was done prior to speaking with DHC. He also stated that he then engaged DHC and presented DHC with his work. DHC worked on developing it further and a shared version which was presented to the City Administrator. After that discussion multiple items were removed from the policy. In reviewing Mr. Peterson's files and communications with DHC, we only were able to find very little documentation showing DHC reviewed the policy from Mr. Peterson and provided some corrections to the policy he developed.

The city is not denying the time you work but again we cannot accept block billing. We need the time worked on this project broken down by date, time and task.

Consulting Hours:

Finally, you submitted a block billing for 100 hours consulting time. This needs to be itemized by date, time and task. The city cannot pay a consultant's hourly fee based on block billing. The itemized billing needs to be broken down in to specific task and not combined. I understand that on a specific day, DHC may have spoken to the City, completed research, and drafted a response, each of these must be broken down individually by date and time.

What the City needs and is requesting is common practice with consultants and professions. We need all documentation that DHC has regarding the City of Carthage including all communications. All completed, incomplete, partial, and unfinished documents DHC was working on for the City. Itemized billing for the 3 above mentioned items.

Nate Dally,
City Attorney
City of Carthage, Missouri



City of Carthage
MISSOURI

OUR VISION

To create a work environment where employees are empowered to learn about and better their nutrition, fitness, emotional well-being, and financial health.

2023 WELLNESS PROGRAM

EARN YOUR \$150 INCENTIVE

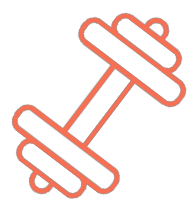
// POINT SYSTEM



	Point Opportunity	Points per Occurrence	Max Allowed	Points Earned
1	Preventive visit (required)	25	25	
2	Blood screening at health fair or doctor	25	25	
3	Dental visit	10	10	
4	Vision visit	10	10	
5	Nicotine free	15	15	



	Point Opportunity	Points per Occurrence	Max Allowed	Points Earned
7	Gym membership for a year	20	20	
8	30-day tracker: food diary, activity, habit	15	15	
9	Athletic event*	15	15	
10	City of Carthage challenges or events	15	30	
11	No more than 16 hours sick leave used	15	15	



	Point Opportunity	Points per Occurrence	Max Allowed	Points Earned
12	Weight management program (6 mos)	15	15	
13	Blood donation	10	20	
14	Flu or pneumonia shot	10	20	
15	Health fair attendance	5	5	
16	Volunteer community service**	5	10	



Earn 100 points & receive \$150
in incentive pay the 2nd pay
period in December!

City of Carthage seeks to create a culture of health for all employees and their families by promoting healthy lifestyles, educational opportunities and wellness activities. City of Carthage recognizes that a culture of wellbeing not only benefits employees and their families, but the organization as a whole.

**Athletic event examples include Heart Walk, Diabetes Walk, Maple Leaf Walk, Walk for Life, Softball Tournament, 5k, etc.*

***Volunteer community service examples include Carthage Humane Society, Vision Carthage, organize a trash clean-up/or participate in it, coach youth sport or program (Boy scouts, Girl scouts), volunteer at events like Fourth of July, Maple Leaf, kids fishing tournament, Food Truck Friday, Participate/help in city parade floats, food pantry, toy drive for the LaVerne Williams Children Christmas Party, etc.*

Tracking methods are flexible and include data from apps.
Contact a member of your wellness team with any questions and
to submit this tracking sheet **by 12/11/23.**

TOTAL POINTS

// VALUABLE BENEFITS



Receive a \$20 monthly incentive by visiting a local gym at least 12 times in one month. Turn in proof to your department wellness leader.



Free golf and cart rentals for employees Monday-Thursday and after 12:00 pm on Friday-Sunday. 50% off golf and cart rentals for employees Friday-Sunday from sunrise to 12:00 pm.



Earn up to \$200 by participating or completing a variety of activities such as preventive care, condition management, and wellness activities. Log into anthem.com or get the Sydney Health app to begin earning rewards.



// SUCCESS STORIES



Seeing a picture of myself with my family at a special event is what made me decide it was time to do something about my weight. I changed my diet, cut out snacking at night and began drinking a gallon of water every day. I also took up walking on the treadmill and some body weight exercises for strength training. The city challenge became an added incentive. Walker Tracker was also fun to see how much I did during that day. After 6 months of these changes to my habits, I had **lost a total of over 50 pounds**. I was able to **get off cholesterol medicine**. I feel much better and am going to continue to participate and hope to maintain my health and weight by **utilizing the City of Carthage wellness program**.

Brian Calhoon,
Fire Training Officer



Several years ago, my wife began a disciplined diet and moderate exercise routine. She looks great and has energy. I couldn't seem to find the motivation to do it. Having a friendly "competition" and **tying this into work** allowed me to focus on the goal during the workday. At this point I wouldn't say I feel 20 years younger, but I do feel **20 pounds lighter** and that's worth a lot to me.

Kevin Kinsey,
IT Administrator



I've enjoyed being able to participate with other city employees and **making connections with folks**. It's encouraging to see others supportive and it's sort of a peace of mind to knowing you aren't the only one riding the health struggle bus. **The gym reimbursement is awesome!** It may not seem like a lot to people but if you are trying to manage finances and are having to cut things out, that would be my first to have to go, I am thankful for it and it's been a motivator for me to actually go to the gym! Also, **this program "made" me get an eye exam..** turns out I need glasses; I never would have gone for an eye exam had I not been driven to check all those boxes to feel successful in my health journey this year. This was also the first year I gave blood and it was neat. - **Thank you to the committee!!**
Sgt. Heather Wolfe,
Police Administrative Sergeant

// CITY WELLNESS GOALS

GET ACTIVE

walker tracker & other fitness challenges

STAY HEALTHY

select a Primary Care Physician and get your FREE preventive care exam

EMOTIONAL WELL-BEING

utilize our confidential Employee Assistance Program

NICOTINE CESSATION

helps employees reduce dependency on nicotine

REDUCE HEALTH INSURANCE PREMIUMS

working together to stay healthy and reduce rates

MORE THAN A HEALTH FAIR!

In addition to the annual health fair, the wellness committee works to improve the health and well-being of the City of Carthage employees and families through education, training and activities.



The committee meets the first Wednesday of the month and is open to any employees. Want to be a member? Please let us know.

The City of Carthage Wellness Program is voluntary and available to all employees on the health plan. The program is administered according to federal rules permitting employer-sponsored wellness programs that seek to improve employee health or prevent disease, including the Americans with Disabilities Act of 1990 (ADA), the Genetic Information Nondiscrimination Act of 2008 (GINA), and the Health Insurance Portability and Accountability Act (HIPAA), as applicable, among others.

Various health assessments and screenings are available and voluntary as a part of the wellness program. You are not required to complete these or other medical examinations. However, employees who choose to participate are eligible for rewards. The health testing and assessment options that are either a part of or encouraged by the wellness program include a health risk assessment, health coaching, and biometric screening of blood pressure, cholesterol lipid panel, glucose (blood sugar) and body mass index. Tobacco cessation counseling is available to waive the tobacco surcharge. If you think you might be unable to meet the standard for the reward under this wellness program or for program alternatives, contact HR and we will work with you (and, if you wish, with your doctor) to find a wellness program with the same reward that is right for you in light of your health status.

The information from the health testing can help you understand your current health and potential risks, and determine appropriate lifestyle goals. You also are encouraged to share your results or concerns with your own doctor.

Protections from Disclosure of Medical Information

We are required by law to maintain the privacy and security of your personally identifiable health information. City of Carthage may use aggregate information to design a program based on identified health risks in the workplace. Your physician and the vendors who administer and provide screenings will not disclose any of your personal information either publicly or to the employer, except as expressly permitted by law. Medical information that personally identifies you that is provided in connection with the wellness program will not be provided to your supervisors or managers and may never be used to make decisions regarding your employment. In addition, all health information obtained through the wellness program will be maintained separately from your personnel records, stored electronically and encrypted, and not be used in making any employment decision. Appropriate precautions will be taken to avoid any data breach, and in the event a data breach occurs involving information you provide in connection with the wellness program, we will notify you immediately. You will not be discriminated against in employment because of the medical information you provide as part of participating in the wellness program, nor will you be subjected to retaliation if you choose not to participate.

Your health information will not be sold, exchanged, transferred, or otherwise disclosed except to the extent permitted by law to carry out specific activities related to the wellness program, and you will not be asked or required to waive the confidentiality of your health information as a condition of participating in the wellness program or receiving a reward. Anyone who receives your information for purposes of providing you services as part of the wellness program will abide by the same confidentiality requirements. City of Carthage may be provided with an aggregate report (summary of results with no identifying information) or a list of names of participants for programs where participation is tracked for the purposes of distributing rewards.

If you have questions or concerns regarding this notice, or about protections against discrimination and retaliation contact HR.

**Contact a member of your wellness
team with any questions**



CITY OF CARTHAGE
326 Grant Street
CARTHAGE, MO 64836

Dear Plan Administrator,

On a promise of affordably priced comprehensive dental and vision benefits delivered through caring service professionals, you selected us. Thank you for placing your trust in us. We take the placement of your faith, your broker's faith in us very seriously.

Your plan anniversary is **March 1, 2023**.

We are grateful for your business. We respect the role of your broker and consultant and will work closely with both of you to earn your renewal.

Below is a summary of your current rates along with your renewal rates.

	<u>Current Rates</u>	<u>Renewal Rates</u>	<u>Enrollment</u>
Employee	\$37.81	\$37.81	41
Employee & Spouse	\$77.34	\$77.34	2
Employee & Child(ren)	\$79.53	\$79.53	9
Family	\$126.80	\$126.80	4

Please keep in mind that this is your annual enrollment period. Now is the time for your employees to review and make changes to their current coverage, which will become effective on your anniversary.

Thank you for your continued partnership with Delta Dental of Missouri.

Sincerely,

Cindy Pithers

Regional Account Manager
Phone: (800) 392-1167 x2840

cc: SRA INSURANCE AGENCY LLC DBA BEIMDIEK INSURANCE



MICHAEL MILLER
CITY OF CARTHAGE
326 GRANT ST
CARTHAGE, MO 64836-1632

DEAR MICHAEL MILLER:

Thank you for choosing VSP® Vision Care — and for your continued business. Putting your employees first and guaranteeing their satisfaction is easy, when we have partners like you.

As the only national not-for-profit vision company, we're committed to giving your employees:

- **Lowest employee out-of-pocket costs** — employees' #1 priority in a vision plan.
- **Exclusive Member Extras.** offers you won't find anywhere else — only VSP members can save more than \$2,500 on vision, hearing, medical, and lifestyle services.
- **World class service** — the highest customer satisfaction in the industry, 15 years in a row.

Your VSP plan automatically renews on **March 1, 2023** and **no action is required** to continue to receive consumers' #1 choice in vision care.

Group Name/Number: CITY OF CARTHAGE / 30074957
Renewal Period: March 1, 2023 - February 28, 2025
Current Plan Frequency: 12 / 12 / 24
Current Copay: \$10 Exam / \$25 Materials
Current Allowance: \$180.00 Retail Frame / \$150.00 Elective Contact Lenses
Current Rates: \$15.66 / 25.05 / 25.57 / 41.22
Renewal Rates: \$16.45 / 26.32 / 26.87 / 43.32

Current Plan Frequency: 12 / 12 / 24
Current Copay: \$10 Exam / \$25 Materials
Current Allowance: \$180.00 Retail Frame / \$180.00 Elective Contact Lenses
Current Rates: \$16.01 / 25.62 / 26.15 / 42.17
Renewal Rates: \$16.81 / 26.92 / 27.48 / 44.30

Rates include all applicable taxes and health assessment fees known as of the date of your renewal.

Please let me know if you have any questions about your VSP plan or would like to see additional options to enhance your benefit or lower your premium. Please contact me at the number below and I can assist you.

Thank you,

Samantha Martin (800) 216-6248

cc: LORIE A DOWNING
SRA INSURANCE AGENCY, LLC DBA
303 E 3RD ST
CARTHAGE, MO 64836-1735

CMI CS Team

PLEASE READ

**IMPORTANT LEGAL NOTICE
CONCERNING MISSOURI STATE STATUTE
REGARDING DEPENDENT COVERAGE**

Effective January 1, 2008, Missouri state statute (R.S.Mo. 376.426(17)) provides that "dependent child" includes an eligible Enrollee's unmarried dependent child who is under 25 years of age.

Please be advised that if your contract with VSP provides coverage for dependent children, we will update the limiting age to provide coverage through age 25 to comply with the above-mentioned statute, effective as of the upcoming renewal date of your VSP coverage.

JOB DESCRIPTION CITY OF CARTHAGE

DEPARTMENT: Parks
POSITION TITLE: Administrative Assistant

SALARY GRADE: D
FLSA STATUS: Non-Exempt

RESPONSIBILITIES OF POSITION:

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

SUPERVISION RECEIVED:

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

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

1. Serve as initial contact for the Parks Department both on the phone and in the reception area. A pleasant personality with a customer service attitude are required.
2. Typing and composition of office correspondence, reports and other items as assigned. Compiles and completes data for administrative reports and other public documents. Establishes and maintains office filing system. Makes varied mathematical computations on material assembled.
3. Preparation of grant reimbursement requests and other record keeping including correspondence to policies and standards.
4. Preparation and distribution of meeting notices and agendas.
5. Relieves Parks and Recreation Director of routine administrative details such as requisitioning or order supplies, checking operating reports for accuracy and conformance to policies and standards.
6. Ordering, maintaining, processing and preparation of invoices of materials and supplies for Administration Department.
7. Takes and prepares minutes for assigned committee responsibilities.
8. Preparation and maintenance of assigned economic indicators and demographics.
9. Other duties as assigned.
10. Coordinate and schedule basic copier and office machine repairs and maintenance.
11. Keep and maintain adequate supply of office supplies.
12. Miscellaneous business related errands.
13. Carries out any other duties as are within the scope, and spirit and purpose of the job as directed by the supervisor or Department Head.

QUALIFICATIONS:

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

Abilities: Ability to follow verbal and written instructions; work independently; set priorities; meet deadlines; and exercise independent judgment; maintain confidentiality; present positive professional image to the general public and other City Departments; communicate with fellow workers, subordinates, managers and the general public in a clean, concise manner; maintain attention to numerous individuals or detailed information for prolonged periods of time; provide customer service in a manner consistent with City standards; work cooperatively with others as a member of a service-oriented team; deal with distressed, agitated customers in a calming, composed manner.

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

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

License/Certificates: Possession of, or ability to maintain an appropriate valid Missouri driver's license; to maintain a functioning telephone at place of residence.

SPECIAL REQUIREMENTS:

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

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

LIMITATIONS AND DISCLAIMER:

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct or significant risk to the health and safety of themselves or other employees. Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform duty proficiently.

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

Signed: _____ Date: _____



JOB DESCRIPTION CITY OF CARTHAGE

DEPARTMENT: Golf

SALARY GRADE: E

POSITION TITLE: Asst. Golf Course Operations Supervisor

FLSA STATUS: Non-Exempt

RESPONSIBILITIES OF POSITION:

Under the direction of the Golf Course Operations Supervisor, perform a variety of routine duties such as opening and closing Pro Shop, collecting green fees, helping run tournaments, daily cleaning of the Pro Shop, preparing golf carts for the day, parking golf carts and closing the Pro Shop. Supervises part time workers as directed by the Golf Course Operations Supervisor, assumes duties of the Golf Course Operations Supervisor in his absence, including preparing and making the daily deposit.

SUPERVISION RECEIVED AND EXERCISED:

Performs duties as directed by the Golf Course Operations Supervisor, supervises part time pro shop employees.

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

1. Opening Pro Shop and preparing for the day, including organizing golf carts and any preparations needed in the Pro Shop.
2. Collecting green fees, cart fees and entering information into point of sale management software.
3. Selling annual passes.
4. Supervising part time employees as needed.
5. Clean, repair and maintain golf carts.
6. Counting money, closing register and preparing daily deposit at end of day.
7. Assist with tournaments, including scoring, course set-up and rules interpretation.
8. Help maintain grounds around Pro Shop, including mowing and trash pick-up.
9. Help clean and maintain the Pro Shop, including replacing light bulbs, cleaning rest rooms, vacuuming, emptying trash and cleaning windows.
10. Help customer make tee times and assist on the first tee with maintaining proper order of players.
11. Help with the golf leagues using the course, tee times and any other assistance needed.
12. Carries out any duties as are within the scope, spirit and purpose of the job as directed by the supervisor or Parks and Recreation Director.

QUALIFICATIONS REQUIRED:

Knowledge: Proper knowledge of the game of golf. Should have a good understanding of the rules of the golf. Some mechanical ability for golf cart maintenance.

Abilities: Able to supervise part time employees, able to communicate effectively, both orally and in writing, able to understand and follow oral and written instructions. Operate service and make minor repairs on equipment. Establish and maintain cooperative and

effective working relationships with others. Perform minor maintenance using a variety of tools and machines utilized in golf cart maintenance. Maintain work pace appropriate to given workload. Work courteously and tactfully with customers and employees.

Experience and Training: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. **Experience:** Understanding of the rules of golf and some mechanical ability for golf cart maintenance. **Education:** High school graduate (or HSE-High School Equivalency Credential).

Physical Requirements: Standing for extended periods of time behind a counter, working on concrete surface when repairing golf carts.

License/Certificate: Possession of or ability to maintain an appropriate valid Missouri driver's license; to maintain a functioning telephone at place of residence.

Miscellaneous Requirements: Must pass pre-employment drug test and submit to periodic drug testing as required by applicable law.

SPECIAL REQUIREMENTS:

Schedule: Work is seasonal in nature. Golf Course Manager will establish bi-weekly work schedule for employee. Employee will typically work 80 hours during the bi-weekly work period. Hours will vary for special assignments. Weekends and holiday work are required.

Overtime: Periodic overtime may be required; the City may provide compensatory time off in lieu of cash overtime.

LIMITATIONS AND DISCLAIMER:

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

Signed: _____ Date: _____



**JOB DESCRIPTION
CITY OF CARTHAGE**

DEPARTMENT: Golf
POSITION TITLE: Golf Attendant

SALARY GRADE: PB
FLSA STATUS: Non-Exempt

RESPONSIBILITIES OF POSITION:

Under the direction of the Golf Operations Supervisor and Assistant Golf Operations Supervisor, perform a variety of routine duties such as opening and closing daily **Pro Shop** operations, maintain order of play on the course, daily cleaning of the Pro Shop, periodically pick the golf course driving range and wash range balls. Work is performed as directed by the Golf Course Operations Supervisor and Assistant Golf Operations Supervisor.

SUPERVISION RECEIVED AND EXERCISED:

Performs duties as directed by the Golf Operations Supervisor and Assistant Golf Operations Supervisor.

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

1. Opening golf cart operation and preparing golf carts for the day.
2. Clean and maintain golf carts.
3. Assist with tournaments, leagues and events.
4. Assist on the first tee with proper order of play.
5. Assist on the course with proper pace of play.
6. Periodically pick the golf course driving range and wash range balls.
7. Help maintain grounds around Pro Shop, including minor maintenance items and trash pick-up.
8. Help clean and maintain the Pro Shop, including replacing light bulbs, cleaning rest rooms, vacuuming, emptying trash and cleaning windows.
9. Carries out any duties as are within the scope, spirit and purpose of the job as directed by the supervisor or Parks and Recreation Director.

QUALIFICATIONS REQUIRED:

Knowledge: Some mechanical ability for golf cart maintenance.

Abilities: Able to supervise part time employees, able to communicate effectively, both orally and in writing, able to understand and follow oral and written instructions. Operate, service and make minor repairs on equipment. Establish and maintain cooperative and effective working relationships with others. Perform minor maintenance using a variety of tools and machines utilized in golf cart maintenance. Maintain work pace appropriate to given workload. Work courteously and tactfully with customers and employees.

Experience and Training: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. **Education:** High School graduate (or HSE-High School Equivalency Credential).

Physical Requirements: Standing for extended periods of time behind a counter, working on concrete surface when repairing golf carts.

License/Certificate: Possession of or ability to maintain an appropriate valid Missouri driver's license; to maintain a functioning telephone at place of residence.

Miscellaneous Requirements: Must pass pre-employment drug test and submit to periodic drug testing as required by applicable law.

SPECIAL REQUIREMENTS:

Schedule: Work is seasonal in nature. Golf Operations Supervisor will establish bi-weekly work schedule for employee. Employee will typically work 40-60 hours during the bi-weekly work period. Weekends and holiday work are required.

Overtime: Periodic overtime may be required; the City may provide compensatory time off in lieu of cash overtime.

LIMITATIONS AND DISCLAIMER:

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

Signed: _____ Date: _____



JOB DESCRIPTION CITY OF CARTHAGE

DEPARTMENT: Golf
POSITION TITLE: Golf Maintenance Supervisor

SALARY GRADE: J
FLSA STATUS: Non-Exempt

RESPONSIBILITIES OF POSITION:

This is a supervisory position that involves maintaining the Carthage Municipal Golf Course. Work involves supervising Golf Maintenance employees, maintaining quality putting greens, maintenance of facilities located on course, maintenance of equipment and minor construction projects.

SUPERVISION RECEIVED:

Under direct supervision of the Parks & Recreation **Director**. Incumbent is expected to demonstrate considerable independent judgement and knowledge in the performance of assigned duties. Supervise employees on assigned duties dealing with all aspects of maintenance work by the Golf Department. Incumbent is a working supervisor.

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

1. Supervises Golf Maintenance Crew on a daily basis. Oversees and evaluates all work completed by Golf Maintenance. Prioritize and assign work to maintenance crew.
2. Carry out the work orders assigned to the employees on a daily basis, for the work and task to be accomplished for that particular workday.
3. Makes repairs such as irrigation system failures, mechanical, and electrical as needed.
4. Gathers information such as cost estimates for golf course projects and equipment costs.
5. Purchases all chemical supplies as needed for maintaining quality playing conditions on the course.
6. Keeps record of all work completed on the golf course.
7. Reports in writing on a monthly basis to the Park & Recreation **Director**.
8. Works with Golf Operations Supervisor related to course set up and maintenance needs.
9. Carries out any other duties as are within the scope, spirit and purpose of the job as directed by the Parks & Recreation **Director**.

QUALIFICATIONS REQUIRED:

Knowledge: Methods, equipment, tools and materials used in maintaining greens, fairways and other golf course areas. Turf grass maintenance including nutrient requirements and disease prevention. Requirements of maintaining a golf course in a safe, clean and orderly condition. Knowledge of proper chemical application and sprayer calibration. Proper operation of heavy grounds equipment. Maintenance and repair of irrigation systems.

Abilities: To supervise full and part time employees, able to keep records of spraying and other maintenance. Ability to understand and operate within a budget. Perform specialized

grounds keeping duties in the care and maintenance of the Carthage Municipal Golf Course. Safely operate a variety of mowers and other related service and make minor repairs on equipment.

Understand and follow written and oral directions. Maintain work pace appropriate to given workload. Work courteously and tactfully with customers and employees.

Experience, Education and Training: Any combination of experience and training that would likely provide knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be: Experience: Three (3) years experience in a supervisory role in a golf course maintenance department. Education: High school graduate (or HSE-High School Equivalency Credential).

Physical Requirements: Lifting heavy objects; bending at the waist; stooping; kneeling or crouching to change cups; dexterity of hands and fingers to operate a variety of specialized equipment and hand and power tools; pushing and pulling mowers; sitting extended periods of time while operating grounds equipment; reaching overhead and horizontally to prune trees; standing and walking for extended periods of time; walking over rough and uneven surfaces.

Licenses and Certificates: Possession of or ability to maintain an appropriate valid Missouri Class E driver's license; to maintain a functioning telephone at place of residence.

SPECIAL REQUIREMENTS:

Schedule: Work is typically 6:30 a.m. to 3:30 p.m. Monday through Friday. Employee scheduled to work 80 hours during the bi-weekly work period.

Overtime: The City provides overtime or compensatory time off pursuant to the Fair Labor Standards Act. Seasonal overtime is required for position.

LIMITATIONS AND DISCLAIMER:

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Signed: _____ Date: _____



JOB DESCRIPTION CITY OF CARTHAGE

DEPARTMENT: Golf
POSITION TITLE: Golf Operations Supervisor

SALARY GRADE: L
FLSA STATUS: Exempt

RESPONSIBILITIES OF POSITION:

The supervisor shall devote his time, attention and energies to the management of the golf course and to the performance of duties as Golf Course Operations Supervisor. He shall always conduct himself and in all matters in accordance with the standards accepted for golf operations supervisors as outlined by the PGA of America. He will emphasize expansion of community interest in golf and will maintain good public relations.

SUPERVISION RECEIVED:

Under direct supervision of the Parks and Recreation Director. Incumbent is expected to demonstrate considerable independent judgement and knowledge in the performance of assigned duties. Supervise employees on assigned duties dealing with all aspects of work by the Golf Department.

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

1. Supervisor shall conduct golf tournaments and shall initiate and promote golf activities for the community of Carthage.
2. The Supervisor shall be responsible for the collection of green fees and membership fees from all patrons in a manner which provides accountability and assurance that all players have properly paid their fees. These funds shall be deposited into the proper account daily.
3. The Supervisor shall maintain an inventory of golf equipment and supplies for sale to the patrons in the Pro Shop.
4. The Supervisor shall utilize a system and enforce rules which provide for orderly play in a timely manner. The Supervisor shall be responsible for the hiring and supervising of full time and seasonal staff.
5. The Supervisor shall manage a record keeping system which documents the number of plays by all segments of play.
6. The Supervisor is responsible for golf cart fleet management and maintenance. Minor maintenance will be necessary and should be done by the supervisor or his staff.
7. The Supervisor shall monitor and update policies and procedures specific to the duties and responsibilities of golf course staff.
8. The Supervisor shall work with the Parks and Recreation Director to develop and implement annual Business and Marketing plans.
9. Carries out any other duties as are within the scope, spirit and purpose of the job as directed by the Park and Recreation Director.

QUALIFICATIONS REQUIRED:

Revised February 2023

Knowledge: Proper knowledge of the game of golf and management of golf course operations. Knowledge of the rules of golf. Good understanding of golf cart maintenance.

Ability: Able to supervise full and part time workers, schedule hours worked and keep accurate payroll records. Ability to operate a Golf Pro Shop, set up and run golf tournaments, work with golf leagues and organizations. Ability to budget and work within the budget. Work courteously and tactfully with customers and employees. Able to communicate effectively both orally and in writing. Able to understand and follow oral and written instructions. Establish and maintain cooperative and effective working relationships with others.

Experience, Education and Training: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be: Education: High school graduate (or HSE-High School Equivalency Credential); Experience: Three (3) to five (5) years experience working in the golf industry.

Physical Requirements: Standing for extended periods of time behind a counter, working on concrete surface when repairing golf carts.

Licenses and Certificates: Possession of, or ability to maintain an appropriate valid Missouri driver's license; ~~to maintain a functioning telephone at place of residence.~~

SPECIAL REQUIREMENTS:

Schedule: Work is seasonal in nature. The Park and Recreation Director shall establish hours of operation. Weekends and holiday work are required. The Supervisor agrees to be available to attend regular and special meetings of the City Council or its subcommittees to discuss areas both within the realm of their duties and those for the benefit of the Golf Course.

Overtime: ~~The City provides compensatory time off in lieu of cash overtime.~~

LIMITATIONS AND DISCLAIMER

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Signed: _____ Date: _____



**JOB DESCRIPTION
CITY OF CARTHAGE**

DEPARTMENT: Golf
POSITION TITLE: Golf Shop Attendant

SALARY GRADE: PC
FLSA STATUS: Non-Exempt

RESPONSIBILITIES OF POSITION:

Under the direction of the Golf Operations Supervisor and Assistant Golf Operations Supervisor, perform a variety of routine duties such as opening and closing Pro Shop, collecting green fees, daily cleaning of the Pro Shop, preparing golf carts for the day, parking golf carts and closing the Pro Shop. Manage the tee sheet and monitor pace of play. Supervises Attendants as directed by the Golf Course Operations Supervisor and Assistant Golf Operations Supervisor.

SUPERVISION RECEIVED AND EXERCISED:

Performs duties as directed by the Golf Operations Supervisor and Assistant Golf Operations Supervisor. Supervises Golf Attendant employees as needed.

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

1. Opening Pro Shop and preparing for the day, including organizing golf carts and any preparations needed in the Pro Shop.
2. Collecting green fees, cart fees and entering information into point of sale management software.
3. Selling annual passes.
4. Supervising Golf Attendants as needed.
5. Clean and maintain golf carts.
6. Counting money, closing register and preparing daily deposit at end of day.
7. Assist with tournaments, leagues and events.
8. Help maintain grounds around Pro Shop, including minor maintenance items and trash pick-up.
9. Help clean and maintain the Pro Shop, including replacing light bulbs, cleaning rest rooms, vacuuming, emptying trash and cleaning windows.
10. Help customer make tee times and assist on the first tee with maintaining proper order of players.
11. Carries out any duties as are within the scope, spirit and purpose of the job as directed by the supervisor or Parks and Recreation Director.

QUALIFICATIONS REQUIRED:

Knowledge: Some mechanical ability for golf cart maintenance.

Abilities: Able to supervise part time employees, able to communicate effectively, both orally and in writing, able to understand and follow oral and written instructions. Operate, service and make minor repairs on equipment. Establish and maintain cooperative and effective working relationships with others. Perform minor maintenance using a variety of tools and machines utilized in golf cart maintenance. Maintain work pace appropriate to given workload. Work courteously and tactfully with customers and employees.

Experience and Training: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. **Education:** High School graduate (or HSE-High School Equivalency Credential).

Physical Requirements: Standing for extended periods of time behind a counter, working on concrete surface when repairing golf carts.

License/Certificate: Possession of or ability to maintain an appropriate valid Missouri driver's license; to maintain a functioning telephone at place of residence.

Miscellaneous Requirements: Must pass pre-employment drug test and submit to periodic drug testing as required by applicable law.

SPECIAL REQUIREMENTS:

Schedule: Work is seasonal in nature. Golf Operations Supervisor will establish bi-weekly work schedule for employee. Employee will typically work 40-60 hours during the bi-weekly work period. Weekends and holiday work are required.

Overtime: Periodic overtime may be required; the City may provide compensatory time off in lieu of cash overtime.

LIMITATIONS AND DISCLAIMER:

The above job description is meant to describe the general nature and level of work being performed: it is not intended to be construed as an exhaustive list of responsibilities, duties and skills required for the position. All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently.

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

Signed: _____

Date:

