



City of Carthage, Missouri

PUBLIC SERVICES COMMITTEE

November 27, 2023 - 4:30 PM
CITY HALL COUNCIL CHAMBERS

MINUTES

1. Call to Order

The Public Services Committee meeting was called to order at 4:30 PM.

2. Old Business

1. Approval of Previous Meeting Minutes

ACTION: Motion to accept/approve item 2.1. by Terri Heckmaster;
second by None;

Motion passed with a 4:0

AYES: Brandi Ensor, Trudy Blankenship, Terri Heckmaster, Jeff
Hole

NOES: None

ABSTAIN: None

3. Citizen Participation

(Citizens wishing to address the Council or Committee should notify the City in advance and provide the item they want to address in written format at least 24 hours before the meeting. Please call Michelle Steverson at the Parks & Recreation office at 417-237-7035, or email m.steverson@carthagemo.gov.)

4. New Business

Ms. Almandinger advised the Committee of a duplicate agenda item (4.10). Item 4.10 should read Consider and Discuss approval and purchase of new scoreboard for Rock Stadium.

ACTION: Motion to amend item 4.10 to Consider and Discuss approval
and purchase of new scoreboard for Rock Stadium. by Trudy
Blankenship; second by None;

Motion passed with a 4:0

AYES: Brandi Ensor, Trudy Blankenship, Terri Heckmaster, Jeff Hole

NOES: None

ABSTAIN: None

1. Consider and Discuss Signage for Jefferson Highway at Carter Park.

Ms. Almandinger spoke to the committee in reference to erecting a sign in Carter Park that details the history of Carter Park and Jefferson Highway. Ms. Almandinger introduced Ms. Betsy Flanigan to the committee to speak on the project. Ms. Flanigan spoke on the history of Carter Park and how it was a significant stop for travelers on Jefferson Highway. At that time, Carter Park was known as Carthage Tourist Camp. Ms. Flanigan explained that for Jefferson

Highway travelers, Carthage offered several amenities such as rock cabins, shelters, eating pavilions, and so on. Ms. Flanigan stated that Carthage played a major role in the development of Jefferson Highway, which stretches from Canada to Louisiana. Ms. Flanigan, a representative of Carthage Historic Preservation, in collaboration with the Jefferson Highway Association, which is the sponsor of the sign, is requesting the Committee's approval to post a historical site sign. Ms. Blankenship motioned to approve the Jefferson Highway Association to erect the historical site sign in Carter Park.

ACTION: Motion to accept/approve item 4.1. by Trudy Blankenship;
second by None;

Motion passed with a 4:0

AYES: Brandi Ensor, Trudy Blankenship, Terri Heckmaster, Jeff
Hole

NOES: None

ABSTAIN: None

2. Consider and Discuss Golf Course Rate Increase.

Ms. Almandinger introduced Tyler Markham to the Committee to speak about the request for a rate increase at Carthage Golf Course. Mr. Markham explained to the Committee that the current rates at Carthage Golf Course are from 2017 and were not put in place until May of 2022. Mr. Markham explained that the previous increase is out of date and spoke about other local golf courses as a comparison. Mr. Markham explained that the increase is to industry standards and would not affect community members who are members of Carthage Golf Course. Ms. Blankenship motioned to approve the Carthage Golf Course rate increase.

ACTION: Motion to accept/approve item 4.2. by Trudy Blankenship;
second by None;

Motion passed with a 4:0

AYES: Brandi Ensor, Trudy Blankenship, Terri Heckmaster, Jeff
Hole

NOES: None

ABSTAIN: None

3. Consider and Discuss Tourism Expenses.

Ms. Almandinger spoke on Carthage Tourism Department and introduced Ms. Jen Kirby to the Committee. Ms. Kirby spoke on her plans to give a quarterly report to City Council about the progress being made in the Tourism Department. Ms. Kirby then spoke on the DMO between Carthage and the State of Missouri to the Committee. Ms. Kirby explained that the DMO application is required yearly and is a lengthy process, but allows us to use marketing dollars at a 50/50 match from the state to encourage visitors to come to Carthage. Ms. Kirby has already secured billboard marketing for quarters 2, 3, and 4. There will be digital signs that will be active in the Springfield area as well. As part of the Marketing DMO, ads are required to be 50+ miles away from Carthage. Ms. Kirby went on to talk about local marketing like Show Me the Ozarks magazine

and that she has secured article space for the next 7 issues. Ms. Kirby stated that the City was reimbursing the Chamber of Commerce for the Food Truck Friday they had been in charge of before Ms. Kirby was hired. The Committee gave positive feedback to Ms. Kirby about the work she has done in a short amount of time and look forward to seeing what Ms. Kirby does in the future. No action taken.

4. Consider and Discuss CXT Restroom at Fair Acres.

Ms. Almandinger discussed the Fair Acres restrooms with the Committee and explained that they are not ADA-compliant and that they need to be updated to meet the required standards. Ms. Almandinger advised that the Parks Department is under budget for restroom projects and wanted to add this to the project. Ms. Almandinger discussed location and placement of the new restroom. Ms. Almandinger advised the Missouri State Contract bid for the restrooms from CTX came in at \$266,188.00. Ms. Heckmaster motioned to accept the bid from CTX in the amount of \$266,188.00.

ACTION: Motion to accept/approve item 4.4. by Terri Heckmaster;
second by None;

Motion passed with a 4:0

AYES: Brandi Ensor, Trudy Blankenship, Terri Heckmaster, Jeff Hole

NOES: None

ABSTAIN: None

5. Consider and Discuss Acceptance of RFP for Dog Park Fence.

Ms. Almandinger stated that there was a Committee that was created to help determine the best design for the dog park. She stated the Parks Department submitted an RFP for fencing to include multiple pricing options. She stated that the Dog Park Committee recommended the two-pen, 6' dog fence would be the best option. Two bids were submitted, one from Miller Fence in the amount of \$41,880.00 and one from MW Fence CO in the amount of \$33,746.43. Ms. Heckmaster motioned to accept the bid from MW Fence CO in the amount of \$33,746.43 for the two-pen 6' dog fence.

ACTION: Motion to accept/approve item 4.5. by Terri Heckmaster;
second by None;

Motion passed with a 4:0

AYES: Brandi Ensor, Trudy Blankenship, Terri Heckmaster, Jeff Hole

NOES: None

ABSTAIN: None

6. Consider and Discuss Acceptance of RFP for Fair Acres Ballfields.

Ms. Almandinger discussed the RFP for Fair Acres ball fields for the leveling and placement of the crushed lava and installing the stanchions. She explained that the first request brought bids that were out of budget and that all were rejected. She explained that modifications were made to the RFP and that the second RFP was more specific to our needs and was sent back out for sealed bids. Two bids were received, one from Viridity, LLC in the amount of \$108,175.00 and one from Elements Construction Concepts in the amount of \$24,415.00. Ms. Heckmaster motioned to accept the bid from Elements Construction Concepts in the amount of \$24,415.00.

ACTION: Motion to accept/approve item 4.6. by Terri Heckmaster;
second by None;
Motion passed with a 4:0

AYES: Brandi Ensor, Trudy Blankenship, Terri Heckmaster, Jeff
Hole

NOES: None

ABSTAIN: None

7. Consider and Discuss Approval of TORO Mower Bid.

Ms. Almandinger spoke on the requested sale of a Toro Reelmaster Mower, that has been on the Parks Department surplus. A representative of Center Creek Recreation approached the Parks Department showing interest in the mower. Open bids were accepted for the purchase of the mower. Center Creek Recreation submitted the only bid for \$3,000.00. Ms. Blankenship motioned to accept the bid for selling the Toro Reelmaster Mower at \$3,000.00 to Center Creek Recreation.

ACTION: Motion to accept/approve item 4.7. by Trudy Blankenship;
second by None;
Motion passed with a 4:0

AYES: Brandi Ensor, Trudy Blankenship, Terri Heckmaster, Jeff
Hole

NOES: None

ABSTAIN: None

8. Consider and Discuss Memorial Hall and Golf Surplus Items.

Ms. Almandinger discussed the items listed for surplus from Memorial Hall and the Carthage Golf Course. A request was made to specify that the Grundfos 75 hp pump is not in working order. Ms. Blankenship motioned to surplus items from Memorial Hall and Carthage Golf Course.

ACTION: Motion to accept/approve item 4.8. by Trudy Blankenship;
second by None;
Motion with a 4:0

AYES: Brandi Ensor, Trudy Blankenship, Terri Heckmaster, Jeff
Hole

NOES: None

ABSTAIN: None

9. Consider and Discuss Dump Truck Purchase.

Ms. Almandinger discussed with the Committee the need to purchase a new dump truck for the Parks Department. The lead time for the new dump truck is currently during the springtime of 2024.

This purchase is through Sourcewell at an amount of \$133,098.81 and will be for a 2025 model. Ms. Heckmaster motioned to accept the Sourcewell bid at \$133,098.81 for the purchase of a new dump truck.

ACTION: Motion to accept/approve item 4.9. by Terri Heckmaster;
second by None;

Motion passed with a 4:0

AYES: Brandi Ensor, Trudy Blankenship, Terri Heckmaster, Jeff Hole

NOES: None

ABSTAIN: None

10. Consider and Discuss Purchase of Scoreboard for Rock Stadium

Amended agenda item: Consider and Discuss Scoreboard Purchase for Rock Stadium.

Ms. Almandinger spoke on the need for a new scoreboard for Rock Stadium due to many of the lights not working in the current scoreboard. Ms. Almandinger advised that it would not be fiscally responsible to fix the current scoreboard. Ms. Almandinger advised that the purchase of the scoreboard would come out of Use Tax and that the Parks Department will forgo other planned usage of Use Tax. Ms. Almandinger provided two options of scoreboards to the Committee from Nevco. One bid for a scoreboard with white LED lights for \$14,037.19 and one bid for amber or red LED lights in the amount of \$12,430.69. There was discussion on which scoreboard and which LED lights would perform optimally for the spectators. The Committee came to an agreement on the scoreboard size and color of LED lights. Nevco is also a Sourcewell provider. Mr. Hole motioned to accept the Sourcewell bid in the amount of \$12,430.69 for the purchase of the scoreboard with amber/red LED lights.

ACTION: Motion to accept/approve item 4.10. by Jeff Hole; second by None;

Motion passed with a 4:0

AYES: Brandi Ensor, Trudy Blankenship, Terri Heckmaster, Jeff Hole

NOES: None

ABSTAIN: None

5. **Staff Reports**

Ms. Almandinger spoke on Golf Course reports and advised that the number of golf rounds is up. She also gave a report about the new classes and other events that are taking place at Memorial Hall. She advised that the most recent class was full and had a waiting list. More classes are in the works. Ms. Almandinger also advised the Committee that the Parks Department was working on re-implementing processes that have been in place as well as creating new processes and policies department-wide.

6. **Other Business**

7. **Adjournment**

The meeting was called to a close at 6:05 PM.

ACTION:	Motion to Adjourn at by Terri Heckmaster
	Motion Passed with a 40
AYES:	Brandi Ensor, Trudy Blankenship, Terri Heckmaster, Jeff Hole
NOES:	None

ABSTAIN:	None
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