



City of Carthage, Missouri **PUBLIC SERVICES COMMITTEE**

January 16, 2024 - 5:30 PM
CITY HALL COUNCIL CHAMBERS

AGENDA

1. **Call to Order**
2. **Old Business**
 1. Approval of Previous Minutes.
3. **Citizen Participation**

(Citizens wishing to address the Council or Committee should notify the City in advance and provide the item they want to address in written format at least 24 hours before the meeting. Please call Michelle Steverson at the Parks & Recreation office at 417-237-7035, or email m.steverson@carthagemo.gov.)
4. **New Business**
 1. Consider and Discuss Tree Inventory Grant.
 2. Consider and Discuss Concession Funding.
 3. Consider and Discuss Field Rental Pricing.
5. **Staff Reports**
6. **Other Business**
7. **Adjournment**

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



City of Carthage, Missouri **PUBLIC SERVICES COMMITTEE**

December 19, 2023 - 5:30 PM
CITY HALL COUNCIL CHAMBERS

MINUTES

1. Call to Order

The meeting was called to order at 5:35 PM.

2. Old Business

1. Approval of Previous Minutes

Ms. Heckmaster made a motion to accept the previous meeting minutes.

ACTION: Motion to 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

1. Consider and Discuss Golf Course Retail Inventory.

Ms. Almandinger started the discussion with some information on inventory at the Golf Pro Shop and invited Mr. Markham to speak to the committee.

Mr. Markham spoke on the type of retail that is offered at the Golf Pro Shop and also touched on concession sales. Mr. Markham went on to speak on the current budget and requested that the budget be increased from \$70,000.00 to \$120,000.00. Since this was our first year, we had to estimate the amount and our inventory is selling very well. Mr. Markham went on to explain that when people visit the golf course they typically purchase something from the pro shop. Mr. Markham explained that 25% of his current budget is spent on golf balls and does not allow much room for exploring other avenues of retail items. Mr. Markham went on to explain that most of the companies that he makes purchases from have buy-back programs for retail that might not sell as well by the end of the season. Ms. Almandinger added that an increase would help bring in some additional options at different price points.

Terri Heckmaster made a motion to approve and send to the Budget Committee.

ACTION: Motion to accept/approve item 4.1. 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

2. Consider and Discuss Dog Park Rules.

Ms. Almandinger spoke on the progress of the Dog Park and the Dog Park Equipment. She also talked about the Dog Park Rules, Waiver, FAQ's, and Licensing Requirements. Ms. Almandinger and the Committee members had a discussion on the Dog Park Rules as well as a discussion on where cameras would be placed for security. A motion was made by Ms. Blankenship to adopt the Dog Park Rules and move them on to the City Council.

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 Rock Stadium Renovations.

Ms. Almandinger provided updates on the progress at Rock Stadium. Ms. Almandinger requested a budget adjustment not to exceed \$150,000.00 for improvements to Rock Stadium from Use Tax.

Mr. Hole made a motion to approve the request and send the request to the Budget Committee.

ACTION: Motion to accept/approve item 4.3. 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. Kirby Reported on Tourism. Ms. Almandinger discussed Memorial Hall programming, updates on the pool, and a baseball/concessions report.

6. **Other Business**

7. **Adjournment**

Meeting was called to a close at 6:35 PM

Motion to adjourn meeting initiated by Ms. Blankenship.

ACTION: Motion to Adjourn by Trudy Blankenship

	Motion Passes with a 4:0
AYES:	Brandi Ensor, Trudy Blankenship, Terri Heckmaster, Jeff Hole
NOES:	None
ABSTAIN:	None

Community Forestry Cost-share Request for City of Carthage

The appropriate signers agree to the Plan in the subsequent pages.

To receive reimbursement payment for work done, all components of the plan must be completed, excluding the data maintenance portion.

The signers agree MDC may request the City of Carthage document maintenance of data, including updates, until June 30, 2034.



Approved Signatory for City of Carthage

Dec. 20, 2023

Date

Jon Skinner

Digitally signed by Jon
Skinner

Date: 2023.12.20 16:36:50

-06'00'

MDC Planner

Date

Community Forestry Cost-share Plan for City of Carthage

City of Carthage
Abi Almandinger
Parks and Recreation Director
Carthage Parks and Recreation
521 Robert Ellis Young Dr.
Carthage, MO 64836-3913
Jasper County
Office Phone: 417-237-7035
a.almandinger@carthagemo.gov

Tier 2, Tree City USA increase for Tier 2

Narrative

The City of Carthage desires to update existing tree inventory for all city parks of:

- Carter Park
- Central Park
- Fair Acres
- Freer Park
- Griggs Park
- Kellogg Lake Park
- Municipal Park

Inventory:

While re-inventorying of trees in the existing GIS database is important the data collected and the technology has changed dramatically since 2008. Recording new data for trees that still are present, documenting missing trees, and adding trees planted since previous inventory is needed. The structure of the old database will not work except for the tree species names and location data. A new database structure will need to be created with the appropriate old data imported prior to inventory beginning to provide the appropriate base to begin with.

Inventory attributes to be collected includes:

- 1) Unique Tree Identifier (usually a number)
- 2) Location - Identify the location of each tree and/or site. All tree locations should be organized by sequential tree site number and road name, block side, corner location and GPS coordinates. The Projected Coordinate System shall be NAD 83 UTM Zone 15N unless otherwise directed by the City.
- 3) Species - Trees are identified by genus and species using both botanical and common names and by cultivars where appropriate.
- 4) Trunk Diameter - Diameter is measured to the nearest inch in one-inch increments at 4-1/2 feet above the ground, or diameter-breast-height (DBH). Record as a single value, ranges will not be accepted.
- 5) Stems - Number of stems on trunks that are forked less than one foot above ground level is recorded.
- 6) Condition - The general condition of each tree is rated according to the following categories adapted from the International Society of Arboriculture's rating system:
 - Excellent 100%
 - Good 80%
 - Fair 60%
 - Poor 40%
 - Critical 20%
 - Dead 0%

7) Assessed Value - Each tree inventoried to have an assessed value based on The Guide for Plant Appraisal, 9th Edition, authored by the Council of Tree and Landscape Appraisers (CTLA) rating standards on location, species, overall condition, etc. The software program to include the capability of tabulating, sorting and combining the assessed value of each tree by; park, species, etc.

8) Primary Maintenance Need. The following primary maintenance needs will be determined based on ANSI A300 standard specifications:

- **Removal.** Trees designated for removal have defects that cannot be cost-effectively or practically treated. The majority of the trees in this category have a significantly large percentage of dead crown, trees that are low risk, but will never become valuable assets (severely sun scalded or mower damaged trees), trees with safety risks that could be seen as potential threats to persons or property and seen as potential liabilities to the City would be in this category. This includes large dead and dying trees that are high liability risks as well as those that pose minimal liability to persons or property (such as trees in poor locations or undesirable species) will be identified in this category.
- **Tree Clean.** These trees require selective removal of dead, dying, broken, sprawling live limbs and/or diseased wood to minimize potential risk. Priority of work should be dependent upon the Risk associated with the individual trees. Trees in this category are large enough to require bucket truck access or manual climbing.
- **Young Tree Train.** Young trees must be pruned to correct or eliminate weak, interfering, or objectionable branches in order to improve structure and minimize future maintenance issues. These 20-foot or less trees can be maintained by a grounds person.
- **Stump Removal.** This category indicates a stump that should be removed. Any stump in the public right-of-way or park over 2 inches from ground level to be specified for removal.

9) Risk Assessment. A Level 2 Qualitative risk assessment will be performed based on ANSI A300 (Part 9) standards, along with the companion publication Best Management Practices: Tree Risk Assessment, published by the International Society of Arboriculture (2011). During the inventory, each tree will be assigned a risk rating. The failure mode with the greatest risk will serve as the overall tree risk rating. The specified time period for the risk assessment is one year.

Risk is assessed based on the degree to which trees are susceptible to failure. Ratings are determined by the following measurements:

- **Likelihood of Failure.** The chance of a tree failure occurring within the specified time frame (one year).
- **Likelihood of Impacting a Target.** The chance of a tree failure impacting a target during the specified time frame.
- **Categorizing Likelihood of Tree Failure Impacting a Target.** The chance of a tree failure occurring and impacting a target within the specified time frame.

Likelihood of Failure	Likelihood of Impacting Target			
	<i>Very Low</i>	<i>Low</i>	<i>Medium</i>	<i>High</i>
<i>Imminent</i>	Unlikely	Somewhat likely	Likely	Very likely
<i>Probable</i>	Unlikely	Unlikely	Somewhat likely	Likely
<i>Possible</i>	Unlikely	Unlikely	Unlikely	Somewhat likely
<i>Improbable</i>	Unlikely	Unlikely	Unlikely	Unlikely

- **Consequence of Failure.** Personal injury, property damage, or disruption of activities due to the failure of a tree or tree part

10) Risk Rating. The tree's risk rating is determined based on combining the likelihood of tree failure impacting a target and the consequence of failure in the matrix below.

Likelihood of Failure	Consequences			
	<i>Negligible</i>	<i>Minor</i>	<i>Significant</i>	<i>Severe</i>
<i>Very likely</i>	Low	Moderate	High	Extreme
<i>Likely</i>	Low	Moderate	High	High
<i>Somewhat likely</i>	Low	Low	Moderate	Moderate
<i>Unlikely</i>	Low	Low	Low	Low

Tree risk assessors will identify the tree failure mode having the greatest risk, and report that as the tree risk rating. The following risk ratings will be assigned:

- None. Used for planting and stump sites only.
- Low. The Low Risk category applies when consequences are “negligible” and likelihood is “unlikely”; or consequences are “minor” and likelihood is “somewhat likely”. Some trees with this level of risk may benefit from mitigation or maintenance measures, but immediate action is not usually required.
- Moderate. The Moderate Risk category applies when consequences are “minor” and likelihood is “very likely” or “likely”; or likelihood is “somewhat likely” and consequences are “significant” or “severe.” In populations of trees, Moderate Risk trees represent a lower priority than High or Extreme Risk trees.
- High. The High Risk category applies when consequences are “significant” and likelihood is “very likely” or “likely”, or consequences are “severe” and likelihood is “likely”. In population of trees, the priority of High Risk trees is second only to Extreme Risk trees.
- Extreme. The Extreme Risk category applies in situations where tree failure is imminent and there is a high likelihood of impacting the target, and the consequences of the failure are “severe”. In some cases, this may mean immediate restriction of access to the target zone area to avoid injury to people.

11) Observations - General observations warranting recognition include, but are not limited to, the following:

Cavity/Decay	Pest/Disease Problem
Grate/Guard	Poor Root System
Improperly Installed	Small Tree Pruning/Cleaning
Improperly Mulched	Poor Structure
Improperly Pruned	Remove Hardware
Mechanical Damage (and location of damage)	Serious Decline
Memorial Tree	Signs of Stress
Nutrient Deficiency	Hazard Abatement Recommendations
Proximity to Infrastructure and Hardscape	

12) Further Inspection - Trees in this category require an annual inspection for several years.

13) Above ground Utilities - The inventory indicates the presence of overhead utilities at the tree site.

14) Growing Space Type – Island, median, open/unrestricted, planter, etc.

15) Growing Space – Measure the distance in feet from the base of the tree to the closest growth obstruction recording as a single value in one of the following ranges: under 5 feet, 5-10 feet, 10-25 feet, 25-40 feet or 40+feet. State whether the tree is visibly interfering with the hardscape

16) Location Rating – Assign a rating based on the functional and aesthetic contributions of the tree to the site and the long-term sustainability of the particular species in the chosen location. Categories include: Excellent, good, fair and poor.

17) Additional Notes - Additional information of possible importance is noted here; visible at ground level utility equipment, hardscape materials and others as the City directs.

18) Date of survey and name of inspector

The inventory must be performed using GPS equipment or other GIS-compatible data collection hardware.

All tree inventory data shall be delivered in i-Tree Eco, Microsoft Excel, Access and ESRI shapefile format as well incorporated into the tree management software program.

All geospatial data shall be delivered in an ESRI-compatible Layer Packet, Shapefile or file geodatabase in the NAD 83 UTM Zone 15N Projected Coordinate System. Photography shall be delivered in the JPEG and PDF format

The contractor shall provide a full metadata reference for all delivered data. All accompanying metadata shall be compiled to the current standard endorsed by the Federal Geographic Data Committee (FGDC).

The Tree Risk Assessment will be visual assessments of a tree's health by a certified arborist. They are done to determine the likelihood of failure of branches or the whole tree and the consequences of a failure. By determining the risk of each tree the city will be able to identify which one is a threat and the next steps to determine what mitigating options there are. The contracting arborist will look at the trees history, its vigor, the species profile, crown density, likelihood of failure, consequences of failure and the mitigation options. The arborist will create a report for each park to keep on file for future planning purposes.

Summary Report:

The contractor will create and provide a summary report of the inventory. The report shall have the following components:

- Map of each city park with trees indicated on them listed by an unique tree identifier (usually a number).
- A summary list and display chart of tree species of all trees inventoried indicating total number of each species.
- A summary of the condition of all trees as table and display chart.
- A summary of the recommended tree maintenance, such as X number of trees need to be pruned, X number of trees need removed, etc.) for all trees as table and display chart.
- A summary of tree size distribution as a table and display chart.
- A summary of the condition of all trees as a table and display chart.
- A summary as both tables and charts of the ecological benefits of all trees based on I-Tree formulas.
- A replication of all reports for all trees for each individual park.

City GIS Based Management Database:

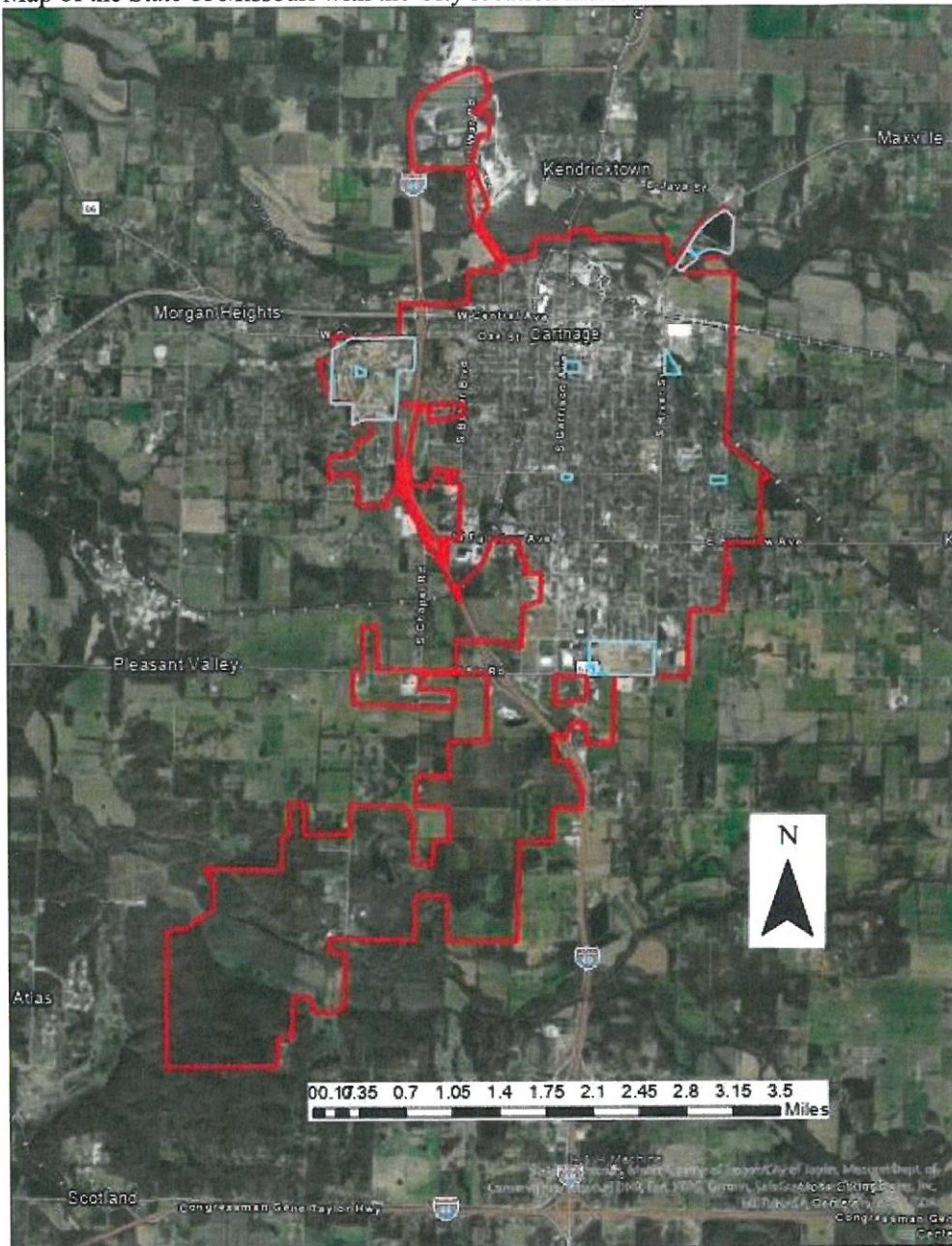
The City shall create a tree management database to record all work done to individual trees in the inventory. The database should be part of the City GIS mapping software the inventory is managed in. The database is to be able to record all changes to the individual tree records and keep the old version of the record. The database should also be able to have reports generated by query to allow the creation of work projects by individual tree or group of trees (for example: list of all trees in Central Park that need dead limbs removed by pruning, or list of all trees recommended for removal, or all trees that need mulch added or replaced, etc.)

Bat Guidelines

NRCS Bat Plan will be followed for all tree removals. All removals must occur between November 1, 2023 and March 31, 2024.

Maps

Map of the State of Missouri with the City location indicated.



Map of City Park locations.

See included maps of City parks with current 2008 tree inventory overlaid.

Itemized Budget

A detailed itemized budget is included.

Ten Year Maintenance Plan

City tree inventories and tree risk assessments are best when created and used as living documents where data is used and updated on the regular basis as work is done on individual trees. The City shall maintain the inventory data, including updates, for a minimum of ten years from the end of MDC Fiscal Year 2024 (June 30, 2024). The end date of the required maintenance of data is June 30, 2034. The tablet purchased through the cost-share shall be maintained for a minimum of five years from the end of MDC Fiscal Year 2024 (June 30, 2024). The end date of the required maintenance of the tablet is June 30, 2029.

Items to be delivered to MDC for completion of Community Forestry Cost-Share

The city shall provide to MDC:

1. All tree inventory data shall be delivered in i-Tree Eco, Microsoft Excel, Access formats, and ESRI Layer Packet, or shapefile.
2. Maps of each park with inventoried trees overlaid with identifiers in PDF file format and 11" X 17" paper size
3. Photos of the work being done in jpg image format
4. Itemized budget of all expenses related to the project showing details of hours X rate where appropriate
5. Copies of all receipts/invoices
6. Copies of checks /Credit Card statements showing payment to contractors/vendors.
7. Copies of each news release created/sent out
8. Copies of any news release published by local news outlets, City social media, or City website
9. Copy of Summary Report(s) preferably in PDF format.
10. Proof of Tree Management Database is created and useable. Format may be in the form of screenshots of queries and reports, the actual database system formatted for testing on MDC computer, or another appropriate format including live on-site demonstration to MDC to document creation.

Permission Letter

Not appropriate for this application.

Publicity Plan

The City of Carthage will develop and release a News Announcement for:

- 1) The award of this grant;
- 2) During the period of data collection;
- 3) The completion of this grant;

All News Announcements will:

- 1) Acknowledge the funding coming from / received from MDC;
- 2) Be sent to local news outlets;
- 3) Be placed on City web page for News Announcements (if your site has one);
- 4) Be placed on City Social Networking site(s).

Heritage Review

Heritage Database 2022 Review conducted on 9-14-2023 by Jon Skinner, Community Forester

heritage2022_a.mxd									
Field:		Selection:		Highlighted:					
	FID	Shape	EO_ID	SNAME	SCOMNAME	SRANK	GRANK	STSTAT	FEDST
1	92	Polygon	0	Danaus plexippus	Monarch Butterfly - S...				
2	206	Polygon	0	Myotis septentrionalis	Northern Long-eared...	S1	G2G3	E	E
3	320	Polygon	0	Myotis sodalis	Indiana Bat - Statewide	S1	G2	E	E
4	433	Polygon	12538	Myotis grisescens	Gray Bat - Cave, 12 m...	S3	G3G4	E	E
5	6422	Polygon	7142	Porzana carolina	Sora	S2	G5		
6	9075	Polygon	23168	Haliaeetus leucoceph...	Bald Eagle	S3	G5		
7	13715	Polygon	37704	Haliaeetus leucoceph...	Bald Eagle	S3	G5		
8	16104	Polygon	43339	Haliaeetus leucoceph...	Bald Eagle	S3	G5		
9	16202	Polygon	43852	Haliaeetus leucoceph...	Bald Eagle	S3	G5		
10	17752	Polygon	10342	Cyprinella camura	Bluntnose Shiner	S2S3	G5		
11	17753	Polygon	11149	Percina copelandi	Channel Darter	S3	G4		
12	17754	Polygon	9660	Ptychobranchus occid...	Ouachita Kidneyshell	S3	G3G4		
13	17755	Polygon	22264	Lampsilis rafinesquea...	Neosho Mucket	S2	G1	E	E
14	17756	Polygon	23347	Theliderma cylindrica	Rabbitsfoot	S1	G3G4	E	T
15	17757	Polygon	5607	Etheostoma microper...	Least Darter	S2	G5		
16	26620	Polygon	27171	Ozark - Warmwater - ...		S7	GNR		

Sample News Announcements

For All News Announcements: pictures of trees in city parks, preferably ones where people can identify the park and of the contractor doing the inventory would be good to include with the news announcement.

For Award of Grant

MDC Awards Community Forestry Cost-share to City of Carthage

The City of Carthage has been notified of an award of Community Forestry Cost-share from the Missouri Department of Conservation. Community Forestry Cost-share is designed to assist communities with promoting the benefits of and improving their community forest. The Community Forestry Cost-share will assist the City of Carthage in updating an existing tree inventory of trees in City Parks which includes having trees assessed for risk in City Parks.

During the Period of Data Collection and Tree Pruning

City Contractors Inventorying Trees in Carthage Parks

The City of Carthage was awarded Community Forestry Cost-share from the Missouri Department of Conservation. The Community Forestry Cost-share is assisting the City of Carthage in updating an existing tree inventory of trees in City Parks which includes having trees assessed for risk in City Parks. Currently contractors are inventorying and assessing trees in City Parks. The updated information will be used to make decisions about the care of the trees that benefit the Citizens of Carthage.

Completion of the Grant

City Benefits from Updated Tree Inventory

The City of Carthage was awarded Community Forestry Cost-share from the Missouri Department of Conservation. The Community Forestry Cost-share assisted the City of Carthage in updating an existing tree inventory of trees in City Parks which includes having trees assessed for risk in City Parks. The city contractors have updated inventory and tree assessments in City Parks. The updated information will be used to make decisions about the care of the trees that benefit the Citizens of Carthage.

Itemized Budget

(Only items directly related to the grant)

Reimbursable Expenses	
Inventory Contract Fees	\$31,375.00
City Contracted GIS fees	\$9,821.00
Tablet for managing tree inventory data	\$400.00
Total Reimbursable Expenses	\$41,596.00
Non-reimbursable Expenses	
Administrative	
Contract administration by Parks and Recreation Director (20 hours x \$54.89/hr)	\$1,097.80
Contract supervision by Assistant Parks and Recreation Director (20 hours X \$42.29)	\$854.80
Financial processing by Finance Officer (4 hours x \$44.39/hr)	\$260.76
News Releases by Public Information Officer (4 hours X \$25.28/hr)	\$101.12
Contract administration by Parks Accounting Specialist (5.25 hours X \$25.15/hr)	\$133.87
Contract administration by Finance Accountant (2 hours X \$47.71/hr)	\$95.42
Training for Maintenance Tech II (16 hours X \$25.15/hr)	\$402.40
Total Non-Reimbursable	\$2,946.17
Project Total	\$44,542.17
Cost-share Rate 90% from MDC	$\$44,542.17 \times .9 = \$40,087.95$
Maximum payment from MDC (Lesser of Total Reimbursable Expenses or 90% rate)	\$40,087.95
Carthage Share	\$1,508.05

Administrative Expenses

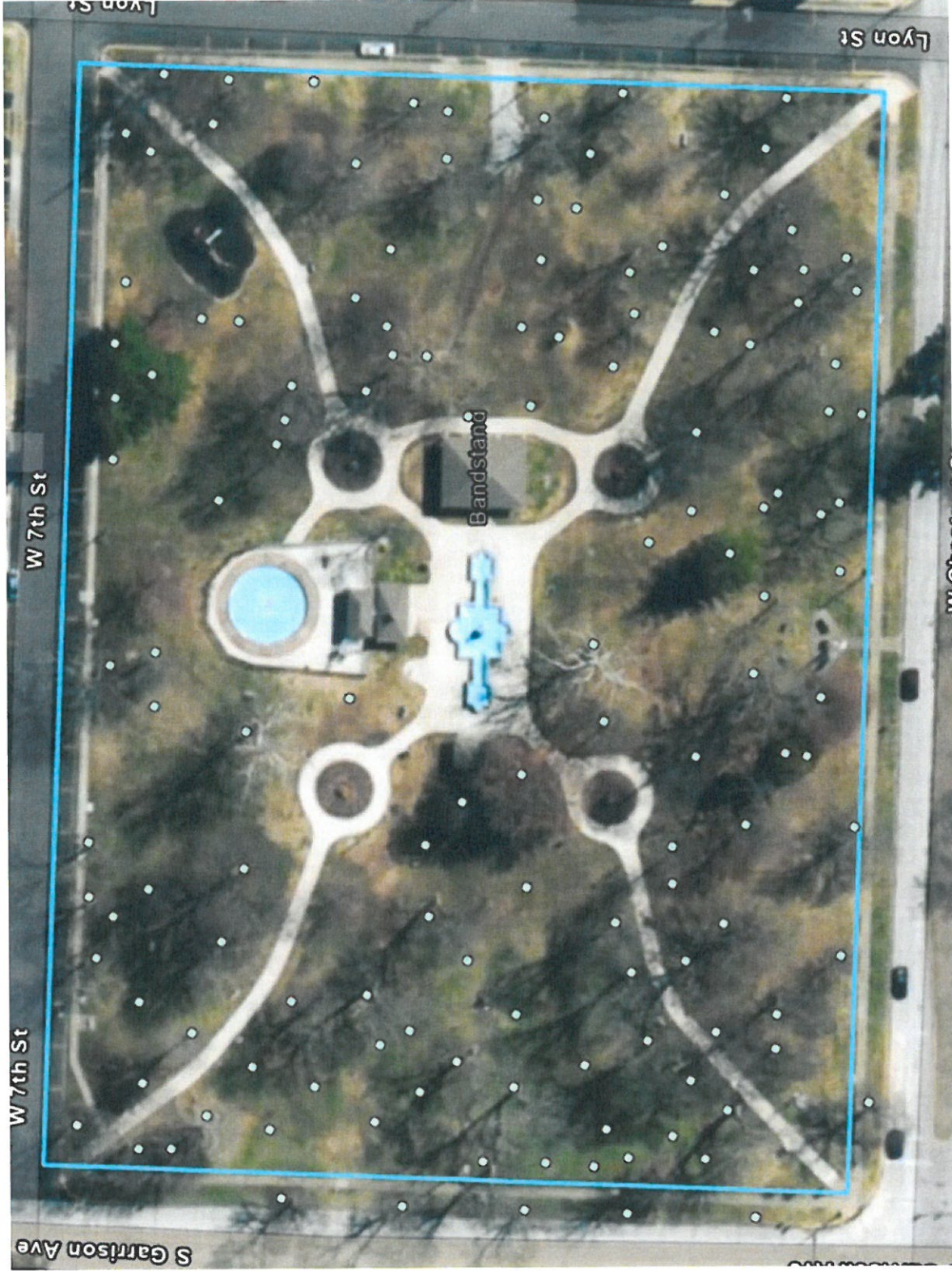
List each position and job duty individually required to process tree inventory, expense tracking, report making, News Announcements, quality checking and authorizing, processing payments, etc. and total

(Hourly salary + benefits) X time required to do job related to this grant (show math)

Carter Park

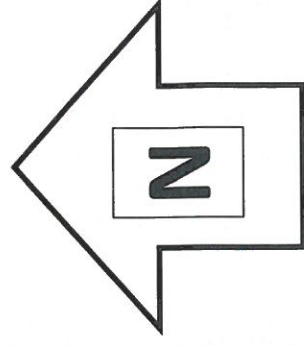
Not to Scale for
reference only





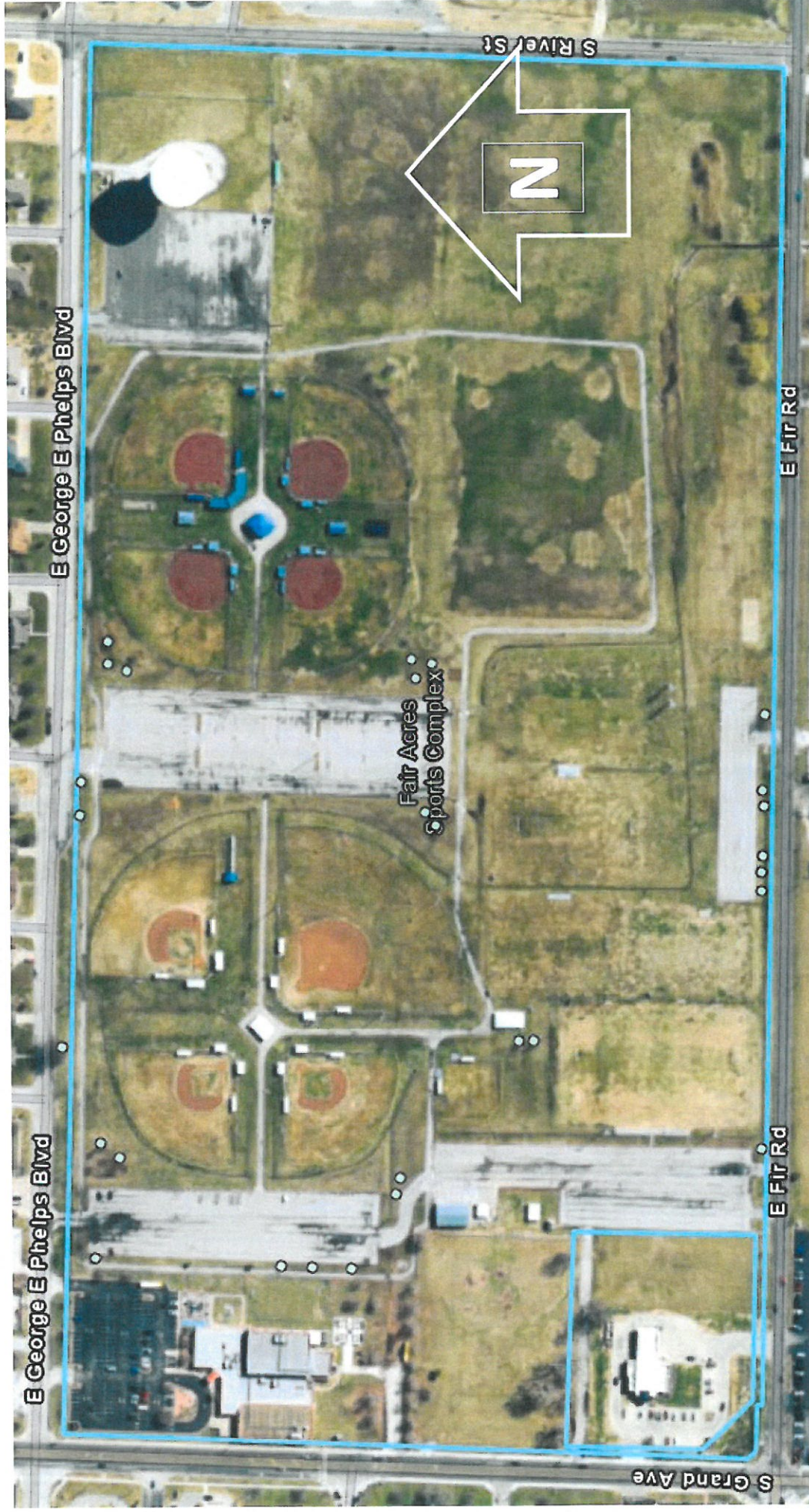
Central Park

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reference only



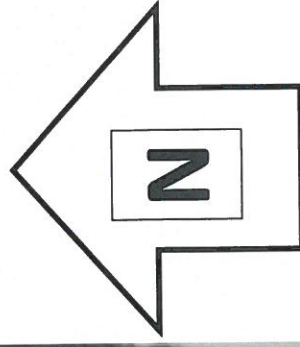
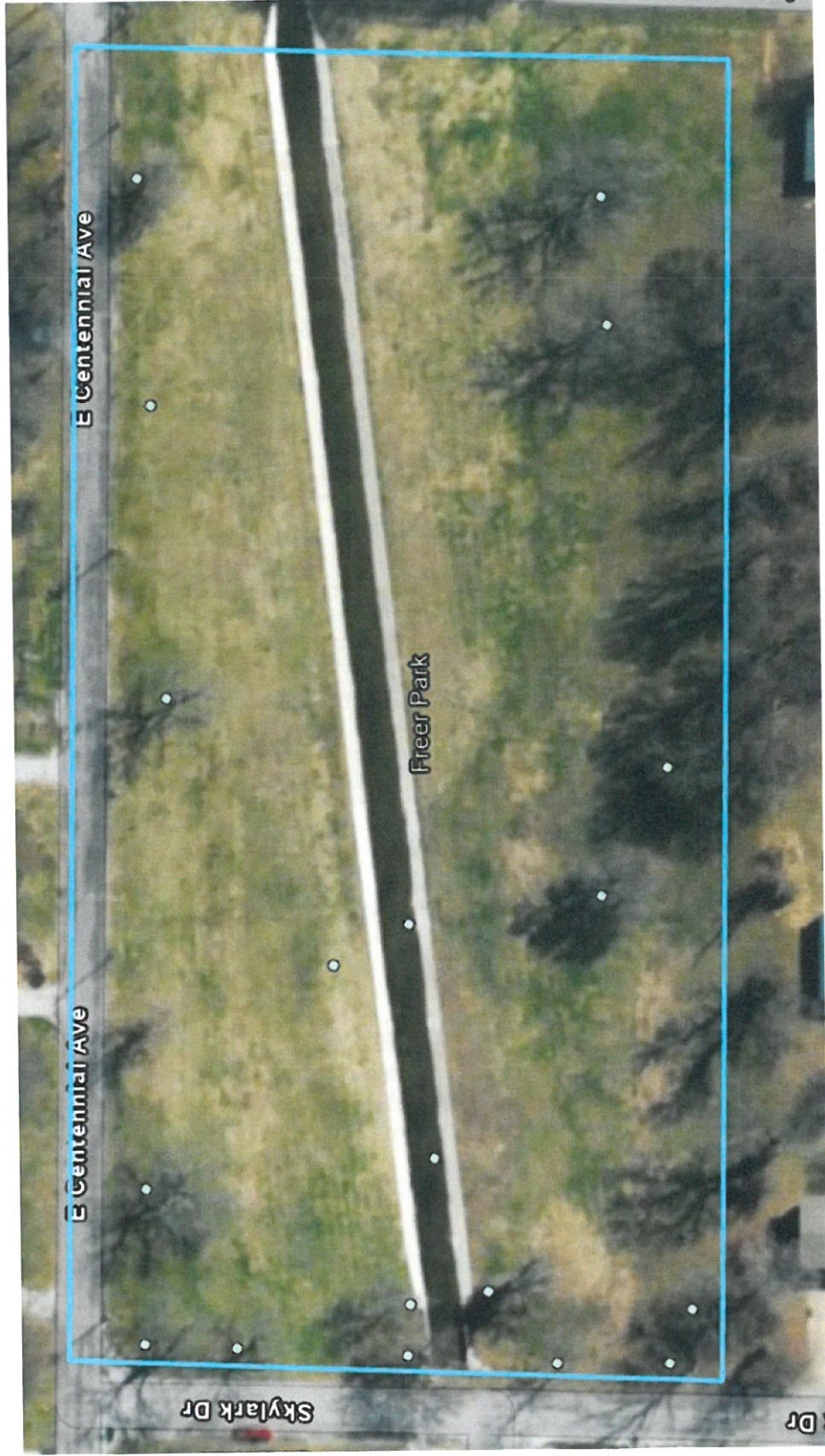
Fair Acres Sports Complex

Not to Scale for reference only



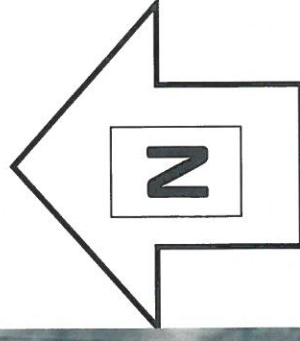
Freer Park

Not to Scale for reference only



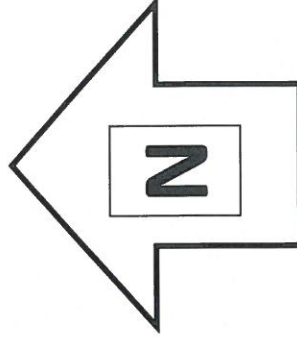
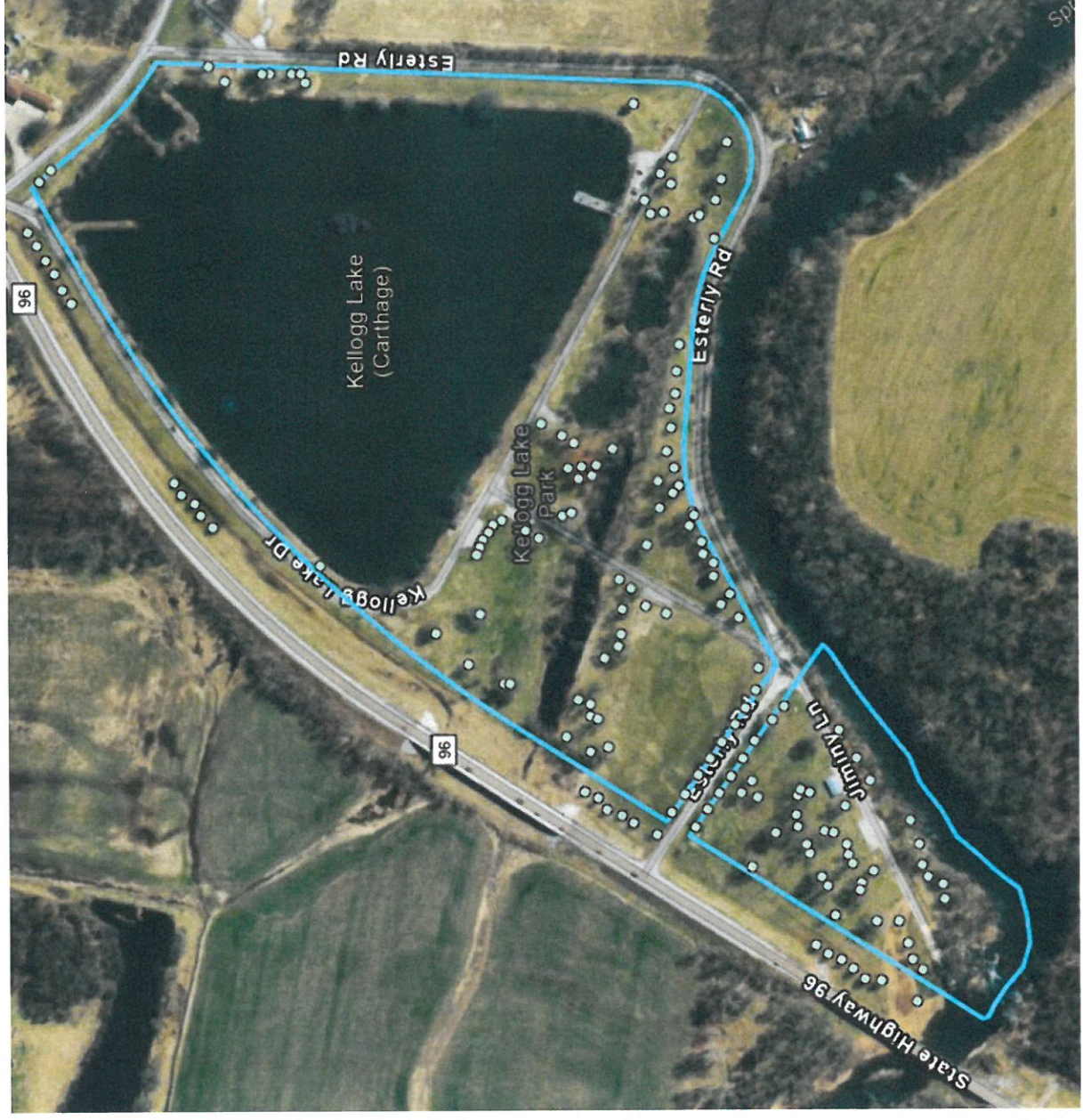
Griggs Park

Not to Scale for reference only



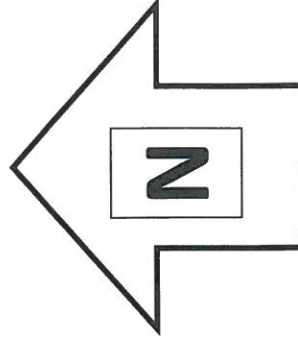
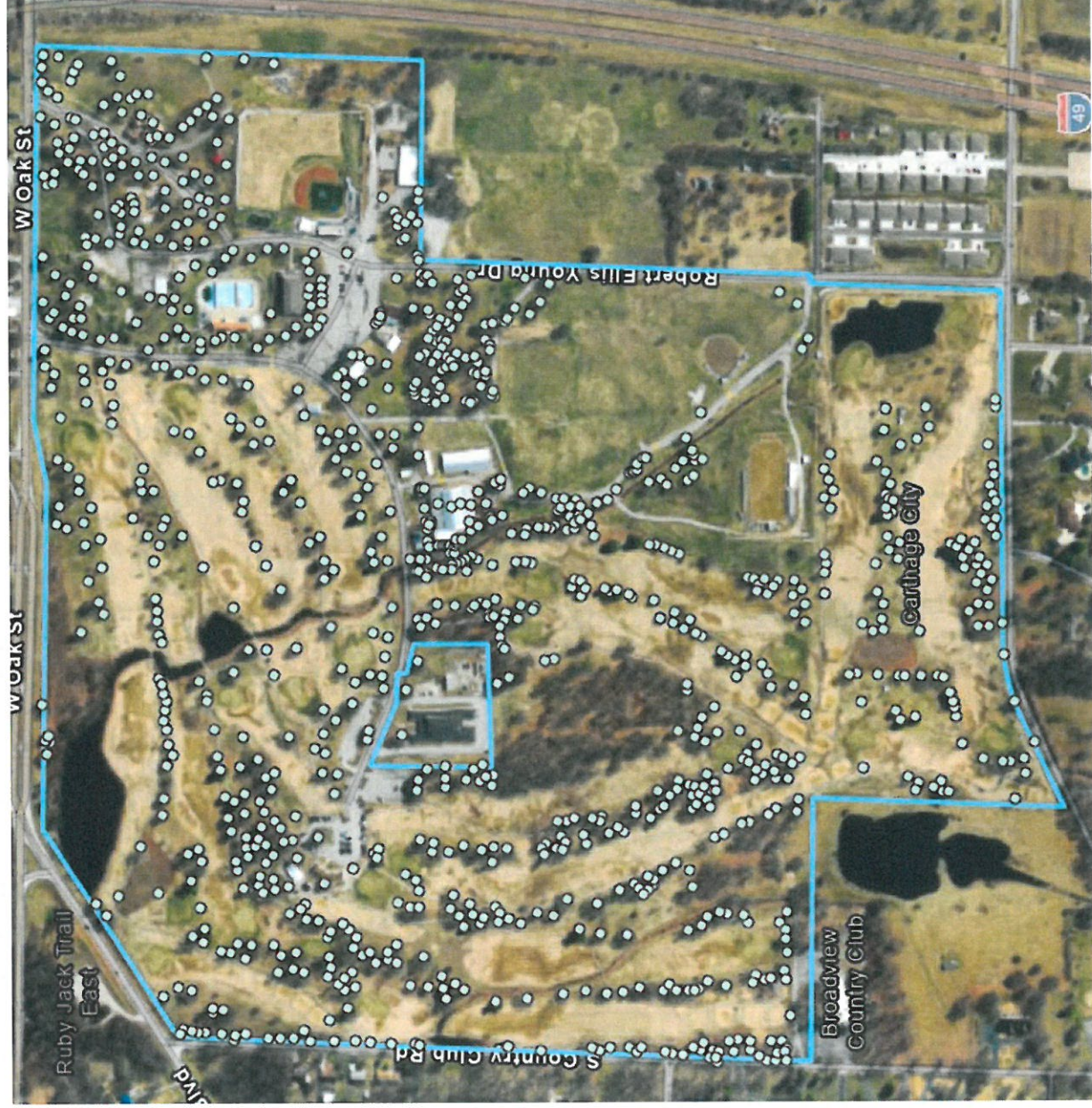
Kellogg Lake Park

Not to Scale for
reference only



Municipal Park

Not to Scale for
reference only



Outer Oaks Forestry Consulting

Lauren Copple

ISA MW6225A

8223 Jute Rd Neosho, MO

417-434-4065

lauren@outeroaks.com

Inventory Proposal

12/12/2023

Carthage Parks and Recreation Dept

Carthage, MO 64801

Prepared For:

The City of Carthage

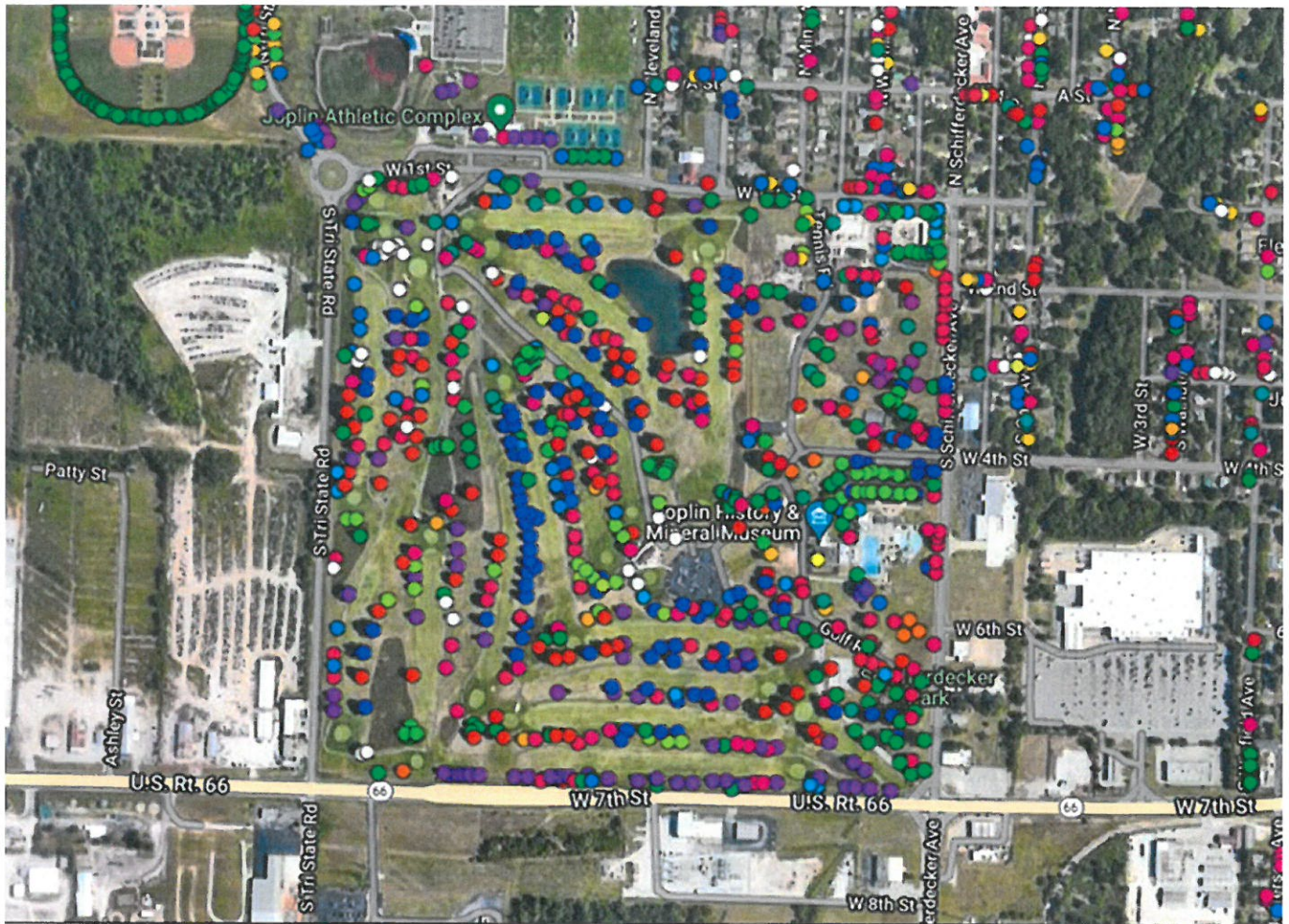
By: Lauren Copple

Outer Oaks LLC



City of Joplin Tree Inventory

"Schifferdecker Golf Course"



DELETED CLOSE LOAD LAST INSPECT

*All changes are saved automatically

TREE	LOCATION	MANAGEMENT	RISK ASSESSMENT	WORK RECORDS	HISTORY
Tree Id	13934				
Common Name	Pin oak				
Scientific Name	Quercus palustris				
Cultivar					
Genus	Quercus				
DBH	18				
Number of Stems (Multi Calc)	1				
DBH Range	18-24in				
Tree Height (Estimated)					
Height Range	N/A				
TPZ Ratio					
Tree Protection Zone (TPZ)					
CRZ Ratio					
Critical Root Zone (CRZ)					

Detail box is established per tree with species, DBH, maintenance needs, Inspections, and tree risk assessments

Tree Work-Pruning [Clear](#)

- ☐ Clearance Prune
- ☒ Crown Clean
- ☒ Crown Raise
- ☐ Crown Reduce
- ☐ Crown Restoration
- ☐ Crown Thin
- ☐ Deadwood
- ☐ Reduce end weight
- ☐ Structure Prune
- ☐ Young Tree Training

Tree Work-PHC [Clear](#)

- ☐ Chemical Spray
- ☐ Chemical Systemic
- ☐ Cultural Control
- ☐ Nutrient/Fertilize

Tree Work-Other [Clear](#)

- ☐ Remove
- ☐ Stump Grind

Monitor ☐ Yes

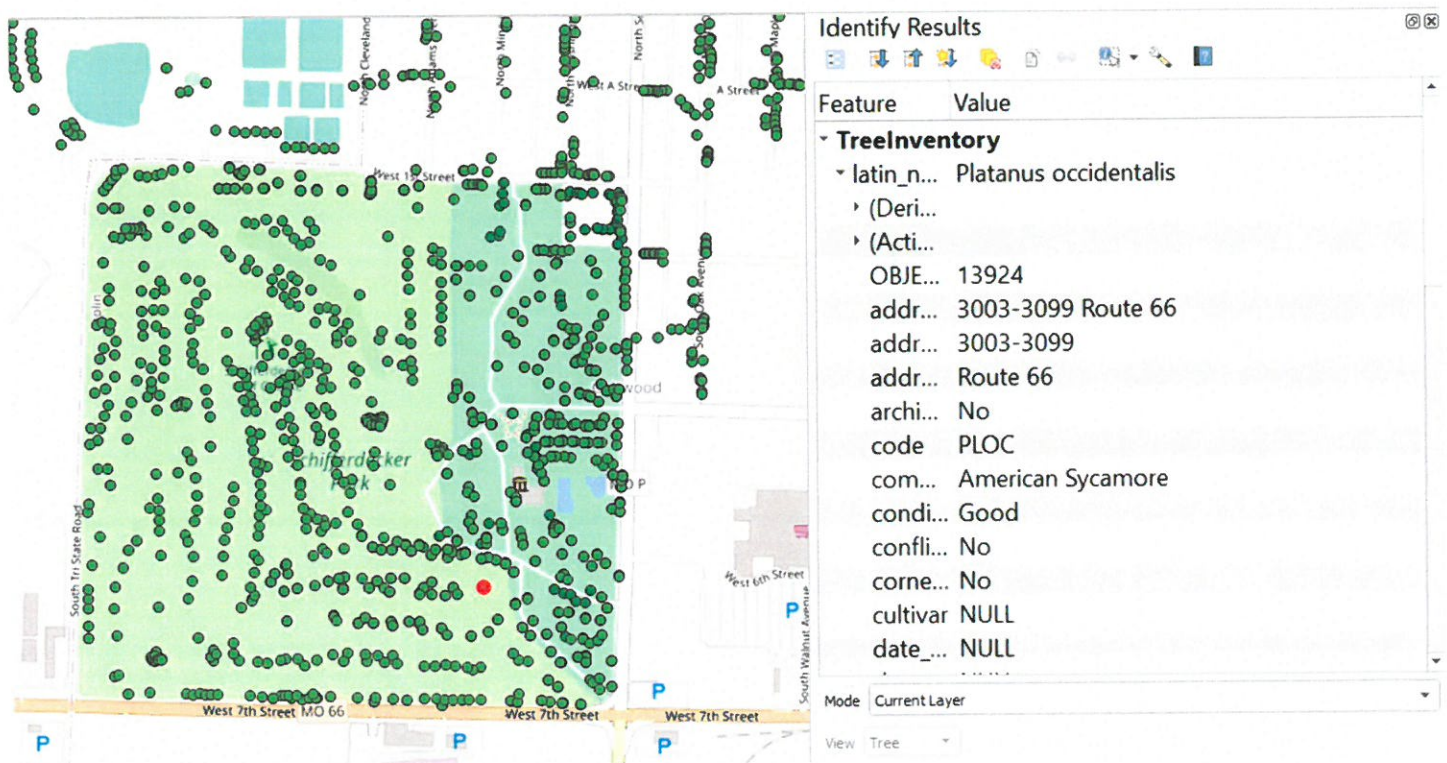
Last Inspection [CLEAR](#)

Next Reminder Date [CLEAR](#)

Inspection Cycle

15452 Sweetgum	Good	11/16/2023	11 6-12in	Liquidambar styraciflua	
15451 Magnolia	Fair	11/16/2023	10.34 6-12in	Magnolia spp.	
15450 Eastern red cedar	Good	11/13/2023	6 6-12in	Juniperus virginiana	
12692 Eastern cottonwood	Fair		22 18-24in	Populus deltoides	
12691 Eastern cottonwood	Fair		30 >30in	Populus deltoides	
12690 Eastern cottonwood	Poor		37 >30in	Populus deltoides	Crown Clean
12848 Eastern cottonwood	Dead		43 >30in	Populus deltoides	Remove
10246 Oak			8 6-12in	Quercus spp.	Crown Clean
10242 Oak	Fair		4 3-6in	Quercus spp.	
12863 Goldenrain tree	Poor		20 18-24in	Koeleria paniculata	Crown Clean
12862 Red maple	Good		23 18-24in	Acer rubrum	
12861 Eastern cottonwood	Fair		35 >30in	Populus deltoides	
12733 Sweetgum	Fair		12.81 12-18in	Liquidambar styraciflua	Remove
12732 River birch	Poor		24.08 24-30in	Betula nigra	Remove
12730 Sweetgum	Good		32 >30in	Liquidambar styraciflua	
12729 Tulip tree	Fair		37 >30in	Liriodendron tulipifera	Crown Clean
12728 Sugar maple	Dead		20 18-24in	Acer saccharum	Remove
12727 Silver maple	Poor		37.82 >30in	Acer saccharinum	
12726 Silver maple	Fair		37 >30in	Acer saccharinum	
12850 American sycamore	Fair		40 >30in	Platanus occidentalis	

CSV type inventory export to assist in building maintenance plans which can be easily filtered by location, maintenance types, or tree species.



.shp file exportation with all the web based information in NAD 83 and itrees formatting.

Service	Cost	Est Quantity	Est Total
Inventory cost set up	\$2000	1	\$2,000
New tree 30> : Per Tree	\$7		
New tree 30< :Per Tree	\$10	2000	\$20,000
Established inventory update : Per tree	\$5		
Labor : Per Hour	\$75	65	\$4,875
Arborist report	\$650	7	\$4,550
			\$31,375

Arborist reports are per park but will be broken into sections of 100 (multiple reports per park) or less grouping if needed, including maintenance recommendations, pictures and maps of the trees, and new tree species/ location recommendations. Arborist report will include a cost evaluation based on the 9th addition guide for plant appraisal.

References from the City of Joplin regarding current on call arborist recommendations will be available upon request.

Proposed Field Rental Pricing

Location	Practice	Tournament/Game
Baseball Fields	Free \$10/hr Lights	\$100 Per Field/Day Must have Insurance
Softball Fields	Free \$10/hr Lights	\$100 Per Field/Day Must have Insurance
Soccer Fields	Free \$10/hr Lights	\$100 Per Field/Day Must have Insurance
Pickleball Courts	Free	\$50 Per Court/Day Must have Insurance
Utility Fields	Free	Must have Insurance

December 2023 Month End

Municipal Park- Trash ran 2 days a week, ground trash removed as needed. Mulching continued and finished up for the year. New fence was put in around fuel barn area which took several days to complete. Playground inspected and some parts were ordered to replace zip line that was stolen. Limbs were picked up as needed. Warehouse remodel began which took several days out of the month, work will continue in January. New bathrooms at playground were delivered and setup began and will continue in January

Carter Park- Trash ran 2 days a week, limbs were picked up as needed ground trash removed as needed. Playground was inspected. New bathroom was delivered and setup began and will continue in January. Mulching continued and was completed for the year.

Central Park- Trash ran 2 days a week, limbs were picked up as needed ground trash was removed as needed. New playground was completed.

Griggs Park- Trash ran 2 days a week, Limbs picked up as needed, ground trash removed as needed. Fence was removed on north side of park to accommodate for new bathroom to be delivered and setup began and will continue in January. Repairs were made to basketball court that happened during construction of court. Pickelball scoreboards were installed. Mulching continued and was completed for the year.

Kellogg Park- Trash ran 2 days a week, limbs removed as needed, mulching continued as was completed for the year. New bathroom was installed, and boulders were installed around new playground. Several trash cans were stolen in park and had to be replaced.

Fair Acres Park- Trash ran 2 days a week, ground trash removed as needed.

Memorial Hall- Chairs had to be moved from Memorial Hall to City Hall, miscellaneous duties had to be performed inside to help with setup of a few events.

DECEMBER MAINTANCE

- Mulch leaves when needed
- One last spray app. on the greens
- Added sand to bunkers
- Filled holes on the range with top soil
- Cleaned ditches of brush
- Fix water line break in 4 fairway
- Drain irrigation system and winterize
- Service equipment
- Replace water lines in the chemical barn
- Trim trees
- Added top soil on rough next to fairways on 16 and 15
- Seeded dirt areas on 16 and 15
- Edge cart paths
- Clean up cart paths where it is edged
- Place sod from edging on bare areas
- Cut stumps down lower
- Move tee markers three times a week
- Move holes when needed on greens
- Replace stolen flags on 5 and 6
- Put new signs out on chipping green, no fishing signs and mats only signs on the range
- Take out ball washers for the winter
- Put out new flag sticks and cups for the winter
- Received new tee mower
- Sent reels off the get serviced and ground
- Roll greens and mow when needed

December 2023 Golf Report

December 2023 Rounds – 811 | Revenue - \$21,894.77

December 2022 Rounds – 274 | Revenue - \$8,995

December 2021 Rounds – 1,277 | Revenue - \$17,861

Green Fee	Membership	Cart Fee	Driving Range	Event Services	Golf Gift Certificate	Merchandise Gift Certificate (Club Credit)	Pro Shop	Food & Beverage	Pre Paid Rounds	Golf Rentals
\$6,346.45	\$4,149.52	\$3,992.82	\$268.51	\$0	\$1,500.47	\$0	\$4,975.33	\$442.87	\$0	\$24.44

December 2023 Summary

We had very good weather for December up until the last week and a half. The first part of December was still very playable golf weather, and it shows with the rounds played. There are not many tee times available with daylight, but there were days that we were fully booked. We had a couple groups play on the very cold days. We had rounds played every day in December other than Christmas Eve and Christmas Day, which we were closed.

Our Pro Shop sales were good in December because our Club Credit from tournaments expire at the end of every year, so we had many customers coming in to spend their credit before it expires. This is a good practice because it helps us move our merchandise and allows us to get fresh product in for the following season.

We sold 3 junior memberships, 1 Senior Membership w/ Cart, and 1 Senior Membership. The rest of the balance on membership is the monthly automatic withdrawals.

December 2023 Events & Recreation Report

MEMORIAL HALL RENTAL REVENUE

December 2023 Revenue - \$

December 2022 Revenue - N/A

CLASS REVENUE

December 2023 Revenue - \$

December 2022 Revenue – N/A

Main Auditorium Rentals	Lower Level Auditorium Rentals	City Municipal Court	Drivers Testing	Meeting Room Rentals
10	9	2	4	31

December 2023 Summary

Memorial Hall renovations are completed!

The porch leaner class ended up with five participants after two had to cancel; we believe the holiday is what caused a lower turnout. Juanita's Canvas has scheduled another class in February and we are working on April's class now! The Sushi101 class has a large interest and we are sure it will sell out!

We have moved forward with a new website for Little League that will be no additional cost. Registration for Little league is to begin January 1st. We also have moved forward with promoting Little League Sponsors.

CIVIL WAR MUSEUM

ATTENDANCE

December 2023

DATE	CARTHAGE	TOURIST	LOCATION UNLISTED	GRAND TOTAL
12/1/2023	0	7	0	7
12/2/2024	0	1	0	1
12/3/2024	0	0	0	0
12/4/2024	CLOSED	CLOSED	CLOSED	0
12/5/2024	2	5	0	7
12/6/2024	1	0	0	1
12/7/2024	1	1	0	2
12/8/2024	1	10	0	11
12/9/2024	0	11	0	11
12/10/2024	0	6	0	6
12/11/2024	CLOSED	CLOSED	CLOSED	0
12/12/2024	0	9	0	9
12/13/2024	0	4	0	4
12/14/2024	1	4	0	5
12/15/2024	1	8	0	9
12/16/2024	3	18	0	21
12/17/2024	0	5	0	5
12/18/2024	CLOSED	CLOSED	CLOSED	0
12/19/2024	0	3	0	3
12/20/2024	0	0	0	0
12/21/2024	2	2	3	7
12/22/2024	2	1	0	3
12/23/2024	CLOSED	CLOSED	CLOSED	0
12/24/2024	CLOSED	CLOSED	CLOSED	0
12/25/2024	CLOSED	CLOSED	CLOSED	0
12/26/2024	3	6	0	9
12/27/2024	6	7	0	13
12/28/2024	0	6	2	8
12/29/2024	0	7	0	7
12/30/2024	3	37	0	40
12/31/2024	1	4	0	5
TOTAL	27	162	5	194

SALES	DONATIONS
\$ 14.00	\$ 0.00
\$ 0.00	\$ 0.00
\$ 0.00	\$ 0.00
CLOSED	CLOSED
\$ 0.00	\$ 0.00
\$ 10.00	\$ 0.00
\$ 144.00	\$ 0.00
\$ 30.00	\$ 0.00
\$ 32.00	\$ 0.00
\$ 0.00	\$ 0.00
CLOSED	CLOSED
\$ 0.00	\$ 0.00
\$ 23.00	\$ 0.00
\$ 33.00	\$ 0.00
\$ 12.00	\$ 0.00
\$ 86.00	\$ 0.00
\$ 0.00	\$ 0.00
CLOSED	CLOSED
\$ 0.00	\$ 0.00
\$ 0.00	\$ 0.00
\$ 18.00	\$ 0.00
\$ 20.00	\$ 0.00
CLOSED	CLOSED
CLOSED	CLOSED
CLOSED	CLOSED
\$ 45.00	\$ 0.00
\$ 23.00	\$ 200.00
\$ 5.00	\$ 0.00
\$ 38.00	\$ 0.00
\$ 108.00	\$ 0.00
\$ 15.00	\$ 0.00
\$ 656.00	\$ 200.00



JEN Kirby
TOURISM DIRECTOR

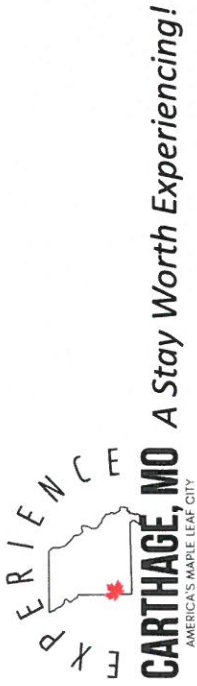
Tourism Staff Report

- Tourism Scorecard Review
 - Page 2
- DMO Expenditures & Creative
 - Pages 3-10
- Local Marketing Expenditures
 - Pages 11-12
- Dues
 - Page 13-14

Highlights & Goals

- DMO Budget Adjustments & Finalize Q4 Strategy – **Submitted to State**
- Experience Carthage: Web, Social Media Campaign & Event Update – **In Progress**
- Identify Tourism Assets & Draft Awareness Campaigns- **In Progress**
- Awareness from the Interstate – Historic Brown MoDOT signage for Historic Assets – **In Progress**
- Route 66 Centennial Celebration Planning – **In Progress**
- Visitor Guide Updates – **In Progress**





CARTHAGE, MO *A Stay Worth Experiencing!*

Tourism Scorecard

Key Initiatives

- DMO Budget Administration
- Hotel Accommodations
- Visitor Landscapes & Experiences
 - *People & Places*
- Tourism Assets
 - *Uncover, Highlight, & Promote*
- Website, Mobile & Social Enhancements
 - *Telling Our Story*
- Creation of Marketing Materials
 - *Print & Digital Mediums, Branding*
- City of Carthage Maps



DMO Marketing Reach

Ad Publication	Ad Type	Reach	Total Reach	Quarter
Route	Magazine	100,000	300,000	Q2-Q4
Show Me Missouri	Magazine	24,000	72,000	Q2-Q4
Terrain	Magazine	32,000	64,000	Q3-Q4
America's Civil War	Magazine	14,336	14,336	Q3
Civil War Times	Magazine	20,600	20,600	Q3
Missouri Life	Magazine	115,773	261,546*	Q3-Q4
8 Boards – 3 States	Billboards	Varies	3,273,370	Q2-Q4
			4,005,852	

Local Marketing Reach

Ad Publication	Ad Type	Reach	Total Reach	Quarter
2 - Maple Leaf Rodeo	Billboards	122,440	244,800	Q1
Show Me the Ozarks	Magazine	75,000	525,000	Q2-Q4
			769,800	

City of Carthage

Tuesday, December 12, 2023

Requisition # TD - 0016

V: 01-2813

Name: Lamar Companies

Address: P.O. Box 746966 Atlanta, GA 30374-6966

Distribution # T: 123-45130.543

Invoice#		Unit Cost	Total Cost
115449168	Panel #5464 Service Dates: 12.4.23-12.31.23 - Q2		\$500.00
115449169	Panel #30758 Service Dates: 12.4.23-12.31.23 - Q2		\$3,000.00
115449170	Panel #55121 Service Dates: 12.4.23-12.31.23 - Q2		\$ 2,650.00
115449170	Panel #68012 Service Dates: 12.4.23-12.31.23 - Q2		\$ 2,350.00
115449171	Panel #12432 Service Dates: 12.4.23-12.31.23 - Q2		\$ 1,500.00
115449171	Panel #51243 Service Dates: 12.4.23-12.31.23 - Q2		\$ 1,500.00
		TOTAL	\$11,500.00

Signed

Traci Cox

Assistant City Administrator



INVOICE

QUESTIONS? CONTACT 417-862-3778
OR (225) 926-1000

9140

CUSTOMER: CITY OF CARTHAGE - EXPERIENCE CARTHAGE
ADVERTISER: CITY OF CARTHAGE - EXPERIENCE CARTHAGE

INVOICE NO: 115449168

INVOICE DATE: 12/04/2023

CUSTOMER
CONTRACT NO:

LAMAR CUSTOMER NO: 839202
LAMAR CONTRACT NO: 4351285

DUE DATE: 01/03/2024

MARKET / MEDIA TYPE / DESIGN / LOCATION	CONTRACT SERVICE DATES	PANEL NUMBER	PANEL TAB ID	ILLUM	AMOUNT
36 - OZARK, MO 230-Springfield, MO Media Type: Bulletins Campaign: EXPERIENCE CARTHAGE Dec 23 - June 24 Campaign [5] W/S US 65 1.7 MI S/O HWY F F/S - II luminated	12/4/23-12/31/23	5464	589601	Yes Total Panels:1	500.00
STATE TAX	COUNTY or PARISH TAX	CITY TAX			AMOUNT
0.00	0.00	0.00			500.00

REMITTANCE STUB - Please send this with payment.

Thank you for doing business with Lamar. Your prompt
payment of this invoice is greatly appreciated.

TO PAY ONLINE, PLEASE VISIT <http://payments.lamar.com>

000839202115449168000000500000

TERMS:
NET 30 DAYS

THIS AMOUNT DUE

500.00

US DOLLARS

Lamar Office Use Only

115449168
839202-0

pr:12/04/2023 sc:12/05/2023
ContractPlantAdvertiser

CUSTOMER

CITY OF CARTHAGE - EXPERIENCE CARTHAGE
402 SOUTH GARRISON AVENUE
CARTHAGE, MO 64836

MAIL
PAYMENT 
TO

LAMAR COMPANIES
P.O. BOX 746966
ATLANTA, GA 30374-6966



QUESTIONS? CONTACT 877-550-3172
OR (225) 926-1000

INVOICE NO:	115449169
INVOICE DATE:	12/04/2023
DUE DATE:	01/03/2024

REMITTANCE STUB - Please send this with payment.

TO PAY ONLINE, PLEASE VISIT <http://payments.lamar.com>

pr:12/04/2023 sc:12/05/2023
ContractPlantAdvertiser

Page 1 of 1



QUESTIONS? CONTACT 479-442-0300
OR (225) 926-1000

INVOICE NO:	115449170
INVOICE DATE:	12/04/2023
DUE DATE:	01/03/2024

pr:12/04/2023 sc:12/05/2023
ContractPlantAdvertiser



INVOICE

9141

QUESTIONS? CONTACT 888-768-7845
OR (225) 926-1000

CUSTOMER: CITY OF CARTHAGE - EXPERIENCE CARTHAGE
ADVERTISER: CITY OF CARTHAGE - EXPERIENCE CARTHAGE

INVOICE NO: 115449171

CUSTOMER
CONTRACT NO:

LAMAR CUSTOMER NO: 839202
LAMAR CONTRACT NO: 4351285

INVOICE DATE: 12/04/2023

DUE DATE: 01/03/2024

MARKET / MEDIA TYPE / DESIGN / LOCATION	CONTRACT SERVICE DATES	PANEL NUMBER	PANEL TAB ID	ILLUM	AMOUNT
25 - ROGERS COUNTY, OK 402-Tulsa, OK Media Type: Bulletins Campaign: EXPERIENCE CARTHAGE Dec 23 - June 24 Campaign I-44 WRTPK .1MI E/O MM258 SS WF (CLAREMO RE)	12/4/23-12/31/23	12432	268641	No Total Panels:1	1,500.00
30 - CRAIG COUNTY, OK 402-Tulsa, OK Media Type: Bulletins Campaign: EXPERIENCE CARTHAGE Dec 23 - June 24 Campaign I-44 WRTpk, ES 1.5mi NE/O Hwy 60 W/F Low er (VINITA)	12/4/23-12/31/23	51243	30659424	Yes Total Panels:1	1,500.00
STATE TAX	COUNTY or PARISH TAX	CITY TAX			AMOUNT
0.00	0.00	0.00			3,000.00

REMITTANCE STUB - Please send this with payment.

Thank you for doing business with Lamar. Your prompt
payment of this invoice is greatly appreciated.

TO PAY ONLINE, PLEASE VISIT <http://payments.lamar.com>

000839202115449171000003000008

CUSTOMER

CITY OF CARTHAGE - EXPERIENCE CARTHAGE
402 SOUTH GARRISON AVENUE
CARTHAGE, MO 64836

TERMS:
NET 30 DAYS

THIS AMOUNT DUE

3,000.00

US DOLLARS

Lamar Office Use Only

115449171
839202-0

pr:12/04/2023 sc:12/05/2023
ContractPlantAdvertiser

MAIL
PAYMENT ☐ TO

LAMAR COMPANIES
P.O. BOX 746966
ATLANTA, GA 30374-6966

City of Carthage

Tuesday, January 2, 2024

Requisition # TD - 0018

V:

Name: Terrain Media

Address: 3120 Locust Street, St. Louis, MO 63103

Distribution # T: 123-45130.543

[illegible]

Signed

Traci Cox

Assistant City Administrator

River City Foundation



INVOICE

BILL TO
Jen Kirby
Experience Carthage Mo

INVOICE 1281
DATE 01/02/2024
TERMS Net 30
DUE DATE 02/01/2024

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
01/02/2024	Print Ad	Full-page ad - Jan/Feb 2024 issue	1	1,320.00	1,320.00
BALANCE DUE					\$1,320.00

PLEASE MAKE CHECKS PAYABLE TO:
TERRAIN MEDIA
3120 LOCUST ST.
ST. LOUIS, MO 63103
Page 1 of 1

Chris Williams
PHOTOGRAPHY

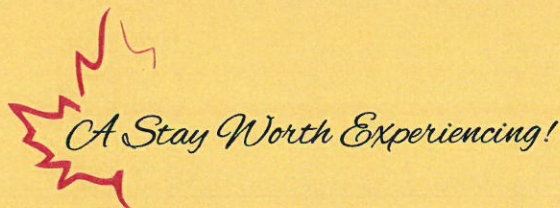
2024 REENACTMENT Battle of Carthage

Come & Experience this 2-Day Event!
June 15th & 16th

Stay tuned to event details by following
VisitCarthage.com

CIVIL WAR ATTRACTIONS

*Don't miss out on the Battle of Carthage
Civil War Museum & State Historic Site!*



City of Carthage

Wednesday, December 20, 2023

Requisition # TD - 0017

V:

Name: Show Me the Ozarks Magazine

Address: PO Box 3325 Joplin, MO 64803

Distribution # T: 123-45130.540

Invoice#		Unit Cost	Total Cost
1449	Full Page Ad - Local Marketing Dec. 2023 Show Me the Ozarks		\$500.00
		TOTAL	\$500.00

Signed

Traci Cox

Assistant City Administrator

INVOICE

Show Me The Ozarks Magazine

PO Box 3325
Joplin, MO 64803

chonda@showmetheozarks.com
+1 (844) 417-7686
www.showmetheozarks.com



Experience Carthage

Bill to

Experience Carthage
402 S. Garrison Ave
Carthage, MO 64836

Ship to

Experience Carthage
402 S. Garrison Ave
Carthage, MO 64836

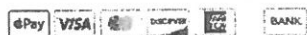
Invoice details

Invoice no.: 1449
Terms: Due on receipt
Invoice date: 12/01/2023

#	Date	Product or service	SKU	Qty	Rate	Amount
1.	12/01/2023	Full Page Ad Sponsorship Page- Dec 2023		1	\$500.00	\$500.00

Total \$500.00

Ways to pay



Note to customer

We appreciate your business. Please note our new contact information.

City of Carthage

Tuesday, December 12, 2023

Requisition # TD - 0015

V:

Name: Missouri Association of Covention & Visitors Bureaus

Address: P.O. Box 1506, Jefferson City, MO 65102

Distribution # T:

123-45130.550

[illegible]

Signed

Traci Cox

Assistant City Administrator

P.O. Box 1506, Jefferson City, MO 65102 • Phone: 573/635-9889 • Web: www.macvb.com

Attn: Executive Director
Experience Carthage
402 S Garrison Ave, Carthage, MO 64836

Total

*Please modify as needed (see below chart) based on any changes in your Annual Budget. Invoiced amount is based on payment of most recent membership dues.

Signature: _____

MO Association of Convention & Visitors Bureaus; P.O. Box 1506; Jefferson City, MO 65102

If you have any questions or need more information, please contact the MACVB office at (573) 635-9889 or jilk@c2cpro.solutions.