



City of Carthage, Missouri

PUBLIC SERVICES COMMITTEE

February 20, 2024 - 5:30 PM
CITY HALL COUNCIL CHAMBERS

MINUTES

1. Call to Order

2. Old Business

1. Approval of Previous Minutes.

ACTION: Motion to item 2.1. by Trudy Blankenship; second by None;
Motion 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 Angie Judd at the Parks & Recreation office at 417-237-7035, or email a.judd@carthagemo.gov.)

4. New Business

1. Consider & Discuss Tropix Snow Cones in the Park.

Ms. Almandinger introduced Becky Freeman with Tropix Snow Cones. Ms. Freeman stated that this is the same request as last year and the only change is adding Carthage Soccer Academy events to the dates. Ms. Heckmaster motioned to allow Tropix Snow Cones in the parks for the dates requested.

ACTION: Motion to item 4.1. by Terri Heckmaster; second by None;
Motion with a 4:0

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

NOES: None

ABSTAIN: None

2. Consider & Discuss 2024 Hispanic Heritage Celebration.

Ms. Almandinger introduced Maria Sanchez with Hispanic Connection to speak about the Fourth Annual Hispanic Heritage Celebration. Ms. Sanchez explained that this is the fourth annual Hispanic Celebration and she stated that it is going

to be the same as last year. Mr. Hole motioned to approve use of Central Park on September 28th from 12:00 PM to 11:00 PM.

ACTION: Motion to item 4.2. by Jeff Hole; second by None;
Motion with a 4:0

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

NOES: None

ABSTAIN: None

3. Consider & Discuss Farmers Market in Central Park.

Ms. Almandinger brought forward a request for Carthage Farmers Market 2024 to include use of the West and North sides of Central Park every Wednesday and Saturday between 8 AM and 1 AM from April 6th, 2024 to November 30th, 2024. Ms. Blankenship motioned to allow use of Central Park on dates provided.

ACTION: Motion to item 4.3. by Trudy Blankenship; second by None;
Motion with a 4:0

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

NOES: None

ABSTAIN: None

4. Consider & Discuss Carthage Community Earth Day Celebration.

Ms. Almandinger introduced Julie Reams from the Chamber of Commerce to speak about Community Earth Day. Ms. Reams stated that this will be the second annual Community Earth Day Celebration and is requesting to use Central Park on Saturday, April 20th from 10:00 AM to 2:00 PM. Ms. Reams stated that there will be one food truck and this will be an informational and hands on event for the community. Ms. Heckmaster motioned to allow use of Central Park on Saturday, April 20th from 10:00 AM to 2:00 PM.

ACTION: Motion to item 4.4. by Terri Heckmaster; second by None;
Motion with a 4:0

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

NOES: None

ABSTAIN: None

5. Consider & Discuss Marble Slab Donation to Carthage Parks & Recreation.

Ms. Almandinger stated that we have been working to have consistent signage across all parks and are in the process of sending out a Request for Proposal to have a mason build signs for all the parks. The Pat and Carolyn Phelps family has donated 20 marble slabs to be used for park signage. Ms. Blankenship motioned to accept a donation of 20 marble slabs from Pat and Carolyn Phelps family to be used exclusively for the creation of park signage.

ACTION: Motion to item 4.5. by Trudy Blankenship; second by None;
Motion with a 4:0

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

NOES: None

ABSTAIN: None

6. Consider & Discuss Donation to Carthage Little League by Housh Family.
Ms. Almandinger stated that Little League received a donation in the amount of \$925 from the Housh family in memory of Jerad Housh. Mr. Hole motioned to accept the donation of \$925 in memory of Jerad Housh to be used exclusively for Little League.
ACTION: Motion to item 4.6. by Jeff Hole; second by None;
Motion with a 4:0
AYES: Brandi Ensor, Trudy Blankenship, Terri Heckmaster, Jeff Hole
NOES: None
ABSTAIN: None
7. Consider & Discuss MOU with Carthage R9.
Ms. Almandinger stated that the Parks Department and Street Department have been renovating Carl Lewton Stadium. The school has been preparing the field for the high school baseball team to use for the 2024 season. She brought forward a Memorandum of Understanding that has been signed by the Carthage R-9 school board to be approved by Council. Ms. Blankenship motioned to enter into a Memorandum of Understanding with Carthage R-9 for the 2024 baseball season to be forwarded to Council.
ACTION: Motion to item 4.7. by Trudy Blankenship; second by None;
Motion with a 4:0
AYES: Brandi Ensor, Trudy Blankenship, Terri Heckmaster, Jeff Hole
NOES: None
ABSTAIN: None
8. Consider & Discuss Request for Proposal for Restroom Facilities for City Parks, Phase 2.
Ms. Almandinger stated that there have been recurring issues with the existing Central and Municipal restrooms as well as a lack of appropriate restroom facilities at Fair Acres. She stated that with remaining funds allotted for the new park restroom facilities, there was a Request for Proposal for Phase 2 Restrooms to include Central and Municipal park renovations and new restroom facilities at Fair Acres. Two bids were received, one from Elements Constructions Concepts in the amount of \$230,340.00 and Sprouls Construction Inc in the amount of \$404,995.00. It was recommended by the City Engineer to accept the low bid from Elements Constructions Concepts. Ms. Heckmaster motioned to accept the lowest bid of \$230,340.00 from Elements Constructions Concepts to renovate existing facilities at Central and Municipal and new restroom facilities at Fair Acres.
ACTION: Motion to item 4.8. by Terri Heckmaster; second by None;
Motion with a 4:0
AYES: Brandi Ensor, Trudy Blankenship, Terri Heckmaster, Jeff Hole
NOES: None
ABSTAIN: None
9. Consider & Discuss Carthage Youth Softball Contract.

Ms. Almandinger brought forward a contract with Carthage Youth Softball for the 2024 season. She stated that the only difference from the previous year's contract were some edits to maintenance responsibilities. Mr. Hole motioned to accept and forward the contract with Carthage Youth Softball for the 2024 season to Council.

ACTION: Motion to item 4.9. by Jeff Hole; second by None;
Motion with a 4:0

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

NOES: None

ABSTAIN: None

10. Consider & Discuss Request for Proposal for Dog Park Sidewalk.

Ms. Almandinger brought forward a bid for Dog Park sidewalk from Elements Construction Concepts in the amount \$43,460.00. Ms. Heckmaster motioned to accept the bid of \$43,460.00 from Elements Construction Concepts for the Dog Park sidewalk.

ACTION: Motion to item 4.10. by Terri Heckmaster; second by None;
Motion with a 4:0

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

NOES: None

ABSTAIN: None

11. Consider & Discuss Revision of Sponsorship Policy.

Ms. Almandinger spoke about a revision to the Sponsorship policy. She stated that now that tourism is seeking sponsorships, we would like to add a clause to include the Tourism Director. Ms. Blankenship motioned to approve revision to the Sponsorship policy.

ACTION: Motion to item 4.11. by Trudy Blankenship; second by None;
Motion with a 4:0

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

NOES: None

ABSTAIN: None

12. Consider & Discuss Bids for Victorian Trash Can Cages.

Ms. Almandinger stated that we would like to improve the appearance of the trash cans in the parks. We have allotted funds to replace the trash cans and have determined that purchasing cages to mimic what is currently at Central Park is more cost-effective. We plan to purchase up to 20 cages. There was a Request for Proposal for Victorian trash can cages. We received two bids, one from Mid-Land Enterprises for the amount of \$1,609 per cage up to 20 cages and one from Parkside Machine in the amount of \$2,289.65 per cage up to 20 cages. Ms. Heckmaster motioned to accept the bid for up to 20 Victorian trash can cages in the amount of \$1,609.00 per cage from Mid-Land Enterprises.

ACTION: Motion to item 4.12. by Terri Heckmaster; second by None;
Motion with a 4:0

AYES: Brandi Ensor, Trudy Blankenship, Terri Heckmaster, Jeff Hole
NOES: None
ABSTAIN: None

13. Consider & Discuss Reallocation of Recreation Funds.

Ms. Almandinger introduced Chelsea Cholley, Parks and Recreation Events Coordinator, to speak about the reallocation of funds. Ms. Cholley noted that while \$25,000 had been earmarked for recreation expenses, it was deemed necessary to reallocate these funds to more specific expense accounts. Ms. Cholley emphasized that this marks the first year of Parks and Recreation's Little League program and as we have progressed through registrations, we have identified more precise funding requirements. Ms. Cholley explained the proposal to reallocate the funds. Mr. Hole motioned to approve the reallocation of funds.

ACTION: Motion to item 4.13. by Jeff Hole; second by None;
Motion with a 4:0

AYES: Brandi Ensor, Trudy Blankenship, Terri Heckmaster, Jeff Hole
NOES: None
ABSTAIN: None

14. Consider & Discuss Budget Adjustment for Allocation of Civic Enhancement Funds.

Ms. Almandinger brought forth a budget adjustment for the allocation of Civic Enhancement Funds. The Civic Enhancement Fund holds donations for specific items. Ms. Almandinger requested use of the funds for repairs to Kellogg Lake fountain and South roundabout improvements. Ms. Blankenship motioned to approve the allocation of Civic Enhancement funds and forward to the Budget Committee.

ACTION: Motion to item 4.14. by Trudy Blankenship; second by None;
Motion with a 4:0

AYES: Brandi Ensor, Trudy Blankenship, Terri Heckmaster, Jeff Hole
NOES: None
ABSTAIN: None

15. Consider & Discuss Five Year Capital Plan.

Ms. Almandinger presented her Five Year Capital Plan from the following funds:

- Use Tax
- Parks / Stormwater
- Capital Outlay
- Golf Fund Balance

She reminded the committee that these items were based on the guidelines and recommendations of the community in the 2021 Parks Master Plan and the strategic planning meeting the committee had several months ago.

5. Staff Reports

Ms. Almandinger stated that the Street Department has done a fabulous job on the concrete work at Carl Lewton Stadium in preparation for the 2024 Tigers Baseball season. Ms. Almandinger stated that Little League baseball registration has begun and we have held one in-person registration night. Ms. Almandinger stated that Memorial Hall programming and classes are doing really well. Ms. Almandinger stated that the Dog Park is waiting for a gate access and camera quote to protect the safety of the dogs that will be using the facilities. Ms. Almandinger stated that all the bathrooms should be completed and ready to open this week. Ms. Almandinger stated that the pool concept survey result has been received and there were nearly 1400 responses and the company, Water's Edge, who did the survey stated that the average response is typically between 500-600. Ms. Almandinger stated that Water's Edge would like to schedule a pool concept presentation at a later date.

6. Other Business

7. Adjournment

Ms. Blankenship motioned to adjourn at 6:41 PM.

ACTION: Motion to item 7. by Trudy Blankenship; second by None;
Motion with a 4:0

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

NOES: None

ABSTAIN: None