City of Carthage, Missouri

PUBLIC SERVICES COMMITTEE

November 19, 2024 - 5:30 PM
CITY HALL COUNCIL CHAMBERS

MINUTES

1. **Call to Order**
   MEMBERS PRESENT: Tom Barlow, Jana Schramm, Lori Leece
   MEMBERS ABSENT:

   OTHERS PRESENT: Tyler Markham Head Golf Professional, Cody Gray Golf Course Superintendent, Chelsea Cholley Recreation & Events Coordinator

   STAFF PRESENT: Parks and Recreation Director Abi Almandinger, Administrative Assistant Angie Judd, Assistant City Administrator Traci Cox

   Chairman Tom Barlow called the meeting to order at 05:30 PM.

2. **Old Business**

   1. Approval of Previous Minutes.

ACTION:	Motion to accept/approve item 2.1. by Lori Leece; second by None; Motion passed with a 3:0
AYES:	Tom Barlow, Jana Schramm, Lori Leece
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 and discuss JCYF projects.
      Ms. Almandinger introduced Roxanne Willard, Secretary of the Jasper County Youth Fair (JCYF), to present project requests, including installing a 14x20 portable office building on an existing concrete pad near the beef barn, adding gutters and leaf guards to the south side of the Beef/Hog Barn to match the north side of the building, writing grants to fund new hog pens for the hog barn, and removing a dead tree near the exhibit building in Municipal Park. JCYF will cover all costs and secure funding for these projects. Ms. Almandinger confirmed that

the Parks Department had no concerns with these requests and will collaborate with JCYF as needed to complete the projects. Ms. Schramm motioned to approve all requests as presented, with no cost to the city, motion passed.

ACTION:	Motion to accept/approve item 4.1. by Jana Schramm; second by None; Motion passed with a 3:0
AYES:	Tom Barlow, Jana Schramm, Lori Leece
NOES:	None
ABSTAIN:	None

2. Consider and discuss Kellogg Lake Playground landscaping.

Ms. Almandinger introduced Jackie Boyer, President of the Kellogg Lake Board, to present the landscaping plan for the Kellogg Lake playground. Ms. Boyer outlined plans to plant ten trees in late fall or early winter, weather permitting, followed by flowers and grasses in early spring. Ms. Almandinger confirmed that the Tree Board has approved the tree selection and that the Parks Department will handle watering and maintenance, expressing no concerns with the project. Ms. Schramm motioned to accept the playground landscaping at Kellogg Park as presented, motioned passed.

ACTION:	Motion to accept/approve item 4.2. by Jana Schramm; second by None; Motion passed with a 3:0
AYES:	Tom Barlow, Jana Schramm, Lori Leece
NOES:	None
ABSTAIN:	None

3. Consider and discuss trade agreements for golf course.

Ms. Almandinger introduced Tyler Markham, Head Golf Professional, to discuss trade agreements for the golf course. Mr. Markham explained that such agreements are standard in the golf industry and provide a cost-effective way to improve operations by trading rounds of golf or green-fee-only memberships for services. He noted that approval would allow him to initiate discussions with service providers before presenting a detailed plan to the Department Head and City Administrator for final approval. Ms. Almandinger stated that there is a similar volunteer policy already currently in place that allows volunteers to receive rounds of golf in exchange for volunteer hours. Mr. Markham and Ms. Almandinger will work to create a policy and contract template to present to the committee. No action taken.

4. Consider and discuss planting of native grasses at golf course.

Mr. Markham reported discussing the replacement of invasive species with native grasses at the golf course with the Missouri Department of Conservation (MDC). He requested permission to apply for a cost-share grant through MDC, which would cover 75% of the project cost, with the city's 25% share including staff hours. Ms. Almandinger noted that the city would initially cover costs and receive reimbursement. Cody Gray, Golf Course Superintendent, explained that invasive species deplete nutrients from desirable plants and that planting native grasses would enhance the course's appearance by creating a uniform look. Ms. Schramm motioned to approve Mr. Markham to move forward in applying for the cost share grant to plant native grasses at the golf course, motion passed.

ACTION:	Motion to accept/approve item 4.4. by Jana Schramm; second by None; Motion passed with a 3:0
AYES:	Tom Barlow, Jana Schramm, Lori Leece
NOES:	None
ABSTAIN:	None

5. Consider and discuss golf chemical RFP.

   Ms. Almandinger introduced Cody Gray, Golf Course Superintendent, to discuss the golf chemicals request for proposal (RFP). Two bids were received in response to RFP, Harrell's with pricepoint of $51,215.75 and Advanced Turf Solutions with a pricepoint of $50,040.08. Mr. Gray advised that Advanced Turf Solutions has been used for the last four years and it can be risky to change chemicals due to the the risk of losing greens or turf. Ms. Leece motioned to accept bid from Advanced Turf Solutions for $50,040.08 for golf chemicals, motion passed.

6. Consider and discuss RFP for disc golf baskets.

   Ms. Almandinger explained that the installation of the playground required the removal of disc golf baskets. She is collaborating with a Joplin-based disc golf group that has agreed to assist with the installation of new baskets, while the Parks Department will handle the concrete work. A Request for Proposal (RFP) for the baskets received two bids: Dynamic Disc at $15,900.00 and Innova Disc Golf at $17,150.00. Ms. Almandinger noted that both bids included the same type of removable baskets, allowing flexibility for events, and that the project, expected to attract disc golf enthusiasts to the area, is already within the approved budget. Ms. Leece motioned to accept the bid from Dynamic Disc in the amount of $15,900.00 for the purchase of disc golf baskets, motion passed.

ACTION:	Motion to accept/approve item 4.6. by Lori Leece; second by None; Motion passed with a 3:0
AYES:	Tom Barlow, Jana Schramm, Lori Leece
NOES:	None
ABSTAIN:	None

7. Consider and discuss RFP for bleachers.

   Ms. Almandinger noted that the expansion of sports courts in the parks has created a need for seating. A Request for Proposal (RFP) for bleachers received three bids: GT Grand Stands at $11,500.00, Bulte Company at $7,444.50, and Southern Bleacher Company at $7,940.00. She highlighted that the Bulte Company previously supplied bleachers for Carl Lewton Stadium. Ms. Almandinger also stated that the Parks maintenance staff would assemble the bleachers upon delivery. Ms. Schramm motioned to accept the bid from Bulte Company at $7,444.50, motion passed.

ACTION:	Motion to accept/approve item 4.7. by Jana Schramm; second by None; Motion passed with a 3:0
AYES:	Tom Barlow, Jana Schramm, Lori Leece
NOES:	None
ABSTAIN:	None

8. Consider and discuss RFP for tree planting grant and tree removal.

Ms. Almandinger requested permission to apply for a Missouri Department of Conservation grant to remove and replace damaged and diseased trees in city parks. A tree inventory completed last year with the Missouri Department of Conservation identified several trees in need of removal, including 122 ash trees affected by the emerald ash borer disease. Working with Jon Skinner from the Conservation Department and the Tree Board, the Parks Department developed a plan to address these issues and replace trees lost during the May tornado. A Community Forestry Cost-Share Request was created, reducing the city's total cost to $90.50. Two Requests for Proposals (RFPs) were issued—one for tree removal and another for tree purchase and planting. For tree removal, four bids were received: Jasco at $23,250.00; Poor Boy (no total cost provided); Certified Tree Tech at $39,200.00; and Hodges Tree Trimming at $52,750.00. For tree purchase and planting, two bids were received: Outer Oaks at $17,485.00 and Meyco at $15,680.00. It was noted that Jasco employs a certified arborist, and Outer Oaks completed the previous tree inventory. Ms. Leece motioned to apply for the grant with the MDC, accept the Jasco bid of $23,250.00 for tree removal, and accept the Outer Oaks bid of $17,485.00 for tree purchase and planting, motion passed.

ACTION:	Motion to accept/approve item 4.8. by Lori Leece; second by None; Motion passed with a 3:0
AYES:	Tom Barlow, Jana Schramm, Lori Leece
NOES:	None
ABSTAIN:	None

9. Consider and discuss RFP for fencing.

Ms. Almandinger reported that the fences installed in the late 1990s have received little to no maintenance since their installation and noted the challenges of securing fencing contractors for projects. She explained that Joplin recently issued an RFP for fencing needs, which was adapted to seek price points for specific line items for the city's fencing projects. Funding will be taken from the existing grant from the McCune Brooks Trust for fencing repairs at Fair Acres and the old softball field at Municipal Park, and these projects are proposed as the starting point for the contract. Two bids were received: Miller Fence at $3,252.00 for lines 1-4 and $6,546.00 for lines 15-38, and MW Fence Company at $2,581.00 for lines 1-4 and $5,146.21 for lines 15-38. Ms. Leece motioned to enter into a contract with MW Fence Company for parks fencing, motion passed.

ACTION:	Motion to accept/approve item 4.9. by Lori Leece; second by None; Motion passed with a 3:0
AYES:	Tom Barlow, Jana Schramm, Lori Leece
NOES:	None
ABSTAIN:	None

10. Consider and discuss scoreboard purchases.

Ms. Almandinger reported that the ball field scoreboards were damaged by lightning and have not been fully repaired, leaving no functioning scoreboards despite multiple attempts last season. She stated that Nevco, a Sourcewell company previously used for the Carl Lewton Stadium scoreboard, could provide a consistent appearance across all park ball fields. Ms. Almandinger noted that funding for this project has been approved by the budget committee for the current fiscal year. Ms. Leece motioned to accept the Nevco contract in the amount of $17,376.55, motion passed.

ACTION:	Motion to accept/approve item 4.10. by Lori Leece; second by None; Motion passed with a 3:0
AYES:	Tom Barlow, Jana Schramm, Lori Leece
NOES:	None
ABSTAIN:	None

11. Consider and discuss concessions stand improvements at Fair Acres.

Ms. Almandinger stated that plans to remodel the concessions building at Fair Acres have been under consideration for several years. In collaboration with the city engineer and architect, the proposed renovations include new wooden coverings and an overhang for the building, the addition of shade structures, and a complete interior renovation to improve functionality and usability. Ms. Leece motioned to proceed with working with the engineer to publish a request for proposal for this project, motion passed.

ACTION:	Motion to accept/approve item 4.11. by Lori Leece; second by None; Motion passed with a 3:0
AYES:	Tom Barlow, Jana Schramm, Lori Leece
NOES:	None
ABSTAIN:	None

12. Consider and discuss lighting for playgrounds.

Ms. Almandinger reported that the playgrounds are nearing completion, but the next step is that proper lighting needs to be installed. She presented a plan to install 19 lights across Municipal, Kellogg Lake, Griggs, and Carter parks, with a bid price of $66,410.36 from Wesco, a Sourcewell company. She noted that Wesco is the supplier for Carthage Water and Electric, ensuring the new lighting will be comparable to existing lighting in the City. Ms. Schramm motioned to accept the Wesco bid of $66,410.36 for 19 lights, motion passed.

ACTION:	Motion to accept/approve item 4.12. by Jana Schramm; second by None; Motion passed with a 3:0
AYES:	Tom Barlow, Jana Schramm, Lori Leece
NOES:	None
ABSTAIN:	None

13. Consider and discuss Boylan donation for Candy Cane Hunt.

Ms. Almandinger reported that the Parks Department is collaborating with Vision Carthage for the Candy Cane Hunt in the park on December 9th. She noted that the Boylan Foundation has offered a $500 donation to provide cider and hot chocolate for the community during the event. Ms. Schramm motioned to accept the donation and forward the resolution to full council, motion passed.

ACTION:	Motion to accept/approve item 4.13. by Jana Schramm; second by None;

	Motion passed with a 3:0
AYES:	Tom Barlow, Jana Schramm, Lori Leece
NOES:	None
ABSTAIN:	None

5. Staff Reports

Ms. Almandinger reviewed the reports for the golf course, golf maintenance, parks maintenance, Civil War Museum, Memorial Hall, and recreation. She highlighted recent events, including the Veterans Day parade, monthly handmade and vintage markets, and preparations for the next season of Food Truck Friday. The Civil War Museum hosted 420 tourists in the past month. She noted that the Lime scooter season ended with 27,438 trips recorded between May and November, generating $7,362 in revenue, with August being the busiest month. She stated the recent pickleball tournament was highly successful, generating $1,706.35 in revenue. She reported that the Griggs Park playground is nearing completion, with a ribbon-cutting tentatively scheduled for December 5th. She also noted the driving range driveway is set to be asphalted. Ms. Almandinger noted that plans are underway to form a steering committee for the aquatic center to advance the pool concept. Lastly, she stated that the leftover funds from the Little League season will be transferred to the Little League Board.

6. Other Business

7. Adjournment

ACTION:	Motion to Adjourn at 07:11 PM by Jana Schramm
	Motion Passed with a 3:0
AYES:	Tom Barlow, Jana Schramm, Lori Leece
NOES:	None
ABSTAIN:	None