



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

December 17, 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 Angie Judd at the Parks & Recreation office at 417-237-7035, or email a.judd@carthagemo.gov.)
- 4. New Business**
 1. Consider and discuss purchase of stump grinder.
 2. Consider and discuss pool steering committee.
 3. Consider and discuss Parks Operations Assistant job description.
 4. Consider and discuss Tourism/PIO job description.
- 5. Staff Reports**
 1. 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

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



Proposal

QUOTE NUMBER | 219796-01
Nov 27, 2024

CATERPILLAR INC. WT-SSL

PREPARED FOR
CITY OF CARTHAGE





Nov 27, 2024

CITY OF CARTHAGE
PARKS & RECREATION DEPT
521 ROBERT ELLIS YOUNG DR
CARTHAGE, MISSOURI, 64836-3913

Dear Arthur Moser,

We are pleased to offer you the following proposal for your consideration.

One (1) Caterpillar Inc. Model: WT-SSL Work Tool with all standard equipment in addition to the specifications listed below:

Thank you for your interest in Fabick Cat and Caterpillar products. Please know that we sincerely appreciate your consideration and look forward to answering any questions you may have moving forward. Feel free to contact me directly at any time.

Sincerely,

Mike Cantrell
Machine Sales Representative
Fabick Cat
mike.cantrell@fabickcat.com
(417) 434-0202

This quotation is valid for 30 days, after which time we reserve the right to re-quote.

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MACHINE CONFIGURATION

SKID STEER LOADER WORK TOOLS
STUMP GRINDER, SG36

0P-0096
424-0460

PRICING INFORMATION

PRICE AS EQUIPPED	\$9,126.00
SUB TOTAL	\$9,126.00
SALES TAX (0%)	\$0.00
BALANCE DUE	\$9,126.00

EQUIPMENT PROTECTION PLAN

Standard Warranty:

Caterpillar Work Tool Warranty For new machines and work tools/attachments the warranty period is 12-months/unlimited hours, starting from date of delivery to the first user.

ESTIMATED DELIVERY

To be confirmed at date of order acceptance by Fabick Cat.

Pricing referenced on Sourcwell Contract

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WHY CHOOSE FABICK CAT?

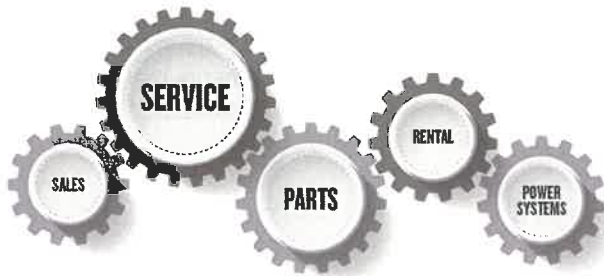
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THROUGHOUT OUR TERRITORY

- 📍 **34 LOCATIONS**
 - 👤 **1,200 + EMPLOYEES**
 - 🔧 **550 SERVICE TECHNICIANS**
 - 🛠️ **200 SERVICE BAYS**
 - 🚚 **200 SERVICE TRUCKS**
 - ⚙️ **100 + PARTS DROP BOXES**

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STUMP GRINDERS

SKID STEER LOADERS
COMPACT TRACK LOADERS
COMPACT WHEEL LOADERS



Models

SG16

SG36

Machine Compatibility

216B3, 226B3, 226D3, 232D3, 236D3, 239D3, 242D3, 246D3, 249D3, 259D3, 262D3, 272D3, 279D3, 289D3, 299D3, 903, 906, 907, 908
226D3, 232D3, 236D3, 239D3, 242D3, 246D3, 249D3, 250, 255, 259D3, 260, 262D3, 265, 270 XE, 272D3 XHP, 275 XE, 279D3, 285 XE,
289D3, 299D3 XHP

Machine model availability and attachment vary by region. Contact your local Cat® dealer for exact compatibility and availability.



Cat® Stump Grinders are designed to economically remove stumps in residential, commercial and agricultural settings. They offer increased production over tow-behind grinders in situations where multiple stump removal is required. The right balance of cutting wheel speed and torque makes quick work of most tree varieties.

FEATURES



DIRECT DRIVE SYSTEM

Direct drive system features a variable speed, unidirectional, gerotor style motor for optimal cutting wheel speed and high torque for efficient grinding performance.



HYDRAULIC CONTROLS

Swing and extension are controlled hydraulically from the cab using an electro-hydraulic valve for greater productivity and swing cycle time efficiency.



HEAVY DUTY CUTTING WHEEL

Heavy duty cutting wheel and 32 bolt-on and replaceable carbide teeth provide maximum durability and cutting efficiency.



DUAL HEIGHT PIVOTING STAND FEET

Heavy duty, dual height, pivoting stand feet provide a stable platform when grinding. Feet are adjustable to compensate for specific machine coupler-to-ground height and tire diameters.



ADJUSTABILITY – HEIGHT

Adjustable cutting wheel swing, extension and depth for superior operator control.



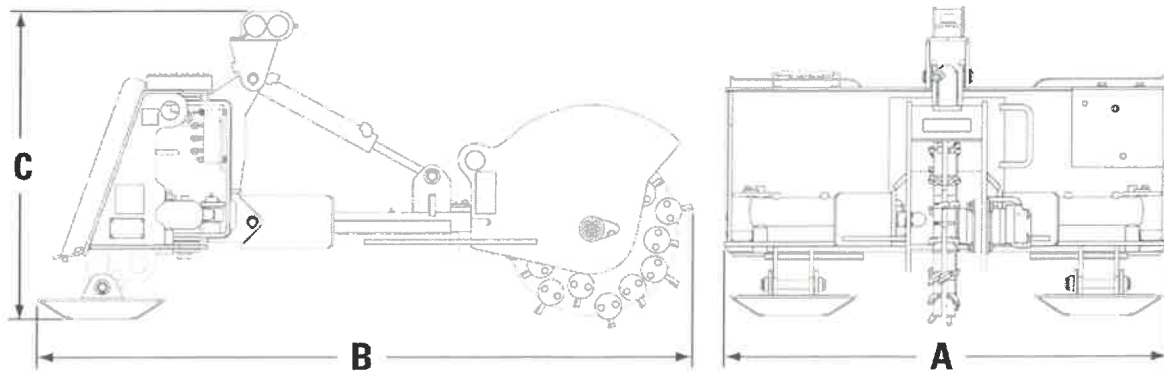
SERRATED STEP

Wide step with grating and large profile serrations provides better traction and stability when entering and exiting machine.

ADJUSTABILITY – EXTENSION

Extension of the cutting wheel allows for more work to be accomplished without needing to reposition the machine.

SPECIFICATIONS



Stump Grinders		
Model	SG16	SG36
A Overall Width – mm (in)	1175 (46.3)	1175 (46.3)
B Overall Length – mm (in)	1737 (68.4)	1737 (68.4)
C Overall Height – mm (in)	730 (28.7)	813 (32)
Weight – kg (lb)	379 (835.6)	400 (881.8)
Cutting Head Speed @ Maximum Flow – rpm	993	1,230
Cutting Wheel Width – mm (in)	83 (3.3)	83 (3.3)
Cutting Wheel Diameter – mm (in)	547 (21.5)	547 (21.5)
Cutting Width (full swing range) – mm (in)	1524 (60)	1524 (60)
Cutting Head Swing Range	70°	70°
Cutting Height (above ground) – mm (in)	470 (18.5)	470 (18.5)
Cutting Depth (below ground) – mm (in)	521 (20.5)	521 (20.5)
Cutting Head Extension – mm (in)	280 (11)	280 (11)
Required Hydraulics	Standard Flow	High Flow XPS
Optimal Hydraulic Flow – L/min (gpm)	42-86 (11-23)	95-125 (25-33)
Optimal Hydraulic Pressure – bar (psi)	145-235 (2,100-3,400)	207-310 (3,000-4,500)
Interface	Skid Steer Coupler	Skid Steer Coupler



STANDARD TWO-YEAR WARRANTY

All stump grinders come standard with a two-year warranty to give you peace of mind when purchasing a quality Cat Stump Grinder attachment.

For more complete information on Cat products, dealer services and industry solutions, visit us on the web at www.cat.com

AEHQ8493 (11-2024)
(Global)

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www.cat.com www.caterpillar.com



JOB DESCRIPTION CITY OF CARTHAGE

DEPARTMENT: Parks & Recreation
POSITION TITLE: Parks Operations Assistant

SALARY GRADE: J
FLSA STATUS: Non-Exempt

RESPONSIBILITIES OF POSITION:

The Parks Operations Assistant is a leadership role that acts as an Assistant to the Parks Director and oversees the operation of the Parks Department's administrative office staff in their absence. This is a role that combines the planning and execution of community recreation programs and events with the operational and strategic management of parks and facilities. This position supports the Parks Director in overseeing parks, recreation services, and facility maintenance, while also managing recreation programming and community engagement efforts. The role emphasizes innovation, collaboration and efficient resource management to enhance the quality of life for community members.

SUPERVISION RECEIVED AND EXERCISED:

Receives general administrative direction from and reports to the Parks & Recreation Director. Incumbent is expected to demonstrate and exercise considerable independent judgement and knowledge in the performance of assigned duties. Incumbent exercises direct supervision over technical and clerical staff.

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

1. Oversee scheduling, maintenance, and improvements for parks and recreation facilities, including sports complexes, Memorial Hall, and other venues.
2. Prepares and monitor the department budget within established guidelines.
3. Coordinate the marketing and promotion of recreation programs and facility services with Tourism Director and marketing staff through a variety of media.
4. Support the growth of adult programming and other underrepresented recreation initiatives.
5. Act as a liaison to all youth programming.
6. Plan, develop, and execute a variety of recreation programs, events, and classes for all ages, including sports leagues, cultural events, and community celebrations.
7. Organize and implement special events and logistics associated with events. Work closely with city departments to ensure proper set up, safety and compliance with city ordinances.
8. Oversight of the field maintenance staff at Fair Acres.
9. Provide information and assistance to program instructors, leaders, participants and the general public regarding programs and special events; resolve grievances and complaints.
10. Manages Fair Acres concessions including third-party leases.
11. Administer departmental personnel functions and supervise subordinate employees.

Revised July 2024

12. Maintain and report monthly and yearly attendance figures for Memorial Hall.
13. Coordinate reservation and contract preparation and implementation for facility uses.
14. Manage event logistics, including scheduling, vendor coordination, marketing, and staffing.
15. Oversee the social media presence and promotional efforts for parks and recreation programs to maximize community engagement.
16. Secure sponsorships and partnerships to support events and programming.
17. Manage and create a strategic plan for all recreation facilities including concession areas, field infrastructure, and accessibility.
18. Address community concerns and feedback regarding parks and recreation programs, ensuring high levels of satisfaction.
19. Foster strong relationships with local residents, volunteers, and community groups to identify recreational needs and opportunities.
20. Carry out any other duties as are within the scope, spirit and purpose of the job as directed by the supervisor or Department Head.

QUALIFICATIONS REQUIRED:

Knowledge: General knowledge of park ordinances, principles and practices of facility operations, basic recreation programming as it pertains to programming area, basic budgetary and accounting principles and practices and computer applications related to the work. Knowledgeable in the operations, services and activities of a comprehensive municipal Memorial Hall program. Administrative skills to analyze programs, policies and operational needs. Principles of supervision, training and performance evaluations. Plan, organize, direct and coordinate the work of staff members.

Abilities: Skill in communicating clearly and effectively with others, orally and in writing, making public presentations, evaluating facility maintenance needs, using tact and discretion, organizing work, setting priorities, meeting critical deadlines, and following up on assignments with minimum direction. Select, organize, direct and coordinate the work of staff members. Maintain appropriate departmental records and prepare necessary reports. Establish and maintain effective working relationships with fellow employees and the general public. Supervise subordinate employees in an efficient and effective manner. Observe health and safety regulations. Ability to schedule and coordinate numerous events; promote and market events for a public facility; present a friendly positive image and enjoy working with the public.

Experience, Education and Training: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. **Experience:** Three (3) to five (5) years of experience in recreation or event planning. Skills in administrative and office management, including computer skills. Skills in leadership and supervision of employees. Education: High school graduate (or HSE-High School Equivalency Credential), including or supplemented by recreation or business studies.

Physical Requirements: Must possess mobility, strength, and stamina to perform physical work for extended periods of time; to operate a wide variety of tools and equipment, and to operate a motor vehicle; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone or radio.

Revised July 2024

Work activities may be performed indoors and outdoors and may require frequent walking on uneven or slippery surfaces, standing, sitting, running, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, reaching, making repetitive hand movement, and related physical activities in the performance of daily duties.

Licenses and Certificates: Possession of, or ability to maintain an appropriate, valid Missouri drivers' license; must be First Aid, AED, and CPR certified or complete classes within 6 months of hire date.

SPECIAL REQUIREMENTS:

Schedule: Hours and days of work vary. May be scheduled for evenings and weekends. Additional hours are required to attend meetings and monitor events. May occasionally be required to answer calls during irregular hours.

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

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 threat or significant risk to the health and safety of themselves or other employees. Requirements are representative of minimum levels of knowledge, skill 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 American with Disabilities Act.

Signed: _____ Date: _____



JOB DESCRIPTION CITY OF CARTHAGE

DEPARTMENT: General Administration
POSITION TITLE: Tourism Director/
Public Information Officer

SALARY GRADE: M
FLSA STATUS: Exempt

RESPONSIBILITIES OF POSITION:

Under general direction; responsible for the management and operating functions of the Tourism Department for the promotion and marketing of the City of Carthage as a tourism destination, and its growth of the local tourism industry. Effective planning, development and implementation of marketing strategies, development strategies, creative initiatives, management of volunteer personnel, funding, and budgetary management are critical. Coordinates and manages the City's public information including marketing efforts, dissemination of information to the public and media concerning City events and issues, and the implementation of strategic communication campaigns and programs. Position is responsible for overall planning, operating, and coordinating all activities and operations associated with the running of the City's Civil War Museum. Included is the supervision of part-time personnel in compliance with City policies.

SUPERVISION RECEIVED AND EXERCISED:

Work is performed under the general direction of the Assistant City Administrator and Tourism Board. Position is expected to demonstrate and exercise considerable independent judgement and knowledge in the performance of assigned duties. Incumbent exercises direct supervision over staff.

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

1. Management of the City's tourism, marketing, and promotional activities, including but not limited to advertising, event planning, fundraising, social media, and similar activities.
2. Serves as a primary advisor to the City Administrator, Assistant City Administrator, City officials and other City departments related to the dissemination of information to the public, media, and social media concerning City events and issues.
3. Prepares and reconciles departmental records including payroll, accounts payable, petty cash, checking, accounts receivable, cash deposits, credit cards, personnel and facility utilization.
4. Assists in the formation of a Tourism Advisory Board by identifying key stakeholders, facilitating member recruitment, and coordinating initial meetings. Work closely with the board to develop strategic goals, provide data-driven recommendations, and support decision-making processes that enhance local tourism initiatives and align with community needs.
5. Represents the City of Carthage in support of local festivals, events, attractions, facilities, and community organization events. Represents the City with regional tourism stakeholders, community leaders, and elected officials.

6. Plans and manages the Food Truck Friday event: Oversees all aspects of the event, including vendor recruitment and coordination, securing permits, marketing and promotion, logistical planning, and on-site management to ensure a successful community event that aligns with the area's tourism and economic development goals.
7. Develops news releases, informational pamphlets/booklets, conducts news conferences and other strategies or mechanisms deemed appropriate to increase awareness and public involvement.
8. Prepares applications for grants and other financing sources available to the City, including administering grants such as the DMO.
9. Completes inventory purchases, reconciliation and sales of merchandise for the Civil War Museum.
10. Coordinates with the Emergency Management Director regarding weather or other emergencies and represents the City accordingly.
11. Prepares and administers the department budget; supervises the maintenance of required records; prepares or supervises the preparation of regular and special reports.
12. Carries out any duties as are within the scope, spirit and purpose of the job as directed.

QUALIFICATIONS REQUIRED:

Knowledge: Principles and practices of tourism and event marketing strategies and techniques. Principles and practices of municipal budget preparation and administration. Management skills to analyze programs, policies and operational needs. Principles, techniques and objectives of public relations as it applies within municipal government organization. Knowledge of accurate grammar, spelling, punctuation, and Standard English usage required; Must be able to read, understand, and interpret a variety of information including City Ordinances; Must maintain a high level of confidentiality. Knowledgeable in the operations, services and activities of a municipal museum. Principles and practices of municipal budget preparation and administration. Principles of supervision, training and performance evaluations. Plan, organize, direct and coordinate the work of staff members.

Abilities: Planning, organizing, and implementing an effective marketing/promotional strategy to increase tourism activity in the City of Carthage. Developing effective marketing/advertising materials for use in promotion tourism and visitor activity. Speak effectively before community groups and other organizations and interpret department activities to the general public. Establish and maintain effective relationships with a supervisor, subordinates and the general public. Select, organize, direct and coordinate the work of staff members. Supervise subordinate employees in an efficient and effective manner.

Education, Experience, and Training: Education: Bachelor's degree in Business Administration, Marketing, Journalism, Communications or related field preferred. Experience: 3-5 years in marketing, tourism, journalism, communications, or related field.

Physical Requirements: While performing the duties of this job, the employee is regularly required to walk, stand, stoop, or sit at a desk. The employee must occasionally exert or lift objects weighing 25 pounds or more.

License/Certificate: Possession of, or ability to obtain an appropriate valid Missouri driver's license with the ability to successfully complete a thorough background check, and successfully complete a drug test.

SPECIAL REQUIREMENT:

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

LIMITATIONS AND DISCLAIMER:

The above 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. Some 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:



November 2024 Golf Report

November 2024 Rounds – 1,262 | Revenue - \$33,090.72

November 2023 Rounds – 1,452 | Revenue - \$38,892.23

November 2022 Rounds – 659 | Revenue - \$10,066.50

Green Fee	Membership	Cart Fee	Driving Range	Event Services	Golf Gift Certificate	Merchandise Gift Certificate (Club Green)	Pro Shop	Food & Beverage	Pre Paid Rounds	Golf Rentals
\$13,918.36	\$3,888.84	\$8,368.79	\$220.87	\$0	\$48.65	\$0	\$5,427.87	\$1,231.93	\$0	\$34.06

November 2024 Summary

November was a colder month for us. We had some warm days, but most of the month was cold, with multiple days having 0 golfers due to the temperature.

Time change plays a big factor in our rounds played. When the weather on colder days only warms up in the last half of the day, we don't have enough room on our tee sheet to get everyone on the course due to it getting dark at 5 PM. With that being said, we can only fit a certain number of groups in a small window of warm weather and daylight.

I still believe 1,262 rounds for November is a good month for us, it helps drive pro shop and concession sales.

Our driving range is being prepped to get an asphalt parking lot. For years, it has just been a gravel parking lot and is an eye sore to the community and our facility.

The new parking lot will be a great new look to our parks and have a lot of positive feedback from customers. This is a use-tax project that we have been working on.

We sold 4 junior memberships this month. The rest of the balance on membership is the monthly automatic withdrawals.

November Golf MAINTENANCE

- Waiting for rain
- Mowed fairways
- Watered fairways daily for germination
- Severe drought conditions
- Watered rough
- Water greens more then usual
- Added dirt to rough and seeded areas
- Mowed surrounds
- Fertilized and fungicide on greens
- Raked bunkers
- Repaired leaking irrigation heads
- Shut down bathroom water
- Removed ball washers
- Mulched leaves
- Blew leaves off fairways , greens, and rough daily
- Fixed old buffalo blower
- Sent greens mower in for repairs
- Repaired rough mower
- Sprayed preemergent on tees and some rough
- Removed tree by 9 waste bunker
- Filled in 9 waste bunker Waiting for rain to seed area

November 2024 Parks Maintenance

General:

- Cleaned bathroom in all parks.
- Limb pickup in all parks.
- Trash pickup in all parks.
- Shop maintenance.
- Truck and dump truck maintenance.
- Parks building maintenance.
- Winterize parks bathrooms.

Municipal Park:

- Monument sign work for Golf Course.
- Cleared stumps and rocks for driving range parking lot.
- Winterize pool and pool house.

Central Park:

- Bathroom maintenance.
- Installed new bathroom locks.

Griggs Park:

- Dirt work.
- Playground opening.

Carter Park:

- Worked on soccer field.

Kellogg Lake:

Fair Acres:

- Maintenance on drains.
- Trimmed trees.

Roundabouts:

- Christmas lights set up.

Special Events:

- Veteran's Day parade.
- Delivered Christmas tree to square.

November 2024 Events & Recreation Report

<u>MEMORIAL HALL RENTAL REVENUE</u>	<u>CLASS/PROGRAMMING REVENUE</u>
November 2024 Revenue - \$3130.00	November 2024 Revenue - \$300.00
November 2023 Revenue – \$1505.00	November 2023 Revenue – \$745.00

Main Auditorium Events	Lower Level Auditorium Events	City Municipal Court	Drivers Testing	Meeting Room Rentals
6	9	2	5	3 Rooms /All Month

November 2024 Summary

In November, Memorial Hall hosted the Election polls, City lunch from the Chamber and private events. Recreation organized a variety of programs, including four dance classes, a FUNDamentals of line dancing class, a Veterans Day Parade, and a Handmade & Vintage Market.

We are continuing to make plans for Food Truck Friday 2025. Preparations are underway for our Handmade and Vintage Markets for the remainder of the colder season as well as some other possible events.



CIVIL WAR MUSEUM MONTHLY REVENUE

November 2024

Date	Civil War Museum		Civil War Museum Donations
	CASH	CREDIT	
11/1/2024			
11/2/2024			
11/3/2024			
11/4/2024			
11/5/2024		\$10.00	
11/6/2024			
11/7/2024			
11/8/2024		\$17.00	
11/9/2024			
11/10/2024			
11/11/2024			
11/12/2024		\$20.00	
11/13/2024		\$17.00	
11/14/2024			
11/15/2024		\$20.00	
11/16/2024			
11/17/2024			
11/18/2024			
11/19/2024			
11/20/2024		\$30.00	
11/21/2024			
11/22/2024			
11/23/2024			
11/24/2024			
11/25/2024			
11/26/2024			
11/27/2024	\$353.00		\$242.00
11/28/2024			
11/29/2024			
11/30/2024		\$11.00	
	\$353.00	\$125.00	\$242.00
TOTALS	\$478.00		\$242.00
ACCT #	34790.000		34780.000

NOTES:	
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