City of Carthage, Missouri
PUBLIC SERVICES COMMITTEE

December 17, 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:

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

   Chairman Tom Barlow called the meeting to order at 05:35 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 purchase of stump grinder.
      Ms. Almandinger reported that the purchase of a stump grinder, approved in this year's budget, is under contract through Sourcewell and comes in under budget. She noted it is compatible with the department's skid steer. In response to Ms. Schramm's inquiry, Ms. Almandinger confirmed the city has not previously owned a stump grinder and has historically outsourced the service, which is costly. Mr. Barlow stated that the purchase aligns with the department's current needs. Ms. Leece motioned to approve the purchase of a stump grinder through the Sourcewell contract presented in the amount of $9,126.00, motion passed.

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

2. Consider and discuss pool steering committee.

   Ms. Almandinger reported the formation of a pool steering committee to develop a plan for moving forward. She stated that several community leaders have been contacted and expressed interest in serving. Recommendations for committee appointments will be presented to the mayor for approval. No action taken.

3. Consider and discuss Parks Operations Assistant job description.

   Ms. Almandinger provided an overview of the Parks Master Plan, highlighting the role of the Recreation Coordinator as a response to community feedback advocating for city-led recreation and programming. Following the departure of a staff member, the job description was revised to focus on recreation initiatives, resulting in new programs, classes, workshops, a pickleball tournament, and activities designed to break even financially while serving the community. Ms. Almandinger highlighted the expanding responsibilities of the role, including liaison work with community organizations, event logistics, vendor coordination, social media, sponsorships, and managing courts and fields, indicating the need for an updated job description. The board discussed potential revisions, focusing on consolidating tasks and clarifying responsibilities. It was agreed to further refine the job description to better align with community needs before taking action. Ms. Schramm motioned to table until the next meeting, motion passed.

ACTION:	Motion to table item 4.3. by Jana Schramm; second by None; Motion passed with a 3:0
AYES:	Tom Barlow, Jana Schramm, Lori Leece
NOES:	None
ABSTAIN:	None

4. Consider and discuss Tourism/PIO job description.

   Ms. Cox reported that an offer has been made for the Tourism/Public Information Officer position, with the candidate verbally accepting and agreeing to start in January. She noted that updates to the job description include forming a tourism advisory board and reinstating Food Truck Friday as part of the role. Ms. Schramm motioned to accept the job description as written, 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. Staff Reports

1. Staff Reports.

Ms. Almandinger reviewed reports from Parks, Golf, Memorial Hall, and Civil War Museum. Ms. Almandinger reported that the verbal agreement between the Coroner's Office and the department has ended. She stated that the Jasper County Coroner wishes to continue using the space as an office, and a formal contract will be pursued. She also noted that repairs to the Parks shop have been completed, and office relocations will occur this week. Additionally, the golf course driving range has recently been asphalted. Ms. Cox reported that after consulting with the auditor about the fair trade agreements for Golf discussed at the last meeting, further clarification and discussion are needed before moving forward.

ACTION:	Motion to table item 5.1. by Jana Schramm; second by None; Motion passed with a 3:0
AYES:	Tom Barlow, Jana Schramm, Lori Leece
NOES:	None
ABSTAIN:	None

6. Other Business

7. Adjournment

ACTION:	Motion to Adjourn at 06:58 PM by Lori Leece
	Motion Passed with a 3:0
AYES:	Tom Barlow, Jana Schramm, Lori Leece
NOES:	None
ABSTAIN:	None