



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

January 21, 2025 - 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 grant application for Carthage Saddle Club.
 2. Consider and discuss permission for food trailer during June Rodeo event.
 3. Consider and discuss rental contract for Coroner office space.
 4. Consider and discuss Fair Acres Concession building bid.
 5. Consider and discuss Parks Operations Assistant job description.
 6. Consider and discuss surplus of Memorial Hall sign.
- 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 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

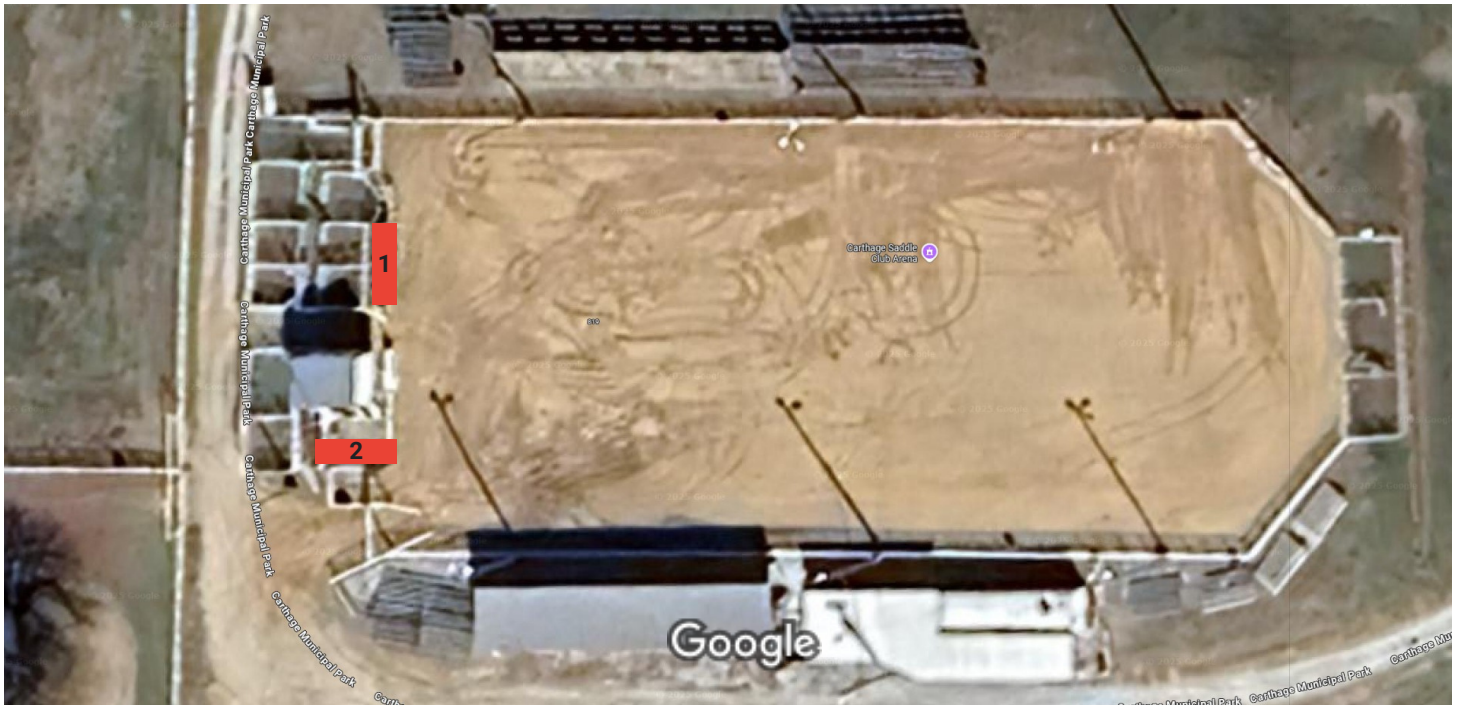
ACTION:	Motion to Adjourn at 06:58 PM by Lori Leece
	Motion Passed with a 3:0
AYES:	Tom Barlow, Jana Schramm, Lori Leece
NOES:	None
ABSTAIN:	None

Carthage Saddle Club Arena

Carthage Saddle Club is seeking permission to write a grant to complete the following improvements at the Saddle Club Arena:

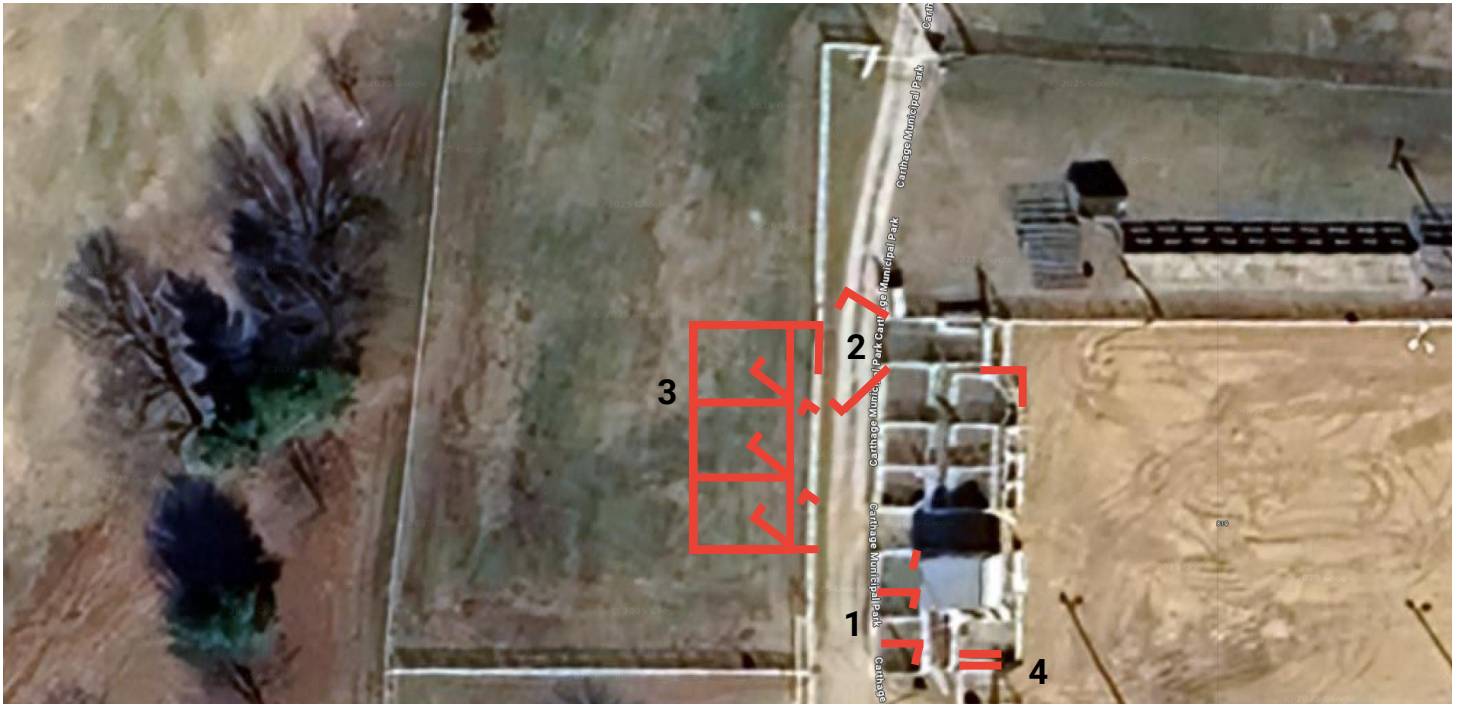
- Replace roping chute and alley
- Replace bucking chute
- Remake 2 pens
- Add new gates
- Add 2 holding pens with alley

Garrett Tuggle, President
417-437-3721



Map data ©2025 , Map data ©2025 20 ft

1. Bucking chutes to be removed and replaced with new in the same spot.
2. Roping Box with 10' alley.



Map data ©2025 , Map data ©2025 20 ft

1. Remake 2 pens in half size / Add 2 gates.
2. Add 2 gates for alley.
3. Add 3 20' x 20' holding pens with 10' alley (60' x 30').
4. Replace roping chute & alley 10'.



Memorial Hall Office Rental Agreement

This Office Rental Agreement ("Agreement") is entered into as of the ____ day of _____, by and between the City of Carthage ("City"), and _____ ("Tenant").

1. Premises City hereby rents to Tenant, and Tenant rents from City, the office space located at Memorial Hall, 407 S Garrison Ave, Carthage, MO 64836, (the "Premises").

2. Term The rental term shall commence on _____, and shall continue on a month-to-month basis until terminated by either party in accordance with the terms of this Agreement.

3. Rent Tenant shall pay to City rent in the amount of \$150.00 per month. Rent is due on the first day of each month, without demand, deduction, or offset. Payments shall be made to City of Carthage at 407 S Garrison Ave, Carthage, MO 64836, or as otherwise directed in writing by the City.

4. Use of Premises Tenant shall use the Premises solely for office purposes and shall not engage in any unlawful activities or conduct any operations that may disturb other tenants or violate local regulations.

- Tenant shall keep the Premises in good, clean condition and shall not cause damage beyond normal wear and tear.
- City shall be responsible for structural repairs and maintenance of common areas.

6. Utilities City shall provide all utilities and guest Wi-Fi. Tenant is responsible for any additional services or utilities required beyond those provided by City.

7. Alterations Tenant shall not make any alterations, additions, or improvements to the Premises without prior written consent from the City.

8. Termination Either party may terminate this Agreement with thirty (30) days' written notice. Upon termination, Tenant shall vacate the Premises and return all keys and access cards.

9. Liability and Insurance City shall maintain insurance covering the Premises. Tenant may obtain insurance to cover their personal items and property within the Premises at their discretion.

10. Indemnification Tenant agrees to indemnify and hold City harmless from any and all claims, liabilities, or damages arising from Tenant's use of the Premises, except those resulting from City's negligence.

11. Governing Law This Agreement shall be governed by the laws of the State of Missouri.

12. Entire Agreement This Agreement constitutes the entire understanding between the parties and supersedes any prior agreements. Any amendments must be in writing and signed by both parties.

13. Signatures IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first written above.

City: City of Carthage

By: _____

Title: _____

Date: _____

Tenant:

Name: _____

Signature: _____

Date: _____

BID TABULATION
FAIR ACRES CONCESSION STAND
CARTHAGE, MISSOURI
BID OPENING: DECEMBER 17, 2024 @ 10 a.m.

SPROULS CONSTRUCTION, INC.
397 W. DD HWY.
LAMAR, MISSOURI 64759

Item No.	Description	No. Units	Unit	Unit Price	Extended Total
1	SEEDING AND MULCH	0.60	AC	\$ 15,000.00	\$ 9,000.00
2	REMOVAL OF IMPROVEMENTS	1	LS	\$ 60,000.00	\$ 60,000.00
3	4" THICK CONCRETE SIDEWALK	698	SY	\$ 94.00	\$ 65,612.00
4	COMPACTED TYPE 1 GRANULAR BASE (2" THICK)	698	SY	\$ 10.00	\$ 6,980.00
5	6" THICK CONCRETE SIDEWALK	573	SY	\$ 135.00	\$ 77,355.00
6	COMPACTED TYPE 1 GRANULAR BASE (6" THICK)	573	SY	\$ 20.00	\$ 11,460.00
7	6" THICK CONCRETE PADS (24'-0" x 24'-0")	64	SY	\$ 140.00	\$ 8,960.00
8	COMPACTED TYPE 1 GRANULAR BASE (4" THICK)	64	SY	\$ 14.00	\$ 896.00
9	6" CONCRETE SCORE KEEPER BOX (8'-0" x 5'-0")	4	EA	\$ 800.00	\$ 3,200.00
10	PRE-ENGINEERED METAL ROOF SYSTEM (24'-0" x 24'-0")	1	EA	\$ 34,000.00	\$ 34,000.00
11	PRE-ENGINEERED METAL ROOF SYSTEM (21'-0" x13'-0")	6	EA	\$ 20,745.00	\$ 124,470.00
12	PRE-ENGINEERED METAL ROOF SYSTEM (31'-11" x 13'-4")	2	EA	\$ 27,200.00	\$ 54,400.00
13	6'-0" CHAIN LINK FENCE	90	LF	\$ 100.00	\$ 9,000.00
14	36" GATE	4	EA	\$ 500.00	\$ 2,000.00
15	SITE GRADING	1	LS	\$ 10,000.00	\$ 10,000.00
16	FIELD LIGHT ELECTRICAL	1	LS	\$ 75,000.00	\$ 75,000.00
17	RENOVATION OF CONCESSION STAND BUILDING	1	LS	\$ 225,000.00	\$ 225,000.00
TOTAL BID AMOUNT					\$ 777,333.00

This is to certify that at 10:00 A.M. on December 17, 2024, at the office of the City of Carthage City Hall, Carthage, Missouri, the bids tabulated herein were publicly opened, read aloud and checked. The totals are correct as to additions and extensions.



Jason Eckhart, P.E.
Zanevan Engineering



December 17, 2024

**CIVIL
ENGINEERING**

Project Management
Construction Plans
Permitting
Right of Way Negotiation
Utility Coordination
Project Specifications
Contract Documents
Agency Coordination

**CONSTRUCTION
ENGINEERING**

Bidding Services
Construction Inspection
Contract Administration
Project Documentation

**STRUCTURAL
ENGINEERING**

Highway Bridges
Forensic Investigations
Building Inspections
Foundation Inspections
Residential Structures
Commercial Structures
Structure Rehabilitation

Abi Almandinger
Parks and Recreation Director
521 Robert Ellis Young Drive
Carthage, Missouri 64836

RE: Letter of Recommendation
Fair Acres Concession Stand – Carthage, MO

Dear Ms. Almandinger:

The bids for the above referenced project have been reviewed and tabulated. It is the recommendation of this office to reject the bid from Sprouls Construction, Inc. of Lamar, Missouri in the amount of \$777,333.00 based on exceeding both the budget and the engineer's estimate.

A copy of the bid tabulation is attached for your review and approval.

Sincerely,

Zanevan Engineering, LLC

Jason Eckhart, PE
President/Owner

Enclosure

Zanevan Engineering, LLC
1221 Oak Street
Carthage, MO 64836
417.800.2500
www.zanevan.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. 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. Position is responsible for the overall planning, operating and coordinating all activities and operation associated with the running of the City's Memorial Hall building.

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 part-time personnel.

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

1. Oversee the scheduling, maintenance, and improvements of parks and recreation facilities, including sports complexes, Memorial Hall, and other venues.
2. Plan, develop, and execute diverse recreation programs, events, and classes for all ages.
3. Coordinate the marketing and promotion of recreation programs and facility services with the Public Information Officer and marketing staff through a variety of media. Oversee social media presence for Parks Department.
4. Manage facility reservations, contracts, vendor coordination and associated logistics.
5. Coordinates field maintenance at Fair Acres.
6. Foster relationships with community groups, volunteers, and residents to address needs and concerns. Acts as a liaison to all third party groups and programming.
7. Prepares and monitors department budget within established guidelines.
8. Maintain and report monthly and yearly attendance figures for Memorial Hall.
9. Coordinate reservations, prepares contracts, and supervises use of athletic fields and related recreational facilities for program and special event use.
10. Secure sponsorships and partnerships to support events and programming.
11. Implement and monitor strategic plans for recreation facilities including concessions areas, field maintenance and accessibility improvements.

Revised July 2024

12. Administer departmental personnel function and supervise subordinate employees.
13. 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. 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:



RESOLUTION NO. _____

A RESOLUTION APPROVING THE DECLARATION AS SURPLUS TO THE CITY'S NEEDS AND AUTHORIZING THE DISPOSITION OF THE FORMER MEMORIAL HALL DIGITAL SIGN

WHEREAS, City Department Heads exercise direct supervision over inventories of supplies, and the sale, trade, or disposition of surplus supplies and equipment belonging to the City; and

WHEREAS, the Purchasing Officer, is responsible with Council approval for the disposition or *sale* of salvage, obsolete, or surplus materials, to prevent deterioration and value loss of no longer used materials, and to reduce storage costs; and

WHEREAS, the Parks and Recreation Director has discussed, and the Public Service Committee recommends, declaring the former Memorial Hall sign as obsolete and surplus to the City's needs for consideration by the full City Council of declaring such items as surplus and obsolete.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF CARTHAGE, JASPER COUNTY, MISSOURI, THE MAYOR CONCURRING HEREIN, AS FOLLOWS:

That the aforesaid former Memorial Hall digital sign located at the Memorial Hall Building is determined and declared to be obsolete and surplus to the City's needs and is hereby authorized for disposition via disposal or auction.

PASSED AND APPROVED THIS _____ DAY OF _____, 2025.

Alan Snow, Mayor

ATTEST:

Miranda Deal, City Clerk

Public Services Committee

December 2024 Golf Report

December 2024 Rounds – 772 | Revenue - \$30,543.71

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

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

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
\$6,476.83	\$8,599.98	\$5,245.60	\$498.73	\$2,304	\$1,431.13	\$146.02	\$6,981.20	\$669.79	\$0	\$128.54

December 2024 Summary

December was a decent month for us. This month started out warm with the ability to have play, and slowly got cold weather as we approached the end of the month. The last week of the month we couldn't have any play due to the cold weather.

We had a good revenue month based off historical averages, this is partially from a tournament check that we received later in the year and got deposited in December. Most of our tournaments we hold must get their checks approved by their board or committee and we do not know the final price until after the day of registration, which is why we receive some of our checks later than the tournament date. We also did better on Pro Shop merchandise, and membership renewals.

We are now working on a lot of our winter projects, we have projects going on at our driving range, we have dead trees that our maintenance crew has been working on cutting down, and smaller cosmetic repairs like touching up paint and deep cleaning in our Pro Shop.

Tyler and Josh are working on the 2025 event schedule to be prepared for the upcoming season.

We sold 2 junior memberships, 1 senior with cart, 1 senior, and 1 family of 2 membership. The rest of the balance on membership is the monthly automatic withdrawals.

DECEMBER GOLF MAINTENANCE

- Checked heaters daily so pipes don't freeze
- Trimmed trees
- Started to remove dead trees
- Relieved chemicals for the year
- Burned ditches
- Mowed greens on warm days
- Rolled greens on warm days
- Raked bunkers
- Mulched leaves
- Fixed garage doors on chemical barn
- Repaired bedknife grinder
- Started to test bedknife grinder
- Moved holes as needed
- Moved tee markers weekly
- Made plice report on 13 green from damage due to a four wheeler doing donuts on green
- Cleaned up debris out of native areas
- Repaired drains in sand bunkers

December 2024

Events & Recreation Report

MEMORIAL HALL RENTAL REVENUE

December 2024 Revenue - \$1510.00

December 2023 Revenue – \$1505.00

CLASS/PROGRAMMING REVENUE

December 2024 Revenue - \$285

December 2023 Revenue – \$300

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

December 2024 Summary

In December, Memorial Hall hosted the Carthage Family Worship Christmas Concert, City Christmas Party and private events. Recreation organized a variety of programs, including two dance classes, a FUNDamentals of line dancing class, and a Handmade & Vintage Market.

Preparations are underway for our Handmade and Vintage Markets for the remainder of the colder season as well as planning for more events in 2025. We have added another Sushi101 class and are looking to add a quilling class.

CIVIL WAR MUSEUM

ATTENDANCE

December 2024

DATE	CARTHAGE	TOURIST	LOCATION UNLISTED	GRAND TOTAL	SALES	DONATIONS	
12/1/2024	1	7	0	8	\$0.00	\$ 0.00	
12/2/2024	CLOSED	CLOSED	CLSOED	0	CLOSED	CLOSED	
12/3/2024	0	2	0	2	\$ 0.00	\$ 0.00	
12/4/2024	1	7	0	8	\$ 18.00	\$ 0.00	
12/5/2024	0	5	0	5	\$ 0.00	\$ 0.00	
12/6/2024	2	7	0	9	\$ 13.00	\$ 0.00	
12/7/2024	0	11	0	11	\$ 0.00	\$ 0.00	
12/8/2024	0	0	0	0	\$ 0.00	\$ 0.00	
12/9/2024	CLOSED	CLOSED	CLSOED	0	CLOSED	CLOSED	
12/10/2024	0	3	0	3	\$ 0.00	\$ 0.00	
12/11/2024	1	7	0	8	\$ 7.00	\$ 0.00	
12/12/2024	1	5	0	6	\$ 37.00	\$ 0.00	
12/13/2024	1	7	0	8	\$ 18.00	\$ 0.00	
12/14/2024	0	8	0	8	\$ 24.00	\$ 0.00	
12/15/2024	0	4	0	4	\$ 32.00	\$ 0.00	
12/16/2024	CLOSED	CLOSED	CLSOED	0	CLOSED	CLOSED	
12/17/2024	1	1	0	2	\$ 0.00	\$ 0.00	
12/18/2024	2	9	0	11	\$ 19.00	\$ 0.00	
12/19/2024	0	2	0	2	\$ 0.00	\$ 0.00	
12/20/2024	0	12	0	12	\$ 0.00	\$ 0.00	
12/21/2024	0	20	0	20	\$ 54.00	\$ 0.00	
12/22/2024	0	6	0	6	\$ 25.00	\$ 0.00	
12/23/2024	CLOSED	CLOSED	CLSOED	0	CLOSED	CLOSED	
12/24/2024	CLOSED	CLOSED	CLSOED	0	CLOSED	CLOSED	Holiday
12/25/2024	CLOSED	CLOSED	CLSOED	0	CLOSED	CLOSED	Holiday
12/26/2024	3	14	0	17	\$ 35.00	\$ 0.00	
12/27/2024	1	12	0	13	\$ 30.00	\$ 0.00	
12/28/2024	1	26	0	27	\$ 51.00	\$ 0.00	
12/29/2024	2	21	0	23	\$ 36.00	\$ 0.00	
12/30/2024	CLOSED	CLOSED	CLSOED	0	CLOSED	CLOSED	
12/31/2024	0	0	0	0	\$ 0.00	\$ 270.00	
TOTAL	17	196	0	213	\$ 399.00	\$ 270.00	

December 2024 Parks Maintenance

General:

- Cleaned bathroom in all parks.
- Trash pickup in all parks.
- Shop maintenance.
- Mow and mulch at all parks.
- Bucket truck maintenance.
- Leaf machine maintenance.

Municipal Park:

- Golf Driving Range parking lot.
- Dog Park maintenance.
- Parks shop maintenance- installed lights.
- Maintenance in pool basement.
- Bathroom maintenance.
- Cleaned pool house equipment.

Central Park:

- Maintenance on bathroom locks.

Griggs Park:

- Dirt work.
- Playground maintenance.

Carter Park:

- .

Kellogg Lake:

- Fixed stone memorial on fire pit.
- Replanted tree.

Fair Acres:

- Dirt work for Parks sign.
- Maintenance.

Roundabouts:

- .

Special Events:

- Assisted Vision Carthage with Christmas lights.