



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

March 27, 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 Kids' Fishing Day on June 7.
 2. Consider and discuss design for Memorial Hall sign.
 3. Consider and discuss Memorial Hall sign policy.
 4. Consider and discuss Memorial Hall rental contract.
 5. Consider and discuss sponsorship policy.
 6. Consider and discuss job description.
 7. Consider and discuss surplus of fencing materials.
 8. Consider and discuss Red, White and Boom.
 9. Consider and discuss donation from Carthage Youth Softball.
- 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

February 27, 2025 - 5:30 PM
CITY HALL COUNCIL CHAMBERS

MINUTES

1. Call to Order

MEMBERS PRESENT: Tom Barlow, Jana Schramm, Lori Leece (via Zoom)

MEMBERS ABSENT: Ray West

OTHERS PRESENT:

STAFF PRESENT: Parks and Recreation Director Abi Almandinger, Administrative Assistant Angie Judd, Assistant City Administrator Traci Cox, Tourism Director Melissa Little, Head Golf Pro Tyler Markham

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 Jana Schramm;
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 contract with Fair Acres YMCA.

Ms. Almandinger stated that the contract with Fair Acres YMCA for field usage follows the standard agreement that has been in place for several years and has already received approval from the YMCA board. Ms. Leece motioned to forward the contract to City Council for approval, motion passed.

ACTION: Motion to accept/approve item 4.1. by Lori Leece;
Motion passed with a 3:0

AYES: Tom Barlow, Jana Schramm, Lori Leece

NOES: None

ABSTAIN: None

2. Consider and discuss Kellogg Lake project.

Ms. Almandinger stated that the Kellogg Lake Board requested an opportunity to provide an update on their grant proposal for improvements at Kellogg Lake. Derek Peterson, Kellogg Lake Board Liaison, presented an overview of the project, which consists of two phases: the first focused on infrastructure and the second on beautification. He reported that their previous grant request for full funding was denied, and they are now seeking a partnership with the City to fund phase one in the amount of \$65,937.25. The board plans to apply for a grant to fund phase two, supplemented by \$10,000 from their own funds. Ms. Cox asked about the project timeline, to which Mr. Peterson responded that the grant application is due in May, with funding expected by late June or early July, and a projected completion by the end of summer. Ms. Cox advised more information may be needed regarding prevailing wages. Ms. Almandinger advised that the project labor is out of the scope of the Parks maintenance staff and would need to be contracted out. Jackie Boyer, Kellogg Lake Board President, stated she is very happy for the support for improvements. Ms. Leece added that she is thankful for the improvements that have been made and is excited for the continued progress. Ms. Leece motioned to forward to the Budget Ways and Means Committee for appropriation, motion passed.

ACTION: Motion to accept/approve item 4.2. by Lori Leece;
Motion passed with a 3:0

AYES: Tom Barlow, Jana Schramm, Lori Leece

NOES: None

ABSTAIN: None

3. Consider and discuss Carthage Youth Softball contract.

Ms. Almandinger stated that the contract with Carthage Youth Softball remains unchanged from previous years, has been approved by their board, and presents no concerns. Ms. Leece motioned to forward the contract to City Council for approval. Ms. Schramm inquired why the softball organization is not charged a fee, unlike the Little League contract in Item 6. Ms. Almandinger explained that the softball organization is responsible for maintaining its own fields, whereas the baseball fields are maintained by Parks staff. Motion passed.

ACTION: Motion to accept/approve item 4.3. by Lori Leece;
Motion passed with a 3:0

AYES: Tom Barlow, Jana Schramm, Lori Leece

NOES: None

ABSTAIN: None

4. Consider and discuss Tropix food trailer in the park.

Ms. Almandinger introduced Becky Freeman, owner of Tropix Tropical Sno food trailer, who sought approval to operate in the parks beyond the time allowed by the City Charter. Ms. Freeman expressed interest in setting up during youth sports games and near Kiddieland during its open season. She assured that safety measures, including positioning the service window away from traffic and parking in a secure location, would be implemented. Ms. Schramm motioned to approve the request. During discussion, Ms. Schramm inquired whether vendors are charged a fee. Ms. Almandinger stated that Ms. Freeman donates a portion

of her proceeds to the participating organizations. Ms. Schramm also asked if the opportunity is available to all food trucks, to which Ms. Almandinger confirmed that it is. Motion passed.

ACTION: Motion to accept/approve item 4.4. by Jana Schramm;
Motion passed with a 3:0

AYES: Tom Barlow, Jana Schramm, Lori Leece

NOES: None

ABSTAIN: None

5. Consider and discuss Lightspeed point of sale system for Golf Course.

Ms. Almandinger introduced Tyler Markham, Associate Head Golf Pro, to discuss transitioning from Teesnap to a new point-of-sale system. Mr. Markham highlighted key benefits of switching to Lightspeed, including access to chat support, a monthly Zoom call if needed, a dedicated web team, and compatibility with multiple device types. While Lightspeed's annual cost is slightly higher at \$5,724 compared to Teesnap's \$5,145, it offers savings on credit and debit card processing fees. Ms. Schramm inquired about the Teesnap payment process, and Mr. Markham clarified that Teesnap bills in January for the prior year's usage and will only charge for the months used before termination. Regarding training, Mr. Markham explained that Lightspeed provides onboarding support for him and his assistant, who would then train staff. Ms. Cox noted that City Council had previously approved this system. Mr. Barlow asked about feedback from other golf courses using Lightspeed, and Mr. Markham stated that responses have been positive. Ms. Leece commented that the system appears well-researched and emphasized the benefit of live chat support. Ms. Schramm motioned to forward the contract to City Council, motion passed.

ACTION: Motion to accept/approve item 4.5. by Jana Schramm;
Motion passed with a 3:0

AYES: Tom Barlow, Jana Schramm, Lori Leece

NOES: None

ABSTAIN: None

6. Consider and discuss Little League contract.

Ms. Almandinger stated that the contract with Carthage Little League follows the standard agreement, with a field usage fee in place due to Parks maintenance staff handling field preparation and concession stand rental. She noted that there were no concerns at this time and that the Little League board had approved the contract. Ms. Leece motioned to forward the contract to City Council. Ms. Schramm inquired about incorrect information that had been distributed on a flyer. Ms. Almandinger invited Zac Shepherd, Little League Board Vice President, to address the issue. Mr. Shepherd explained that the flyer had not been approved by the board and contained incorrect details. He clarified that Little League registration is open for ages 4-12, with 3-year-olds eligible to play if they turn 4 by August 31st. Ms. Schramm asked how many players aged 13-16 participated last year. Mr. Shepherd stated that there were three teams of 14 players each, many of whom were recruited from neighboring communities due to a lack of baseball options for that age group. When asked why this age range was not included in the league this season, Mr. Shepherd cited ongoing challenges, including behavioral issues such as players disrespecting umpires and coaches, physical altercations, and difficulties managing the age gap. He

also noted that travel requirements for games had created additional challenges for parents. He pointed out that other youth sports leagues, such as basketball and football, do not offer this age range either. Mr. Shepherd added that alternative baseball opportunities exist in the area and that Carthage High School Head Baseball Coach Kevin Burgi is working to develop a program for players aged 13-14 to better prepare them for high school baseball. Mr. Burgi addressed the committee, emphasizing the importance of building a structured program for this age group to strengthen the school's baseball program. Ms. Schramm expressed that Little League should include this age range in the future. Mr. Shepherd responded that the board is open to discussions and agreed that further conversations could take place at a later time. Ms. Schramm inquired about how the fee was determined in the contract and why Little League does not handle its own field preparation like the Youth Softball program. Ms. Almandinger explained that the softball program collaborates with the school district for field improvements. Ms. Schramm requested that Parks Maintenance maintain a log to track hours and costs associated with field maintenance. Motion passed.

ACTION: Motion to accept/approve item 4.6. by Lori Leece;
Motion passed with a 3:0

AYES: Tom Barlow, Jana Schramm, Lori Leece

NOES: None

ABSTAIN: None

7. Consider and discuss FY 2026 budget.

Ms. Almandinger reviewed the Parks project budget, providing a breakdown of completed projects, ongoing projects, and newly requested initiatives. She highlighted upcoming projects, including a bike park and pump track at Municipal Park on the site of the former playground, a new HVAC system for Memorial Hall, an overseeder, Kellogg Lake improvements, irrigation upgrades, and other projects outlined in the Parks master plan. She noted that grants could be pursued to help fund many of these initiatives. Ms. Cox added that the budget will be presented alongside other department budgets at a later date. No action taken.

5. Staff Reports

1. Staff reports.

Ms. Almandinger provided an overview of department reports for golf, golf maintenance, parks maintenance, events and recreation, and the Civil War Museum. She noted that the Parks Department is working on updating the policy for Memorial Hall sign fees, which will be presented to the committee at a later date. She reported that DPI Signs confirmed they could remove and replace the existing top portion of the Memorial Hall sign for \$1,265. Mr. Barlow inquired whether the entire top section needed replacement, to which Ms. Almandinger clarified that it consists of two acrylic slides that would be printed and replaced. Ms. Schramm stated that the committee would need to approve the design before moving forward. Ms. Almandinger agreed to present a design for approval but expressed uncertainty regarding the funding source. Mr. Barlow emphasized that the sign should represent the entire City, as Memorial Hall may not always be under Parks Department management. Ms. Almandinger also reported the

completion of the Central Park monument sign and provided an update on ongoing contract discussions to bring LIME scooters to Carthage. Additionally, she highlighted that Recreation & Events Coordinator Chelsea Cholley has introduced several recurring programs at Memorial Hall, with plans underway for a potential circus event. Ms. Schramm stated the need for a minimum number of participants for classes to ensure they do not detract from other community offerings. Ms. Almandinger explained that instructors set their own minimum participant levels and fees and that there are no advertising or additional costs to the City, as maintenance staff are already on-site during program hours. Ms. Leece noted positive feedback from past program participants. Ms. Schramm inquired about an indoor pickleball league, and Ms. Almandinger stated that the YMCA currently offers such a program. She also reported that the Parks Department has been approached by Arc of the Ozarks regarding a partnership for seasonal work to be completed by their program at no cost to the City. Ms. Almandinger noted that the next Public Services meeting falls during spring break, and she will be out of town. The committee agreed to reschedule for March 27th. Ms. Schramm requested that the committee be informed of any changes, such as park bathroom closures, and asked for a review of Memorial Hall rental rates at the next meeting. Ms. Schramm also inquired about the scheduling of the first Aquatic Steering Committee meeting, and Ms. Almandinger stated she would attempt to schedule it before the next Public Services meeting. Additionally, Ms. Schramm requested a review of the sponsorship policy, expressing concerns that City-led sponsorship efforts could detract from local nonprofit fundraising. Ms. Almandinger noted that eliminating sponsorships would impact multiple departments and will present the policy at the next meeting.

Ms. Little reported that the first Tourism Advisory Board meeting had taken place, with the next meeting scheduled for March 26th and a special Route 66 workshop set for April 2nd. She highlighted positive engagement metrics from the Experience Carthage website and noted ongoing preparations for Food Truck Friday.

Lastly, Ms. Schramm congratulated Mr. Barlow on the birth of his great-grandchild.

6. Other Business

7. Adjournment

ACTION:	Motion to Adjourn at 07:23 PM by Lori Leece
	Motion Passed with a 3:0
AYES:	Tom Barlow, Jana Schramm, Lori Leece
NOES:	None
ABSTAIN:	None

Annual Kid's Fishing Day
Saturday, June 7, 2025
8am – 12 pm
Kellogg Lake Park

Kellogg Lake Nature Center and Preserve ask permission of the Parks & Rec to sponsor Kids Fishing Day that will be held June 7, 2025 from 8am to 12 Noon.

We ask that the Lake be closed to public fishing at midnight Sunday, June 1 through Saturday June 7 at noon.

Kellogg Lake Board & Mo Dept of Conservation will post Lake Closed signs on Sunday June 1, 2025.

Kellogg Lake Board & Mo Dept of Conservation will stock the lake with fish between Monday, June 2 and Wednesday June 4.

Enforcement (extra patrols) of Lake closure is needed from Monday June 2 until June 7 at noon.

Road closures at Lake start at 6am on June 7 on the south side of lake, at the sloughs on Jiminy Lane and at Hwy 96 and Kellogg Lake Dr.

Lake will re-open to the public at noon on Saturday June 7. Kellogg Lake Board & Mo Dept of Conservation will remove all Lake Closed signs immediately after the event.

Carthage FD/Jasco Sheriff/Carthage Ambulance will be invited to attend.

Event is open to kids 15 and under and their families.

Refreshment will be served free of charge while supplies last.

MO State Free Fish Weekend.

Jackie Boyer, President Kellogg Lake Board



MEMORIAL HALL

407 GARRISON AVE • CARTHAGE, MO

Option 2:

CARTHAGE MEMORIAL HALL

407 GARRISON AVE • CARTHAGE, MO

**City of Carthage
Memorial Hall Electronic Digital Sign Advertising Policy**

Purpose:

The purpose of the Memorial Hall Electronic Digital Sign Advertising Policy is to provide a mechanism and procedures for limited public use of the City's electronic digital sign located at Memorial Hall, 407 S. Garrison Ave., within appropriate controls established by the City; and to establish a formal policy and process for its use.

Scope:

The City of Carthage's businesses, organizations, and individuals contribute to the overall quality of life of the City's residents. It is the goal of the City to allow its businesses, organizations, and individuals a cost-effective way to advertise/promote their entity or event. The City will allow equal access to those individuals, businesses/organizations who choose to advertise utilizing the City electronic digital sign for such promotion.

Authorization:

The City's Public Services Committee shall be responsible for recommending to the City Council the use policy regarding the electronic digital sign at Memorial Hall. The Committee may also recommend updates to the policy as conditions warrant, all subject to the approval of the City Council.

Objectives:

1. Provide guidance on use of the electronic digital sign at Memorial Hall.
2. Provide individuals, local businesses and local organizations a cost effective opportunity to promote their entity or event.
3. Provide/generate additional revenues for the City for the upgrade, maintenance and future replacement of the electronic digital sign.

Policy:

It is the Policy of the City of Carthage to provide limited public usage of its electronic digital sign at Memorial Hall under the following guidelines:

- The advertisement of events booked and scheduled at Memorial Hall will have priority and limited basic advertising of their event on the sign. (Normally 2 weeks prior to event.) Additional, special advertising of events booked and scheduled at Memorial Hall will be permitted (pictures, etc.) for an additional fee (See Fee schedule below).
- The advertisement of all City Sponsored events are acceptable and will have secondary precedence use of the sign space. The advertisement of community-wide events are permitted. The event must be open, without charge, to attendance by the general public (i.e. Maple Leaf Parade, Marian Days).
- Hall Supervisor will have control and scheduling (through the organizational structure) of all advertising on the sign.

- Promotion of personal events such as birthdays, anniversaries, etc. will be permitted depending on availability for a fee (See Fee schedule below).
- Promotion or advertisement of a fundraising event will be permitted for non-profit organizations only, proof of non-profit status maybe required, for a fee (See Fee schedule below).
- Promotion of single businesses will be permitted for a fee (See Fee schedule below).
- The following advertising/promotion will not be permitted:
 - ❖ Individuals or groups promoting tobacco, alcohol or liquor;
 - ❖ Political parties, candidates, or movements;
 - ❖ Individuals or groups promoting gambling;
 - ❖ Messaging that violates the Establishment Clause of the First Amendment to the U.S. Constitution;
 - ❖ Advertising that is misleading, deceptive, disrespectful, fraudulent, or libelous;
 - ❖ Advertising that is obscene, contains offensive language, or promotes illegal or sexual activity or is inappropriate for public display;
 - ❖ Events that are in direct competition with Memorial Hall such as: wedding reception venues, and other related event venues.

Individuals, Organizations and Businesses which choose to take advantage of this service must fill out a request form at Memorial Hall.

Generally the sign has no more than 15 slides running daily. Each slide is approximately 6 seconds long. Based on this calculation a slide would show on the sign 960 times daily. This is an estimated number based on slide activity, not a guaranteed number.

The City reserves the right to approve any and all advertisement signage, images, and language.

ADVERTISING RATES

1. **Text Only (1) day:** Individual; \$20.00, Businesses/Organizations; \$30.00 for one (1) text slide, six (6) seconds long for a day (24 hours). (Designed by Memorial Hall staff).
2. **Text Only Multi-day:** Individual; \$15.00, Businesses/Organizations; \$25.00 for one (1) text slide, six (6) seconds long for multiple days, no less than 2 (two) days and no longer than 5 (five) days.
3. **Static Image & Text (1) or Multi-day:** Individual; \$30.00, Businesses/Organizations; \$50.00 additional if you would like to add a picture of an individual (i.e. birthday boy or girl, wedding photo. jpeg image required).
4. **Video (1) day:** Individual; \$50.00, Businesses/Organizations; \$100.00 per minute for video messaging/advertising to run one day.
5. **Video Multi-day:** Individual; \$35.00, Businesses/Organizations; \$75.00 per minute for video messaging/advertising for multiple days, no less than 2 (two) days and no longer than 5 (five) days.

If Special Arrangements or promotions which fall outside the bounds of the above fee structure arise, Memorial Hall staff and the City Administrator shall decide on the appropriate fee based on staff time and purpose of the Special Arrangement.

Please provide the desired content below or attach a business card or graphic with the desired text information. Content is limited and must be approved by Memorial Hall. We would like to know colors preferred (i.e. favorite color of birthday person).

Date desired for the advertising on the sign: _____

All advertising must be paid in full one week before the advertisement date. Electronic signs do occasionally have a mechanical problem. If this should arise, and your advertisement cannot be advertised on the sign, the money will be refunded to you.

By entering this Agreement with the City of Carthage, you understand and agree to the terms of the Advertising Agreement as stated above and understand that if payment is not received by the City of Carthage that the advertisement will not run as scheduled.

Signed: _____

Print Name: _____

Telephone: _____

Date: _____

PROPOSED

City of Carthage Memorial Hall Electronic Digital Sign Advertising Policy

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Authorization:

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Objectives:

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2. Provide individuals, local businesses and local organizations a cost-effective opportunity to promote their entity or event.
3. Provide/generate additional revenues for the City. ~~for the upgrade, maintenance and future replacement of the electronic digital sign.~~

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- The advertisement of all City Sponsored events are acceptable and will have secondary precedence use of the sign space. The advertisement of community-wide events are permitted. The event must be open, without charge, to attendance by the general public (i.e. Maple Leaf Parade, Marian Days).
- Hall Supervisor will have control and scheduling ~~(through the organizational structure)~~ of all advertising on the sign.

- Promotion of personal events such as birthdays, anniversaries, etc. will be permitted ~~depending on availability~~ for a fee (See Fee schedule below).
- Promotion or advertisement for a fundraising event will be permitted for non-profit organizations only, proof of non-profit status maybe required, for a fee (See Fee schedule below).
- Promotion of single businesses will be permitted for a fee (See Fee schedule below).
- The following advertising/promotion will not be permitted:
 - Individuals or groups promoting tobacco, alcohol or liquor;
 - Political parties, candidates, or movements;
 - Individuals or groups promoting gambling;
 - Messaging that violates the Establishment Clause of the First Amendment to the U.S. Constitution;
 - Advertising that is misleading, deceptive, disrespectful, fraudulent, or libelous;
 - Advertising that is obscene, contains offensive language, or promotes illegal or sexual activity or is inappropriate for public display;
 - Events that are in direct competition with Memorial Hall such as: wedding reception venues, and other related event venues.

Individuals, Organizations and Businesses which choose to take advantage of this service must fill out a request form at Memorial Hall.

~~Generally, the sign has no more than 10 slides running daily.~~ Each slide is approximately 6 seconds long. ~~Based on this calculation a slide would show on the sign 1,440 times daily.~~ This is an estimated number based on slide activity, not a guaranteed number.

The City reserves the right to approve any and all advertisement signage, images, and language.

ADVERTISING RATES

Text or video per (1) day for one (1) slide, six (6) seconds long for a day (24 hours):

- Non-Profit - \$10.00
- Individual - \$20.00
- Businesses/Organizations - \$30.00

If Special Arrangements or promotions which fall outside the bounds of the above fee structure arise, Memorial Hall staff and the City Administrator shall decide on the appropriate fee based on staff time and purpose of the Special Arrangement.

Please provide the desired content below or attach a business card or graphic with the desired text information. Content is limited and must be approved by Memorial Hall. We would like to know colors preferred (i.e. favorite color of birthday person).

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Signed: _____

Print Name: _____

Telephone: _____

Date: _____



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. 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: _____

Parks & Recreation Sponsorship Policy

1.0 PURPOSE:

The purpose of this administrative policy and procedure is to establish criteria by which the City may accept sponsors that further the City's mission by providing monetary or in-kind support for the City's programs or services. The City permits private sponsorship of government programs or services in limited circumstances as a means to generate funds for improving or expanding those programs and services. The City exercises sole discretion over who is eligible to become a sponsor according to the terms of this policy.

Donations are not within the scope of this policy and are instead guided by the City's Donation Policy.

2.0 ORGANIZATIONS AFFECTED:

Parks & Recreation Department of the City of Carthage; and

External entities desiring to sponsor or provide in-kind services to the City of Carthage.

3.0 DEFINITIONS:

3.1 In-Kind Gifts: A sponsorship received in the form of goods and/or services instead of cash.

3.2 Sponsor: An entity that provides the City with a sponsorship by entering into a sponsorship agreement with the City in accordance with this policy.

3.3 Sponsorship Agreement: The agreement between the City and the sponsor that articulates the terms and requirements of the sponsorship, including the method and manner of sponsorships, the sponsorship level, value of the associated sponsorship or in-kind gift, and the benefits to be received by the sponsor.

3.4 Sponsorship Criteria: The criteria listed in Section 5.3 that is used to determine whether to accept or reject a sponsorship.

4.0 POLICY:

It is the policy of the City of Carthage ("City") that:

4.1 Sponsorship agreements will exist only in accordance with the criteria and procedures set forth in this policy.

4.2 Sponsorships must support the mission and policies of the City.

4.3 Whenever possible, sponsorships should be linked to specific activities, events, programs, or publications.

4.4 The City will neither seek nor accept sponsors that manufacture products or take positions inconsistent with local, state, or federal law or with City policies, positions, or resolutions.

4.5 The establishment of a sponsorship agreement shall not constitute an endorsement by the City of the sponsor's organization, products, services, positions, or statements.

4.6 The City may accept, deny or refuse any sponsorship at its sole discretion.

5.0 PROCEDURES:

5.1 Sponsorship Opportunities Package. The Events & Recreation Coordinator shall develop, and then update as needed, the Sponsorship Opportunities Package, in conjunction with the Director of Parks & Recreation and the City Administrator. The annual Sponsorship Opportunities Package will be posted to the City's website.

5.2 Review of Proposed Sponsorships. The Events & Recreation Coordinator will be responsible for seeking, reviewing and accepting proposed sponsorships, pursuant to the Sponsorship Criteria for all recreation sponsorships. The Golf Operations Supervisor will be responsible for seeking, reviewing and accepting proposed sponsorships, pursuant to the Sponsorship Criteria for all golf sponsorships. The Tourism Director will be responsible for seeking, reviewing and accepting proposed sponsorships, pursuant to the Sponsorship Criteria for all Tourism sponsorships. All sponsorships need to be reviewed and approved by the Parks Director.

5.3 Criteria for Review of Proposed Sponsorships.

5.3.1 Proposed sponsorships will be reviewed on a first-come basis.

5.3.2 The importance of the sponsorship to the mission of the City.

5.3.3 Any other factors that could affect public confidence in or perception of the City's impartiality; or interfere with the delivery of City services or operations; or which the City finds

unacceptable, including, but not limited to, current or potential conflicts of interest, policies or positions between the sponsor and the City, including its employees, officials, or affiliates; or has the potential to tarnish the City's standing among its citizens; or otherwise affect or impair the City's performance of its roles, duties and functions.

5.4 Sponsorship Agreement. A sponsorship agreement is required for each new and renewed sponsorship relationship. The agreement shall include the following information at a minimum:

5.4.1 City benefits to be given to or recognized by the proposed sponsor and the estimated monetary value of those benefits.

5.4.2 Sponsorship benefits to be given to or recognized by the City and the estimated monetary or other value of those benefits.

5.4.3 Prominence, content, and duration of the proposed public recognition of support.

5.4.4 Duration of sponsorship and conditions under which the sponsorship agreement may be terminated, canceled, amended, or extended.

5.4.5 Sponsors are solely responsible for obtaining all necessary permission to use photographs, trademarks, trade names, copyrighted material and all other legally protected property, whether or not legally protected. The City will not be liable for unauthorized use or infringements.

5.5 Processing of Approved Sponsorships. The City will process approved sponsorships using the following procedures:

5.5.1 All sponsorship revenue will be allocated only to the City's General Revenue Fund. The sponsorship funds will be used to purchase what is determined by the sponsor in the sponsorship agreement.

5.5.2 Funds used to purchase items will be processed following the City's Purchase Policy.

5.5.3 Sponsors will receive an invoice from the Parks Department for the value of the sponsorship provided.

5.5.4 The Events & Recreation Coordinator, the Golf Pro and the Tourism Director will be the points of contact for the City and will ensure the timely delivery of sponsorship benefits.

5.6 Content of Sponsorship Message. The content of the sponsorship message will be guided by the following criteria:

5.6.1 The City reserves its rights and discretion to exercise full editorial control over the placement, content, appearance, and wording of sponsorship messages.

5.6.2 Sponsorship recognition messages may identify the sponsor but should not promote or endorse the organization or its products or services. Statements that advocate, contain price information or an indication of associated savings or value, request a response, or contain comparative or qualitative descriptions of products, services, or organizations will not be accepted.

5.7 Privileges and Consent:

5.7.1 By agreeing to a sponsorship, a sponsor consents to the City's use of photos, videos, or other media to memorialize the event or program, including the City's use of photos, videos, or other media to memorialize the sponsor, the sponsor's goods, services, logos, or other identifying features.

5.7.2 Providing a sponsorship shall not allow, permit, enable, impose, oblige, or entitle a sponsor to any special privileges other than those stated in the sponsorship agreement.

5.8 Unexpected cancelation of sponsorship. If a benefit of the sponsorship becomes unavailable (e.g., a planned event is canceled), the Events & Recreation Coordinator, the Golf Pro and the Tourism Director can offer an alternative benefit to the sponsor. If the sponsor accepts the alternative benefit, an amended sponsorship agreement must be signed before the alternative benefits can be provided.

5.9 Termination:

5.9.1 The City may terminate any sponsorship agreement at any time and for any reason if the sponsorship is determined in the City's sole discretion not to be in the best interests of the City. If the City elects to terminate any sponsorship agreement, it will give written notice to the sponsor. A prorated amount of funds or services based on the amount of unused sponsorship benefits, including any remaining or any unused materials or services, will be refunded, returned or cancelled by the City.

5.9.2 The sponsor has the option to withdraw from the sponsorship agreement. However, no refunds will be issued.



6.0 MISCELLANEOUS:

6.1 The Events & Recreation Coordinator, the Golf Pro and the Tourism Director shall each issue a monthly report of the City's proposed sponsorships at the monthly Public Services Committee.

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, improvements, and reservations of parks and recreation facilities—including sports complexes, Memorial Hall, Fair Acres, and other venues—while managing field maintenance, contracts, vendor coordination, and associated logistics.
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. Foster relationships with community groups, volunteers, and residents to address needs and concerns. Acts as a liaison to all third party groups and programming.
5. Prepares and monitors department budget within established guidelines.
6. Maintain and report monthly and yearly attendance figures for Memorial Hall.
7. Coordinate reservations, prepares contracts, and supervises use of athletic fields and related recreational facilities for program and special event use.
8. Secure sponsorships and partnerships to support events and programming.
9. Implement and monitor strategic plans for recreation facilities including concessions areas, field maintenance and accessibility improvements.
10. Administer departmental personnel function and supervise subordinate employees.

11. 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 SURPLUS FENCING

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 Director, and the Public Services Committee recommends declaring surplus fencing as obsolete and surplus to the City's needs and disposing is in the best interest of the city, for consideration by the full City Council.

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 surplus fencing is determined and declared to be obsolete and surplus to the City's needs and are hereby authorized for disposal.

PASSED AND APPROVED THIS ____ DAY OF ____, 2025.

Alan Snow, Mayor

ATTEST:

Miranda Deal, City Clerk

Sponsored by: Public Services Committee

Red, White, & Boom 2025

	Estimated Cost	Estimated Revenue	Notes
Food Trucks	\$0	\$1,200	6-8 Trucks at \$150?
Electric	\$1,000		
Potable Units	\$1,000		
Pool	Contract		
Kiddieland	\$500		
Advertising	\$2,500		Banners, News
Sponsors			TBD
Watermelon Feed	\$300		
Entertainment	\$3,500		Stage, Band, DJ
TOTAL expenses	\$8,800		

RESOLUTION NO. ____

A RESOLUTION PROVIDING FOR THE FORMAL ACCEPTANCE OF A DONATION FROM THE CARTHAGE YOUTH SOFTBALL TEAM OF \$5115.00 FOR EPOXY APPLICATION ON THE FLOOR OF THE CONCESSION STAND BY THE CITY COUNCIL OF THE CITY OF CARTHAGE, MISSOURI PURSUANT TO CITY POLICY.

WHEREAS, periodically, private individuals and agencies would like to make donations and grants to the City of Carthage for general or specific purposes; and

WHEREAS, the City has adopted a policy to formalize the conditions and procedures to be followed by the City in accepting said donations and grants, and to assist the City Council in evaluating the impact of proposed donations and grants on the resources of the City of Carthage; and

WHEREAS, this policy also establishes guidelines that ensure donations occur at “arm’s length” distance from any City decision-making process, and provide criteria and processes for the acceptance of donations; and

WHEREAS, City Staff ensured that there were no potential conflicts of interest regarding this donation, and protected the anonymity as much as legally possible provided by law for legitimate reasons; and ensured that the donor does not expect anything in return and there are no conditions attached to the donation; and

WHEREAS, the Public Services Committee met and discussed concerns regarding transparency etc., including knowledge of the donation source, and any interest, the donor had in city business, and recommended acceptance of the donation at their March 27, 2025 meeting; and

WHEREAS, The City Administrator has prepared and submitted a report evaluating the impact of the proposed donation or grant on the resources of the City.

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

That the City hereby accepts a donation in the amount of five thousand one hundred and fifteen dollars and no cents (\$5115.00) from the Carthage Youth Softball Team for use in the concession stand. A budget adjustment will be prepared when necessary to authorize the appropriation of these funds.

PASSED AND APPROVED THIS ____ DAY OF ___, 2025.

Alan Snow, Mayor

ATTEST:

Miranda Deal, City Clerk

CITY ADMINISTRATOR DONATION REPORT:

The City Administrator shall prepare a report evaluating the impact of all proposed donations or grants on the resources of the City. This report must include both the immediate costs of placing said donation into service or program into action and the costs required to maintain or continue the program in future budget years. Such costs may include analysis of annual personnel, repair and maintenance and equipment expenditures and any future capital improvements required by the donation. The report must be submitted to Council at the same time acceptance of the donation or grant is to be considered. If additional operating costs are associated with the acceptance of the donation, the Council shall identify the source of revenues to defray the additional costs at the time of acceptance.

There will be no adverse impact of acceptance of the cash contributions. It is recommended that the funds be placed in the Civic Enhancement Fund and will be appropriated for use on the epoxy floor for the concession stand.

February 2025 Golf Report

February 2025 Rounds – 551 | Revenue - \$22,055.28

February 2024 Rounds – 1,420 | Revenue - \$44,154.28

February 2023 Rounds – 926 | Revenue - \$21,039.50

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
\$6,318.62	\$7,567.86	\$3,656.56	\$714.40	\$0	\$39	\$0	\$3,152.65	\$401.13	\$0	\$44.05

February 2025 Summary

February was a bad month for us with the weather. We had almost 3 weeks of February where snow was on our course causing us to be closed for play. We used this downtime to prep for the upcoming season.

We finalized our event calendar and published it to our media platforms. We also used the downtime to make some changes in our Pro Shop by adding slat wall to some of the interior walls, that allows us to hang merchandise on our walls in a professional looking way. We also got most of our shipments in of inventory, so we staged our Pro Shop with all our new items and got the ready to sell.

We sold 6 junior memberships, and 5 senior memberships. The rest of the balance on membership is the monthly automatic withdrawals.

FEBRUARY GOLF MAINTENANCE REPORT

- Trim trees
- Add dirt to wash out areas and put seed down
- Added dirt to 9 bunker that was filled in
- Sprayed pre emergent on tees and rough
- Rolled greens
- Mowed greens
- Started to level out irrigation heads
- Cleaned up sticks and debris around the course where needed
- Attended turf seminar
- Cleaned up bunkers
- Added insulation to pump house due to frigid temps
- Fixed two quick connects on greens
- Added valve boxes to quick connects
- Cut drains next to cart paths that hold water

February 2025 Parks Maintenance

General:

- Cleaned bathroom in all parks.
- Trash pickup in all parks.
- Shop maintenance.
- Removed planters from square.
- Maintenance on mowers.
- Inspected playground equipment in parks.

Municipal Park:

- Cleaned out fuel barn.
- Inspected pool.
- Power washed playground equipment.
- Maintenance at pool concessions.
- Maintenance at pool bathrooms.
- Dug trench for electric at barn.

Central Park:

- Fixed water lines at bathrooms.

Griggs Park:

- Bathroom maintenance.
- Built playground fence.
- Playground equipment repair.

Carter Park:

- Power washed playground equipment.

Kellogg Lake:

- Repaired picnic tables.

Fair Acres:

- Maintenance at shop.

Special Events:

- Delivered old flags to VFW.
- Met with Disc Golf group to discuss plans.
- Assisted Street Department with plowing snow.

February 2025 Events & Recreation Report

MEMORIAL HALL RENTAL REVENUE

February 2025 Revenue - \$2140.00

February 2024 Revenue – \$1340.00

CLASS/PROGRAMMING REVENUE

February 2025 Revenue - \$515.00

February 2024 Revenue – \$1665.00

Main Auditorium Events	Lower Level Auditorium Events	City Municipal Court	Drivers Testing	Meeting Room Rentals
4	4	2	4	3 Rooms /All Month

February 2025 Summary

In February, Memorial Hall hosted a large Record show, Vision Carthage Fundraiser, police training and private events. Recreation organized a variety of programs: 4 dance classes, a FUNdamentals of line dancing class, and a Handmade & Vintage Market and a quilling class.

Preparations are underway for our last Handmade and Vintage Markets as well as Red, White, and Boom. Waiting to proceed with additional programming until updates are made to the Sponsorship policy. Sponsorships help cover overhead costs, ensuring we can provide affordable programming accessible to everyone in the community. Currently, programming funding allocated is used to reimburse instructors a portion of the class fees while the department retains a small portion as revenue. If necessary, instructors are expected to provide their own insurance coverage, which limits the variety of programs we can offer but also help with costs that would be on the City.

Program Attendance:

Quilling Class – 2/1: 7 Participants

FUNdamentals with Joy- 2/2: Cancelled

Dancing with Joy- 2/4: 6 Participants

Dancing with Joy- 2/11: 4 Participants

Dancing with Joy- 2/18: 6 Participants

Handmade & Vintage Market – 2/15: Sold Out, 50 Tables

CIVIL WAR MUSEUM

ATTENDANCE

February 2025

DATE	CARTHAGE	TOURIST	LOCATION UNLISTED	GRAND TOTAL	SALES	DONATIONS
1/31/2025	6	15	0	21		
2/1/2025	8	32	0	40	\$4.00	
2/2/2025	0	2	0	2		
2/3/2025	CLOSED	CLOSED	CLOSED	0	CLOSED	CLOSED
2/4/2025	0	2	0	2		
2/5/2025	2	5	0	7	\$32.00	
2/6/2025	0	0	0	0		
2/7/2025	1	7	0	8	\$ 7.00	
2/8/2025	4	14	0	18	\$9.00	
2/9/2025	0	0	0	0		
2/10/2025	CLOSED	CLOSED	CLOSED	0	CLOSED	CLOSED
2/11/2025	0	3	0	3		
2/12/2025	0	0	0	0		
2/13/2025	0	0	0	0	\$ 10.00	
2/14/2025	1	12	0	13	\$ 58.00	
2/15/2025	3	33	0	36	\$113.00	
2/16/2025	2	2	0	4		
2/17/2025	CLOSED	CLOSED	CLOSED	0	CLOSED	CLOSED
2/18/2025	CLOSED	CLOSED	CLOSED	0	CLOSED	CLOSED
2/19/2025	CLOSED	CLOSED	CLOSED	0	CLOSED	CLOSED
2/20/2025	0	0	0	0	\$ 6.00	
2/21/2025	5	0	0	5	\$ 9.00	
2/22/2025	0	5	0	5		
2/23/2025	0	9	0	9		
2/24/2025	CLOSED	CLOSED	CLOSED	0	CLOSED	CLOSED
2/25/2025	2	10	0	12		
2/26/2025	2	4	0	6	\$2.00	
2/27/2025	8	14	0	22	\$ 31.00	
						\$ 50.00
TOTAL	44	169	0	213	\$ 281.00	\$ 50.00

Holiday
Weather
Weather