



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

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April 15, 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](mailto:a.judd@carthagemo.gov).)
- 4. New Business**
  1. Consider and discuss Evening Soirée in the Park with Vision Carthage.
  2. Consider and discuss Schreiber event.
  3. Consider and discuss Great American's Day.
  4. Consider and Discuss Dual Language Academy event.
  5. Consider and discuss Lime MOU.
  6. Consider and discuss Memorial Hall curtain bid.
  7. Consider and discuss downtown sidewalk project design.
- 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

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

### MINUTES

#### 1. Call to Order

**MEMBERS PRESENT:** Tom Barlow, Jana Schramm, Lori Leece, Ray West

**MEMBERS ABSENT:**

**OTHERS PRESENT:** Kellogg Lake Board President Jackie Boyer

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

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

#### 2. Old Business

##### 1. Approval of Previous Minutes.

Ms. Leece motioned to approve the previous minutes as amended, motion passed.

**ACTION:** Motion to accept/approve item 2.1. by Lori Leece;  
Motion passed with a 4:0

**AYES:** Tom Barlow, Jana Schramm, Lori Leece, Ray West

**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](mailto:a.judd@carthagemo.gov).)

#### 4. New Business

##### 1. Consider and discuss Kids' Fishing Day on June 7.

Ms. Almandinger introduced Jackie Boyer, Kellogg Lake Board President, to discuss the annual Kids Fishing Day. Ms. Boyer requested permission to close Kellogg Lake to public fishing from June 1st to June 7th in preparation for Kids' Fishing Day. She stated that the Kellogg Lake Board and the Missouri Department of Conservation will stock the lake the week prior to the event. The event will be held from 8 am to noon. Ms. Almandinger stated there were no

concerns for the event. Ms. Leece motioned to approve closing Kellogg Lake to public fishing from June 1st through June 7th, motion passed.

**ACTION:** Motion to accept/approve item 4.1. by Lori Leece;  
Motion passed with a 4:0

**AYES:** Tom Barlow, Jana Schramm, Lori Leece, Ray West

**NOES:** None

**ABSTAIN:** None

2. Consider and discuss design for Memorial Hall sign.

Ms. Almandinger stated she has been working with DPI Signs for the Memorial Hall sign change and presented two options available at a cost of \$1,265. Mr. Barlow inquired about logo placement on Option 1 potentially being closest to the road on each side of the sign. Ms. Schramm motioned to approve Option 1 and checking if the maple leaf graphic could be positioned closest to the road on each side at no extra charge, motion passed.

**ACTION:** Motion to accept/approve item 4.2. by Jana Schramm;  
Motion passed with a 4:0

**AYES:** Tom Barlow, Jana Schramm, Lori Leece, Ray West

**NOES:** None

**ABSTAIN:** None

3. Consider and discuss Memorial Hall sign policy.

Ms. Almandinger noted the Memorial Hall digital sign advertising policy had not been updated since the 1990s. She stated the proposed rate changes now combine text, pictures, and videos at the same rate as there is no additional work or time involved with the new sign technology. Clarifications were made regarding wording in the policy and slide limitations. Ms. Schramm motioned to accept the Memorial Hall sign policy with changes discussed, motion passed.

**ACTION:** Motion to accept/approve item 4.3. by Jana Schramm;  
Motion with a 4:0

**AYES:** Tom Barlow, Jana Schramm, Lori Leece, Ray West

**NOES:** None

**ABSTAIN:** None

4. Consider and discuss Memorial Hall rental contract.

Ms. Almandinger presented the Memorial Hall rental contract previously used for office space available at Memorial Hall. She noted local rental rates for comparison, advising it was difficult to find a good comparison as the office space available is located in the basement with no windows. Ms. Leece motioned to approve the rental agreement for the Memorial Hall office space, motion passed.

**ACTION:** Motion to accept/approve item 4.4. by Lori Leece;  
Motion passed with a 4:0

**AYES:** Tom Barlow, Jana Schramm, Lori Leece, Ray West

**NOES:** None

**ABSTAIN:** None

5. Consider and discuss sponsorship policy.

Ms. Almandinger presented the Sponsorship policy, advising sponsorships were an industry standard for municipalities in the area. She stated the policy supports

city facilities, events, and programming, benefiting tourism and economic development. Coordination between the Parks Director, Tourism Director, and city administration was emphasized. Ms. Leece motioned to approve the policy as amended, motion passed.

**ACTION:** Motion to accept/approve item 4.5. by Lori Leece;  
Motion passed with a 4:0

**AYES:** Tom Barlow, Jana Schramm, Lori Leece, Ray West

**NOES:** None

**ABSTAIN:** None

6. Consider and discuss job description.

Ms. Almandinger reported that suggested changes by CIAC had been implemented. She advised that the Parks Operations Assistant title is the preferred job title as it better reflects the job description and duties. Formatting adjustments were noted. Ms. Leece motioned to approve the job description, motion passed.

**ACTION:** Motion to accept/approve item 4.6. by Lori Leece;  
Motion passed with a 4:0

**AYES:** Tom Barlow, Jana Schramm, Lori Leece, Ray West

**NOES:** None

**ABSTAIN:** None

7. Consider and discuss surplus of fencing materials.

Ms. Almandinger reported that new fences were being installed at the Fair Acres ballfields. She requested to surplus the old fencing materials in order to offer them on a first-come, first-served opportunity to community. Ms. Schramm motioned to approve and forward the resolution to full council for the surplus of fencing materials, motion passed.

**ACTION:** Motion to accept/approve item 4.7. by Jana Schramm;  
Motion passed with a 4:0

**AYES:** Tom Barlow, Jana Schramm, Lori Leece, Ray West

**NOES:** None

**ABSTAIN:** None

8. Consider and discuss Red, White and Boom.

Ms. Almandinger outlined preliminary planning and expenses for Red, White, and Boom. Ms. Cox noted that funding is available for the event. Ms. Almandinger stated that the Parks Operations Assistant and Tourism Director would collaborate on planning, with support from the Fire, Police, and Parks Departments on the event day. Ms. Schramm motioned to table the discussion until the April meeting while allowing staff to begin preliminary planning, motion passed.

**ACTION:** Motion to table item 4.8. by Jana Schramm;  
Motion passed with a 4:0

**AYES:** Tom Barlow, Jana Schramm, Lori Leece, Ray West

**NOES:** None

**ABSTAIN:** None

9. Consider and discuss donation from Carthage Youth Softball.

Ms. Almandinger presented a resolution to accept a donation from Carthage Youth Softball. She emphasized the great relationship with the Carthage Youth Softball organization who maintains the softball facilities at Fair Acres. She stated the organization approached with a desire to upgrade the concessions with new epoxy flooring. Ms. Leece motioned to accept the donation resolution and send to full council for approval, motion passed.

**ACTION:** Motion to accept/approve item 4.9. by Jana Schramm;  
Motion passed with a 4:0

**AYES:** Tom Barlow, Jana Schramm, Lori Leece, Ray West

**NOES:** None

**ABSTAIN:** None

**5. Staff Reports**

1. Staff reports.

Ms. Almandinger presented monthly reports from Golf, Golf Maintenance, Parks Maintenance, Recreation, and the Civil War Museum. She announced that the first Pool Steering Committee meeting is scheduled for April 7th at 8:30 a.m. She reported a decrease in vandalism in park bathrooms, allowing extended hours until 7 p.m. for the next few weeks before reevaluation. Updates on ongoing projects included progress on Central Park flower beds, the final Parks monument sign set for completion in May, the finalization of the LIME scooter contract, and the completion of ash tree removal under the Missouri Department of Conservation cost-share program.

Ms. Little reported that the Food Truck Friday deadline is April 1st, with nearly all spots filled and 40-50 vendors expected. She stated efforts are underway to expand radio advertising to attract more tourism. She advised that billboards in Springfield and Ozark are promoting the Civil War Museum, with plans to measure its effectiveness through the guest book. She reported that planning for the 2026 Route 66 Centennial is also in progress.

**6. Other Business**

**7. Adjournment**

<b>ACTION:</b>	Motion to Adjourn at 06:56 PM by Jana Schramm
	Motion Passed with a 4:0
<b>AYES:</b>	Tom Barlow, Jana Schramm, Lori Leece, Ray West
<b>NOES:</b>	None
<b>ABSTAIN:</b>	None

## **Event Proposal: An Evening Soiree to Benefit Vision Carthage**

An evening soiree would take place on June 28 from 7-10 p.m. in Central Park. This is a private benefit for Vision Carthage and a ticketed event. We envision this event to be large enough that the Parks and Recreation Department would “Close the Park” to other events that evening. The feel for the evening would be a bit upscale yet relaxed and fun. Similar to the Art Walks held in the past on the square and First Friday type events held in KC and similarly in Joplin.

The benefit would incorporate:

- Live music, probably a quartet, nice music at a level that isn't disturbing to neighbors.
- Artists demonstrating original art that would be auctioned off to benefit Vision Carthage.
- Artists with booths to sell their art work and to “highlight” the many talented people in the Carthage Area.
- Possibly “Fund a Project” and/or sponsorship opportunities.
- A silent auction - probably 3 - 8' tables worth of art/garden type items.
- Awards for Carthage in Bloom would also be presented at this event.
- Pretty lights lighting sidewalks, highlighting the newly planted Central Park Gardens and entries into the park (arches?)

The event would also include a roped off area to be made into a beer garden of sorts with charcuterie style food and wine. Guests in this area would pay a small fee to acquire a bracelet for adult beverages and entry into this space.

City of Carthage,

On behalf of Schreiber Foods, I'm writing to request permission to host our annual Park Day event at Central Park on June 7, 2025. Our Business Resource Groups are excited to organize a multicultural event that reinforces our caring culture and celebrates the diversity within the Carthage community.

The event will feature a variety of activities, including:

- Food from different cultures
- Live music and dance performances
- Face painting and piñatas for children
- A car show
- Bounce houses
- A wing-eating contest
- Balloon Guyz

We're striving to have a larger impact in the community and believe this event will provide a great opportunity for community members to come together, enjoy a day of fun, and learn more about the diverse cultures that make our community unique.

We look forward to the possibility of working together to make this event a success and to fostering a sense of unity and togetherness within our community. Thank you for considering our request.

Angel Himes  
HR Generalist- Schreiber Foods  
417-358-8111 Ext-4482

Great Americans Day                      2025

Description: Living history field trip for Carthage public and St. Ann's fifth graders

Location:    Central park

Date: Tuesday, May 13, 2025

Time: 7:45 AM:    Volunteers arrive

          8:45 AM:    Students arrive via school bus

          2:00 PM:    Event ends

Details:        Volunteer committee:

                  Bonnie Schaeffer, Assistant Director Adult Education-Carthage  
                  Technical Center

                  Michelle Holliday, retired teacher

                  Debbie Herbst, Mercy Carthage Dietitian/Diabetes Educator

Eight volunteer actors/actresses portray historical American figures who embodied virtues, such as courage, humility, perseverance, and are examples for students.

Three stations provide other activities, including making a craft, learning the Virginia Reel and playing old fashioned games.

Funding provided through donations.

Contact person:    Debbie Herbst

                  417-793-4834

[deborah.herbst@mercy.net](mailto:deborah.herbst@mercy.net)

Thank you for your support

## Public Works Proposal

### Presented by Jana Sawyer on behalf of the Carthage Dual Language Academy

#### Event Details:

Title: Carthage Dual Language Academy Cultural Festival

Date: May 2, 2025

Location: Carthage PE Annex and Central Park

Time: 5:00pm-7:30pm

Who: All Dual Language Academy families and teachers. Invitations on social media will be sent out on the district sites to district staff and others who follow.

#### General schedule of events

4:00 Set up in park and annex

- Park – 12-15 6' tables on grass on the Chestnut side of the park (shade)
- Annex- Sound system, decorations, and chairs
- Los Compas restaurant mobile setup (last year they set up in the grass behind the student presentations- as their mobile setup is not actually a truck)

5:00 PE Annex

- Awards presentations
- Student performances

Approx 5:30 -6:30 Central Park

- Food available for sale by Los Compas restaurant
- Student games and presentations at the tables

6:30 Central Park and Annex

- Clean up by committee, teachers, and parent volunteers

**COUNCIL BILL NO.**

**ORDINANCE NO.**

An Ordinance authorizing the Mayor to execute a Service Agreement MOU - Mobility Device Sharing Services between the City of Carthage, Missouri and Neutron Holdings, Inc. DBA Lime ("Lime") providing for affordable multi-modal transportation (mobility) options to residents of the City of Carthage.

**BE IT ORDAINED BY THE COUNCIL OF THE CITY OF CARTHAGE, JASPER COUNTY, MISSOURI** as follows:

**SECTION I:** The Mayor of the City of Carthage is hereby authorized to execute on behalf of the City of Carthage, Missouri a Service Agreement MOU - Mobility Device Sharing Services between the City of Carthage, Missouri and Neutron Holdings, Inc. DBA Lime ("Lime") providing for affordable multi-modal transportation (mobility) options to residents of the City of Carthage, a true copy of which is attached hereto and incorporated herein as if set out in full.

**SECTION II:** This ordinance shall take effect and be in force from and after its passage and approval.

**PASSED AND APPROVED THIS [REDACTED] DAY OF [REDACTED], 2025**

**ATTEST:**

**Sponsored by: Public Services Committee**

## Service Agreement MOU - Mobility Device Sharing Services

This Service Agreement and Memorandum of Understanding ("Agreement") is made this [REDACTED], by and between the City of Carthage ("City") and Neutron Holdings, Inc. DBA Lime ("Lime").

### RECITALS

1. A goal of the City is to provide safe and affordable multi-modal transportation options to all residents, reduce traffic congestion, and maximize carbon free mobility.
2. Sharable micro-mobility devices and related services are a component to help the City achieve its transportation goals and the City desires to make mobility device share services available to residents and those who work in the City.
3. Lime is a qualified provider of micro-mobility device share and related mobility products and services and proposes to operate a mobility device share program within the City.
4. Lime's Products and Services provide a benefit to the City, citizens, and the surrounding community and is consistent with the City's goals and policies to provide safe, environmentally friendly, and affordable multi-modal transportation options to the community, including Lime customers;
5. Lime will abide by all City ordinances and rules governing the use of public space to efficiently and effectively provide mobility device share services.
6. Lime possesses GPS, 3G, and self-locking technology in its mobility device fleet such that mobility devices may be locked and opened by Lime customers with a mobile application and tracked to assist operations and maintenance.

### Agreement

1. Use of City Property. City authorizes Lime to use the public right-of-way for the purposes set forth in Section 2 of this agreement. This authorization is not a lease or an easement, and is not intended and shall not be construed to transfer any real property interest in City Property.
2. Permitted Use. Lime users may use the public right-of-way for the operation of mobility devices owned and operated by Lime for use in the mobility device share program in the service zone depicted in Exhibit A hereto. Lime shall not place or attach any personal property, fixtures, or structures to City Property without the prior written consent of City.
3. Mobility Device Parking. Lime shall instruct users to not park mobility devices in any location other than upon the City sidewalk in such a manner as to afford the least obstruction of pedestrian traffic and provide a minimum of 4 feet clearance for pedestrians.

4. Loss or Damage: City assumes no liability for loss or damage to Lime's mobility devices or other Lime property. Lime agrees that City is not responsible for providing security at any location where Lime's mobility devices are stored or located.
5. Customer Acknowledgements: Lime may include a product feature administered through its mobile application that requires Users to acknowledge the following: (a) the parking requirements as outlined in Section 3 of this Agreement and (b) adherence to all applicable state and local laws.
6. Lime Fleet. Lime may maintain a fleet of 100 (scooters) mobility devices. Mobility Devices shall be equipped with GPS technology or other installed software in order to track and manage the fleet's operations. Thereafter, the City may allow Lime to increase the number of mobility devices in Lime's fleet when Lime submits a written fleet-increase notice to the City, and within such notice Lime demonstrates with ridership data that across the prior 30 days (or a 12- month rolling average after the first full year of operations) that designates the need for such an increase.
  - a. Special Events. Lime will work with the City to increase or decrease available mobility devices to meet expected demand in response to special events within the City. The City shall provide advanced written notice of at least 7 business days ahead of any requested increase to the mobility device fleet.

7. Indemnification.

- a. Lime will indemnify, defend, and hold harmless the City and its affiliates, officers, directors, shareholders, members, employees, agents, successors and assigns (collectively, the "Indemnified Parties") from and against any ~~third party liability~~, actions, claims, demands, costs, losses or damages, including reasonable attorneys' fees (collectively, "Claims"), resulting from or arising out of ~~this agreement~~, or ~~which are~~ related to Lime's (including its officers, managers, employees, contractors, agents, and volunteers) business conduct and operations, any violation of any laws by Lime (including its officers, managers, employees, contractors, agents, and volunteers), or any bodily injury including death or damage to property arising out of the acts or omissions of Lime except as set forth in Section 7(b) hereof.
- b. Lime will not indemnify, defend or hold harmless the City or the City's Indemnified Parties from and against all Claims resulting from or arising out of (i) the negligence or willful misconduct of the City or the City's Indemnified Parties or (ii) the design, construction, or maintenance of City infrastructure or projects permitted by the City, or any and all acts or omissions related thereto, for which Lime shall have no liability hereunder.
- c. The parties further agree that the indemnifying party shall not be obligated to defend or indemnify any indemnified party for Claims made against the indemnified party's policy of workers' compensation insurance, and that the indemnified party's policy of workers' compensation insurance shall serve as the primary coverage for such claim.

8. Limitation of Liability. Except as expressly provided herein, neither party shall be liable for any indirect, incidental or consequential damages (including without limitation, damages resulting from loss of use, loss of profits, interruption or loss of business, lost goodwill, lost revenue or lost opportunity) arising out of any of the terms or conditions of this agreement, or with respect to its performance hereunder. Notwithstanding anything contained herein to the contrary, and to the maximum extent permitted by applicable law, the maximum aggregate liability of Lime arising out of or in connection with the agreement, the Code of the City of Carthage, or any rules, regulations, or guidelines (whether in contract, breach of warranty, tort (including negligence), product liability, strict liability, breach of statutory duty, indemnity or otherwise) shall not exceed three hundred thousand U.S. dollars (\$300,000) in the aggregate.
  
9. Insurance. Lime shall procure and maintain for the duration of this agreement insurance against claims for which Lime has indemnified the City pursuant to Section 7 of this Agreement. Lime shall maintain General Liability limits no less than One Million and no/100 Dollars (\$1,000,000.00) per occurrence for bodily injury, personal injury and property damage, and with an aggregate of no more than Two Million and no/100 Dollars (\$2,000,000.00). Each insurance policy shall name the City as an additional insured and it shall be endorsed to state that: (i) coverage shall not be suspended, voided, or cancelled by either party, or reduced in coverage or in limits except after thirty (30) calendar days prior written notice by certified mail, return receipt requested, has been given to City; and (ii) for any covered claims, the Lime's insurance coverage shall be primary insurance as respects the City and any insurance or self- insurance maintained by the City shall be in excess of the Lime's insurance and shall not contribute with it. The insurance required to be provided herein, shall be procured by an insurance company approved by City, which approval shall not be unreasonably withheld.
  
10. Compliance with Law. Lime at its own cost and expense, shall comply with any statutes, ordinances, regulations, and requirements of all governmental entities applicable to its use of City Property and the operation of its mobility device share program, including but not limited to laws governing operation of bicycles. If any license, permit, or other governmental authorization is required for Lime's lawful use or occupancy of City Property or any portion thereof, Lime shall procure and maintain such license, permit and/or governmental authorization throughout the term of this agreement. City shall reasonably cooperate with Lime, at no additional cost to City, such that Lime can properly comply with this Section and be allowed to use City Property as specified in Section 2, above.
  
11. Data Sharing. Lime agrees to provide the City with access to an Application Programming Interface (API) offering data about its fleet and trip activity within the City, meeting the requirements of the Mobility Data Specification format. All information hosted within the API or retrieved from the API shall be considered a trade secret and proprietary information of Lime.
  
12. No Joint Venture. Nothing herein contained shall be in any way construed as expressing or implying that the parties hereto have joined together in any joint venture or Liability Company or in any manner have agreed to or are contemplating the sharing of profits and losses among themselves in relation to any matter relating to this agreement.
  
13. Term. This agreement shall commence on                     , (the "Commencement Date") and shall

expire on the date that is 12 months after the Commencement Date unless earlier terminated pursuant to Section 14, below. This is a PILOT project and may be amended to increase the time needed to assess the project.

14. Termination. This agreement may be terminated by either party, for any reason, or for no reason, prior to the expiration date set forth in Section 13, above, upon delivery of at least thirty (30) days' written notice to the receiving party prior to the intended date of termination. Upon termination of this agreement by either party, Lime shall, at its sole cost and expense, remove its property from the public right-of-way within thirty (30) days of the date of termination.
15. Fees. Lime shall submit **to the City** a fee of twenty cents (\$.20) per trip taken on any mobility device Lime has deployed in the City. The per-trip fee shall be invoiced monthly based on data provided by the Lime in accordance with Section 11 (Data Sharing), and the Lime shall submit payment within 30 days of receipt of the invoice. Additionally, Lime shall submit an annual fee of \$25 for each vehicle deployed longer than a week, billed and paid at the end of the Term after receipt of proper invoice from the City. The City may remove a mobility device from the City's right-of-way if it creates a hazard that threatens the health, safety and welfare of citizens. In such instances, the City will notify the permitted Lime as soon as reasonably practicable thereafter. If the City must remove a mobility device, Lime shall be charged a relocation and storage fee that shall not exceed twenty dollars \$20.00. Carthage Parks & recreation department will be responsible for invoicing Lime. **Lime shall pay the City \$1.00 for each additional vehicle brought in for Merian Days in August.**
16. Amendment. This agreement may be amended by mutual agreement of the parties. Such amendments shall only be effective if incorporated in written and executed by duly authorized representatives of the parties.
17. Permits. The City shall notify Lime of any local permits required, if any, of the company for its local operation. Lime will apply for a City of Carthage business license.
18. Applicable Law and Venue. The laws of the Missouri shall govern the interpretation and enforcement of this agreement.
19. Counterparts and Electronic Signatures. This agreement may be executed simultaneously or in any number of counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same agreement. This agreement may be executed electronically.
20. Notices. Any notice required to be given in writing by either party pursuant to this agreement shall be deemed to have been properly given only if (a) sent by the United States Postal Service, certified mail, postage prepaid, or (b) sent by FedEx or other comparable commercial overnight delivery service, and, in the case of any of the foregoing, addressed to the other party at the addresses set forth below or to such other address as Lime or the City may designate to each other from time to time by written notice. Notices shall be deemed to have been given on the day sent or deposited; provided, however, that any time period for a response or responsive action to such notice shall be measured from the date such notice is actually received (any notice actually received after 5:00 PM at the site of receipt shall be

deemed received on the following business day).

If to Lime:  
85 2nd Street, Ste. 100  
San Francisco, California 94105  
Attention: Legal Department

with a copy to:  
na-legal@li.me

If to the City:  
**(include an address and contact such as City  
Manager)**  
City of Carthage MO, 64836

IN WITNESS WHEREOF, the parties have executed this Agreement as of the Effective Date.

**City of Carthage, Missouri**

By:

By:

Signature:

Signature:

Title:

Title:

Date:

Date:

**Neutron Holdings, Inc. DBA Lime ("Lime")**

By: Holly Whited

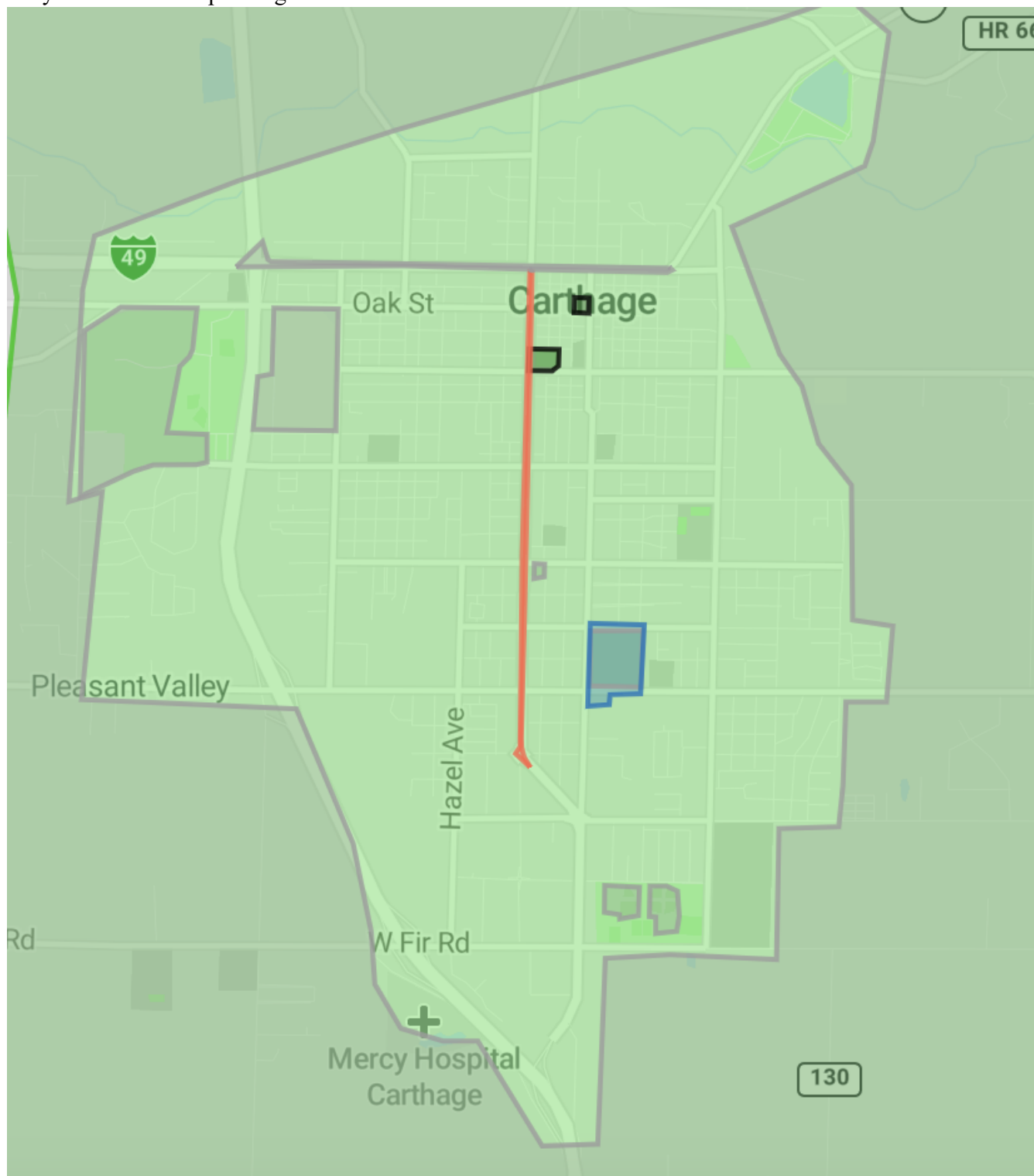
Signature:

Title: Regional General Manager

Date:

### Exhibit A

Red indicates a no parking zone.  
Gray indicates a no operating zone.



**BID TABULATION**  
 Memorial Hall Backstage Curtains

Bids opened on April 3<sup>rd</sup>, 2025  
 2:00 P.M.  
 Carthage City Hall  
 326 Grant St  
 Carthage MO 64836

Company	Price			
A to Z Theatrical Supply & Service	New Backstage \$17,650	Front Curtain Adjustment \$4,400	New Pick up Points \$10,200	

Bid Committee:

Angie Judd  
Abi Almandinger  
 \_\_\_\_\_

**City of Carthage Parks and Recreation Department**  
**Request for Proposals**  
Specifications Curtains and Tracks  
Carthage Memorial Hall



Carthage Parks and Recreation Department  
407 S Garrison Avenue  
Carthage, MO  
64836

The City of Carthage Parks and Recreation Department is accepting proposals from qualified companies for purchase and install of stage curtains and tracks at Carthage Memorial Hall.

A company will be considered qualified by having experience with projects similar in size and nature as well as all required certifications by the state and city.

#### **1. BACKGROUND**

The Carthage Parks and Recreation Department is seeking qualified Theatrical contractors to purchase and install curtains and tracks for the stage at Carthage Memorial Hall. The purpose of this Request for Proposals (RFP) is to solicit competitive bids from qualified vendors.

#### **2. CONTACT FOR INFORMATION**

Companies responding to this solicitation should direct all inquiries to:

Chelsea Cholley  
407 S Garrison Avenue  
Carthage, MO 64836  
Office: 417-237-7050  
Email: c.cholley@carthagemo.gov

Site visits will be scheduled as requested.

#### **3. SELECTION PROCESS**

An award may be made to the responsible Company whose proposal is determined to be the most advantageous taking into consideration cost and the factors set forth below to determine the lowest and best bidder.

Carthage Parks and Recreation Department reserves the right to reject any and all bids and is not obligated to award a contract to any bidder. If it is determined that no acceptable proposal has been submitted, all proposals may be rejected and at the City's discretion, new proposals may be solicited.

#### **4. CONTRACTING AGREEMENT**

The Carthage Parks and Recreation Department expects to enter a contract for services listed in this RFP. The Company completing work will have a current business license through the City of Carthage & be responsible for acquiring a permit.

Fee type shall be lump sum, payable upon completion of work by the Parks and Recreation Department. The company selected will be required to provide General Liability insurance in the amount of \$2,000,000. The City of Carthage shall be named as additional insured.

## 5. INDEMNIFICATION

The work performed by the Contractor shall be at the risk of the Contractor exclusively.

## 6. SCHEDULE

In order to be considered, two copies of the proposal must be received at the Carthage City Hall at 326 Grant Street Carthage, MO 64836, on or before April 3rd by 2:00 p.m. local time. All proposals shall be in a sealed package marked: **BID / Memorial Hall Stage Curtains.**

### PART 1 - GENERAL

#### 1.1 REQUIREMENTS

- A. As set forth in the headings of Division 0 and Division 1, General Conditions and General Requirements shall apply to this branch of the Work.

#### 1.2 SUMMARY

- A. This section includes the fabrication, furnishing, delivery and installation of the following stage equipment:
  - 1. Curtains, Curtain Tracks and Repairs
- B. This section includes the following alternates:
  - 1. None
- C. Related work in other sections:
  - 1. None

#### 1.3 SUBMITTALS

- A. Comply with the requirements of all attached bid documents and Carthage Memorial Hall.
- B. Product Data: Submit manufacturer's material specifications with quantities on bill of materials and installation instructions. Include instruction for handling, storage, protection, and maintenance.
- C. Shop Drawings: Show system layouts, construction methods, material types and thicknesses, hardware and fittings.
- D. Submittals: Show equipment, and complete bill of materials and cut sheets of individual products
- E. Samples: If requested, submit samples of any equipment or hardware.

#### 1.4 QUALITY ASSURANCE

- A. Theatrical Contractor: All items of work included in this specification shall be furnished and installed by experienced stage technicians in the employ of a single theatrical contractor, so that there will be no division of responsibility for the proper operation of the equipment after installation.
- B. The Theatrical contractor must be within 200 miles of Memorial Hall to provide timely service as necessary.

- C. Each Theatrical Contractor must furnish a written listing of at least five installations that are equal to or surpass the scope of this project and that have been installed within the last five years.
- D. The contractor shall employ an Entertainment Technician Certification Program (ETCP) Certified Theatre Rigger. The Certified Theatre Rigger shall be either the project manager or site foreman and be responsible for the overall project. A copy of the Certified Theatre Rigger's credentials shall be included with the bid documents.

1.5 DELIVERY, STORAGE AND HANDLING

- A. Coordinate storage of all equipment, hardware, and accessories with the owner to assure that storage does not inhibit the use of the facility.
- B. The Theatrical Contractor shall be responsible for the handling of all equipment, hardware and accessories, including unloading and transport to the designated storage area.
- C. Deliver all hardware components and equipment and their accessories to the job site no sooner than two weeks prior to their installation in order to limit possible damage to the equipment while being stored.
- D. Deliver curtains to the job site no sooner than two days prior to installation to prevent damage while being stored.

1.6 SCOPE

- A. The Theatrical Rigging contractor shall be responsible for all of the equipment outlined in this specification and any accompanying drawings. It is the intention of this specification to provide fully functioning Curtains and Curtain Track system repairs as well as new rigging points. Actual equipment and components must reflect building conditions and approved shop drawings. All curtain dimensions are the responsibility of the theatrical contractor, and all other dimensions must be field-verified by the Theatrical Rigging Contractor. Refer to any theatrical drawings, schedules, and the division of responsibility matrix that may be included in the specification.

PART 2 – PRODUCTS

2.1 ACCEPTABLE MANUFACTURES

- A. The theatrical contractor will include any incidental equipment not listed in this specification but required for a complete and fully functioning system.
- B. The curtain track equipment shall be manufactured by one of the following:
  1. Automatic Devices Company
  2. H & H Specialties
- C. Requests for substitutions of other components shall include pertinent performance data; charts and drawings showing in what respect the system will function in accordance with the specifications. This information shall be mandatory as a basis for determining the intent in meeting the full requirements of the specification including time schedule.

- D. If required by the Owner, provide working samples of substitute equipment, including all necessary accessories, to be delivered as requested for the examination by the Consultant. Handling, shipping, delivery or removal of the samples shall be at the cost of the manufacturer. Substitutions will be accepted only by a written addendum prior to the bid date.
- E. It shall be understood that the cost of any additions or revisions of wiring required by the use of substitute equipment shall be the responsibility of the bidder making the substitution.

## 2.2 STAGE CURTAINS

- A. Fabricate, deliver and install stage draperies, curtains and tracks in accordance with the following specification schedules.
- B. Properly adjust and trim all curtains.
  - 1. Floor length curtains shall finish  $\frac{3}{4}$ " AFF
- C. Flame proofing: All fabrics utilized for the draperies hereafter specified shall be made flame retardant to conform to all applicable building and safety codes or be IFR materials.
  - 1. All non-IFR fabrics utilized for the curtains hereafter specified shall be durably flame retardant to conform to all applicable building and safety codes. The specified velour's shall be durably flame retardant to the extent that the curtain will withstand cleaning without being affected. Prior to final approval, the Contractor shall provide two original signed and notarized Flame proofing certificates stating the process used, the method of Flame Retardant utilized, the fabric, the color and the yardage. All certificates shall be originated by the firm having done the flame proofing and not by the Theatrical Contractor.
  - 2. Flame Retardant: All synthetic IFR fabrics utilized for the curtains hereafter specified shall be flame retardant to conform to all applicable building and safety codes. Prior to final approval, the Rigging Contractor shall provide two original signed and notarized, flameproofing certificates stating the materials are IFR, the fabric, the color and the yardage. All certificates shall be originated by the mill or fabric supplier, and not by the Theatrical Contractor.
- D. Material Types and Color:
  - 1. Curtains shall be fabricated from the fabric type per the Curtain and Track Schedule.
  - 2. Color to be selected by the City from the standard color card or as noted in the Curtain and Track Schedule.

## 2.3 FABRICATION

- A. Fabrication of all panels shall be a single piece for the entire height of the curtain. No splicing of fabric to achieve a desired length will be acceptable.
- B. All thread used shall be cotton mercerized for cotton velour curtains and Tex 40 spun polyester for the synthetic fabric curtains, and shall be the color of the fabric on which it is used, both in the needle and in the bobbin. The thread shall not be lighter than #16 in size.

- C. Bad stitching, missed stitching, puckered seams, hems, etc., shall not be acceptable. All seams shall be sewn in straight and even lines.
- D. Each individual curtain panel shall have a label permanently sewn directly to the webbing of the curtain identifying the curtain supplier's name, date of manufacture and size. Cardboard tags will not be accepted.
- E. Bidder is responsible for all finished measurements.
- F. Quantity, size, fabric type, fullness, side and bottom hems, shall be per the Curtain and Track Schedule.
- G. All curtains shall be fabricated with 50% added sewn in fullness with box pleats, 12" on center.
- H. The tops of all curtains shall have 3" poly webbing double stitched to the back.
- I. All curtains shall have #3 brass grommets, tie lines or CCF-2 snaps as required, at the center of each pleat, placed 1" from the top.
- J. The side hems shall be as follows:
  1. Front Curtain 12" both on and off stage.
  2. All other Curtains 3" both on and off stage.
- K. The bottom hem shall finish 6".

#### 2.4 CURTAIN TRACKS

- A. Curtain tracks and hardware shall be one of the following. Tracks shall be provided with all necessary hardware and shall be hung using the manufacturer's recommended hanging clamp spacing and batten clamps.
  1. Automatic Devices Corporations, Model #280 Silent Steel.
  2. H&H Specialties, Model #400 Heavy Duty Straight Track.
  3. Approved equal.
- B. Bi-Parting Curtain tracks and hardware shall be provided with all necessary hardware for endless line bi-parting operation with a floating floor block or adjustable floor block as noted in the Curtain And Track Schedule.
- C. 1-way Draw Curtain tracks and hardware shall be provided with all necessary hardware for endless line 1-way operation with a floating floor block or adjustable floor block as noted in the Curtain And Track Schedule.
- D. New pick points shall be from 3/16" proof coil chain and ¼' screw pin shackles with safety wires. The top shall be secured to the metal support beams on the ceiling. With Unistrut spans added as needed.

#### 2.5 Auditorium Curtain and Track Schedule:

- A. Provide and install the following curtains and track repairs per the Curtain and Track Schedule.
- B. Upon completion of the curtain installation, clean the fabric of all dust, lint and loose threads. Adjust for proper fit and operation.

# CURTAIN AND TRACK SCHEDULE

ID #	Description	Quantity	Fullness	Fabric Type *	Color	Notes
1	Border #1	1	50%	14 oz IFR Prism Velour	Black	
2	Leg #1	2	50%	14 oz IFR Prism Velour	Black	Add new Single and Master Carriers. Add new end hardware pulleys. Add new #8 Operating Line. Add new Floating Floor Pulley
3	Border #2	1	50%	14 oz IFR Prism Velour	Black	
4	Leg #2	2	50%	14 oz IFR Prism Velour	Black	Add new Single and Master Carriers. Add new end hardware pulleys. Add new #8 Operating Line. Add new Floating Floor Pulley
5	Border #3	1	50%	14 oz IFR Prism Velour	Black	
6	Leg #3	2	50%	14 oz IFR Prism Velour	Black	Add new Single and Master Carriers. Add new end hardware pulleys. Add new #8 Operating Line. Add new Floating Floor Pulley
7	Rear Traveler Curtain	2	50%	14 oz IFR Prism Velour	Black	Add new Single and Master Carriers. Add new end hardware pulleys. Add new #12 Operating Line. Add new Floating Floor Pulley
8	Main Curtain Track Adjustments					Existing Front Curtain to remain. The Front Curtain currently is hanging a little low and both the floor pulley and sash cord are damaged and need to be replaced. We suggest replacing all traveler track hardware for the Front Curtain Track to ensure better operation.
9	Pick Up Points					All of the existing chain pick up points from the curtain tracks and pipes are no longer industry standard. We recommend replacing these with new chain points with new closure hardware.

# Division of Responsibility Matrix

ITEM	Contractor	
	THEATRICAL	OWNER
Curtain Measurements	P	
Curtain Demo and haul away	R	
Curtain Measurements	P,I	
Curtains	P,I	
Curtain Track and Repairs	P,I	
Pick Points	P,I	
Floor Protection		P,I
<b>P=Provide    I=Install    R=Remove</b>		

## PART 3 – EXECUTION

### 3.1 PREPARATION

- A. Inspect the areas and conditions where theatrical equipment will be installed. Notify the City of any conditions that would adversely affect the installation or subsequent utilization of the equipment. Do not proceed with the installation until unsatisfactory conditions are corrected.
  - 1. Coordinate work and work schedule with related work in other sections. Provide items to be installed by others in sufficient time to prevent delays.

### 3.2 GENERAL INSTALLATION

- A. Install all theatrical equipment, hardware and accessories at locations indicated in the drawings utilizing qualified stage technicians.
  - 1. Provide all tools, accessories, connecting and attaching devices as required for a complete and properly functioning installation.
- B. Install equipment true, plumb and securely anchor in place in accordance with the manufacturer's recommendations.
- C. Properly test and demonstrate all curtain equipment after installation for the owner's representative.
  - 1. Furnish three sets of closeout documents in electronic (PDF) format. The document should include but not limited to; system layouts, maintenance procedures, operation, and tutorials.
  - 2. General Operation and Maintenance Training for the curtain systems shall be provided by the Theatrical Contractor; training not to exceed two hours.

- D. The curtain system and tracks shall be guaranteed against defects in material and workmanship for two years from date of substantial completion. The warranty shall be on a factory exchange or repair basis. No equipment having a shorter warranty will be considered and all equipment provided shall be covered by this warranty. The Theatrical Rigging Contractor shall assume all responsibility for workmanship of the installation. Unspecified length warranty will not be acceptable.

### 3.3 CLEANUP

- A. Upon completion of installation, remove all debris from the site.
- B. Leave work areas broom clean and ready for use.



# A to Z Theatrical Supply and Service

800 East Meyer Boulevard  
Kansas City, MO 64131  
+1 (816) 523-1655

## New Backstage Curtains Carthage Memorial Hall

Date: March 11th, 2025

To: Chelsea Cholley  
Carthage Memorial Hall

Phone: 417-237-7035  
Email: [c.cholley@carthagemo.gov](mailto:c.cholley@carthagemo.gov)

From: Nick Uthoff  
A to Z Theatrical Supply and Service, Inc

Phone: 816-523-1655  
Email: [nick@atoztheatrical.com](mailto:nick@atoztheatrical.com)

RE: New Backstage Curtains

Number of pages with cover sheet: 2

Thank you for your interest in A to Z Theatrical Supply and Service, we appreciate your business. We are pleased to offer the following quotations.

### **New Backstage Curtains:**

**Backstage Curtains** to be fabricated with 50% fullness from inherently flame retardant, 15oz-Prism-Velour fabric. Color: Black. Backstage Curtains to consist of:

**Leg Curtains**, 3-pairs, in 6-total sections, to be hung from existing 100 series Curtain Tracks.

**Border Curtains**, 3-each, each in 1-section, to be hung from existing pipes.

**Rear Curtain**, 1-each in 2-sections, to be hung from an existing 100 series Curtain Track.

**Your Price Delivered and Installed would be \$17,650.00**

*\*The above price includes all new traveler hardware for the Leg and Rear Curtain tracks.*

### **Front Curtain Adjustments:**

The Front Curtain currently is hanging a little low and both the floor pulley and sash cord are damaged and need to be replaced. We suggest replacing all traveler track hardware for the Front Curtain Track to ensure better operation. These repairs also include a lift rental.

**Your Price Delivered and Installed would be \$4,400.00**



**New Pick Up Points:**

All of the existing chain pick up points from the curtain tracks and pipes are no longer industry standard. We recommend replacing these with new chain points with new closure hardware. This repair includes a lift rental.

**Your Price Delivered and Installed would be \$10,200.00**

Thank you for asking for these quotations. This bid is good for 10 days and does not include any tax, bid or performance bonds that may be required by contract or law. Delivery of curtains and rigging hardware is estimated at 14 - 22 weeks after receipt of materials for fabrication. Terms are subject to partial billing for the ordering of materials to our shop to begin fabrication, with the remaining balance Net 10 days upon completion of the work, unless other credit terms are agreed upon in writing by both parties. If you need any additional information or have any questions, please feel free to call.

Nick Uthoff  
A to Z Theatrical Supply and Service, Inc.  
800 East Meyer Blvd.  
Kansas City, Missouri 64131  
816-523-1655  
nick@atoztheatrical.com

# March 2025 Golf Report

March 2025 Rounds – 2,347 | Revenue - \$81,582.60

*March 2024 Rounds – 1,783 | Revenue - \$59,523.93*

*March 2023 Rounds – 1,140 | Revenue - \$36,205*

Green Fee	Membership	Cart Fee	Driving Range	Event Services	Golf Gift Certificate	Merchandise Gift Certificate <small>(Club Credit)</small>	Pro Shop	Food & Beverage	Pre Paid Rounds	Golf Rentals
\$28,610.31	\$22,043.75	\$17,526.26	\$2,323.60	\$0	\$39	2,040	\$10,035.71	\$2,745.92	0	\$114.65

## March 2024 Summary

Overall March was a good month for us. We had great weather for golf. We stayed busy each day and our evenings are starting to get very busy as it is staying light out longer.

March is the month where our golf season really kicks off. We held our first event in March. We also started our Police League. Coming in April we will kick off 3 more weekly leagues that will run until September. Our pre books for merchandise all arrived in February and March. We now have a fully stocked Pro Shop for the start of our season.

We had a great month of memberships. We have started seeing new customers signing up as members. We believe this has to do with our good course conditions and well-run staff. We sold 9 Annual Senior Memberships, 8 Single Memberships, and 4 Single with Cart Memberships. The rest of the balance was from monthly withdrawals.

## MARCH GOLF MAINTENANCE REPORT

- Trim trees
- Add dirt to wash out areas and put seed down
- Sprayed pre emergent on tees and rough
- Rolled greens
- Mowed greens
- Level out irrigation heads
- Cleaned up sticks and debris around the course where needed
- Cleaned up bunkers
- Sprayed weeds out of course
- Put new siding in hitting bay at range
- Mowed greens
- Mowed fairways
- Stained hole sign posts
- Repainted cart path yardage and signs
- Stained all benches throughout the course
- Stained hole sign posts
- Hitting bay flipped over and landed on truck and motorcycle
- Fixed leaking heads on multiple fairways and 11 green
- Aerified rough and drug in seed
- Sprayed greens
- Picked up tree limbs
- Cut ornamental tall grasses down
- Fixed lights in chemical barn
- Put sod on 6 black tee box

# March 2025 Parks Maintenance

## General:

- Cleaned restrooms in all parks.
- Trash pickup in all parks.
- Inspected playground equipment in parks.
- Cleaned up storm debris in all parks.
- Mowed parks.

## Municipal Park:

- Installed windows in pool concessions.
- Maintenance at pool concessions.
- Maintenance at pool.
- Maintenance on pool restroom.
- Dirt work.
- Fixed waterlines at beef barn.
- Fixed water at pool.

## Central Park:

- Maintenance on restrooms.
- Pool maintenance.

## Griggs Park:

- Dirt and seed work.
- Monument sign work.
- Sidewalk/concrete work.

## Fair Acres:

- Removed signs and top from baseball fencing.
- Maintenance on restrooms.
- Mowed fields.
- Fixed water lines at softball concessions.
- Maintenance at baseball concessions.
- Installed scoreboards.

## Other:

- Sprayed weeds at PD.
- Cleaned shop.
- Fixed water lines at mall sidewalk.

# March 2025 Events & Recreation Report

## MEMORIAL HALL RENTAL REVENUE

March 2025 Revenue - \$2300.00

*March 2024 Revenue – \$780.00*

## CLASS/PROGRAMMING REVENUE

March 2025 Revenue - \$375.00

*March 2024 Revenue – \$1960.00*

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

## March 2025 Summary

In March , Memorial Hall hosted a large Record show, Tanglefooters Dance Club, Chamber Business Expo and private events. Recreation organized the final Vintage and Handmade Market for the season as well as 3 dancing with Joy classes (which will be the last as she is moving).

Preparations are underway for Red, White, & Boom.

### Program Attendance:

Dancing with Joy- 3/4: 5 Participants

Dancing with Joy- 3/11: 5 Participants

Dancing with Joy- 3/18: 9 Participants

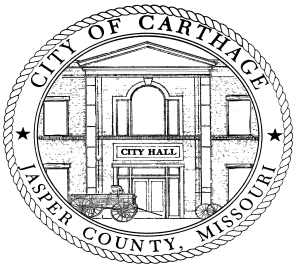
Handmade & Vintage Market – 3/15: Sold Out, 50 Tables

# CIVIL WAR MUSEUM

## ATTENDANCE

March 2025

DATE	CARTHAGE	TOURIST	LOCATION UNLISTED	GRAND TOTAL	CASH	CARDS
3/1/2025	1	25	0	26	\$36.00	\$ 37.00
3/2/2025	2	4	0	6		\$ 22.00
3/3/2025	CLOSED	CLOSED	CLOSED	CLOSED		
3/4/2025	0	5	0	5		
3/5/2025	0	8	0	8	\$ 4.00	\$ 8.00
3/6/2025	3	3	0	6	\$6.00	
3/7/2025	1	12	0	13	\$ 3.00	\$ 10.00
3/8/2025	CLOSED	CLOSED	CLOSED	CLOSED		
3/9/2025	2	12	0	14	\$24.00	
3/10/2025	0	2	0	2		
3/11/2025	1	16	0	17	\$ 34.00	\$ 10.00
3/12/2025	1	23	0	24	\$ 34.00	
3/13/2025	2	0	0	2	\$3.00	
3/14/2025	0	12	0	12	\$ 6.00	\$ 13.00
3/15/2025	7	18	0	25	\$ 18.00	\$ 40.00
3/16/2025	0	6	0	6		
3/17/2025	CLOSED	CLOSED	CLOSED	CLOSED		
3/18/2025	0	10	0	10	\$ 41.00	
3/19/2025	0	28	0	28	\$25.50	\$ 6.00
3/20/2025	0	25	0	25	\$23.00	
3/21/2025	5	32	0	37	\$ 2.00	\$ 9.00
3/22/2025	0	57	0	57	\$ 115.00	\$ 58.00
3/23/2025	3	0	0	3		
3/24/2025	CLOSED	CLOSED	CLOSED	CLOSED		
3/25/2025	1	20	0	21	\$14.00	
3/26/2025	0	12	0	12		\$ 23.00
3/27/2025	1	4	0	5	\$10.00	
3/28/2025	0	22	0	22	\$ 3.00	\$ 56.00
3/29/2025	7	32	0	39	\$ 28.00	\$ 10.00
3/30/2025						
3/31/2025						
<b>TOTAL</b>	<b>37</b>	<b>388</b>	<b>0</b>	<b>425</b>	<b>\$ 429.50</b>	<b>\$ 302.00</b>



CIVIL WAR MUSEUM MONTHLY REVENUE

March 2025

Date	Civil War Museum		Civil War Museum Donations
	CASH	CREDIT	
3/1/2025	36.00	37.00	
3/2/2025		22.00	
3/3/2025			
3/4/2025			
3/5/2025	4.00	8.00	
3/6/2025	6.00		
3/7/2025	3.00	10.00	
3/8/2025			
3/9/2025	24.00		
3/10/2025			
3/11/2025	34.00	10.00	
3/12/2025	34.00		
3/13/2025	3.00		
3/14/2025	6.00	13.00	
3/15/2025	18.00	40.00	
3/16/2025			
3/17/2025			
3/18/2025	41.00		
3/19/2025	25.50	6.00	
3/20/2025	23.00		
3/21/2025	2.00	9.00	
3/22/2025	115.00	58.00	
3/23/2025			
3/24/2025			
3/25/2025	14.00		
3/26/2025		23.00	
3/27/2025	10.00		
3/28/2025	3.00	56.00	
3/29/2025	28.00	10.00	
3/30/2025			
			\$290.00
	\$429.50	\$302.00	\$290.00
<b>TOTALS</b>	<b>\$731.50</b>		<b>\$290.00</b>
<b>ACCT #</b>	<b>34790.000</b>		<b>34780.000</b>