

1. Agenda

Documents:

[PUBLIC SERVICES AGENDA 11-16-2021.PDF](#)

2. Minutes

Documents:

[PUBLIC SERVICES MINUTES 11-16-2021.DOCX](#)

3. Meeting Materials

Documents:

[PUBLIC SERVICES PACKET 11-16-2021.PDF](#)

-NOTICE OF MEETING-
Public Services Committee Tuesday November 16th, 2021
5:30 P.M.
Carthage City Hall, Council Chambers
326 Grant, Carthage MO 64836

AGENDA

Old Business

1. Consider and approve minutes from the previous meeting.

Citizens 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 Kailey Williams at the Parks & Recreation office at 417-237-7035.

New Business

1. Consider and Discuss Carthage Parks & Recreation Comprehensive Master Plan “Our Town Our Time.” Dick Horton will provide a presentation of core components.

Staff Reports

Other Business

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
BEFORE MEETING.**

Posted: _____

By: _____

PUBLIC SERVICES COMMITTEE

November 16, 2021
City Hall Council Chambers
5:30 pm

Public Services Committee Members Present; Ceri Otero, Seth Thompson, Juan Topete

Members Absent: Mike Daugherty

Staff Present: Mark Peterson, Kailey Lambeth, Tom Short

Non-Members: Bren Flannigan, John Hacker

Meeting was called to order at 5:30 pm.

Old Business:

1. Consider and approve minutes from the previous meeting.
Seth Thompson made a motion to approve October minutes.
Motion Passed.

NEW BUSINESS:

1. **Consider and Discuss Carthage Parks & Recreation Comprehensive Master Plan “Our Town Our Time.” Dick Horton will provide a presentation of core components.**

Mark Peterson and Dick Horton presented concept designs and highlights of the Master Plan. Mr. Peterson started the discussion with an opening statement. “Need for a Vision for the future – Shortly after my appointment as Director of Parks and Recreation, I came to realize from my interactions with community leaders, organized users of the park system, our elected officials and city administration, that there was a need for an in-depth analysis of the system and its future potential. That realization was shared by others and led to the creation of a Comprehensive Park and Recreation Master Plan.”

Mr. Peterson and Mr. Horton elaborated on the following core components of the Master Plan.

Data Collection

1. Summary of Historical Documents
2. Public Engagement
3. Demographics and Psychographics
4. Citizen Survey
5. Park system assessment
6. Maintenance assessment
7. Recreation Program assessment

8. Organizational assessment

Data Analysis

1. Mapping
 - a. Park System Mapping by Park Type
 - b. Trail and Bike Connectivity Options
2. Park Design concepts
3. Partnership Assessment
4. Trends
5. Benchmarking
6. Pricing

Recommendations

Project Recommendations – Category 1
To Take Care of What We Have.

Park Upgrades
Deferred Maintenance

Project Recommendations – Category 2
To expand what we have

Looped Trails
Implement Design Concepts for Kellogg, Carter, Municipal, and Central Parks

Project Recommendations – Category 3
To fund a new trend or vision.

Land acquisition in the southern part of the community

The presentation and discussion was high level overview of these topics.

Mr. Peterson shared thoughts and ideas on how to move forward implementing recommendations. Mr. Peterson has completed an application to McCune Brooks Regional Hospital trust for \$5,500,000. If this grant is awarded it would go towards implementing all of category one recommendations and the Central park concept design in category 2 recommendations. Securing the means to implement recommendations is the next phase. Mr. Peterson will be working with local opportunities, state and national grant opportunities and dedicated City of Carthage Park Stormwater Sales Tax, Use Tax and other capital resources through the traditional budget process.

**Cero Otero made a motion to forward the Comprehensive Parks & Recreation Master Plan “Our Town Our Time,” to the full council for adoption by resolution.
Motion Passed.**

Staff Reports

This meeting was dedicated to the presentation and discussion of the Parks & Recreation Master Plan. No staff reports were given.

Meeting adjourned at 6:52 pm.

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BEFORE MEETING.**

Posted: _____

By: _____

PUBLIC SERVICES COMMITTEE

October 19, 2021
City Hall Council Chambers
5:30 pm

Public Services Committee Members Present; Ceri Otero, Seth Thompson, Mike Daugherty

Members Absent: Juan Topete

Staff Present: Mark Peterson, Kailey Lambeth, Tom Short

Non-Members: Abi Almandinger, Craig Diggs, Bren Flanigan

Meeting was called to order at 5:30 pm.

Old Business:

1. Consider and approve minutes from the previous meeting.
Mike Daugherty made a motion to approve September minutes.
Motion Passed.

NEW BUSINESS:

1. **Consider and Discuss Central Park Christmas Lights.**

Mr. Peterson presented details about Christmas Lights at Central Park. The Park Department and Carthage Water and Electric have partnered to light up Central Park for the holidays. Carthage has purchased all the materials for the project. We anticipate lighting Central Park on an annual basis. Brian Bradley, Park Superintendent, and Carthage Water and Electric staff went to Silver Dollar City to view demonstrations on how to assemble the lights on the trees more efficiently. The lights will be hung on the trees, starting at the base leading up to the canopy. Some canopies will be lighted as well. The shelters and structures within Central Park will be outlined with lights. The lights bright white LED bulbs. In addition, four fabricated metal Christmas trees will be placed in the four planter areas. Different sizes of bulbs were purchased for the trees, buildings, and Christmas trees. The Park Department and CWEP will use all available staff to put up and take down lights. The overall goal is to create a holiday environment that may be used for family and business activities through the holiday season. There will be several photo opportunities within the park. The anticipated initial lighting will be around Thanksgiving and continue through January 1. We will coordinate with other holiday events to determine the best start date for the lighting.

2. **Consider and Discuss Civic Enhancement Fund Appropriation for Parks.**

Mr. Peterson discussed appropriating funds from the Civic Enhancement Fund. The goal is to use the funds and work within the fund guidelines and with

stakeholders to use the funds correctly. Some of these funds have been idle for a lengthy time.

Sub-funds include-

Garden's at Central Park-\$1100

Parks in General- \$2200

Roundabout Maintenance- \$3000

Skate Park Carryover- \$2,900

Kellogg Lake-\$1,000

Mr. Peterson will work with Tom Short and the Budget Committee to start the process. In addition, Mr. Peterson will communicate how these funds are being used as this moves forward.

STAFF REPORTS

Golf- September numbers were great. We continue to exceed national trends.

Trees- Starting Wednesday, October 20, nine trees will be taken out of Central Park. These trees are considered dead and or dangerous. We will be adding nine or potentially more trees to replace the ones taken out. We will do this alongside our tree inventory work and the recommendation on location and type.

Master Plan- Our first Public Engagement Meeting had a great turnout. Excellent feedback was received, with many good questions asked. Comments were made by many thanking us for using a process that heavily involves the public. The stakeholder meetings, focus group meetings, and one-on-one sessions with the groups and individuals worked well in the process. The next public engagement meeting will take place on November 4 at 6 pm, located at Memorial Hall. This meeting will focus more on the Hispanic community.

Maple Leaf- Maple Leaf went well. No damage occurred at Fair Acres with the carnival. The carnival always does a great job every year. Minor damage was done at Kellogg Lake. We will need to do some minor grading with ruts from the Monster Truck, but nothing significant. The Car Show had a great turnout, with about 450 entries this year. Traffic was an issue this year, but the Police Department did a great job directing the traffic. Mr. Peterson will visit the organizers on potential new locations if this same traffic is forecasted for upcoming years. Central Park had no damage to the park. One bench was broken in the area of the Tractor Show. The group has offered to have it repaired.

Meeting adjourned at 6:01 pm.

October 2021 Parks Report

Normal trash pick-up and removal and restroom cleaning and mowing of parks

Municipal Park:

1. Trimmed trees around Golf Course parking lots
2. Trimmed along all roadways
3. Cleaned up downed limbs
4. Winterized Beef Barn
5. Prepped Christmas lights for Central Park

Central Park:

1. Cleaned up downed limbs
2. Prepped for Food Truck Friday
3. Cleaned up from Food Truck Friday
4. Removed trees
5. Assisted with hanging Christmas lights
6. Prepped for Maple Leaf
7. Cleaned up from Maple Leaf

Griggs Park:

1. Picked up downed limbs
2. Replaced toilets (vandalism) x 3
3. Replaced paper towel dispenser

Carter Park:

1. Cleaned up downed limbs
2. Repaired and replaced slide on playground

Kellogg Lake:

1. Picked up downed limbs
2. Trimmed low hanging limbs
3. Trimmed around lake bank
4. Picked up limbs trimmed by citizen
5. Prepped for Maple Leaf Car show
6. Cleaned up after car show

Freer Park:

1. Picked up limbs
2. Trimmed trees

Fair Acres

1. Removed soccer goal for YMCA

Office and Shop area

1. Cleaned up around dumpster

Roundabout

1. Sprayed for weeds
2. Pulled weeds in flower beds
3. Winterized irrigation

Square

1. Placed tables and barrels for Maple Leaf

New Roundabout

October 2021 Golf Report

2021 Rounds – 1915

Green Fee	Membership	Cart Fees	Driving Range	Monthly City Revenue
\$24,289.00	\$6,169.00	\$15,059.00	\$1,619.00	\$47,136.00

October 2019 revenue- \$ \$28,823.74 Rounds – 1373

October 2020 revenue- \$40,503.00 Rounds – 1872

October 2021 Golf Report

October was a good month for us. Rounds and revenue were both significantly up from historical averages. Revenue was up 14% from 2020. Each revenue category had a significant increase. We also had two very poor weather weekends. This tells us demand is high for Carthage Golf Course. This also tells us the golfer base may have expanded. The industry is still trying to determine trends in golf as we emerge from the pandemic.

We sold 2 Senior, 1 Senior w/cart, 3 Junior membership, and 1 Regular membership. The balance of membership revenue was monthly membership fees. We had 5 events in October.

November signals the start of our off-season. The time change makes it difficult to get much play in on weekdays. We need the good weather to hit the weekends to have any noticeable spike in revenue and play numbers.

Our man-hours will go down considerably now. Once the leaves are under control, our seasonal maintenance will see a reduction in hours. Pro shop staff is significantly reduced now as well.

We have several off-season projects we would like to work on this year. We will continue the bunker renovation project soon. In addition, preventive maintenance will take much of December for all of our maintenance equipment.

I will continue to work on our marketing and business plan for 2022. It will be essential to secure our 2022 event schedule during November. I will be working with Tyler Markham, Golf Operations Supervisor, on these plans. Our marketing programs favor digital channels, and we have been successful in those areas, which can also be tracked for success. We are trying to understand better how the local golf market has changed through the pandemic. Outside of the generic “more golf is being played,” what trends are emerging locally. In mid-December, Tyler and I meet with local golf operators to discuss this and other local golf market topics.

Golf Maintenance Report

On Course

- 1 Cut and repaired sod work on #5,#10 winterkill areas
- 2 Finished plugging all greens (250 in total)
- 3 Removed Tree on #1
- 4 Planted 21 New trees throughout course
- 5 Final Granular app on the greens for the year
- 6 trimmed and rebuilt bunkers after 3 days and about 6 inches of rain
- 7 Top dressed X2
- 8 Foliar apps X2
- 9 Started leaf removal and mulching
- 10 Repaired damage to #1 and # 10 greens from deer
- 11 Removed lots of limbs from various storms this month
- 12 Poa and Insecticide app on tees and fairways

Shop

- 1 Greased all machinery
- 2 Mulching kit on Toro 4000
- 3 Changed air filters and tuned carbs on old blowers
- 4 New bearings in Toro 4000 wheel caster
- 5 Switch over to TC125
- 6 Changed oil in Ranger

Office \ Professional

- 1 OTA/KGA Border Wars
- 2 Team Building at Twin Oaks CC
- 3 Threads review
- 4 Change over to web based email

2021

	JAN.	FEB.	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPT.	OCT.	NOV.	DEC.
AUDITORIUM												
4-8 hrs.	6	5	6	7	7	5	4	6	6	11		
8-12 hrs.	0	5	3	4	5	3	5	8	2	1		
set-up	0	3	3	1	2	0	4	2	1	3		
Total	<u>7</u>	<u>13</u>	<u>12</u>	<u>12</u>	<u>14</u>	<u>8</u>	<u>13</u>	<u>16</u>	<u>9</u>	<u>15</u>		
BASEMENT AUD.												
4-8 hrs.	5	1	10	6	3	5	2	2	6	8		
8-12 hrs.	0	0	0	1	1	1	0	0	1	3		
Total	<u>5</u>	<u>1</u>	<u>10</u>	<u>7</u>	<u>4</u>	<u>6</u>	<u>2</u>	<u>2</u>	<u>7</u>	<u>11</u>		
Drivers Testing												
Total	<u>3</u>	<u>3</u>	<u>5</u>	<u>4</u>	<u>4</u>	<u>10</u>	<u>23</u>	<u>5</u>	<u>3</u>	<u>3</u>		
(License Bureau)												
BAXTER												
Total	<u>31</u>	<u>28</u>	<u>31</u>	<u>30</u>	<u>31</u>	<u>30</u>	<u>31</u>	<u>31</u>	<u>30</u>	<u>31</u>		
FOYER												
Total	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
BASEMENT (MISC)												
Basement Office #1	31	28	31	30	31	30	31	31	30	31		
UFCW (leased)												
Basement Office #2	31	28	31	30	31	30	31	31	30	31		
BCTGM (leased)												
Basement Office #3	31	28	31	30	31	30	31	31	30	31		
USW (leased)												
Basement Office	0	0	0	0	0	0	0	0	0	0		
DNR												
Basement Office	0	0	0	0	0	0	0	0	0	0		
EPA												
Meeting Rooms	2	1	1	1	1	1	1	1	2	2		
Total	<u>95</u>	<u>85</u>	<u>94</u>	<u>91</u>	<u>94</u>	<u>91</u>	<u>94</u>	<u>94</u>	<u>92</u>	<u>95</u>		

CIVIL WAR MUSEUM
ATTENDANCE

DATE	DAY	CARTHAGE	TOURIST	LOCATION UNLISTED	GRAND TOTAL	SALES	DONATIONS
10/01/21	FRIDAY	0	12	0	12		
10/02/21	SATURDAY	1	10	0	11		
10/03/21	SUNDAY	1	12	2	15		
10/04/21	MONDAY	CLOSED	0	0	0		
10/05/21	TUESDAY	2	4	0	6		
10/06/21	WEDNESDAY	1	14	0	15		
10/07/21	THURSDAY	1	12	0	13		
10/08/21	FRIDAY	2	15	0	17		
10/09/21	SATURDAY	10	14	0	24		
10/10/21	SUNDAY	2	11	0	13		
10/11/21	MONDAY	CLOSED	0	0	0		
10/12/21	TUESDAY	6	21	0	27	\$ 413.25	\$ 189.00
10/13/21	WEDNESDAY	0	18	0	18		
10/14/21	THURSDAY	0	6	0	6		
10/15/21	FRIDAY	5	23	0	28		
10/16/21	SATURDAY	5	34	0	39		
10/17/21	SUNDAY	0	14	0	14		
10/18/21	MONDAY	CLOSED	0	0	0		
10/19/21	TUESDAY	2	11	0	13		
10/20/21	WEDNESDAY	0	38	0	38		
10/21/21	THURSDAY	0	12	4	16		
10/22/21	FRIDAY	5	15	0	20		
10/23/21	SATURDAY	3	10	4	17		
10/24/21	SUNDAY	0	9	0	9		
10/25/21	MONDAY	CLOSED	0	0	0		
10/26/21	TUESDAY	1	5	0	6		
10/27/21	WEDNESDAY	3	6	0	9		
10/28/21	THURSDAY	1	8	0	9		
10/29/21	FRIDAY	1	15	0	16	\$ 722.90	\$ 302.00
10/30/21	SATURDAY	1	21	0	22		
10/31/21	SUNDAY	3	5	0	8		
TOTAL		56	375	10	441	\$ 1,136.15	\$ 491.00