

1. Public Services Agenda July 19, 2022

Documents:

[PUBLIC SERVICES AGENDA 07 19 22.PDF](#)

2. Public Services Packet July 19, 2022

Documents:

[PUBLIC SERVICES PACKET 07 19 22.PDF](#)

3. Public Services Minutes July 19, 2022

Documents:

[PUBLIC SERVICES MINUTES 07 19 22.PDF](#)

-NOTICE OF MEETING-
Public Services Committee Tuesday July 19th, 2022
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 Chelsea Cholley at the Parks & Recreation office at 417-237-7035 or email c.cholley@carthagemo.gov).

New Business

1. Consider and Discuss Temporary Lime Expansion Trial

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: _____

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By: _____

PUBLIC SERVICES COMMITTEE MINUTES

Tuesday, June 21st at 5:30 pm

Carthage City Hall, Council Chambers

Public Services Committee Members Present: Ceri Otero, Ed Hardesty, Trudy Blankenship, Brandi Ensor

Members Absent: N/A

Staff Present: Greg Dagnan, Mark Peterson, Chelsea Cholley

Non-Members: Abi Almandinger

Councilwoman Otero called the meeting to order at 5:30 pm.

Old Business

Consider and approve minutes from the previous meeting. Councilwoman Ensor motioned to approve the minutes.

Motion Carried.

New Business

1. Consider and Discuss Pricing and Cost Recovery Policy.

Mr. Peterson discussed that this is the Pricing and Cost Recovery that was brought to the committee last month for input with only corrections made to grammar items. Mr. Peterson requests approval of the policy by the committee to be moved to a full council vote. Committee members questioned the use of the gender term on page 3 under the definition of "director." The use of "his" will be replaced with "their." Committee members agreed that page 6 under the discount program is not broad enough. Since it would not currently apply to many programs, it would be best to remove that paragraph until it is needed. Finally, committee members discussed that on page 8, under community benefit, "Community Wide Special Events" should be clarified by adding "public" in the language. Mr. Peterson agrees to make these changes before it moves to the full council.

Councilman Hardesty motioned to approve the Pricing and Cost Recovery Policy with approved amendments to move to the full council.

Motion Passed Unanimously

2. Consider and Discuss Merchant Services for CivicRec Park Department Software.

Mr. Petersons discussed the need for merchant services for the Parks Department software, CivicRec. Our current merchant services provider does not work with our program. Hence, it is currently the responsibility of the public user to go to another web page to enter the amounts they need to pay. It does not connect back with our website to confirm the payment. CivicPlus recommended 3 Software companies that are compatible with CivicRec. CSGForte, Authorize.Net, & Elavon. The committee agreed that the best option would be CSGForte as they are the only of the three options that allow both a Service Fee Model. It was agreed that currently, the Service Fee model would be best, and it can be reviewed again in the future if needed.

Councilwoman Blankenship motioned to approve CSGForte as Merchant Services for CivicRec using the Service Fee Model to and moved to the full council.

Motion Passed Unanimously

Staff Reports

Mr. Peterson discussed Lime Scooters and changing some of the geofenced parking boundaries. He will move the Central Park parking location to a parking lot on the south side of the square due to complaints of the scooters blocking the a Central Park sidewalk making it inaccessible to those who need to use the sidewalk with mobility devices. In addition, Mr. Peterson discussed changing Fair Acres to a slow zone due to complaints about how the scooters are used throughout Fair Acres. The committee agreed and mentioned possibly opening up the geofencing to more expansive areas for Marian Days.

Mr. Peterson discussed that Park Department is working with the Missouri Education Program to assist with the Summer Work Program. This program runs from June 21st to July 29th. We now have 7 workers that one supervisor accompanies. All are paid by the Department of Elementary and Secondary Education and insured by them. They will be working at the parks, painting, mowing, weed eating, and other maintenance from 7:30-11:30 am.

Mr. Peterson informed the committee of an incident at Fair Acre where a transformer was hit and moved off of its base, damaging it. It will cost approximately \$35,000 to replace. Parks and Recreation are working with Youth Softball and Carthage PD to locate who damaged it in hopes of working with their insurance to cover the damage cost.

Mr. Peterson mentioned the Parks and Recreation Department lost a full-time staff member. The position has already been filled by an employee who has previously worked seasonally for the past few summers.

Mr. Peterson stated that capital projects for Memorial Hall were set to update the ceiling and lighting cannot move forward due to issues with the epoxy flooring not being able to handle the weight of the machinery needed to do the work without damaging the flooring. We have looked at further options to do the job, such as scaffolding, but it dramatically increases the time and

workload, which in turn raises the prices of the project. This project will be reassessed and a carryover for the next fiscal year.

Mr. Peterson discussed the previously approved Tree Inventory and Tree Maintenance capital project that would have provided funds for work on Central Park trees to be removed, pruned, and trimmed had been cut. He mentions that this Park is considered a level 5 maintenance park. The significance of Central Park for many special events, including the Sparkle in the Park, FTF, and others, that we should still do this work. There are safety concerns that need to be addressed. Mr. Peterson mentioned he would reallocate funding from the Memorial Beautification capital item to handle this need for the parks. The committee agreed that tree maintenance in parks and Central Park is currently more important.

Mr. Peterson stated that on July 1st, Carthage Parks and Recreation would be working with a maintenance software company, Brightly. This capital item was vetted through national contracted pricing with Sourcewell. This addresses the need for maintenance management, work orders, inventory management, and budget forecasting for all Park related facilities and inventories.

Councilman Hardesty made a motion to adjourn.

Motion Passed

Meeting adjourned at 6:50 pm.

June 2022 Golf Report

2022 Rounds – 3144

Green Fee	Membership	Cart Fees	Driving Range	Monthly City Revenue
\$37,842.00	\$12,542.00	\$26,310.00	\$1,988.00	\$78,682.00

June 2021 revenue- \$71,752.00Rounds – 3020

June 2020 revenue- \$72,847.37 Rounds – 3077

June 2022 Golf Report

June was an excellent month to end the fiscal year. Both rounds and revenue are up over historical averages. We had 7 events in June. We sold 4 adult single, 6 juniors, 2 family, and 3 senior w/cart memberships. The remaining membership revenue was monthly membership fees. We had leagues on Monday, Tuesday, and Thursday evenings.

We are doing well in our golf market right now. The course is in excellent shape. Word of mouth advertising amongst golfers is high as conditions are good. Our digital efforts have had significant reach with the area golf community. We plan on continuing with all digital marketing for the new fiscal year.

The majority of our seasonal workers right now are high school age. Training staff continues to be a complex process with the turnover of young staff. Tyler has been able to hire more retired workers. This older workforce has helped in many ways.

Aaron Borland, Golf Maintenance Supervisor, is doing an excellent job with course conditions. His staff has been consistent this year. Same core group for over a year now. The low turnover and training have allowed more efficient labor hours on the course. Our core areas of greens, tees, and fairways are considered the top in the area right now.

The golf industry has started to see a reduction in rounds post-covid. However, the numbers are still much higher than pre-covid. Demand has begun to drop slightly during playable golf hours. We have not seen that yet. We continue to experience demand higher than pre-covid. I believe part of this is the condition of the golf course.

TARGETED BUDGETED ROUNDS.....				20,000	2021 - 2022	DIFFERENCE			
	<u>AVG %</u>	<u>BUDGETED 22</u>		<u>ACTUAL</u>		<u>MONTHLY</u>		<u>CUMULATIVE</u>	
	<u>17 - 21</u>	<u>MONTHLY</u>	<u>CUMULATIVE</u>	<u>MONTHLY</u>	<u>CUMULATIVE</u>	<u>AMOUNT</u>	<u>PERCENT</u>	<u>AMOUNT</u>	<u>PERCENT</u>
Jul	13.49%	2,698	2,698	3,246	3,246	548	20.31%	548	20.31%
Aug	12.46%	2,493	5,191	3,174	6,420	681	27.32%	1,229	23.68%
Sep	11.90%	2,379	7,570	2,931	9,351	552	23.20%	1,781	23.53%
Oct	8.03%	1,606	9,176	1,915	11,266	309	19.24%	2,090	22.78%
Nov	4.62%	924	10,100	1,094	12,360	170	18.40%	2,260	22.38%
Dec	2.92%	584	10,684	1,277	13,637	693	118.52%	2,953	27.63%
Jan	2.70%	540	11,224	406	14,043	-134	-24.81%	2,819	25.11%
Feb	3.31%	662	11,886	384	14,427	-278	-41.96%	2,541	21.38%
Mar	6.36%	1,272	13,158	1,230	15,657	-42	-3.27%	2,499	19.00%
Apr	8.49%	1,698	14,855	1,779	17,436	81	4.79%	2,581	17.37%
May	11.34%	2,269	17,124	2,670	20,106	401	17.67%	2,982	17.41%
Jun	14.38%	2,876	20,000	3,144	23,250	268	9.33%	3,250	16.25%
TOTAL	100.00%	20,000							

TARGETED BUDGETED REVENUES				\$ 460,580.00	CITY REVENUE REPORTS	DIFFERENCE			
	<u>AVG %</u>	<u>BUDGETED 22</u>		<u>ACTUAL</u>		<u>MONTHLY</u>		<u>CUMULATIVE</u>	
	<u>17 - 21</u>	<u>MONTHLY</u>	<u>CUMULATIVE</u>	<u>MONTHLY</u>	<u>CUMULATIVE</u>	<u>DOLLAR</u>	<u>PERCENT</u>	<u>DOLLAR</u>	<u>PERCENT</u>
Jul	13.49%	\$ 62,142.90	\$ 62,142.90	\$69,440.05	\$ 69,440.05	\$ 7,297.15	11.74%	\$ 7,297.15	11.74%
Aug	12.13%	\$ 55,863.14	\$ 118,006.04	\$66,322.69	\$ 135,762.74	\$ 10,459.55	18.72%	\$ 17,756.70	15.05%
Sep	10.75%	\$ 49,532.01	\$ 167,538.06	\$70,314.56	\$ 206,077.30	\$ 20,782.55	41.96%	\$ 38,539.24	23.00%
Oct	8.40%	\$ 38,696.40	\$ 206,234.46	\$44,260.26	\$ 250,337.56	\$ 5,563.86	14.38%	\$ 44,103.10	21.38%
Nov	4.51%	\$ 20,775.64	\$ 227,010.10	\$28,250.37	\$ 278,587.93	\$ 7,474.73	35.98%	\$ 51,577.83	22.72%
Dec	3.35%	\$ 15,432.49	\$ 242,442.59	\$26,529.77	\$ 305,117.70	\$ 11,097.28	71.91%	\$ 62,675.11	25.85%
Jan	2.06%	\$ 9,466.80	\$ 251,909.39	\$10,287.40	\$ 315,405.10	\$ 820.60	8.67%	\$ 63,495.71	25.21%
Feb	2.63%	\$ 12,126.11	\$ 264,035.51	\$36,155.35	\$ 351,560.45	\$ 24,029.24	198.16%	\$ 87,524.94	33.15%
Mar	6.58%	\$ 30,313.87	\$ 294,349.38	\$35,063.82	\$ 386,624.27	\$ 4,749.95	15.67%	\$ 92,274.89	31.35%
Apr	9.72%	\$ 44,759.23	\$ 339,108.61	\$61,049.25	\$ 447,673.52	\$ 16,290.02	36.39%	\$ 108,564.91	32.01%
May	11.89%	\$ 54,775.84	\$ 393,884.45	\$71,483.32	\$ 519,156.84	\$ 16,707.48	30.50%	\$ 125,272.39	31.80%
Jun	14.48%	\$ 66,695.55	\$ 460,580.00	\$78,701.47	\$ 597,858.31	\$ 12,005.92	18.00%	\$ 137,278.31	29.81%
TOTAL	100.00%	\$ 460,580.00							

TARGETED BUDGETED EXPENDITURES.....				\$684,243	2021-22	DIFFERENCE			
	<u>AVG %</u>	<u>BUDGETED 22</u>		<u>ACTUAL</u>		<u>MONTHLY</u>		<u>CUMULATIVE</u>	
	<u>17 - 21</u>	<u>MONTHLY</u>	<u>CUMULATIVE</u>	<u>MONTHLY</u>	<u>CUMULATIVE</u>	<u>AMOUNT</u>	<u>PERCENT</u>	<u>AMOUNT</u>	<u>PERCENT</u>
Jul	6.19%	37,609.96	37,609.96	\$48,940.04	\$48,940.04	\$11,330.08	30.13%	\$11,330.08	30.13%
Aug	9.35%	56,791.64	94,401.60	\$40,281.02	\$89,221.06	-\$16,510.62	-29.07%	-\$5,180.54	-5.49%
Sep	8.31%	50,504.86	144,906.46	\$48,167.36	\$137,388.42	-\$2,337.50	-4.63%	-\$7,518.04	-5.19%
Oct	8.85%	53,756.77	198,663.23	\$58,783.57	\$196,171.99	\$5,026.80	9.35%	-\$2,491.24	-1.25%
Nov	7.13%	43,341.12	242,004.34	\$32,117.11	\$228,289.10	-\$11,224.01	-25.90%	-\$13,715.24	-5.67%
Dec	8.11%	49,254.89	291,259.23	\$45,709.85	\$273,998.95	-\$3,545.04	-7.20%	-\$17,260.28	-5.93%
Jan	6.75%	41,008.35	332,267.59	\$35,258.89	\$309,257.84	-\$5,749.46	-14.02%	-\$23,009.75	-6.93%
Feb	5.32%	32,351.01	364,618.59	\$30,504.24	\$339,762.08	-\$1,846.77	-5.71%	-\$24,856.51	-6.82%
Mar	6.39%	38,815.95	403,434.54	\$0.00	\$339,762.08	-\$38,815.95	-100.00%	-\$63,672.46	-15.78%
Apr	7.01%	42,602.94	446,037.48	\$0.00	\$339,762.08	-\$42,602.94	-100.00%	-\$106,275.40	-23.83%
May	6.87%	41,771.32	487,808.80	\$0.00	\$339,762.08	-\$41,771.32	-100.00%	-\$148,046.72	-30.35%
Jun	10.81%	65,673.50	553,482.30	\$0.00	\$339,762.08	-\$65,673.50	-100.00%	-\$213,720.22	-38.61%
TOTAL	91.09%	553,482.30							

Golf Maintenance Report

On Course

- 1 Copper sulfate app on #6 pond
- 2 Wetting agent app on greens (Two times)
- 3 Pulled stones from #6 wall that had fallen into pond
- 4 Sprayed fertilizer on tees and fairways
- 5 Top-dressed 2 times
- 6 Painted hazard lines
- 7 Two foliar apps
- 8 2 pounds of precise pond in #6 lake
- 9 Aerified and fertilized driving range hitting areas
- 10 Switched to hand watering greens daily
- 11 Replaced quick connect on #3
- 12 Pulled and cleaned aerator on #6 pond 4 times
- 13 Watered all young trees
- 14 Put the sidewinder back into the rotation of green surrounds and tee surrounds

Shop

- 1 Changed fuel filter on 8700
- 2 Replaced broken pto drive belt on Steiner and switched to rough cut deck
- 3 Switched over to rollers on 2500 and then back to 7-blade
- 4 Sharpened blades and replaced two tires on the Toro 4000
- 5 500-hour service on Steiner
- 6 Changed the HOC on greens to .135 for the heat
- 7 fixed oil leaks in 2700 #2

Office \ Professional

- 1 Hosted OTA June educational meeting
- 2 Switched spray dates to accommodate for extremely dry days
- 3 Finished Leadership book and started turf grass management

The month of June was fun and challenging and we mixed it up on our end with cross training all employees on new equipment

CIVIL WAR MUSEUM ATTENDANCE

DATE	DAY	CARTHAGE	TOURIST	LOCATION UNLISTED	GRAND TOTAL	SALES	DONATIONS
06/01/22	WEDNESDAY	0	18	2	20		
06/02/22	THURSDAY	2	12	0	14		
06/03/22	FRIDAY	1	23	0	24		
06/04/22	SATURDAY	6	33	0	39		
06/05/22	SUNDAY	0	14	0	14		
06/06/22	MONDAY	CLOSED	0	0	0		
06/07/22	TUESDAY	4	17	0	21		
06/08/22	WEDNESDAY	70	20	0	90		
06/09/22	THURSDAY	0	29	0	29		
06/10/22	FRIDAY	2	95	0	97	\$ 467.05	\$ 332.00
06/11/22	SATURDAY	0	23	0	23		
06/12/22	SUNDAY	1	17	0	18		
06/13/22	MONDAY	CLOSED	0	0	0		
06/14/22	TUESDAY	5	20	0	25		
06/15/22	WEDNESDAY	0	32	0	32		
06/16/22	THURSDAY	3	3	0	6		
06/17/22	FRIDAY	0	18	0	18		
06/18/22	SATURDAY	0	14	0	14		
06/19/22	SUNDAY	2	10	0	12		
06/20/22	MONDAY	CLOSED	0	0	0		
06/21/22	TUESDAY	2	27	0	29		
06/22/22	WEDNESDAY	5	14	0	19		
06/23/22	THURSDAY	0	9	0	9		
06/24/22	FRIDAY	4	14	0	18		
06/25/22	SATURDAY	0	17	0	17		
06/26/22	SUNDAY	0	8	0	8		
06/27/22	MONDAY	CLOSED	0	0	0		
06/28/22	TUESDAY	0	25	0	25		
06/29/22	WEDNESDAY	10	14	0	24	\$ 664.85	\$ 616.00
06/30/22	THURSDAY	0	7	0	7		
TOTAL		117	533	2	652	\$ 1,131.90	\$ 948.00

PUBLIC SERVICES COMMITTEE MINUTES

Tuesday, July 19th at 5:30 pm

Carthage City Hall, Council Chambers

Public Services Committee Members Present: Ceri Otero, Ed Hardesty, Trudy Blankenship, Brandi Ensor

Members Absent: N/A

Staff Present: Greg Dagnan, Mark Peterson, Chelsea Cholley

Non-Members – Abi Almandinger, Robin Blair

Councilwoman Otero called the meeting to order at 5:30 pm.

Old Business

1. **Consider and approve minutes from the previous meeting.** Hardesty moved to approve the minutes.

Motion Carried

New Business

1. **Consider and Discuss Temporary Lime Expansion Trial.**

Mr. Peterson referenced the previous discussions to consider temporally expanding the Lime boundaries to allow scooters to be used for transportation in conjunction with the current recreational options. There are two options. One option is a 3-week trial and opening the boundaries to the whole City except for some areas with safety concerns. Police and Fire departments will help determine these areas. Option 2 would include expanding the boundaries for Marian Days, still with safety considerations. The committee agreed to try the 3-week test period starting Thursday, July 28th through August 14th, which covers Marian Days activities. The test is to help determine if the transportation option with scooters is helpful for citizens.

No action was taken.

Staff Reports

Mr. Peterson stated that the Fourth of July event went well. The partnership with The Carthage Chamber of Commerce was successful, and we will continue forward with it. Parks are still waiting on final financial numbers from The Chamber. Mr. Peterson reminded the committee that this was the last year with our contract with Riverside Fireworks and that we will soon start an RFP process for the next 3-year contract.

Mr. Peterson stated that the new City of Carthage phone app had been rolled out for public use and requested for the committee to review it and provide any feedback they have.

Mr. Peterson stated that he is starting to work with Jason on the McCune Brooks Regional Hospital Trust Projects. They have been discussing the projects, scope, and payment process. They will continue to define the projects more specifically so Jason can provide architectural, engineering, and documents for the work. These projects will primarily be shelters, bathrooms, and trails. We meet Monday, 7/25, to review more projects and site specifics. Wednesday, Mr. Peterson is meeting with playground providers and reviewing locations and concepts with our Park Planning Team. Mr.

Peterson is meeting with Ron Petersen, McCune Brooks Regional Hospital Trust President, to share an update on where we are with projects, the reimbursement process, and some potential future projects.

Mr. Peterson said he has met with representatives today from Gametime Athletics at Fair Acres to discuss opportunities to improve the fields. They had some great ideas and will present some options in the future.

Mr. Peterson stated that Parks ordered two mowers at Race Brothers that we will pick up this week. We ordered these with contract pricing.

Mr. Peterson stated staff is starting the training and development of our asset management, work order, budget forecasting, and inventory assessment software, Brightly.

Mr. Peterson mentioned that the Triplex Golf Mower was ordered on contract pricing and will arrive in late August or early September.

Mr. Peterson discussed the Parks Department's current staffing levels and the challenges Parks are having with that. Park staff are currently concentrating on core responsibilities, bathrooms, mowing, and watering, as well as building procedures and processes for efficiency and accountability. In addition, Mr. Peterson is working with Mr. Miller in HR to fill the Position of Park Superintendent. There are currently six internal candidates, and the goal is to hire internally if the process shows a quality internal candidate.

Mr. Peterson said he recently had a planning meeting about Sparkle in the Park. They are looking at possibly adding a few features by the fountain and getting WiFi in the park completed for the opportunity to have music and PA available for the event. This event is planning on being non-commercial except for the possibility of a 1-night event like Food Truck Friday, for vendors to set up and other attractions.

Ms. Ensor made a motion to adjourn.

Motion Passed

Meeting adjourned at 6:11 pm.