# City of Carthage, Missouri

## PUBLIC SERVICES COMMITTEE

January 21, 2025 - 5:30 PM
CITY HALL COUNCIL CHAMBERS

## MINUTES

**1. Call to Order**

**MEMBERS PRESENT:** Tom Barlow, Jana Schramm, Lori Leece
**MEMBERS ABSENT**:

**OTHERS PRESENT:**

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

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

**2. Old Business**

1. Approval of previous minutes.

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| **ACTION:** | Motion to accept/approve item 2.1. by Lori Leece; 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.)

Ms. Cox introduced Melissa Little as the new Tourism Director and Public Information Officer. Ms. Little provided a brief summary of her professional background and expressed enthusiasm about taking on the position.

**4. New Business**

1. Consider and discuss grant application for Carthage Saddle Club.

   Ms. Almandinger introduced Garrett Tuggle, President of the Carthage Saddle Club, to present proposed improvements for the Saddle Club Arena. She reported that she, Mr. Tuggle, and Judy Thomas from the Saddle Club have collaborated on a grant application to fund these upgrades. Mr. Tuggle explained that the existing bucking chutes are outdated and no longer meet the arena's needs. He proposed replacing the current chutes and adding one additional chute. Additionally, he highlighted the need to replace the worn-out roping chute and to expand the holding pens, which are insufficient for current demands. These improvements aim to enhance safety, improve the quality of events, and boost attendance. Ms. Almandinger requested clarification regarding who should officially submit the grant application, noting that the arena is located on City property but maintained by the Saddle Club. Ms. Cox clarified that the grant must be submitted by the property owner. Ms. Leece motioned to proceed with the grant application, motion passed.

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| **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 permission for food trailer during June Rodeo event.

Ms. Almandinger introduced Garrett Tuggle, President of the Carthage Saddle Club, to discuss the use of the food trailer during the June rodeo. Mr. Tuggle requested approval for the food trailer to remain on-site at the arena for the duration of the event. Ms. Almandinger reported no concerns. Ms. Leece motioned to approve the food trailer setup inside Municipal Park at the Saddle Club Arena from June 5 to June 8, motion passed.

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| **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 rental contract for Coroner office space.

Ms. Almandinger reported that the verbal agreement for the coroner's office space at Memorial Hall had ended and presented a new contract for consideration, noting that it had not yet been reviewed by the City Attorney. She stated that other tenants pay the proposed rate of $150 per month per office space and noted that the contract is on a month-to-month basis. Following discussion, it was agreed to re-evaluate rental pricing during the next budget year. Ms. Leece motioned to forward the contract to the City Attorney for review prior to submitting it to the full council, motion passed.

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| **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 Fair Acres Concession building bid.

Ms. Almandinger reported that the bid received for the Fair Acres Concession Building RFP exceeded both the project budget and the city engineer's estimate. She recommended rejecting the bid. Ms. Leece motioned to reject the bid from Sprouls Construction in the amount of $777,333.00, motion passed.
Ms. Almandinger stated that the project would be re-evaluated to determine what work could be completed in-house.

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| **ACTION:** | Motion to accept/approve item 4.4. by Lori Leece; Motion passed with a 3:0 |

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| **AYES:** | Tom Barlow, Jana Schramm, Lori Leece |
| **NOES:** | None |
| **ABSTAIN:** | None |

5. Consider and discuss Parks Operations Assistant job description.

   Ms. Almandinger reported that after the job description was tabled at the last meeting, she and Ms. Cox collaborated to revise and update it for review. Ms. Leece expressed her appreciation for the updates made to the job description. Ms. Schramm stated that she had not yet had time to review the presented job description. Ms. Leece motioned to forward the job description to the Insurance, Audit, and Claims Committee for further consideration, motion passed.

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| **ACTION:** | Motion to accept/approve item 4.5. by Lori Leece;<br>Motion passed with a 2:1 |
| **AYES:** | Tom Barlow, Lori Leece |
| **NOES:** | Jana Schramm |
| **ABSTAIN:** | None |

6. Consider and discuss surplus of Memorial Hall sign.

   Ms. Almandinger presented a resolution to allow the surplus and disposal of the old Memorial Hall sign. She reported that it is not functional and is outdated and unable to be fixed. Mr. Barlow asked about the condition of the top of the old sign, Ms. Almandinger advised it is not in good condition. Ms. Leece motioned to declare the old Memorial Hall sign as surplus, motion passed.

   Mr. Barlow asked about the inclusion of the Parks and Recreation logo on the new Memorial Hall sign, questioning whether Memorial Hall has historically been maintained by the Parks and Recreation Department or if future changes might necessitate it representing the City of Carthage as a whole. Ms. Schramm agreed, stating that the top of the sign should highlight the City of Carthage. Ms. Almandinger advised that she would contact the sign company to discuss potential changes and the associated cost.

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| **ACTION:** | Motion to accept/approve item 4.6. by Lori Leece;<br>Motion passed with a 3:0 |
| **AYES:** | Tom Barlow, Jana Schramm, Lori Leece |
| **NOES:** | None |
| **ABSTAIN:** | None |

## 5. Staff Reports

1. Staff Reports

   Ms. Almandinger provided an update on the golf course, reporting that although the number of rounds played had slightly decreased, revenue had increased. She commended Mr. Markham, Golf Pro, and Mr. Gray, Golf Maintenance Superintendent, for their efforts in maintaining operations and the course grounds. She also noted the Recreation and Civil War Museum reports included in the packet. Additionally, she highlighted that the Parks Maintenance crew remained busy with seasonal tasks and shared that a recent departmental meeting had been held to plan upcoming projects.

   Ms. Cox announced the start of the budget season.

## 6. Other Business

## 7. Adjournment

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| **ACTION:** | Motion to Adjourn at 06:25 PM by Jana Schramm |
| | Motion Passed with a 3:0 |
| **AYES:** | Tom Barlow, Jana Schramm, Lori Leece |
| **NOES:** | None |
| **ABSTAIN:** | None |