City of Carthage, Missouri
PUBLIC SERVICES COMMITTEE

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

MINUTES

1. Call to Order

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

OTHERS PRESENT:

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

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

2. Old Business

1. Approval of previous minutes.

ACTION:	Motion to accept/approve item 2.1. by Jana Schramm; Motion passed with a 3:0
AYES:	Tom Barlow, Jana Schramm, Lori Leece
NOES:	None
ABSTAIN:	None

3. Citizen Participation

(Citizens wishing to address the Council or Committee should notify the City in advance and provide the item they want to address in written format at least 24 hours before the meeting. Please call Angie Judd at the Parks & Recreation office at 417-237-7035, or email a.judd@carthagemo.gov.)

4. New Business

1. Consider and discuss contract with Fair Acres YMCA.

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

ACTION:	Motion to accept/approve item 4.1. by Lori Leece; Motion passed with a 3:0
AYES:	Tom Barlow, Jana Schramm, Lori Leece

NOES:	None
ABSTAIN:	None

2. Consider and discuss Kellogg Lake project.

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

ACTION:	Motion to accept/approve item 4.2. by Lori Leece; Motion passed with a 3:0
AYES:	Tom Barlow, Jana Schramm, Lori Leece
NOES:	None
ABSTAIN:	None

3. Consider and discuss Carthage Youth Softball contract.

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

ACTION:	Motion to accept/approve item 4.3. by Lori Leece; Motion passed with a 3:0
AYES:	Tom Barlow, Jana Schramm, Lori Leece
NOES:	None
ABSTAIN:	None

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

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

ACTION:	Motion to accept/approve item 4.4. by Jana Schramm; Motion passed with a 3:0
AYES:	Tom Barlow, Jana Schramm, Lori Leece
NOES:	None
ABSTAIN:	None

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

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

ACTION:	Motion to accept/approve item 4.5. by Jana Schramm; Motion passed with a 3:0
AYES:	Tom Barlow, Jana Schramm, Lori Leece
NOES:	None
ABSTAIN:	None

6. Consider and discuss Little League contract.

Ms. Almandinger stated that the contract with Carthage Little League follows the standard agreement, with a field usage fee in place due to Parks maintenance staff handling field preparation and concession stand rental. She noted that there were no concerns at this time and that the Little League board had approved the contract. Ms. Leece motioned to forward the contract to City Council. Ms. Schramm inquired about incorrect information that had been distributed on a flyer. Ms. Almandinger invited Zac Shepherd, Little League Board Vice President, to address the issue. Mr. Shepherd explained that the flyer had not been approved by the board and contained incorrect details. He clarified that Little League registration is open for ages 4-12, with 3-year-olds eligible to play if they turn 4 by August 31st. Ms. Schramm asked how many players aged 13-16 participated last year. Mr. Shepherd stated that there were three teams of 14 players each, many of whom were recruited from neighboring communities due to a lack of baseball options for that age group. When asked why this age range was not included in the league this season, Mr. Shepherd cited ongoing challenges, including behavioral issues such as players disrespecting umpires and coaches, physical altercations, and difficulties managing the age gap. He also noted that travel requirements for games had created additional challenges for parents. He pointed out that other youth sports leagues, such as basketball and football, do not offer this age range either. Mr. Shepherd added that alternative baseball opportunities exist in the area and that Carthage High School Head Baseball Coach Kevin Burgi is working to develop a program for players aged 13-14 to better prepare them for high school baseball. Mr. Burgi addressed the committee, emphasizing the importance of building a structured program for this age group to strengthen the school's baseball program. Ms. Schramm expressed that Little League should include this age range in the future. Mr. Shepherd responded that the board is open to discussions and agreed that further conversations could take place at a later time. Ms. Schramm inquired about how the fee was determined in the contract and why Little League does not handle its own field preparation like the Youth Softball program. Ms. Almandinger explained that the softball program collaborates with the school district for field improvements. Ms. Schramm requested that Parks Maintenance maintain a log to track hours and costs associated with field maintenance. Motion passed.

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

7. Consider and discuss FY 2026 budget.

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

5. Staff Reports

1. Staff reports.

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

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

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

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

6. Other Business

7. Adjournment

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