



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.)

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 concession and bathroom facility 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

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