

City of Carthage, Missouri

CITY COUNCIL

July 22, 2025 – 6:30 PM
CITY HALL COUNCIL CHAMBERS

MINUTES

To hear the full comments and discussions, please refer to the recorded YouTube video of this meeting.

<https://www.youtube.com/watch?v=bLlzfV4c5Fc>

The Carthage City Council met in regular session on the above date in Council Chambers at 6:30 PM with Mayor David B. Flanigan presiding. Fire Chief Jason Martin gave the invocation. Police Chief Bill Hawkins led the flag salute.

The following Council Members answered roll call: Derek Peterson, Kate Gilpin, Ray West, Jack Perkins, David Thorn, Alan Snow, Jana Schramm, and Ron Wells. City Attorney Jon Gold and City Administrator Traci Cox were both absent.

The following Department Heads were present: Police Chief Bill Hawkins, Fire Chief Jason Martin, Interim Public Works Director Josiah Bayless, IT Administrator Michael Keith, and City Clerk Miranda Deal.

Mr. Peterson made a motion, seconded by Mr. Snow to approve the minutes of the June 24, 2025 Council meeting minutes. Motion carried. Mr. Peterson made a motion, seconded by Mr. Snow to approve the June 24, 2025 Closed session minutes. Motion carried.

During Presentations, Chief Hawkins introduced the newest graduate of the police academy Wyatt Hettinger, and City Clerk Miranda Deal administered the Oath of Office.

During Public Comments, Sally Stuart with Vision Carthage was present to give an update on the Soiree in the Park fundraiser, the plantings and clean ups that have been happening, the new landscaping at the Police Department, the plantings on the square, educational workshops, and the Restoration Carthage event on September 27. She also announced that another dumpster days event is scheduled for October 4 with a neighborhood cleanup day on October 11 to prepare the city for all the visitors in town for Maple Leaf. She also asked for any suggestions for the Hometown Holidays event. She thanked all the departments and volunteers that have helped out with all of the recent projects.

Regina Wells, 2026 S Maple, brought up concerns about the large drop off at the playground of Griggs park and asked that it be looked at before kids get hurt from falling off the edge of the playground surface.

Mr. Snow reported that the Budget Ways and Means Committee met July 22nd. They approved the taxi grant agreement that appears in Council Bill 25-49, they approved the budget adjustment in Resolution 2095 and the budget amendment in Council Bill 25-50. They also discussed and approved the changes to some of the boards and those will appear before Council in August. The next meeting is scheduled for August 11th at 5:30 pm.

Mr. Peterson reported that the Committee on Insurance, Audit and Claims met on this day and approved the claims. They discussed some changes to the Employee Records Policy and the Whistleblower policy, those changes will go back to committee before coming before the council. They also discussed the employee health fair and approved \$135 per employee for labwork. Mr. Peterson made a motion, seconded by Mr. Snow, to approve \$135 per employee for the employee health fair. Motion carried. The committee also approved Council Bill 25-48 to upgrade the City's financial software. Changes to the Master Patrol Officer job description were approved. The changes were minor and removed supervisory duties from the job description as that is now included in the Corporal descriptions. Mr. Peterson made a motion, seconded by Mr. Wells, to approve the new MPO job description. Motion carried. The next meeting will be August 12th at 5:30.

Mr. Snow reported that the Public Safety Committee met on July 21st. They approved Resolution 2094 which covers everything the City will help with during the Marian Days event. The committee also reviewed and approved an MOU with the County to give them our portion of an opioid settlement. That will come before council next month. They approved the changes to the MPO job description. They discussed road closures for the Ralleye in the park that is hosted by theBridge. Mr. Snow made a motion, seconded by Ms. Schramm, to close S Main St between Chestnut and 9th St, 9th St between Main and Lyon Street, and Chestnut between Main and Lyon Street from 12-3 pm in the event of rain that day, and to allow cars to back into parking spaces on the closed areas of Chestnut only on September 15. Motion carried. The next meeting will be August 18th at 5:30.

Ms. Schramm reported that the Public Services Committee scheduled for July 15th was cancelled. The next meeting will be on August 19th at 5:30. She did have some updates that she wanted to give. Melissa Little has updated the visitors guide and has been mailing them out to locations along Route 66 up to Illinois, she has also updated the Visit Carthage website, the July food truck Friday numbers were low due to the heat, some of the food trucks have asked to set up later during the August event. There will be another Tourism Board meeting next week, the mahjong classes are going great. They have added an afternoon session and she encouraged all to go. She got numbers from the YMCA on the Fourth of July free swim, there were 757 visitors that day. The swim meet on July 12 was a successful event with many participants and family members attending.

Mr. Peterson reported that the Public Works Committee meeting scheduled for July 1st was cancelled due to the lack of a quorum. The next meeting will be on August 5th at 5:30 pm.

Special Committee and Board Liaison reports were given by Mr. Perkins for the CWEP Board, Mr. Peterson for Planning, Zoning, and Historic Preservation, and Ms. Schramm for Vision Carthage

Mayor Flanigan reported that former Mayor Jim Woestman had passed away and his funeral was scheduled for Thursday. He also reported on Chamber events, the downtown YMCA location closing and that space being renovated to be part of the event center owned by the Andrews, the P&Z Design Guidelines, the Marian Days Friendship Dinner, and meeting with the Police and Fire Departments and the Fathers to go over the plans for Marian Days. He attended 2 recent CEDC meetings, ribbon cuttings, and toured HE Williams. He also reported that there is no update on the humane society contract at this time. He stated that the Public Works Director hiring committee met and is recommending Josiah Bayless for the position. He thanked everyone on the committee, the Police Chief hiring committee will be formed soon, he has been working on filling and updating all of the boards. He is looking for someone to serve in ward 2 to fill Lori Leece's position since she has resigned. He is also recommending Beth Kang to fill the ward 4 position.

During Remarks from Council Members, Mr. Peterson voiced his support for Mr. Bayless as the Public Works Director. Ms. Gilpin appreciates all of the Mayor's appointments. Mr. West echoed Mr. Peterson's support of Mr. Bayless. Mr. Perkins wanted to thank Tyler and Cody at the golf course for their work in saving the greens when the power went out over the weekend and there was an issue with the pump house. Mr. Thorn said it is great to see Mr. Bayless moving up. Mr. Snow made a motion, seconded by Ms. Schramm to amend the agenda to move the Ward 4 Council Member appointment up to be before New Business. Motion carried. He also thanked Sally and Vision Carthage for their work at the Police Department and he heard that the 4th of July was a great event through the whole day. He thought the finale was the best one in a few years. Ms. Schramm asked Julie Reams with the Chamber for some updates and reported that they are in full swing for Maple Leaf, the Marian Days tour is July 31st and encouraged members to attend the tour, she also thanked Vision Carthage for all of their work. She also wanted to mention that Beth Kang has 3 decades of experience in strategic planning, government affairs, nonprofit leadership, including executive roles in the water utilities sector and charitable organizations. Mr. Wells stated that Mr. Bayless was an excellent choice for the Public Works Director, he also said there will be some people smiling down from heaven about Beth Kang's appointment. He said he will also miss Mayor Woestman.

Police Chief Bill Hawkins reported that he has parking passes for Council Members for Marian days and he encouraged all to attend the tour.

Fire Chief Jason Martin reported that they have been working on the emergency action plan for Marian Days. He also stated that he is happy to take Council members on a tour if they can't make the Chamber tour. He thanked Morgan, Eli and Brian for their help with the updates to the plan. He also updated the council on their promotions at the fire department and said they are waiting for their pins to get delivered before posting the other promotions on Facebook.

Interim Public Works Director Josiah Bayless reported that the Street Department has been prepping for Marian Days and all the road closures. They will be working with the gas company to get everything sealed up before people start arriving in town. He also wanted to update everyone on the Hazel and Airport expansion, he stated that the project is behind schedule due to all of the rain that was received last month and then also some unexpected utility issues. He also said that the square sidewalks are getting closer to being complete.

The Committee on Claims filed a report in the amount of \$4,457,445.05, against the following funds: General Revenue \$716,795.14, Public Health \$7,682.65, Lodging \$17,851.25, Public Safety \$6,860.50, Parks/Stormwater \$82,263.21, Fire Protection \$54,446.03, Golf \$42,055.06, Capital Improvements \$14,496.93, Parks and Recreation \$27.61, Myers Park \$15,132.00, Use Tax \$37,784.92, Public Facilities \$149,731.94, Public Library \$45,000.00, Payroll \$767,317.81, and Carthage Water and Electric \$2,500,000.00. Mr. Peterson made a motion, seconded by Mr. Wells, to accept the report and allow the claims. Motion carried.

Under Old Business, C.B. 25-46 -- An Ordinance authorizing the Mayor to execute an Agreement between the Kiwanis Club of Carthage, Missouri and the City of Carthage, Missouri to grant to the Kiwanis Club of Carthage, Missouri utilization of an area in Municipal Park known as Kiwanis Kiddieland was placed on second reading followed by a roll call vote of 8 yeas and 0 nays. Ayes: Derek Peterson, Kate Gilpin, Ray West, Jack Perkins, David Thorn, Alan Snow, Jana Schramm, and Ron Wells. The Council Bill was approved and numbered Ordinance 25-43.

C.B. 25-47 -- An Ordinance of the City of Carthage, Missouri authorizing the Mayor to enter into an agreement with Scott's Landscape and Excavation for the Fairlawn Roundabout landscaping and irrigation, in the amount of \$25,170.00 in the City of Carthage, Missouri was placed on second reading followed by a roll call vote of 8 yeas and 0 nays. Ayes: Derek Peterson, Kate Gilpin, Ray West, Jack Perkins, David Thorn, Alan Snow, Jana Schramm, and Ron Wells. The Council Bill was approved and numbered Ordinance 25-44.

Mr. Snow made a motion, seconded by Mr. Peterson, to approve the Mayor's Appointment of Elizabeth Kang as the Ward 4 Council Member until April 2026. Motion carried.

City Clerk Miranda Deal administered the Oath of Office to Beth Kang.

Under New Business, C.B. 25-48 -- An Ordinance authorizing the Mayor to enter into a contract with Tyler Technologies, Inc. to provide an annual subscription for financial software for the City of Carthage, Missouri was placed on first reading with no action taken.

C.B. 25-49 -- An Emergency Ordinance to authorize the Mayor to apply for federal financial assistance on behalf of the City of Carthage and to execute any contract(s) resulting from such application for any grants between the City of Carthage and the Missouri Highways and Transportation Commission providing for capital, operating, and/or marketing assistance, comprised of federal funds to be expended for Commission-approved transit projects was placed on first reading with no action taken.

Mr. Peterson made a motion, seconded by Mr. Snow, to forward Council Bill 25-49 to second reading due to its emergency status. Motion carried.

C.B. 25-49 -- An Emergency Ordinance to authorize the Mayor to apply for federal financial assistance on behalf of the City of Carthage and to execute any contract(s) resulting from such application for any grants between the City of Carthage and the Missouri Highways and Transportation Commission providing for capital, operating, and/or marketing assistance, comprised of federal funds to be expended for Commission-approved transit projects second reading followed by a roll call vote of 9 ayes and 0 nays. Ayes: Derek Peterson, Kate Gilpin, Ray West, Jack Perkins, David Thorn, Beth Kang, Alan Snow, Jana Schramm, and Ron Wells. The Council Bill was approved and numbered Ordinance 25-45.

C.B. 25-50 – An Ordinance amending the Annual Operating and Capital Budget of the City of Carthage for Fiscal Year 2024-2025 for Specified Funds (General Fund, Use Tax Fund, Public Facilities Bond Fund, Fire Sales Tax Fund, Public Safety Fund, and Civic Enhancement Fund) was placed on first reading with no action taken.

Under Mayor's Appointments, Mr. Peterson made a motion, seconded by Mr. Snow, to approve the Mayor's Appointment of Josiah Bayless as Public Works Director. Motion carried.

Mr. Wells made a motion, seconded by Mr. West, to approve the Mayor's appointments as presented. Motion carried.

Carthage Water & Electric Board

Brian Schmidt – June 2029

Ron Ross – June 2029

Planning, Zoning and Historic Preservation

Derek Peterson – Council Liaison – April 2026

Robyn Peterson – November 2026

Heather Collier – April 2027

Rick Stuart – March 2029

Carthage Tree Board

Zachary Kline – December 2026

Noah Smith – August 2027

McCune Brooks Regional Hospital Trust Board

Kelly Gier – May 2027

Dr. Katrina Wicklund – May 2028

Jimmy Grimes – November 2029

Enhanced Enterprise Zone Board

Jeff Meredith – May 2027

Jenny Brust – March 2028

Traci Cox – September 2029

Tom Flanigan – September 2029

Chuck Bryant – August 2030

Dr. Luke Boyer – August 2030

Alan Snow – October 2030

Zoning Board of Adjustments

Ron Peterson, Jr – August 2027

Jerry Poston – August 2029

Gail White – August 2027

Personnel Appeals Board

Greg Kester – November 2028

Kyle Catron – July 2029

Pat Goff – August 2029

Van Bennett – July 2029

Civil War Museum Board

Brian Crigger – December 2027

Dr. David Armstrong – December 2027

Police Fire and Pension Committee

Mike Zeiter – July 2026

Jody Roughton – July 2026

Jason Martin – July 2026

Jeff Pinnell - July 2026

Chad Dininger - July 2026

Tymon Bay - July 2026

Care Leave Committee

Heather Wolf – April 2027

Under Resolutions, Mr. Snow made a motion, seconded by Mr. Peterson, to approve Resolution 2094 -- A Resolution authorizing City support and permissions for several programs as part of the 46th Annual Marian Days Celebration in the City of Carthage, Missouri. Resolution 2094 was adopted after a roll call vote of 9 ayes and 0 nays. Ayes: Derek Peterson, Kate Gilpin, Ray West, Jack Perkins, David Thorn, Beth Kang, Alan Snow, Jana Schramm, and Ron Wells.

Mr. Peterson made a motion, seconded by Mr. Snow, to approve Resolution 2095 -- A Resolution authorizing a supplemental budget adjustment to the Fire Sales Tax Fund for the Capital Outlay and Transfer to Other Funds line items, to the Use Tax Fund for Transfer to Others line items, and to the Public Facilities Bond Fund Transfer Revenue and Capital Projects line items for Fiscal Year 2024 – 2025. Resolution 2095 was adopted after a roll call vote of 9 ayes and 0 nays. Ayes: Derek Peterson, Kate Gilpin, Ray West, Jack Perkins, David Thorn, Beth Kang, Alan Snow, Jana Schramm, and Ron Wells.

During closing comments, Mayor Flanigan announced that Ms. Deal had received her Missouri Registered City Clerk certification and congratulated her on the achievement. Mr. Perkins asked if there was something that could be done to limit the power of the fireworks that are shot off within town, Mayor Flanigan asked if the public safety committee could look into that. Mr. Thorn said he was contacted by three people expressing their support for Ms. Almandinger and said that the parks have never looked better. Ms. Kang said she is honored to accept the appointment and thanked Mr. Barlow for everything he did for Ward 4. She also hopes that everyone extends a warm welcome to all the visitors coming for Marian Days. Mr. Snow congratulated Mr. Bayless on his appointment and Ms. Deal on her achievement. He also welcomed Beth and encouraged everyone to visit Marian Days. Ms. Schramm congratulated Ms. Deal, and welcomed Mr. Bayless and Ms. Kang, she also encouraged everyone to visit Marian Days. Mr. Wells thanked Ms. Kang for serving and congratulated Mr. Bayless and Ms. Deal, he also looks forward to Marian Days. Mr. Peterson welcomed Ms. Kang and echoed Mr. Perkins thanks to Tyler and Cody at the golf course for saving the green after the pump house had some issues. He also mentioned that he participated in the high school football golf tournament the week before. Ms. Gilpin congratulated Ms. Kang on her appointment and she hopes for a resolution with the humane society soon. Mr. West echoed everyone's congratulations.

Mr. West made a motion, seconded by Mr. Snow, to adjourn the meeting. Motion carried and meeting adjourned at 7:53 pm.