



City of Carthage, Missouri
PUBLIC SERVICES COMMITTEE

August 19, 2025 - 5:30 PM
CITY HALL COUNCIL CHAMBERS

MINUTES

1. Call to Order

MEMBERS PRESENT: Jana Schramm, Jack Perkins, Ray West, Beth Kang

MEMBERS ABSENT:

OTHERS PRESENT:

STAFF PRESENT: Administrative Assistant Angie Judd, City Administrator Traci Cox, Tourism Director Melissa Little, Golf Operations Supervisor Tyler Markham

Chair Jana Schramm called the meeting to order at 05:30 PM.

2. Old Business

1. Approval of previous minutes.

Ms. Kang motioned to approve the previous minutes, motion passed.

ACTION: Motion to accept/approve item 2.1. by Beth Kang;
Motion with a 4:0

AYES: Jana Schramm, Jack Perkins, Ray West, Beth Kang

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 disc golf course plans at Kellogg Lake Park.

Chair Schramm introduced Andrew Jinks with Joplin Disc Golf to present the proposed redesign of the disc golf course. Mr. Jinks explained that the redesign would improve safety by rerouting the course away from high-traffic areas of the park while also creating a beginner-friendly layout. The plan includes the addition of a putting course and driving range. He noted that the current course only has 15 of the 18 baskets. Chair Schramm reported that new baskets had already been approved previously and are on hand. She added that the project would be labor-intensive and asked about completing it in phases. Mr. Jinks recommended prioritizing the completion of the 18-hole course first, with the

putting course and driving range to follow as labor and funding allow. Ms. Cox stated that the budget for this project had been carried over from the previous fiscal year and should be sufficient to cover supplies. Ms. Kang asked about tracking course usage, and Mr. Jinks explained that UDisc, a popular app within the disc golf community, could be used for that purpose. Ms. Cox further noted that the Kellogg Lake Board had no concerns with the proposed course design. Mr. West motioned to approve the disc golf course design to be installed in phases as discussed, motion passed.

ACTION: Motion to accept/approve item 4.1. by Ray West;
Motion passed with a 4:0

AYES: Jana Schramm, Jack Perkins, Ray West, Beth Kang

NOES: None

ABSTAIN: None

2. Consider and discuss the naming of the streets around the fairground at Municipal Park.

Chair Schramm reported that the roads surrounding the fairgrounds in Municipal Park are currently unnamed. Since the Jasper County Youth Fair has utilized the fairgrounds for many years, they were asked to provide suggested names. Chair Schramm introduced Roxanne Willard with the Jasper County Youth Fair to present the proposals. Ms. Willard recommended the following names: Fairway Drive to connect with the golf course, Clover Lane for the north side of the concessions, Livestock Drive for the road to the east, and Exhibitor Lane for the road south of the barns. She further suggested that the Saddle Club provide a name for the road adjacent to the Saddle Club arena. Chair Schramm stressed the importance of naming the roads for emergency response purposes. Mr. Perkins asked how the street signs would be funded, and Ms. Cox clarified that the Street Department would handle the signage, with only nominal costs involved. Mr. Perkins motioned to approve the street names and forward to Council, motion passed.

ACTION: Motion to accept/approve item 4.2. by Jack Perkins;
Motion passed with a 4:0

AYES: Jana Schramm, Jack Perkins, Ray West, Beth Kang

NOES: None

ABSTAIN: None

3. Consider and discuss Jasper County Youth Fair grant.

Ms. Willard presented a proposal for approval for the Jasper County Youth Fair to pursue a grant for improvements or replacement of the poultry barn. She outlined potential projects, including: installing a metal roof on the existing poultry barn or replacing the barn with a larger structure; connecting the poultry barn and hog barn with a metal awning and a drainage ditch underneath; adding metal awnings to cover both the cattle wash rack and the sheep/goat wash rack; removing the carport from the concession stand and replacing it with an awning covering the concession stand windows; and installing a mini-split system with temperature control covers in the restrooms. Ms. Kang asked whether cost estimates had been obtained. Ms. Willard responded that they are in the process of gathering quotes in order to prepare the grant application, pending approval to proceed. Ms. Kang motioned to allow Jasper County Youth Fair to move forward to seek grant improvements as outlined, motion passed.

ACTION: Motion to accept/approve item 4.3. by Beth Kang;
Motion passed with a 4:0
AYES: Jana Schramm, Jack Perkins, Ray West, Beth Kang
NOES: None
ABSTAIN: None

4. Consider and discuss Carthage Area United Way golf tournament.
Ms. Willard reported that the Carthage Area United Way Golf Tournament, hosted by Leggett & Platt, is scheduled for Saturday, September 20th at the Carthage Municipal Golf Course, with 25 teams registered. She requested permission for the Scoop It food truck to be set up inside the park from approximately 8:00 a.m. to 1:00 p.m. during the tournament to provide free ice cream to golfers and volunteers. She also noted that all proceeds from the tournament will remain in Carthage. Mr. West motioned to allow Scoop It food truck to set up in the park during the Carthage Area United Way Golf Tournament on September 20th, motion passed.

ACTION: Motion to accept/approve item 4.4. by Ray West;
Motion passed with a 4:0
AYES: Jana Schramm, Jack Perkins, Ray West, Beth Kang
NOES: None
ABSTAIN: None

5. Consider and Discuss Carthage Senior Shamble Monthly Tournament at Carthage Golf Course.
Tyler Markham, Golf Operations Supervisor, presented a proposal to begin hosting a Senior Shamble Golf Tournament on the first Monday of each month. He noted that this type of event is very popular in the area, with every other local course hosting one monthly. Mr. Markham requested approval to allocate registration fees by dividing them between green fee, cart fee, and Pro Shop revenue. He stated that winners would receive club credit payback, and hole prizes would consist of Pro Shop merchandise, both generating revenue for the Pro Shop. He further stated that scheduling the tournament on the first Monday of each month would prevent conflicts with other area senior shambles and would work around the maintenance schedule. If approved, Mr. Markham hopes to host the first event in September and then resume in the spring, as weather permits. Mr. Perkins motioned to approve splitting the registration money between green fee, cart fee, and Pro Shop revenue as outlined, motion passed.

ACTION: Motion to accept/approve item 4.5. by Jack Perkins;
Motion passed with a 4:0
AYES: Jana Schramm, Jack Perkins, Ray West, Beth Kang
NOES: None
ABSTAIN: None

6. Consider and discuss City Clean-up Day and Dumpster Days.
Chair Schramm introduced Sally Stuart with Vision Carthage to present information on the upcoming Dumpster Day and Clean Up Day events. Ms. Stuart reported that Dumpster Day is scheduled for October 4th and requested permission to hold the community event at Fair Acres, in the parking lot between the softball and baseball fields. She noted that this location would allow the gates to be locked around the dumpsters, helping prevent them from being filled

before the event. She further stated that Vision Carthage is coordinating with Carthage PD, Public Works, the Parks Department, and City Administration to ensure the event runs smoothly. Mr. Perkins motioned to allow Vision Carthage to use Fair Acres for Dumpster Day on October 4th, motion passed.

ACTION: Motion to accept/approve item 4.6. by Jack Perkins;
Motion passed with a 4:0

AYES: Jana Schramm, Jack Perkins, Ray West, Beth Kang

NOES: None

ABSTAIN: None

Ms. Stuart also requested permission to use Central Park as the gathering and assignment location for volunteers on Carthage Clean Up Day, scheduled for October 11th. She explained that this event will focus on cleaning the parade route and city entrances. Ms. Kang motioned to allow the use of Central Park as outlined for Clean Up Day on October 11th, motion passed.

ACTION: Motion to accept/approve item 4.6. by Beth Kang;
Motion passed with a 4:0

AYES: Jana Schramm, Jack Perkins, Ray West, Beth Kang

NOES: None

ABSTAIN: None

7. Consider and discuss second annual Soles 4 Paws charity run.

The Carthage Humane Society and Joplin Roadrunners requested permission to host the Second Annual Soles-4-Paws Charity Run on Sunday, November 16th in Municipal Park to benefit the Carthage Humane Society. They noted that no road closures would be required, and volunteers would be stationed at critical intersections to ensure participant safety. The race is scheduled to begin at 3:00 p.m., with staggered start times for the different brackets. Mr. Perkins motioned to allow the use of Municipal Park for the Second Annual Soles-4-Paws charity run as outlined, motion passed.

ACTION: Motion to accept/approve item 4.7. by Jack Perkins;
Motion passed with a 4:0

AYES: Jana Schramm, Jack Perkins, Ray West, Beth Kang

NOES: None

ABSTAIN: None

8. Consider and discuss the 59th Annual Maple Leaf Festival.

Chair Schramm introduced Julie Reams, President of the Carthage Chamber of Commerce, to request use of city parks for the 59th Annual Maple Leaf Festival. Ms. Reams presented seven requests, including including the use of the Municipal Park Rodeo Arena on October 10-12, 2025, for the Maple Leaf Festival® Rodeo; the use of the Fair Acres Park parking lot on October 11, 2025, from 11:00 a.m. to 11:30 a.m. for the Bikes, BBQ, & Toy Run; the set-up of a 20' x 40' tent in Central Park; the use of Central Park on October 12, 2025, for Sunday in the Park; October 14, 2025, from 3:00 p.m. to 8:00 p.m. for Taco Tuesday; October 15, 2025, from 3:00 p.m. to 8:00 p.m. for Night of Praise; and October 18, 2025, for the Tractor Show. Ms. Kang motioned to approve the Maple Leaf requests numbered 1-7 and to include them in a resolution to be forwarded to Council for approval, motion passed.

ACTION: Motion to accept/approve item 4.8. by Beth Kang;
Motion passed with a 4:0

AYES: Jana Schramm, Jack Perkins, Ray West, Beth Kang
NOES: None
ABSTAIN: None

9. Consider and discuss MDC cost-share grant.
Chair Schramm introduced Jon Skinner, Community Forester with the Missouri Department of Conservation, to discuss preventative removal of ash trees in city parks. Mr. Skinner reported that the 2024 tree inventory identified 122 ash trees needing removal due to emerald ash borer infestation. He stated there are 26 remaining ash trees on the golf course to be removed. He explained that to qualify for the cost-share program covering tree removals, the city would need to plant two trees for every tree removed, which would significantly increase labor for Parks staff due to the watering needs of the new trees. Mr. Skinner recommended scaling back removals for this year to 13 trees, requiring 26 replacement trees to be planted in the city. Mr. Skinner will coordinate with Parks and Golf staff to implement the cost-share program for the removal of 13 trees. No action was taken.

5. Staff Reports

1. Staff reports.
Ms. Little reported that attendance at the Civil War Museum remains steady, with strong souvenir and book sales. She is actively working on community outreach and promotion and has gained experience managing the digital sign at Memorial Hall. She attended Marian Days, where she interviewed attendees and captured photos highlighting community involvement and collaboration. She noted that the City's social media accounts continue to grow, and she is regularly posting updates for the community. Ms. Little also reported that Food Truck Friday has been very successful this season, with the final event of the year scheduled for September 12th.
Ms. Judd reported that Parks staff continue routine maintenance of the city parks.
Mr. Markham reported that golf revenue is up from historical averages despite high temperatures and noted that the newly implemented dynamic pricing could help attract golfers at lower rates during hot weather. He stated that the driving range has performed well this year, aided by a new machine allowing debit and credit transactions without requiring a separate Pro Shop visit. He added that the transition to the new point-of-sale system had initial challenges, but he and staff worked with the Lightspeed representative to ensure a smooth transfer. Ms. Cox added that the liquor license application has been submitted for approval.
Ms. Cox also reported that Memorial Hall curtains have been ordered and will be installed later this year and that the Kellogg Lake fountain has been delivered. She noted that Route 66 passport books advertise Boots Visitor Center hours as 10:00 a.m.-8:00 p.m., while the current contract specifies 9:00 a.m.-7:00 p.m.; she will review visitor statistics and timing to determine if the contract should be adjusted. Ms. Cox stated that fifty-five applications were received for the Parks Director position, and interviews are in progress, with all projects in the Parks Master Plan on hold until a director is hired. She reported that Chad Carney, Parks Maintenance Superintendent, has been addressing water leaks and water fountain issues, and Ms. Kang expressed appreciation for the functioning water fountains. Ms. Cox commended Ms. Little for the success of Food Truck Friday

and vendor appreciation and highlighted Ms. Judd's ongoing efforts to ensure parks and Memorial Hall operations run smoothly. She also reported that Memorial Hall has been rented for a boxing match in October.

Mr. Perkins requested data regarding Lime scooter usage, and Ms. Cox stated the information will be collected and presented at the next meeting. Chair Schramm reported that the next meeting will need to be moved to Thursday, September 18th. Mr. Perkins motioned to move the date of the next Public Services Committee meeting to September 18th, motion passed.

ACTION: Motion to accept/approve item 5.1. by Jack Perkins;
Motion passed with a 4:0

AYES: Jana Schramm, Jack Perkins, Ray West, Beth Kang

NOES: None

ABSTAIN: None

6. Other Business

7. Adjournment

Mr. Perkins motioned to adjourn, motion passed.

ACTION:	Motion to Adjourn at 07:02 PM by Jack Perkins
	Motion Passed with a 4:0
AYES:	Jana Schramm, Jack Perkins, Ray West, Beth Kang
NOES:	None
ABSTAIN:	None