

City of Carthage, Missouri

CITY COUNCIL

November 25, 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=n9ekYYuustw>

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.

The following Council Members answered roll call: Derek Peterson, Ray West, David Thorn, Alan Snow, Jana Schramm, and Ron Wells. City Attorney Jon Gold and City Administrator Traci Cox were also present.

The following Department Heads were present: Police Chief Bill Hawkins, Fire Chief Jason Martin, Public Works Director Josiah Bayless, Parks and Recreation Director Richard Bonine, City Clerk Miranda Deal.

Ms. Schramm made a motion, seconded by Mr. Thorn, to approve the minutes of the November 13, 2025 regular Council meeting minutes. Motion carried.

Mr. Snow made a motion, seconded by Mr. Peterson, to amend the agenda to move the Mayor's Appointment of Juan Topete to this time in the meeting prior to public comments. Motion carried.

Under Mayor's Appointments, Mr. Peterson made a motion, seconded by Mr. Snow, to approve the Mayor's Appointment of Juan Topete as Ward 1 Council Member. Motion carried.

City Clerk Miranda Deal issued the Oath of Office to Juan Topete and he was seated.

There was no participation during Public Comments.

Mr. Snow reported that the Budget Ways and Means Committee is between meetings. The next meeting is scheduled for December 8 at 5:30 pm.

Mr. Peterson reported that the Committee on Insurance, Audit and Claims did not meet that evening due to a lack of quorum. The next meeting will be on December 9th at 5:30.

Mr. Snow reported that the Public Safety Committee met November 24th. Chanti Beckham was present to discuss the Run Through the Lights event. Mr. Snow made a

motion, seconded by Ms. Schramm, to close Fairview from Wynwood to Grand from 5-8 pm on December 16 for the Run Through the Lights event. Motion carried. Sally Stuart with Vision Carthage was present to ask for road closures in Kellogg Lake Park for the Smores and Santa event. Mr. Snow made a motion, seconded by Mr. Peterson, to close Kellogg Lake Drive between Esterly Drive and Jiminy Lane and also close Esterly Drive from Jiminy Lane to Kellogg Lake Drive from 4-7:30 pm on December 15 for the Smores and Santa event. Motion carried. Chief Martin reported some repairs that needed to take place at the fire department, and that they may not receive the emergency management grant next year due to the state doing a population study to see who can qualify for the grant. The police department got their new dash cameras in and they are in the process of being installed. December 15 is Chief Hawkins last day. The next meeting will be on December 15th at 5:30 pm.

Ms. Schramm reported that the Public Services Committee met on November 18th. The committee voted to do away with the dog park fee and make the park free for residents and visitors. Ms. Schramm made a motion, seconded by Mr. West, to have an open access dog park beginning January 1 and to refund prorated fees to those that had paid for access. Motion carried. The bids for the Pump House lease purchase were reviewed and Arvest bank had the lowest interest rate. That will be on the agenda as an emergency ordinance. The new Golf Operations Supervisor, Cory Kerbs, was introduced to the committee and he gave the October golf numbers. She also thanked Lowes for their clean up of the community gardens at Griggs Park. The committee is working with Jonathan Roberts with the YMCA to make some updates to the pool for the next season. The next meeting will be on December 16th at 5:30 pm.

Mr. Peterson reported that the Public Works Committee is between meetings. The next meeting is scheduled for December 2nd at 5:30 pm.

Special Committee and Board Liaison reports were given by Mr. Peterson for Planning, Zoning, and Historic Preservation. Mr. Wells reported that the Civil War Museum Board would be meeting December 1. Ms. Schramm reported on the Harry S Truman Transportation Advisory Committee meeting in Springfield, Vision Carthage, and the CWEP Board meeting.

Mayor Flanigan reported that Kate Gilpin's services will be held on December 4 at 11 am at St. Ann's Catholic Church. He also reported on attended the CWEP leadership luncheons for their employees, a visit with some of the Kellogg Lake Board Members, and the CEDC meeting.

During Remarks from Council Members, everyone welcomed Mr. Topete to the Council. Mr. Thorn thanked Chief Hawkins for arranging a ride along for him. He is hoping to make a trip to the fire department next. Mr. Snow wanted to recognize some of the audience members who were a part of the Arvest bank EDGE group, who are younger upcoming employees of the bank. He also mentioned the Christmas Parade happening on December 1. Ms. Schramm reported on her attendance at the Citizens Police Academy, last week was firearms training at MSSU, and this week was use of force.

She also encouraged everyone to attend the planning and zoning meetings to learn about the design guidelines that are being worked through at the committee level to help preserve the historic district. Mr. Wells encouraged everyone to visit the Christmas lights at the CRM when they open.

Police Chief Bill Hawkins reported that the Citizens Police Academy is going well and he welcomed back Mr. Topete.

Fire Chief Jason Martin reported that he would not be at the next meeting due to being at a conference. He will send another representative to the meeting in his place.

Public Works Director Josiah Bayless thanked everyone who has been attending the Planning and Zoning meetings and thanked the commission for their hard work on going through the guidelines and working to conserve the history in town.

Parks and Recreation Director Richard Bonine reported that he met with Jackie Boyer with the Kellogg Lake Board and discussed some of the future projects out at Kellogg Lake. He has also been working with HR Coordinator Michael Miller to set up interviews to hire an Assistant Golf Operations Supervisor. He also reported that his parks staff is working on getting things winterized.

There was no report from the committee on claims due to a lack of a quorum for their meeting.

Under New Business, C.B. 25-72 -- An Emergency Ordinance authorizing the Mayor to execute a Lease Purchase Agreement with Arvest Bank for the replacement of the Golf Course Pump House and Mechanisms, in the City of Carthage, Missouri was placed on first reading with no action taken.

Mr. Snow made a motion, seconded by Mr. Wells, to forward Council Bill 25-72 to second reading due to its emergency status. Motion carried.

C.B. 25-72 -- An Emergency Ordinance authorizing the Mayor to execute a Lease Purchase Agreement with Arvest Bank for the replacement of the Golf Course Pump House and Mechanisms, in the City of Carthage, Missouri second reading followed by a roll call vote of 7 ayes and 0 nays. Ayes: Derek Peterson, Juan Topete, Ray West, David Thorn, Alan Snow, Jana Schramm, and Ron Wells. The Council Bill was approved and numbered Ordinance 25-70.

Under Resolutions, Mr. Snow made a motion, seconded by Mr. Wells, to approve Resolution 2105 -- A resolution providing for the formal acceptance of a donation from Carthage Water and Electric to the Carthage Tree Board for the purchase of trees, in the City of Carthage, Missouri, pursuant to City Policy. Resolution 2105 was adopted after a roll call vote of 7 yeas and 0 nays. Ayes: Derek Peterson, Juan Topete, Ray West, David Thorn, Alan Snow, Jana Schramm, and Ron Wells.

During closing comments, everyone wished all a Happy Thanksgiving. The Mayor reminded everyone that the election filings open December 9th. Mr. Thorn also encouraged anyone interested to attend the Planning and Zoning meetings to hear the discussions on the design guidelines. Mr. Snow wished the Tigers good luck in their Semifinals game this Saturday that will be at Haffner Stadium at 1 pm. He also said he was thankful for City staff and everything that they do to keep the City running. Ms. Schramm thanked the street department for the fresh sealing on the Oak Street bridge. She also congratulated the tigers and thanked everyone who welcomed them back into town on Saturday. Mr. Topete echoed all the other comments.

Mr. Topete made a motion, seconded by Mr. Peterson, to adjourn the regular session of the Council Meeting. Motion carried and meeting adjourned at 7:20 p.m.