



City of Carthage, Missouri
PUBLIC SERVICES COMMITTEE

January 20, 2026 - 5:30 PM
CITY HALL COUNCIL CHAMBERS

AGENDA

- 1. Call to Order**
- 2. Old Business**
 1. Approval of November 18, 2025 minutes.
- 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 youth baseball contract.
- 5. Staff Reports**
 1. Staff reports.
- 6. Other Business**
- 7. Adjournment**

PERSONS WITH DISABILITIES WHO NEED SPECIAL ASSISTANCE CALL 417-237-7000 (VOICE) OR 1-800-735-2466 (TDD VIA RELAY MISSOURI) AT LEAST 24 HOURS PRIOR TO MEETING



City of Carthage, Missouri
PUBLIC SERVICES COMMITTEE

November 18, 2025 - 5:30 PM
CITY HALL COUNCIL CHAMBERS

MINUTES

1. Call to Order

MEMBERS PRESENT: Jana Schramm, Ray West, Beth Kang

MEMBERS ABSENT: Jack Perkins

OTHERS PRESENT: Mayor David B. Flanigan

STAFF PRESENT: Parks and Recreation Director Richard Bonine, Administrative Assistant Angie Judd, City Administrator Traci Cox, Tourism Director Melissa Little, Golf Operations Supervisor Cory Kerbs

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

2. Old Business

1. Approval of October 21, 2025 minutes.

Mr. West motioned to approve the minutes from the October 21, 2025 meeting. The motion passed.

ACTION: Motion to accept/approve item 2.1. by Ray West;
Motion passed with a 3:0

AYES: Jana Schramm, Ray West, Beth Kang

NOES: None

ABSTAIN: None

3. Citizen Participation

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4. New Business

1. Consider and discuss Dog Park policy.

Mr. Bonine stated that he believes the dog park is underutilized due to the current fee and registration requirements. He proposed removing the fee and converting it to an open-access dog park beginning January 1st. According to the report included in the packet, dog park registrations have generated \$1,135 in the year it has been open; however, the loss of that revenue would be offset by the elimination of the annual cost associated with keeping the dog park locked. Ms. Cox inquired about the contract for the lock access, and Mr. Bonine

responded that the service is billed quarterly and should be eligible for cancellation at the end of a quarter. He stated that he would look into the details to confirm. Ms. Schramm made a motion to remove the dog park fees beginning January 1st, 2026. The motion passed. Ms. Schramm asked whether there were any foreseeable expenses associated with the dog park. Mr. Bonine stated that the purchase of dog waste bags is an existing expense incurred throughout the parks system and that no additional expenses are anticipated at this time.

ACTION: Motion to accept/approve item 4.1. by Jana Schramm;
Motion passed with a 3:0

AYES: Jana Schramm, Ray West, Beth Kang

NOES: None

ABSTAIN: None

2. Consider and discuss lease purchase bids for pump house repairs.

Ms. Cox stated that Council had previously approved the replacement of the pump house and that an RFP was issued for financing the purchase. Three bids were received from local banks: Community Bank and Trust, Community National Bank, and Arvest Bank. The lowest bid was submitted by Arvest Bank for a total cost of \$213,330.00 over five years with quarterly payments. Ms. Schramm made a motion to accept the bid from Arvest Bank with a total cost of \$213,330.00. Ms. Cox added that the company requires a 50 percent down payment, which the City will make upon Council approval through an emergency council bill at the next meeting, after which Arvest will reimburse the City. The motion passed.

ACTION: Motion to accept/approve item 4.2. by Jana Schramm;
Motion passed with a 3:0

AYES: Jana Schramm, Ray West, Beth Kang

NOES: None

ABSTAIN: None

5. Staff Reports

1. Staff reports.

Mr. Bonine introduced Cory Kerbs, the new Golf Operations Supervisor. Mr. Kerbs stated that the October report is included in the packet. He reported that two Saturdays during the month had poor weather, which resulted in a decline in rounds played. He noted that the course is in good condition for this time of year and that he has received positive feedback from golfers. Since starting, Mr. Kerbs has been observing staff and identifying opportunities to enhance processes at the course. He stated that he has been meeting with local sales representatives and is preparing for new inventory by running an end-of-year sale. He also reported that the maintenance crew continues to maintain the grounds and has been working on mulching leaves. Mr. Bonine added that he is very pleased to have Mr. Kerbs in the department and that they are looking forward to hiring a new Maintenance Superintendent to fill the vacant position. Mr. Bonine stated that the Parks Department has been working with Vision Carthage to deliver trees, Santa displays, benches, urns, and hanging baskets to prepare for the holiday season. He reported that staff is continuing routine maintenance around the parks and is watering the newly laid grass seed at the roundabout. He noted that work has begun on the disc golf course at Kellogg

Lake, with Parks Superintendent Chad Carney digging out and relocating the existing concrete pads to help reduce project costs. Mr. Bonine also reported meeting with the YMCA regarding the swimming pool and stated that Landmark Aquatics is preparing an estimate for potential improvements. In addition, he met with Judy Thomas at the Saddle Club to discuss possible upgrades.

Mr. Bonine reported that rentals at Memorial Hall remain steady, with every weekend booked for private events, and noted that another boxing match has been scheduled for May.

Ms. Schramm stated that the community garden looks good. Mr. Bonine reported that Lowe's held a work day at the garden and that he is seeking ideas to promote it and increase community involvement. Ms. Kang asked about expenses, and Mr. Bonine replied that the only current expense is watering.

Ms. Little reported that the Civil War Museum's attendance and donation levels are consistent with this time last year. She noted that there were 73 visitors during Maple Leaf, including 66 from out of town. She stated that she worked with Jerry Chapman on the Veterans Day programs and parade and is looking forward to planning and promoting next year's events. She reported that she has published an online survey to learn how residents receive event information and that she continues to post events on the City's website and social media accounts. She also stated that a new billboard promoting Carthage has been installed at the Vinita exit to attract travelers and that the current billboard on Highway 65 will be removed soon.

6. Other Business

7. Adjournment

Ms. Kang motioned to adjourn at 6:13 pm. The motion passed.

ACTION:	Motion to Adjourn at 06:13 PM by Beth Kang
	Motion passed with a 3:0
AYES:	Jana Schramm, Ray West, Beth Kang
NOES:	None
ABSTAIN:	None

2026 CARTHAGE LITTLE LEAGUE AGREEMENT

This AGREEMENT is entered into this _____ day of _____, 2026, by and between the City of Carthage, Jasper County, Missouri, and the Carthage Little League, a Missouri not-for-profit corporation, hereinafter referred to as "Little League".

WITNESSETH:

RECITALS

Whereas, the City of Carthage has responsibility for the maintenance of the Parks within the City of Carthage, and

Whereas, a portion of the Fair Acres Sports Complex was developed for Little League and softball purposes and,

Whereas, Little League offers a baseball program with the principles of directing its team members toward the maximum development of their talents and abilities and,

Whereas, the Little League Baseball program strives to instill in young baseball players an understanding and appreciation of such concepts as high self-esteem, personal accountability, constructive self-motivation, goal setting, and goal achievement as these ideas relate to their success in training and in competition, and

Whereas, Little League and the City of Carthage desire to make provision for the continuance of the quality baseball programs that have existed, and

Whereas, in order for there to be an orderly relationship between the City of Carthage and Little League, the parties hereto desire to formally express their goals and objectives.

COVENANTS

NOW, THEREFORE, in consideration of the promises set forth herein it is agreed as follows:

That the City of Carthage hereby grants to Little League a non-exclusive privilege to utilize the Baseball Fields at the Youth Baseball Complex at Fair Acres Sports Complex for a Baseball Program to run Monday-Fridays, excluding weekends, from March 1st through July 31st, 2026, which shall include one (1) tournament. The City retains the right to schedule the fields for any additional events taking into consideration the Little League schedule.

Little League shall provide the City Youth Sports Liaison with a schedule for its season. Little League must receive written permission from the City Youth Sports Liaison for any tournaments or play outside of the normal summer program. There will be fees associated for field space outside of the defined Little League agreement timeframe.

Little League Baseball agrees to operate a responsible and appropriate Baseball program. Little League agrees to provide all equipment and complete management and supervision of the Baseball program; and the City assumes no responsibility for expenses related to the management of the Baseball program.

The City shall be responsible for:

- Reasonable maintenance of the Baseball Fields as may be necessary
- Dragging and prepping the fields prior to games
- Dumping of trash throughout the week
- Major repairs, including but not limited to plumbing, roofing, electrical, fencing, structural issues, and lighting
- Clean restrooms Monday through Friday mornings
- Provide restroom supplies, including toilet paper and paper towels

Little League shall be responsible for:

- Work in cooperation with the City in the maintenance of the baseball fields
- Cooperate and maintain the general baseball field area and ensuring it remains free from trash and debris
- Pick up trash in the immediate vicinity of the boys' ball fields
- Minor maintenance tasks associated with the daily use of the concession stand
- Clean restrooms as necessary outside of the City's schedule
- Clean concession stand during its summer program

Little League shall have the right to place signs on fences at the ball fields, and shall be responsible for the installation and removal of signs on fences. All signs should be of the banner type, which provides for airflow to prevent damage to fences.

The City of Carthage agrees, in addition to the other matters set forth herein, to provide a secure storage area for equipment. The City of Carthage assumes no liability for injuries to Baseball Players or loss of equipment.

The City of Carthage hereby grants Little League a non-exclusive right to utilize the baseball concession stand during the summer season and tournaments as specified herein, subject to the right of the City to schedule events.

The City of Carthage agrees to pay all utility costs associated with the Little League Baseball program for the duration of this agreement.

Little League agrees to provide, by March 1st of each year, the following documents:

- Charter as a Missouri not-for-profit corporation or other documentation, which establishes that Little League is a lawful corporation.
- A list of all current members of the Board of Directors.
- An annual financial statement detailing the actual income and expense for the previous year, together with a detailed budget for the coming year.
- A certificate of insurance showing liability insurance coverage of two million dollars (\$2,000,000), with the City of Carthage named as co-insured, covering all of Little League activities on the above-described property.

Little League agrees to remit a payment of Two Thousand, Three Hundred Dollars (\$2,300.00) in exchange for the use of the fields and concession facilities during the designated time frame.

Should an outside tournament want to take advantage of concessions on weekends, Little League will pay \$100 per day to the City. The City Youth Sports Liaison will work with the Little League Board to determine availability.

Upon signing this Agreement, Little League shall present a copy of the Corporate Resolution adopted by the Board of Director's, which authorizes the signing of this agreement.

Little League shall not use the fields at Fair Acres for practice or games until this agreement has been signed by both parties.

Little League shall indemnify, protect and hold the City of Carthage harmless from any and all liability, losses, claims and damages whatsoever, and expenses including, without limitation, attorney fees and expenses resulting from all claims by or on behalf of any person, firm or corporation, arising out of or as a result of the use by Little League of the said City baseball fields or the use, operation or condition of the facilities or any part thereof, or any accident in connection with the operation, use or condition of the facilities or any part thereof resulting in damage to property or injury to or death of any person.

This agreement may be modified upon such terms and conditions as may be acceptable to the respective parties. All modifications shall be in writing and signed by both parties.

TERM OF THE AGREEMENT

The term of this agreement shall be from March 1st, 2026 until July 31st, 2026. This agreement shall be reviewed each year, evaluated and presented to the Public Services Committee of the Carthage City Council for consideration.

All notices required by this agreement shall be either personally delivered or placed in the United States Mail, properly addressed and with certified or registered postage prepaid. Said notices shall be sent to the following address: Parks and Recreation Director, 521 Robert Ellis Young Drive, Carthage, Missouri 64836.

December 2025 Golf Report

December 2025 Rounds – 1,069 | Revenue - \$44,352.77

December 2024 Rounds – 772 | Revenue - \$30,543.71

December 2023 Rounds – 811 | Revenue - \$21,894.77

Green Fee	Membership	Cart Fee	Driving Range	Event Services	Golf Gift Certificate	Merchandise Gift Certificate <small>(Club Credit)</small>	Pro Shop	Food & Beverage	Pre-Paid Rounds	Golf Rentals
\$12,771.50	\$10,769.80	\$10,547	\$703	\$0	\$1,555	\$	\$6,710.97	\$1,280.50	\$0	\$15

December 2025 Summary

December was an outstanding month for us. This month started out with snow on December 1st and 2nd but quickly changed for the better for the duration of the month. We had very few days of cold weather keeping golfers away which enabled us to finish December well above the norm in average revenue.

Our end of year closeout sale helped keep our pro shop revenue up with the foot traffic slowing down. We also sold a high number of gift cards around the holidays with customers purchasing those as gifts for Christmas.

We sold 10 junior memberships, 1 single annual green fee/cart (resident), 1 senior annual green fee/cart (resident), 1 single annual green fee (resident), and 1 household annual green fee/cart totaling \$7,550 in new membership dues. The rest of the balance on membership is the monthly automatic withdrawals.

We'd like to welcome Ethan Sage to the team. Ethan was hired for the assistant golf operations supervisor position and comes to us with previous experience from both Eagle Creek Golf Club and Schifferdecker Golf Course.

December 2025 Parks Maintenance

General:

- Cleaned restrooms in all parks.
- Trash pickup in all parks.
- Leaf cleanup.
- Inspected playground equipment in parks.
- Shut off water and winterized parks.
- Maintenance on tractor.

Municipal Park:

- Winterized pool.
- Winterized baseball field.
- Worked on rodeo grounds.
- Removed lock on dog park.

Kellogg Lake Park:

- Dirt work for disc golf course.
- Concrete work for disc golf.
- Installed disc golf baskets.

Central Park:

- Bathroom lock maintenance.
- Bathroom maintenance.
- Worked on timer.

Fair Acres:

- Fixed water leak in bathroom.
- Bathroom maintenance.
- Cleaned shop.
- Moved soccer goals.

Other:

- Tables and trash for Vision Carthage events.

December 2025 Events & Recreation Report

MEMORIAL HALL RENTAL REVENUE

December 2025 Revenue - \$1500

December 2024 Revenue - \$1510.00

CLASS/PROGRAMMING REVENUE

December 2025 Revenue - \$460

December 2024 Revenue - \$285

Main Auditorium Events	Lower Level Auditorium Events	City Municipal Court	Drivers Testing	Meeting Room Rentals
8	6	2	5	3 Rooms /All Month

December 2025 Summary

In December, Memorial Hall hosted Citizen’s Police Academy, Duke Mason Christmas concert, police training and private events. Recreation included weekly Mahjong classes and a Handmade & Vintage Market.

Curtain repairs were completed in December. Registrations are filling for the remaining Handmade and Vintage Markets.

CIVIL WAR MUSEUM

ATTENDANCE

December 2025

DATE	CARTHAGE	TOURIST	GRAND TOTAL	CASH	CARDS
12/1/2025	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED
12/2/2025	1	2	3		
12/3/2025	1	9	10		
12/4/2025	4	4	6		
12/5/2025	2	10	12	\$38.00	
12/6/2025	1	22	23		\$59.00
12/7/2025	1	5	6		
12/8/2025	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED
12/9/2025	0	2	2		
12/10/2025	1	1	2		
12/11/2025	0	0	0		\$4.00
12/12/2025	7	4	11	\$16.00	\$15.00
12/13/2025	4	7	11		
12/14/2025	0	4	4	\$4.00	
12/15/2025	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED
12/16/2025	4	15	19		\$19.00
12/17/2025	0	7	7	\$3.00	\$34.00
12/18/2025	1	2	3		
12/19/2025	3	1	4	\$11.00	
12/20/2025	2	5	7	\$29.00	
12/21/2025	0	10	10		
12/22/2025	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED
12/23/2025	2	22	24	\$40.00	\$7.00
12/24/2025				HOLIDAY	HOLIDAY
12/25/2025				HOLIDAY	HOLIDAY
12/26/2025	1	30	31	\$42.00	
12/27/2025	0	12	12		\$9.00
12/28/2025	0	0	0		
12/29/2025	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED
12/30/2025	3	19	22		
12/31/2025	0	14	14	\$44.00	
TOTAL	38	207	245	\$ 227.00	\$ 147.00

VisitCarthage.com & City Website – Analytics Summary

Reporting Periods:

- ✓ VisitCarthage.com: December 2025
 - ✓ City Website: Tracking started Dec. 8, 2025
-

VisitCarthage.com (Tourism Site)

December Highlights

- 8,097 page views | 6,529 sessions | 4,992 visitors
- Traffic driven almost entirely by holiday tourism

Top Pages

- Way of Salvation Light Displays — **5,181 views**
- Parade & Tree Lighting — **204**
- Sparkle in the Park — **115**
- Red Oak II — **187**
- Precious Moments + Attractions Pages — **219 combined**
- Visitors Guide & Events — steady traffic

Search Results

- **335,148 impressions | 6,060 clicks**
- **Highest CTR pages:**
 - Food Truck Friday — **13%**
 - Way of Salvation — **9–11%**
 - Red, White & Boom — **10%**
- Carthage content is now widely discoverable across the region

Key Takeaway

Holiday events continue to be major drivers of visibility, and Carthage is gaining strong positioning heading toward the **2026 Route 66 Centennial**.

City Website

First Data Since Launch

- **4,664 active users**
- **4,644 new users**
- **26,238 total interactions**
- Strong adoption pattern despite only tracking since December 8

Most Viewed Pages

- Events Calendar
- Homepage
- Marian Days
- Staff Directory
- Agendas & Minutes
- Job Opportunities
- Forms & Municipal Court

What We're Learning

- Residents are using the site for **services, jobs, council information, and contacts**

Next Steps

- Continue monitoring usage trends
- Clean up legacy or broken links
- Keep promoting high-interest pages (events, jobs, agenda packets, updates)

Overall

Both city sites — tourism and municipal — are seeing strong usage and discovery. VisitCarthage.com is performing as the region's tourism hub, and the city site is quickly becoming the primary information portal for residents.