



# City of Carthage, Missouri

## **PUBLIC SERVICES COMMITTEE**

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April 21, 2026 - 5:30 PM  
CITY HALL COUNCIL CHAMBERS

### **MINUTES**

#### **1. Call to Order**

**MEMBERS PRESENT:** Beth Kang, Juan Topete, Jack Perkins

**MEMBERS ABSENT:** David Thorn

**OTHERS PRESENT:** Mayor David B. Flanigan

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

Chair Beth Kang called the meeting to order at 05:30 PM.

#### **2. Old Business**

1. Approval of March 23, 2026 minutes.

Mr. Topete motioned to approve the minutes of the previous meeting. The motion passed.

**ACTION:** Motion to accept/approve item 2.1. by Juan Topete;  
Motion passed with a 3:0

**AYES:** Beth Kang, Juan Topete, Jack Perkins

**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](mailto:a.judd@carthagemo.gov).)

#### **4. Director Report**

1. Parks Director report.

Mr. Bonine reported that the Municipal Swimming Pool is experiencing serious mechanical issues that render it unsafe for employees and patrons; therefore, the opening date has been postponed. He stated that staff are working diligently with Public Works, CWEP, private electricians, and aquatics industry consultants. CWEP has fully drained the pool to allow for a camera inspection to identify potential cracks or leaks. Ms. Kang stated that appropriate communication will be provided to the public once a decision is finalized.

## 5. New Business

1. Consider and discuss Lime scooter contract.

Mr. Topete thanked Mr. Bonine for the information provided regarding Lime scooters and noted that usage data indicates the community is utilizing them. He emphasized the importance of establishing appropriate restrictions, including geofencing, and highlighted the benefit to community members, particularly those with limited transportation options. Mr. Perkins reiterated his opposition, citing concerns related to liability, improper use, and the lack of timely pickup of discarded scooters. Mr. Topete stated that geofencing parameters can be established and adjusted by the committee as a living document, updated as needed. Ms. Kang stated that public feedback she has received has been mixed. The committee discussed responsibility for discarded scooters and enforcement limitations, with Ms. Cox noting that individuals under 18 cannot be charged for incidents. She also reported that the Police Department has documented only two minor incidents involving scooters over the past two years. Ms. Kang requested that Mr. Bonine gather additional information regarding geofencing implementation, enforcement, and responsibility for abandoned scooters. Mr. Topete motioned to have Mr. Bonine compile and forward information to the May 12th Council meeting. The motion passed.

**ACTION:** Motion to accept/approve item 5.1. by Juan Topete;  
Motion passed with a 3:0

**AYES:** Beth Kang, Juan Topete, Jack Perkins

**NOES:** None

**ABSTAIN:** None

2. Consider and discuss Schreiber Park Day in Central Park.

Ms. Valerie Baker, representing Schreiber Foods, requested use of Central Park for their third annual Park Day on May 30 from 4:00 PM to 8:00 PM. She explained that the event is a diversity-focused, community event that will include cultural food, activity booths, live music, face painting, inflatables, a food truck, and a wing-eating contest. She noted that they will coordinate with the Parks Department for picnic tables and trash receptacles for the event. Mr. Topete motioned to allow the use of Central Park on May 30th from 4:00 to 8:00 pm for Park Day and to allow a food truck to set up during the event. The motion passed.

**ACTION:** Motion to accept/approve item 5.2. by Juan Topete;  
Motion passed with a 3:0

**AYES:** Beth Kang, Juan Topete, Jack Perkins

**NOES:** None

**ABSTAIN:** None

3. Consider and discuss Arvest Fiesta En El Parque in Carter Park.

Ms. Abby Hazlett, representing Arvest Bank, requested use of Carter Park for a community outreach event, Fiesta en el Parque, on May 30 from 1:00 PM to 3:00 PM. She stated the event will include the Island Vibes food truck, games, and anticipated vendor participation. She noted that they will coordinate with the Parks Department for picnic tables and trash receptacles for the event. Mr. Topete motioned to approve the use of Carter Park on May 30th from 1:00 pm to

3:00 pm for Arvest Bank's Fiesta en el Parque and to allow the use of a food truck. The motion passed.

**ACTION:** Motion to accept/approve item 5.3. by Juan Topete;  
Motion passed with a 3:0

**AYES:** Beth Kang, Juan Topete, Jack Perkins

**NOES:** None

**ABSTAIN:** None

4. Consider and discuss overnight camping for solar car teams.

Ms. Judd reported that she had been contacted by two international teams participating in the upcoming Eletek American Solar Challenge, which will be traveling through Carthage July 29–30. She stated that the teams expressed a need for a camping area and noted that allowing overnight camping within Municipal Park could be a hospitable accommodation for those traveling through. Ms. Little emphasized the significance of Carthage serving as a stop on the challenge and expressed enthusiasm for the opportunity. Mr. Topete motioned to allow overnight camping in Municipal Park July 29-30th for Electrek American Solar Challenge teams. The motion passed.

**ACTION:** Motion to accept/approve item 5.4. by Juan Topete;  
Motion passed with a 3:0

**AYES:** Beth Kang, Juan Topete, Jack Perkins

**NOES:** None

**ABSTAIN:** None

5. Consider and discuss Kellogg Lake rearing pond.

Mr. Bonine reported that the City is coordinating with the Kellogg Lake Board on improvements funded through grant dollars, including a pavilion, sidewalk, and dredging. He stated that Elements Construction submitted a bid in the amount of \$134,143.00 for the project. It was noted that the sidewalk project on the northeast side is approximately 1,269 linear feet. Mr. Topete motioned to approve the bid from Elements Construction in the amount of \$134,143.00 and forward to Council. Ms. Kang requested additional information be provided to Council regarding the project location. The motion passed.

**ACTION:** Motion to accept/approve item 5.5. by Juan Topete;  
Motion passed with a 3:0

**AYES:** Beth Kang, Juan Topete, Jack Perkins

**NOES:** None

**ABSTAIN:** None

6. Consider and discuss skating rink contract.

Mr. Bonine presented a contract for the skating rink. Ms. Cox stated that agreements have been in place in the past and that this is an update to have a current agreement. Ms. Kang shared that she has fond memories of the skating rink and noted that the couple operating it have been cooperative and community-focused. Mr. Perkins motioned to approve the skating rink contract and forward it to Council. The motion passed.

**ACTION:** Motion to accept/approve item 5.6. by Jack Perkins;  
Motion passed with a 3:0

**AYES:** Beth Kang, Juan Topete, Jack Perkins

**NOES:** None

**ABSTAIN:** None

7. Consider and discuss Saddle Club grant.

Mr. Bonine reported that the Saddle Club has applied for a grant through the Community Foundation for improvements at the arena, including the “Crow’s Nest” announcer’s stand. He stated that the grant would need to be administered through the City and that approval is being requested to move forward. Ms. Little noted that the Saddle Club had previously received approval for a grant from Steadley and that this represents phase two of the improvement project. Ms. Kang requested additional information regarding the project. Mr. Perkins motioned to allow the Saddle Club to move forward with the grant and to forward to Council, pending more information is provided on project. The motion passed.

**ACTION:** Motion to accept/approve item 5.7. by Jack Perkins;  
Motion passed with a 3:0

**AYES:** Beth Kang, Juan Topete, Jack Perkins

**NOES:** None

**ABSTAIN:** None

8. Consider and discuss Vision Carthage contract.

Ms. Cox presented the Vision Carthage contract and reviewed updates, including the reallocation of \$5,000 from the Parks budget into the contract. She stated that the City’s responsibility will be limited to watering plants, and that wayfinding signage and igloos have been removed from the contract. She also noted an adjustment to one annual dumpster day due to grant limitations and the addition of support for the skating rink roof replacement. Mr. Topete motioned to accept the Vision Carthage contract with the changes outlined. The motion passed.

**ACTION:** Motion to accept/approve item 5.8. by Juan Topete;  
Motion passed with a 3:0

**AYES:** Beth Kang, Juan Topete, Jack Perkins

**NOES:** None

**ABSTAIN:** None

9. Consider and discuss budget adjustment.

Mr. Bonine requested to address this in Staff reports. No action taken.

10. Consider and discuss RFP for Tourism.

Ms. Cox presented an RFP for Tourism Support Services for discussion. She stated that the City receives approximately \$100,000 annually in lodging tax revenue, though the amount varies by year. Following the disbandment of the CVB, tourism services were brought in-house, with Ms. Little serving as the City’s third Tourism Director. Ms. Cox noted that Ms. Little maintains a heavy workload and that outsourcing tourism support services may help provide coverage for areas currently unmet. Mr. Perkins stated that Ms. Little is more in tune with the community and expressed concern that an outside company may not fully understand Carthage. He also inquired about funding, to which Ms. Cox responded that Ms. Little’s salary is currently funded through lodging tax revenue but would be shifted to the General Fund if outsourcing is pursued. Mayor Flanigan stated that lodging tax serves as a measure of the City’s success and has remained relatively flat over the past ten years. He noted that future growth will likely depend on revitalization of the downtown square and expanded tourism-related offerings that could increase tax revenue. He further stated that

Ms. Little's dual role as Public Information Officer and Tourism Director is a cost-saving measure, though both roles could justify full-time positions. Ms. Kang requested a revised job description outlining duties prior to moving forward. No action taken.

## 6. Staff Reports

### 1. Tourism and Public Information Office report.

Ms. Little presented the Tourism report, noting that tourism has increased across the board, with both the Civil War Museum and the Visitor's Center experiencing higher traffic. She stated that she would be attending an upcoming conference and looks forward to the information gained. She provided updates on ongoing marketing campaigns, digital advertising efforts, Route 66 promotions, and the distribution of visitor guides across multiple states. Ms. Little also discussed efforts to bring the websites into ADA compliance, noting that a grant has been approved to assist with funding.

Ms. Little reported that engagement across social media platforms, as well as the City app, remains steady. She stated that although the first Food Truck Friday of the season experienced rain, attendance increased by the time the band began at 6:00 PM, resulting in a full park and satisfied vendors. She also noted that she is working to ensure all community events are included on the app and continues to coordinate with City departments to distribute information as needed.

Ms. Little also presented the Civil War Museum report, noting a steady increase in visitors. She reported that the museum will host approximately 350 eighth-grade students on May 8.

### 2. Memorial Hall report.

Ms. Judd presented the Memorial Hall report, noting that in March the venue hosted several events in both the auditorium and lower level, including a large record show, the final vendor market of the season, and multiple private events. She reported that she is currently collecting fee schedules from area venues for benchmarking purposes prior to presenting a fee adjustment proposal. Ms. Kang requested that the information be provided at the next meeting. Ms. Judd added that Wednesday mahjong classes are progressing well, with attendance increasing each week, and noted that a job posting for a building custodian is currently open on the City website.

### 3. Golf report.

Mr. Kerbs reported that the first CMGA tournament in March kicked off the season; however, the first senior tournament was canceled due to weather. He stated that alcohol sales have performed well since implementation and that he met with nonprofit tournament hosts to discuss alcohol service at their events. He noted that all organizers agreed to a consistent approach, providing two drink tickets per player with the option to purchase additional beverages. Mr. Perkins stated that compliance with the no outside alcohol rule has been better than expected. Mr. Kerbs also reported an increase in golfers utilizing the lobby and patio areas.

The Golf Maintenance report was presented in the packet to the Committee. Mr. Perkins expressed appreciation for the golf maintenance crew and their work aerating the greens.

### 4. Parks report.

Mr. Bonine reported that he is working on a contract with a baseball organization for use of Carl Lewton Stadium. He stated that the group has invested significant effort into improving the field and that the proposed contract would be exclusive, with Parks responsible for mowing and water. Mr. Topete inquired about responsibility for structural issues, to which Mr. Bonine stated that the City would be responsible. Mr. Bonine also reported that several trees were lost over the winter, with some replacements already completed, and noted that trees associated with the Missouri Department of Conservation grant will be planted at the Golf Course as weather permits. He further stated that an RFP was issued for the installation of playground lighting; however, bids were received significantly over budget. He noted that the lighting equipment has already been purchased and emphasized the need for installation, as park areas remain open until midnight and are currently very dark.

## 7. Adjournment

Mr. Topete motioned to adjourn at 7:23 pm. The motion passed.

<b>ACTION:</b>	Motion to Adjourn at 07:23 PM by Juan Topete
	Motion passed with a 3:0
<b>AYES:</b>	Beth Kang, Juan Topete, Jack Perkins
<b>NOES:</b>	None
<b>ABSTAIN:</b>	None