



City of Carthage, Missouri

BUDGET WAYS & MEANS COMMITTEE

April 10, 2023 - 5:30 PM
CITY HALL COUNCIL CHAMBERS

MINUTES

1. Call to Order

MEMBERS PRESENT: Alan Snow, Ceri Otero, Mark Elliff, David Armstrong

OTHER COUNCIL MEMBERS: Mayor Dan Rife

STAFF PRESENT: City Administrator Greg Dagnan, Assistant City Administrator Traci Cox, City Clerk Miranda Deal, and Parks and Recreation Director Abi Almandinger

Chairman Snow called the meeting to order at 05:30 PM.

2. Old Business

1. Approval of March 13, 2023 Minutes

ACTION: Motion to accept/approve item 2.1. by Mark Elliff
Motion passed with a 4:0

AYES: Alan Snow, Ceri Otero, Mark Elliff, David Armstrong

3. Citizens Participation

(Citizens wishing to speak should notify Department Head or Committee Chair in advance)

4. New Business

1. Consider and Discuss Forensic Audit

Mr. Dagnan explained that he and Ms. Cox met with some forensic auditors and asked many questions to determine who the best fit would be for this forensic audit. They narrowed it down to Bergan KDV. They do not have a contract ready at this time, the police department is currently waiting for other documents from the bank and the deadline for those is the end of May. Mr. Dagnan explained that they wanted to bring the bids to the committee so one could get approved and when the time comes, it can go straight to Council.

ACTION: Motion to approve the bid from BerganKDV in the amount of \$39,575 plus travel costs for a forensic audit of the Parks and Recreation department that also includes the Golf Course by Ceri Otero
Motion passed with a 4:0.

AYES: Alan Snow, Ceri Otero, Mark Elliff, David Armstrong

2. Consider and Discuss contract with Westport Pools for repairs of the Municipal Park Swimming Pool

Mr. Dagnan thanked the Public Services Committee for all of their hard work and determination to get the pool up and running for this coming season. The contract presented for \$92,700.00 is the bare minimum needed to get the pool open this season, the issues with the Central Park wading pool will have to be fixed after the season is over for an additional \$80,000.00. Mr. Dagnan explained that Ms. Almandinger was saving her Use Tax money to be spent in the next budget year. However, with the pool needing these repairs in order to open for the season, she has volunteered that money to fix these issues. Mr. Dagnan explained that a budget adjustment would need to be made to put the money into this budget year.

ACTION: Motion to accept/approve item 4.2 and forward to Council by Mark Elliff

Motion passed with a 4:0

AYES: Alan Snow, Ceri Otero, Mark Elliff, David Armstrong

3. Consider and Discuss Agency Contracts

Mr. Dagnan discussed the agency contracts that he negotiated with the Chamber of Commerce, Carthage Humane Society, and Vision Carthage. City Attorney Nate Dally created a standard contract to use for all contracts going forward, so these three contracts will have that standard contract language and then the specific terms for each agency. The Chamber of Commerce contract was slightly increased to \$37,750 and will have a 3% increase per year for the next 3 years. The Carthage Humane Society contract went through a lot of negotiations and there were slight changes and increases in costs. The new contract will be \$45,000 and they will also get a 3% increase each year for the next 3 years. The Vision Carthage contract also went through many negotiations and the original contract amount was for \$50,000 more for a facade improvement program. Mr. Dagnan explained that the request was removed because there is already a lot of money going into downtown projects and the department heads were already asked to make cuts to their projects for next year. With this contract, things listed under the scope of services may change from year to year and they can be changed freely with the agreement of both parties. Changing the scope of services with both parties in agreement will not change or invalidate the rest of the contract. The Vision Carthage Contract will be \$25,000 for the next fiscal year and also have a 3% increase per year for the next 3 years.

ACTION: Motion to approve the Carthage Humane Society Contract and forward to Council by Ceri Otero

Motion passed with a 4:0

AYES: Alan Snow, Ceri Otero, Mark Elliff, David Armstrong

ACTION: Motion to approve the Chamber of Commerce Contract and forward to Council by Mark Elliff

Motion passed with a 4:0

AYES: Alan Snow, Ceri Otero, Mark Elliff, David Armstrong

ACTION: Motion to approve the Vision Carthage Contract and forward to Council by Ceri Otero

Motion passed with a 4:0

AYES: Alan Snow, Ceri Otero, Mark Elliff, David Armstrong

4. Review Revenue Estimates for Fiscal Year 2023-2024

Ms. Cox updated the committee on how she projected the revenue amounts for next year. She projected the revenues based off of her estimated year end totals for the revenue accounts. Previously, increases were made to the approved budget amount and not the year-end totals. She brought attention to a few of the larger revenue accounts, and also the new marijuana tax that was recently passed by voters. She was conservative with her projection, due to not really knowing how much it is likely to bring in at this time. The City will start receiving the marijuana tax in October. She also mentioned the new golf course revenue accounts with the Pro Shop being under the City's operation now. She spoke with Tyler Markham at the golf course and he gave her his thoughts on what he expects to bring in as far as merchandise and concession sales.

5. Staff Reports

Ms. Cox reported that the use tax has now exceeded the budgeted amount for the fiscal year. It is currently at \$815,000 and she estimates that it will exceed \$900,000 before the end of June. Sales tax numbers are still up and they are 7.5% higher than this month last year. She updated the committee on recent staffing changes in the IT department, Michael Keith is the new IT Administrator. The Mayor signed an emergency contract for support services with Stronghold Data, this will eliminate the second IT position. They have started determining what our vulnerabilities are and they said we need to have our new firewall installed as soon as possible. Stronghold Data can help us get the new firewall installed but it will cost extra outside of the support services fees. The firewall that was purchased was under budget, and the Council Chambers improvement project will also come in under budget, the extra money from both of these will cover the cost of the firewall installation.

ACTION: Motion to reallocate the extra money from the Firewall and Council Improvement projects to complete the firewall project with Stronghold Data by David Armstrong
Motion passed with a 4:0

AYES: Alan Snow, Ceri Otero, Mark Elliff, David Armstrong

Ms. Cox also reviewed the financial reports ending March 31, 2023. A few departments are above 75% of their budget in their supplies and services.

Mr. Dagnan reported that the departments are trying to get their capital spent by the end of the year. There is still an estimated \$10 million to be spent, part of that is the \$5 million that is for the Parks. He reminded the committee that on May 8 the department heads are scheduled to give their presentations to the committee. They will also have the CWEP budget to review on May 17. He also reported that he and Ms. Cox had asked the department heads to allocate their special fund money instead of letting it sit in those accounts. That money can only be used for specific items, so they would like to see purchases made with the money. He would also like the committee to adopt the 5 year capital plan that the departments created. He believes this would be a great way to show the citizens what their money has been spent on and what they can expect it to be

spent on. He mentioned the baling agreement from the Public Works Committee. It was supposed to be on the Council's agenda for April 11, but after further discussions it was decided to hold it back at this time.

Mr. Snow thanked Ms. Otero for her time on the Budget Committee and he also thanked Mr. Dagnan for all of his work on the contracts.

5. Adjournment

ACTION: Motion to adjourn at 7:08 pm by Ceri Otero;
Motion passed with a 4:0

AYES: Alan Snow, Ceri Otero, Mark Elliff, David Armstrong