City of Carthage, Missouri
BUDGET WAYS & MEANS COMMITTEE

May 13, 2024 - 5:30 PM
CITY HALL COUNCIL CHAMBERS

MINUTES

1. Call to Order

MEMBERS PRESENT: Alan Snow, Terri Heckmaster, Dustin Edge, Chris Taylor

OTHER COUNCIL MEMBERS: Jana Schramm

STAFF PRESENT: City Administrator Greg Dagnan, Assistant City Administrator Traci Cox, Administrative Assistant Dorothy Weber, Parks Director Abi Almandinger, Fire Chief Ryan Huntley, Police Chief Bill Hawkins, Street Superintendent Josiah Bayless and Tourism Director Jen Kirby.

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

2. Old Business

1. Approval of April 23, 2024 Minutes

ACTION:	Motion to approve May 13, 2024, minutes by Chairman Snow ; second by Terri Heckmaster Motion with a 4:0
AYES:	Terri Heckmaster, Dustin Edge, Chris Taylor, Alan Snow
NOES:	None
ABSTAIN:	None

3. Citizens Participation

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

4. New Business

1. Consider and Discuss FY 2024-2025 Budget

Chairman Snow started the meeting by explaining the budget meeting process to the new members of the committee. Mr. Snow stated that the budget was $25,915,000.00 budgeted, and we had $24,106,000.00 budgeted revenue and that something would need to be cut. Traci explained that the majority of the USE tax had a deficit and that we don't have as much coming in next year and that Myers Park loss is actually a carry over. Traci explained that we have a balanced budget with the exception of Fire because of the 3 new employees. The public safety grant has a deficit because the city doesn't budget for grants or anticipated donations. Ms. Cox stated that Public Health is not sustainable even if you cut out all of the capital projects. Mr. Snow clarified that the city bought a street sweeper out of that account previously. Mr. Snow explained that the departments have different funds that they use. Mr. Dagnan stated that the department heads all feel like their budgets are balanced and suggested letting them talk about them. Ms. Cox explained the salary increases are 2% step and COLA is 3.2% and that health insurance was increased 10%, work comp should go down and that she put in a 30% increase across the board for insurance. Ms. Cox spoke about property taxes and sales tax. Ms. Cox stated that the marijuana tax was projected at around $90,000 for the next fiscal year. Tax franchise was increased. Phone franchise has been decreasing each year. Cable franchise is down as well. Mr. Snow wanted to know about a tax on streaming services. Ms. Cox spoke about various grants. Mrs. Weber spoke about the taxi grant. Mr. Snow asked about the water and electric dividend and whether or not it was up. Ms. Cox said that if the rate increases then the dividend increases. Ms. Cox stated that the revenues at Memorial Hall and the Civil War museum are down. Mr. Dagnan reminded the committee that the DOR was not housed at Memorial Hall anymore and is the reason for the decrease. Ms. Cox spoke about other fund transfers. Mr. Snow spoke about the Use Tax going into general revenue. Mr. Snow asked about some of the Parks Dept line items. Ms. Cox stated that the department heads were asked to tow the line in their budgets. Ms. Cox spoke about audit and insurance prices going up due to property values going up and the need for an audit this year. Ms. Heckmaster asked which salaries were included in Admin salaries. Ms. Cox stated everyone in City Hall except for the court staff. Ms. Cox spoke about not knowing how to do the City Attorney fund due to being in-between attorneys. Mr. Dagnan informed the committee about the rfp's that the city has received for the city attorney position. Mr. Dagnan spoke about cutting the security system and HVAC replacement. Mr, Snow remarked that the attorney expenses could go up if we contract a firm instead of hiring an attorney. Mr. Dagnan talked about the tourism position being split into two positions. The PIO and Tourism director. Mr. Dagnan stated that a way to increase the tourism fund is to start charging taxes on Air BnB's and Bed and Breakfasts. The PIO and the Tourism Directors will be split 80/20 on salary. Ms. Heckmaster asked how the tourism director will track her time between the two roles. Ms. Cox stated that a line item was added for physicals in Public Works. Mr. Snow stated that he would like to revisit the access control capital project for PW in Dec because of it's importance. Ms. Cox spoke about the required bridge maintenance fund. Mr. Snow spoke about Municipal Courts funds. Mr. Dagnan spoke about how the court revenues are accounted for. Mr. Dagnan spoke about the Police Department. Ms. Cox spoke about the phone account going up due to the use of MDT's. Mr. Taylor asked for clarification on what the MDT's are. Mr. Snow asked when the city would find out what the prisoner expense rate would be and Chief Hawkins said that we went to a flat rate. Ms. Cox asked why the radio maintenance went down so much and Chief Hawkins stated that the person that took care of them passed away and they now have an in-house person to deal with the radios. Mr. Snow asked about the county wide radio project. Mr. Hawkins said that they're having a tower ground breaking in Sarcoxie later in the week. Chief Hawkins spoke about his capital projects that he moved to use tax. The PD is requesting 6 new vehicles. Chief Hawkins and Mr. Snow spoke about the taxi program and the senior center vouchers. Mr. Dagnan explained the taxi financial outlook. Mr. Snow asked about what the PD is going to do with the surplus taxi. Chief Hawkins said that the plan for the surplus taxi is to hopefully turn it into the crime scene van. Ms. Cox spoke about adding another position to the Fire Department and some of the funds have been increased to compensate for the new position. Mr. Dagnan spoke about the 5 year employment plan for fire. Chief Huntley spoke about the storage container being the only thing in his capital budget. Chief Huntley explained replacing the FD's garage doors. Mr. Snow would like to revisit the FD's honor guard uniforms in Dec to see if they can be purchased. Chief Huntley spoke about his fire tax fund and how they use it to replace fire hoses and are planning on purchasing a new fire engine. The FD is also planning on replacing their breathing apparatuses. Chief Huntley spoke about the need to order a new ladder truck about 2 years in advance. Mr. Taylor asked about the FD's PMA program. Chief Huntley talked about Emergency Management. There are no changes in the budget this year for EM. Mr.Snow asked about the Street Department. The only change was in travel and training for the CDL training. Mr. Taylor praised the Street Department for all of their hard work darning the tornado clean up. Mr. Snow spoke about capital for streets being spent on the skid steer and grinder. Mr. Snow spoke about the sidewalk reimbursement program for citizens. Ms. Cox spoke about the parks stormwater account. She stated that it's been used for replacing box culverts to ease the flooding problems. Mr. Snow spoke about the stormwater mapping project. Mr. Snow spoke about carry over projects. Ms. Cox spoke about the Myers Park carry over project. Mr. Snow detailed the use tax account. PW spent their use tax on box culverts. Ms. Cox stated that the city has to spend the ARPA funds by 2026. Mr. Dagnan spoke about the public health fund. He stated that the grant that funds the employees for the recycling center got cut in half. He stated that the costs for the recycling is increasing. Mr. Dagnan stated that public health is fine for this year but probably not sustainable in the future and unfortunately the humane society also comes out of that fund. Mr. Snow stated that the mosquito spray and leaf pick up come out of public health. The administration and committee debated whether to lease or buy a leaf vac. Mr. Snow motioned to lease a leaf vaccuum. Mr. Taylor seconded it. It passed 4-0 with Terri Heckmaster, Alan Snow, Dustin Edge and Chris Taylor all voting yes. Mr. Taylor discussed the animal control problem in Carthage with the committee and administration. The committee and administration and Chief Hawkins then discussed different ways to possibly generate revenue for the Humane Society to include increasing the fee for rabies tags and helping with labor costs when building new kennels. Mr. Snow asked about finding $7500.00 to help with a spay and neuter clinic. Mr. Snow motioned to give the Humane Society $7500.00 for the clinic. Mr. Snow motioned to amend the humane society contract to give them $7500.00 for a spay and neuter clinic. Mr. Taylor seconded. It passed with a 4:0 with Mr. Taylor, Mr, Snow, Mr. Edge and Ms. Heckmaster voting yes. Mr. Snow moved on to Parks. Mr. Snow asked about the Little League and concession expenses that were added mid year. Mrs. Almandinger gave an update on how the Little League was going in it's first year and anticipated revenue and expenses. The committee and administration discussed the pool contract with the YMCA. Mr. Taylor asked about the maintenance fund. Mrs. Almandinger explained it was just for general repairs. Mrs. Almandinger explained how the Memorial Hall utilities fund will be higher this year due to a prior years budgeting mistake. Memorial Hall requested $2500.00 for an ice maker but it was moved to Use tax. Mr. Snow explained that the Civil War Musm will be moved under Tourism and Food Truck Friday will be moved to Parks. The committee discussed all of the Parks capital projects. Ms. Heckmaster asked about the pocket park. Mr. Snow asked about the Golf revenue being up very dramatically. Mrs. Almandinger stated that the golf course averages 400-500 more rounds of golf per month than they did this time last year. Mr. Snow asked about the pro shop revenues more than doubling. Mr. Dagnan discussed adding an employee to the golf department for maintenance for full time. Mr. Dagnan and Mrs. Almandinger spoke about lost revenue on the golf course due to the tornado damage. Mr. Snow and Mr. Dagnan talked about the golf cart lease. Mr. Edge asked how long the lease it and Ms. Cox stated it ends next year. Mrs. Almandinger then explained her capital project goals. Mr. Snow asked about pro shop renovations. Mr. Edge asked about tornado damage to the pro shop. Mr. Snow started discussing IT. Ms. Cox stated that the increase in professional fees is due to our stronghold contract but there is a decrease in the subscription fund. Ms. Cox spoke a little bit about our working relationship with Stronghold. Mr. Snow then discussed the 80/20 grant for the network and host project. Mr. Dagnan stated that the printers were cut from the budget and asked Mr. Snow to revisit that expense in Dec. Mr. Snow discussed Civil War Museum. Mr. Dagnan and Jen Kirby talked about PBS filming at the Civil War Museum for Samantha Browns Places to Love. Mr. Snow asked about the number of visitors and Ms. Heckmaster stated that the numbers were very small. Mr. Snow asked about Jen's plan for visitors. Mr. Taylor asked about items on loan for the museum and Mr. Snow stated that because of insurance issues the city decided not to do items on loan. Mr. Dagnan spoke about the lodging tax. Ms. Cox stated that there is an error in salaries in the lodging tax expenses. Mr. Snow asked about DMO funding. Mr. Dagnan stated that Ms. Kirby has reached out to the State and it looks like the City will receive the DMO again. Mr. Snow discussed Placer AI coming out of the ARPA fund. Civic Enhancement was discussed. Mr. Snow discussed CMA and Mr. Dagnan explained it. Mr. Dagnan discussed the Chamber of Commerce contract. Mr. Dagnan suggested taking out the rents to the Chamber because tourism is housed at City Hall now. He suggested going to a higher level of membership to make up the difference. Ms. Heckmaster stated that it doesn't make sense to ride it out if we're not using the space. Mr. Snow agreed with Ms. Heckmaster and suggested a higher level of membership. Shelby Baugh Bruner spoke about staffing issues at the Chamber now that the Tourism director is at City Hall and their difficulty funding the additional man hours. Ms. Baugh Bruner suggested giving the Chamber more money to make up the difference. Julie Reams asked for an additional $2154.00 for labor and an additional $500.00. Mr. Snow tabled the request to think about it more. Mr. Dagnan asked for clarification and asked if Jen was working for the Chamber and asked Ms. Reames if people were coming in before Jen Kirby was there and Julie Reams said yes but that the Chamber needs to be compensated for their time. Mr. Snow said that they would revisit the Chamber contract at the next budget meeting. Mr. Snow asked about the CEDC MOU. Mr. Dagnan stated that they requested more money for training but the City doesn't have the money. The CEDC budget stays the same as last year. Mr. Dagnan spoke about letting the Jasper county coroner to office space at Memorial Hall. Mr. Dagnan then stated that he's discussing Vision Carthage to Memorial Hall and putting an addendum on the contract to include a no cost rental agreement. Mr. Taylor and Ms. Heckmaster were in favor of that agreement. Ms. Cox suggested waiting until budget perfection to vote on that. Mrs. Schramm voiced her disapproval for giving the office space to Vision. Mr. Dagnan and Ms. Cox explained the City's relationship to Vision. Ms. Cox suggested giving the Chamber of Commerce the additional money that they're asking for. Mr. Taylor agreed. Mr. Dagnan and Mr. Snow spoke about the senior center. Mr. Snow asked how long the fireworks contract is. Mrs. Almandinger said it's a three year contract. Ms. Cox spoke about the CMA fund. . Mr. Dagnan talked about the railroad problem and the different options on how to deal with it. The committee discussed the Landfill Closure account. Mr. Snow made a motion to amend the agenda to discuss the bid for cameras at the police department. It was approved with 4:0 with Terri Heckmaster, Alan Snow, Chris Taylor and Dustin Edge voting yes. Mr. Keith discussed the two bids and the differences between them . He explained that the lower bid would actually be more expensive over time and the equipment is not what is needed for the project. Mr. Snow made a motion to forward the bid from SMS to council for approval. Terri Heckmaster seconded. It passed 4:0 with Terri Heckmaster, Dustin Edge, Chris Taylor and Alan Snow voting yes.

2. Consider and Discuss Resolution for a Supplemental Budget Adjustment.

ACTION:	Motion to forward resolution 2041. by Alan Snow; second by Terri Heckmaster Motion with a 4:0
AYES:	Chris Taylor, Terri Heckmaster, Dustin Edge, Alan Snow
NOES:	None
ABSTAIN:	None

3. Staff Reports

Alan suggested setting the next budget meeting date. The committee and administration discussed various dates. They settled on May 22, 2024, at 5:30. Ms. Cox talked about Marijuana , sales and use tax numbers. Mr. Dagnan stated that tornado clean up invoices are coming in, and hopefully we'll have some reimbursement.

5. Adjournment

ACTION:	Motion to adjourn at 9:38 PM
	Motion passed with a 4:0
AYES:	Terri Heckmaster, Alan Snow, Dustin Edge, Chris Tayloe
NOES:	None
ABSTAIN:	None