



City of Carthage, Missouri

BUDGET WAYS & MEANS COMMITTEE

February 10, 2025 - 5:30 PM
CITY HALL COUNCIL CHAMBERS

AGENDA

- 1. Call to Order**
- 2. Old Business**
 1. Approval of January 13, 2025 Minutes
- 3. Citizens Participation**

(Citizens wishing to speak should notify Department Head or Committee Chair in advance)
- 4. New Business**
 1. Consider and discuss a budget adjustment for Fiscal Year 2024-2025
 2. Consider and discuss agreement with the Boots Court Foundation/Carthage Visitors Center
 3. Discuss 5 year capital plan for Information Technologies and Administration
 4. Staff Reports
- 5. 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

BUDGET WAYS & MEANS COMMITTEE

January 13, 2025 - 5:30 PM
CITY HALL COUNCIL CHAMBERS

MINUTES

1. Call to Order

MEMBERS PRESENT: Terri Heckmaster, Christopher Taylor, Tom Barlow

MEMBERS ABSENT:

OTHER COUNCIL MEMBERS: Jana Schramm

STAFF PRESENT: Assistant City Administrator Traci Cox, and Admin Assistant Dorothy Weber

Chair Terri Heckmaster called the meeting to order at 5:31 PM

2. Approval of Minutes

1. Approval of Dec 9, 2024 Minutes

ACTION: Motion to Approve Dec 9, 2024 Minutes by Chris Taylor
Motion Passed with a 3:0

AYES: Terri Heckmaster, Tom Barlow, Chris Taylor

NOES: None

ABSTAIN: None

3. Old Business

4. Citizens Participation

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

5. New Business

1. Consider and Discuss Budget Goals and Budget Calendar FY 25-26

Ms. Cox stated that she rewrote the budget goals for FY 25/26. Ms. Cox also stated that the minimum reserve fund balance will remain at 35%.

ACTION: Motion to Forward Budget Goals and Budget Calendar to Council by Chris Taylor

Motion Passed with a 3:0

AYES: Terri Heckmaster, Tom Barlow, Chris Taylor

NOES: None

ABSTAIN: None

2. Consider and Discuss Farm Lease Agreement
The Committee discussed the industrial land that is south of Carthage and the guidelines that are in place for the 5 year contract going forward. Ms. Heckmaster asked if Mr. Boggs was the previous contract holder and Ms. Cox said that he was.
ACTION: Motion to Forward Five Year Farming Contract to Council by Tom Barlow
Motion Passed with a 3:0
AYES: Tom Barlow, Chris Taylor, Terri Heckmaster
NOES: None
ABSTAIN: None
3. Consider and Discuss Budget Adjustment for Network and Host Project with Stronghold Data
Ms. Cox stated that the budget adjustment in the amount of \$13,264.00 was needed to cover the City's portion of the Stronghold Project.

ACTION: Motion to Forward Budget Adjustment for Network Host Project with Stronghold Data by Chris Taylor
Motion Passed with a 3:0
AYES: Chris Taylor, Tom Barlow, Terri Heckmaster
NOES: None
ABSTAIN: None
4. Consider and Discuss Agreement with Stronghold Data for the Network and Host Project

ACTION: Motion to Forward the Agreement with Stronghold Data for the Network Host Project to Council by Tom Barlow
Motion Passed with a 3:0
AYES: Tom Barlow, Chris Taylor, Terri Heckmaster
NOES: None
ABSTAIN: None
5. Consider and Discuss Budget Amendment Council Bill for ARPA Funds for FY 23-24 and FY 24-25
Ms. Cox stated that she hasn't received the final audit report. Ms. Cox stated that the budget amendment was needed for the City to be in compliance with ARPA reporting requirements.
ACTION: Motion to Forward the Budget Amendment for ARPA funds FY 23/24 and FY 24-25 by Chris Taylor
Motion Passed with a 3:0
AYES: Tom Barlow, Terri Heckmaster, Chris Taylor
NOES: None
ABSTAIN: None
6. Consider and Discuss McGregor Street Bridge Agreement with MNA Railroad

The agreement with MNA railroad states that they have to approve the plans to change the McGregor St Bridge. The cost for this is \$38,000.00. Ms. Heckmaster asked if this amount was part of the 1.7 million dollar 80/20 grant. Ms. Cox stated that it is not part of the grant.

ACTION: Motion to Forward McGregor St Bridge Agreement with
MNA Railroad by Chris Taylor

Motion Passed with a 3:0

AYES: Chris Taylor, Terri Heckmaster, Tom Barlow

NOES: None

ABSTAIN: None

7. Consider and Discuss Accepting Federal Funds for the Taxi

The Committee discussed accepting the 2023 Taxi Grant in the amount of \$87,000.00. It is a 50/50 Federal Grant.

ACTION: Motion to Forward Accepting Federal Funds for the Taxi to
Council by Tom Barlow

Motion Passed with a 3:0

AYES: Tom Barlow, Chris Taylor, Terri Heckmaster

NOES: None

ABSTAIN: None

8. Consider and Discuss Updated Salary Study

Ms. Cox stated that the salary schedule has been updated. It will increase the budget by \$395,000.00 a year. Ms. Cox stated that instead of giving a two percent step increase in July, the city was going to implement it on Feb 7, 2025 pay date. The minimum is a 2% increase. Ms. Cox stated that there won't be a budget adjustment until the end of the fiscal year. Ms. Cox also stated that the salary study committee was very gracious in determining that the minimum pay for City employees will be \$15.00 and for implementing the salary study this fiscal year. Ms. Cox stated that the committee believes that a budget adjustment will not be necessary because of salaries that were budgeted for positions that have remained vacant.

ACTION: Motion to Forward Updated Salary Study to Council by
Chris Taylor

Motion Passed with a 3:0

AYES: Terri Heckmaster, Tom Barlow, Chris Taylor

NOES: None

ABSTAIN: None

9. Consider and Discuss Budget Adjustment for Paul Martin

The Committee discussed a budget adjustment for Paul Martin for \$25,000.00 for services rendered.

ACTION: Motion to Forward Budget Adjustment for Paul Martin to
Council by Tom Barlow

Motion Passed with a 2:1

AYES: Tom Barlow, Terri Heckmaster

NOES: Chris Taylor

ABSTAIN: None

10. Staff Reports

Ms. Cox stated that sales tax was down \$20,000 for the month of December but it was up \$25,000.00 for 2024. Ms. Cox stated that the City will no longer be reporting on marijuana tax. Ms. Cox explained that one of the PD vehicles was totaled due to no fault of the officer and needed to be replaced. The insurance company valued the replacement value at \$27,000.00. The PD solicited three quotes. The cheapest was \$44,900.00 and the vehicle was available immediately. The other two quotes were more expensive, and the vehicles wouldn't be available for another 2-3 months.

ACTION: Motion to Approve Best Bid by Tom Barlow
 Motion Passed with a 3:0
AYES: Chris Taylor, Tom Barlow, Terri Heckmaster
NOES: None
ABSTAIN: None

Ms. Cox brought up a possible partnership with the Boots Court. The agreement would have the Boots Court acting as the Carthage Visitors Center. The Boots Court is open on the weekends and evenings when everyone else is closed. They also have the Route 66 stamp. Lynn Andrews spoke briefly about the impact that the Boots Court has had on the community and their future plans. Ms. Cox listed services that they could offer, including tourism development. The Boots Court is asking for \$36,000.00 annually. Ms. Cox stated that it would not be funded by the Lodging Tax fund. Mr. Barlow spoke about the importance promoting the other hotels in the area. The Committee discussed the Boots Court possibly receiving DMO funding. Mr. Taylor asked how the Boots Court would be spending the money that the city gives them and what procedure will they use to report it to the City. Ms. Cox stated that the money would be considered under scope of services and that they would be able to provide statistics but not specifics. Mr. Andrews stated that the Boots Court and the Visitors Center will be kept separate. The Committee discussed how great of a partnership this could be.

6. Adjournment

ACTION:	Motion to Adjourn at 6:23 PM by Chris Taylor
	Motion Passed with a 3:0
AYES:	Chris Taylor, Terri Heckmaster, Tom Barlow
NOES:	None
ABSTAIN:	None

AN ORDINANCE AMENDING THE ANNUAL OPERATING AND CAPITAL BUDGET OF THE CITY OF CARTHAGE FOR FISCAL YEAR 2024 - 2025 FOR SPECIFIED FUNDS (GENERAL FUND, USE TAX FUND, AND PUBLIC FACILITIES BOND FUND).

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF CARTHAGE, JASPER COUNTY, MISSOURI as follows:

SECTION I: The City of Carthage's 2024 – 2025 Annual Operating and Capital Budget for the **General Fund**, is hereby amended to reflect supplemental appropriations from the unallocated and unappropriated Fund Balance, for:

- a.) the **Street Department**, is hereby amended to reflect a supplemental appropriation of an amount not to exceed \$13,713 to the Vehicle Maintenance line item for a Roller engine replacement; and
- b.) the **Parks Department**, is hereby amended to reflect a supplemental appropriation of an amount not to exceed \$2,000 to the Travel and Training line item and \$41,253 to the Capital Outlay line item for Ash tree removal and replacement funded through a Missouri Department of Conservation grant in the amount of \$41,162; and
- c.) the **IT Department**, is hereby amended to reflect a supplemental appropriation of an amount not to exceed \$13,264 to the Capital Outlay line item for a network and host project; and
- b.) the **Central Municipal Activities** is hereby amended to reflect a supplemental appropriation of an amount not to exceed \$10,658.25 to the Professional Services line item; and

SECTION II: The City of Carthage's 2024 – 2025 Annual Operating and Capital Budget for the **Use Tax Fund**, is hereby amended to reflect supplemental appropriations from the unallocated and unappropriated fund balance, for:

- An amount not to exceed \$15,000 to the Parks Capital Outlay line item for design plans; and

SECTION III: The City of Carthage's 2024 – 2025 Annual Operating and Capital Budget for the **Public Facilities Bond Fund**, is hereby amended to reflect supplemental appropriations from the unallocated and unappropriated Fund Balance, for:

- An amount not to exceed \$95,000 to the Capital Projects line item for changes to the I-49 Roundabout project; and

SECTION IV: This ordinance shall take effect and be in force from and after its passage and approval.

PASSED AND APPROVED THIS _____ DAY OF _____, 2025.

Alan Snow, Mayor

ATTEST:

Miranda Deal, City Clerk

CB 25-08 Budget Adjustment sponsored by Budget Ways and Means

COUNCIL BILL NO. _____

ORDINANCE NO. _____

An Ordinance authorizing the Mayor to enter into an agreement with the Boots Court Foundation/Carthage Visitors Center for \$36,000.00 annually beginning July 1, 2025, for Tourism and Marketing Services, in the City of Carthage, Missouri,

**BE IT ORDAINED BY THE COUNCIL OF THE CITY OF CARTHAGE,
JASPER COUNTY, MISSOURI** as follows:

SECTION I: The Mayor of the City of Carthage is hereby authorized to enter into agreement with the Boots Court Foundation/Carthage Visitors Center for \$36,000.00 annually beginning on July 1, 2025, for Tourism and Marketing Services, in the City of Carthage, Missouri, a copy of which is attached hereto and incorporated herein as if set out in full.

SECTION II: This ordinance shall take effect and be in force from and after its passage and approval.

PASSED AND APPROVED THIS _____ DAY OF _____, 2025.

Alan Snow, Mayor

ATTEST:

Miranda Deal, City Clerk

Sponsored by: Budget Ways & Means

AGREEMENT FOR TOURISM AND MARKETING SERVICES
City of Carthage, Missouri
and the
Boots Court Foundation/Carthage Visitors Center

THIS AGREEMENT made and entered into this ____ day of __, by and between the City of Carthage, Missouri, (hereinafter referred to as "City") with offices located at 326 Grant St., Carthage, Missouri, and the Boots Court Foundation/Carthage Visitors Center as a not-for-profit corporation organized under the laws of the State of Missouri, located at 125 S Garrison., for the purpose of marketing and promoting the City of Carthage as a destination to visitors, on an annual basis beginning Fiscal Year 2024-2025.

WHEREAS, a segment of the economy of the City of Carthage is reliant in part on the amount of tourism and tourism related activities generated throughout the City to produce funds for that segment of the economy and to assist in financing general municipal services for the citizens of the City of Carthage, and

WHEREAS, it is to the benefit of the City and its citizens to continue to expand this segment of the local economy, and

WHEREAS, the City is desirous of obtaining the services of the Boots Court Foundation/Carthage Visitors Center to assist in promoting and advertising the City of Carthage to encourage greater tourist related activities, and

WHEREAS, the Boots Court Motel & Visitors Center has assured the City that it is capable of providing those services and will provide proper accounting for the use of public funds which will enhance the overall tourist related areas, and

WHEREAS, the City has agreed to use the services of the Boots Court Foundation/Carthage Visitors Center to accomplish the aforesaid precepts, designating it as the official Visitors Center for the City of Carthage.

NOW, THEREFORE, in consideration of these premises and the mutual covenants herein contained, the sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

WITNESSETH:

Article I

SCOPE OF SERVICES

- **Marketing & Promotion:**

To promote the destination to attract visitors and boost the local economy. This involves creating marketing campaigns, attending industry events, and networking with potential visitors. Market branded merchandise, offer space for advertising, sponsorships, and support temporary local pop-up markets.

- **Tourism Development:**

- To develop and enhance tourism offerings within the destination, aiming to attract both leisure and business travelers. Provide brochures, maps, and guides about local attractions, events, and businesses. Offer information about historical landmarks and cultural sites. Offer personalized recommendations and assistance for tourists. Offer travel assistance for domestic and international visitors.
- **Passports:**
When visitor passports are marked with the city exclusive passport stamp, they will be signing their origin in the visitor log. They will be presented with a gift bag containing information about our city, local business material, dining and entertainment options, etc.
- **Collaboration:**
To work closely with local businesses, hotels, and attractions to ensure a positive visitor experience and to maximize the benefits of tourism. Encourage longer stays by showcasing local attractions and experiences. Provide information on parks, trails, and other outdoor activities.
- **Destination Management:**
To provide services to event planners, such as venue sourcing, transportation, and accommodation recommendations.
- **Community Engagement:**
To work with the local community to ensure that tourism benefits the entire area and is aligned with the values and interests of residents. Displaying historical exhibits about our city and the upcoming Route 66 one-hundred-year anniversary in 2026.
- **Data & Analytics:**
To collect and analyze data on tourism trends, visitor demographics, and event performance to inform their strategies and optimize marketing efforts. Utilize electronic QR codes to provide digital information for travelers.