



City of Carthage, Missouri  
**BUDGET WAYS & MEANS  
COMMITTEE**

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May 12, 2025 - 5:30 PM  
CITY HALL COUNCIL CHAMBERS

**AGENDA**

- 1. Call to Order**
- 2. Old Business**
  1. Approval of April 14, 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 MOU with CEDC
  2. Consider and Discuss Contract with the Carthage Senior Center
  3. Consider and Discuss FY 25/26 Budget
  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**

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April 14, 2025 - 5:30 PM  
CITY HALL COUNCIL CHAMBERS

### **MINUTES**

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

**MEMBERS PRESENT:** Tom Barlow, Ray West, Terri Heckmaster

**MEMBERS ABSENT:** Chris Taylor

**OTHER COUNCIL MEMBERS:** Jana Schramm, Alan Snow

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

Chair Terri Heckmaster called the meeting to order at 5:30PM

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

##### **1. Approval of March 10, 2025 Minutes**

**ACTION:** Motion to approve March 10, 2025 Minutes by Ray West  
Motion passed with a 3:0

**AYES:** Terri Heckmaster, Tom Barlow, Ray West

**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 an Agreement with the Boots Court Visitors Center** Ms. Cox explained that the contract proposal in front of them was the final draft for the Boots Court Visitor Center and that the dates and address had been corrected.

**ACTION:** Motion to forward contract proposal for the Boots Court Visitors Center to council by Tom Barlow  
Motion passed with a 3:0

**AYES:** Tom Barlow, Terri Heckmaster, Ray West

**NOES:** None

**ABSTAIN:** None

2. Consider and Discuss a Contract with Vision Carthage  
 Ms. Cox explained that a few of the things in the previous Vision Carthage contract now fall under the CEDC, so they were removed. Vision wants to concentrate on beautification and they have plans for flowers and murals. The amount of the contract has not changed.  
**ACTION:** Motion to forward the Vision Carthage contract to Council by Ray West  
 Motion passed with a 3:0  
**AYES:** Tom Barlow, Terri Heckmaster, Ray West  
**NOES:** None  
**ABSTAIN:** None
  
3. Consider and Discuss a MOU with the CEDC  
 Ms. Heckmaster reviewed the MOU and believes the amount is higher and thinks that the incoming Budget Ways and Means committee should review the MOU and decide. Mr. West agreed. Mr. Barlow asked if there were time constraints and Ms. Cox said that there were no time constraints and that she also thinks it would be wise to wait to see what the FY 25-26 budget looks like.  
**ACTION:** Motion to table the MOU with the CEDC by Tom Barlow  
 Motion passed with a 3:0  
**AYES:** Tom Barlow, Terri Heckmaster, Ray West  
**NOES:** None  
**ABSTAIN:** None
  
4. Consider and Discuss a Contract with Carthage Chamber of Commerce  
 Ms. Cox stated that there were no changes to the Chamber of Commerce contract except the 3% increase. They will be receiving \$40,048.00 for FY 25-26.  
**ACTION:** Motion to forward the Chamber of Commerce contract to Council by Ray West  
 Motion passed with a 3:0  
**AYES:** Terri Heckmaster, Ray West, Tom Barlow  
**NOES:** None  
**ABSTAIN:** None
  
5. Consider and Discuss FY 25/26 Budget Revenues  
 Ms. Cox started by saying that Miranda Deal has been such a huge help this year with the upcoming budget. Ms. Cox stated that sales tax has a slight decline. Ms. Heckmaster was surprised about the gas tax going down. Ms. Cox stated that it's been going up, but she underestimated revenue so that the City does not end up in the hole. Ms. Cox stated that the telephone, cable and cigarette tax have all been going down. Mr. Snow talked about sales tax non-growth. Mrs. Schramm asked about the Airbnb tax and Ms. Cox stated that the tourism director has been working on it. Mr. Wells asked if the property tax freeze has been accounted for. Ms. Cox stated that it has been accounted for.  
**ACTION:** Motion to accept the estimated revenues by Tom Barlow  
 Motion passed with a 3:0

**AYES:** Ray West, Terri Heckmaster, Tom Barlow  
**NOES:** None  
**ABSTAIN:** None

6. Staff Reports

Ms. Cox stated that she's working on operating revenue. Ms. Cox stated that the City has asked MODOT for another taxi. It will be paid for with an 80/20 grant.

**5. Adjournment**

<b>ACTION:</b>	Motion to Adjourn at 5:51 PM by Ray West
	Motion passed with a 3:0
<b>AYES:</b>	Tom Barlow, Terri Heckmaster, Ray West
<b>NOES:</b>	None
<b>ABSTAIN:</b>	None

**COUNCIL BILL NO. 25-32**

**ORDINANCE NO. \_\_\_\_\_**

An Ordinance authorizing the Mayor to execute a Memorandum of Understanding between the City of Carthage and the Carthage Economic Development Corporation and to agree upon general terms and commit to the financial terms of the Agreement.

**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 execute on behalf of the City of Carthage a Memorandum of Understanding between the City of Carthage and the Carthage Economic Development Corporation and to agree upon the general and financial terms of the MOU.

**SECTION II:** That all ordinances or parts of ordinances therefore enacted, which are in conflict herewith, are hereby repealed.

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

**PASSED AND APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2025.**

\_\_\_\_\_  
**David B. Flanigan, Mayor**

**ATTEST:**

\_\_\_\_\_  
**Miranda Deal, City Clerk**

**Sponsored by: Budget Ways and Means**

# MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (the "MOU" or "Memorandum"), is entered into on \_\_\_\_\_ (the "Effective Date"), by and between City of Carthage, hereinafter referred to as City, located at 326 Grant St, Carthage, Missouri 64836 (the "First Party"), and Carthage Economic Development Corporation, hereinafter referred to as CEDC, located at 627 W Centennial Ave, Carthage, Missouri 64836 (the "Second Party"). First Party and Second Party may be referred to individually as the "Party", or collectively, the "Parties".

## **1. MISSION**

The partnership on which the Parties are intending to collaborate, has the following intended mission in mind:

To position Carthage as an inclusive and welcoming community of choice that attracts and supports a diverse workforce and economy.

## **2. PURPOSE AND SCOPE**

The Parties intend for this Memorandum to provide the cornerstone and structure for all future agreements being considered by the Parties and which may be related to an economic development partnership.

## **3. OBJECTIVES**

The CEDC, and its CEO, will be the lead agency for economic development in Carthage, MO. The parties intend to work together to retain, expand and attract businesses that contribute to the overall economic growth, diversification, and resiliency of the region. Funding will be created through a partnership with the City, Carthage Water & Electric Plant (CWEP) and additional investors as they are secured.

The objectives of the CEDC will be to implement the goals and priorities described in the strategic plan proposed and adopted by the Ady Advantage Consulting group. These objectives are summarized below:

- Alignment/Regionalism
- Readiness
- Marketing/Differentiation

## **4. EVALUATION**

This program evaluation will be based upon the milestones set forth in the Ady Advantage plan that includes three core pillars above, but further details eight focus areas, 22 strategies and 81 unique tactics.

The Board of Directors for the CEDC will evaluate this program at least quarterly, and the evaluation will be shared with management representatives of the City and CWEP.

## **RESPONSIBILITIES AND OBLIGATIONS OF THE PARTIES**

Either party may decide not to proceed with the partnership contemplated herein for any reason or no reason. Forty-five days notice, provided in writing, should be sent to all Parties if any Party decides to disengage from the terms of this MOU.

The City will provide full support and guidance for this economic development partnership. The City will contribute \$70,000 in Fiscal Year 26, \$70,000 in Fiscal Year 27, and \$70,000 in Fiscal Year 28 to the CEDC to be designated for this program. This payment will consist of one lump sum provided to the CEDC prior to August 31<sup>st</sup> each year.

In addition to continuing the work on the objectives of the Ady Advantage plan, the CEDC shall render and provide the following services that include, but are not limited to:

The CEDC shall perform Business Retention and Expansion (BRE) services by working with current employers in town to identify opportunities for growth of employment and/or capital expenditures. As part of these BRE projects, the CEDC will advise the business on available incentives at both the local and state level and guide these businesses through the incentive process for mutually beneficial growth.

The CEDC shall perform retail recruitment on behalf of the City. The CEDC's efforts will focus on regional and national chains, as well as helping recruit local businesses in collaboration with other community partners for the purpose of growing the sales tax base. As part of these efforts, the CEDC may hire a retail consultant to help advise and strategize the planning and recruitment process.

The CEDC will research and write grants or other funding opportunities on behalf of the City. These grants will focus on economic development projects but may also include community development. Prior to application, all City processes will be followed regarding approval and budgeting of matching dollars to fulfill grant requirements. These grants may be applied for under the City itself, or the CEDC may be the applicant as a pass-through, subject to specific grant requirements and project goals.

The CEDC will work to develop policies for the usage of economic development incentives in the City. The goal of these policies is to have approval from the City, and its governing leadership, for the usage of these policies to help meet Carthage's economic development goals.

The CEDC will help administer and support any City economic development programs alongside City staff. These programs may include, but not limited to, Industrial Revenue Bonds, Carthage Redevelopment Corporation, Tax Increment Financing, Enhanced Enterprise Zone and Community Improvement Districts.

The CEDC will be the primary marketing organization focused on the sale of 248 acres of City-owned land, that is locally referred to as the Economic Development Park. The sales process is further defined in the MOU between the City and CEDC that correlates with Council Bill 23-71, dated 10/24/2023.

The CEDC will work with the City and other community organizations and leaders to develop a plan for the economic growth of Carthage. This plan will identify desired locations for industrial, commercial and residential growth with a focus on getting the best use of land and existing commercial assets.

The CEDC will work with the City and other community organizations and stakeholders to come up with a future strategic plan for the economic growth of Carthage.

## **5. TERMS OF UNDERSTANDING**

The term of this Memorandum shall be for a period of three years from the Effective Date and maybe extended upon written mutual agreement of both Parties.

## **6. LEGAL COMPLIANCE**

The Parties acknowledge and understand that they must be able to fulfill their responsibilities under this Memorandum in accordance with the provisions of the law and regulations that govern their activities.

Nothing in the Memorandum is intended to negate or otherwise render ineffective any such provisions or operating procedures. The Parties assume full responsibility for their performance under the terms of this Memorandum.

If at any time either Party is unable to perform their duties or responsibilities under this Memorandum consistent with such Party's statutory and regulatory mandates, the affected Party shall immediately provide written notice to the other Party to establish a date for resolution of the matter.

**7. NOTICE**

Any notice or communication required or permitted under this Memorandum shall be sufficiently given if delivered in person or by certified mail, return receipt requested, to the address set forth in the opening paragraph or to such address as one may have furnished to the other in writing.

**8. AUTHORIZATION AND EXECUTION**

The signing of this Memorandum does not constitute a formal undertaking, and as such it simply intends that the signatories shall strive to reach, to the best of their abilities, the goals and objectives stated in this MOU.

This Agreement shall be signed by City of Carthage and Carthage Economic Development Corporation and shall be effective as of the date first written above.

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(First Party Signature)  
City of Carthage  
326 Grant St  
Carthage, Missouri  
64836

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(Date)

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(Second Party Signature)  
Carthage Economic Development Corporation  
627 W Centennial Ave  
Carthage, Missouri  
64836

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(Date)

**COUNCIL BILL NO. 25-31**

**ORDINANCE NO. \_\_\_\_\_**

An Ordinance authorizing the Mayor to execute a Contract between the City of Carthage and the Carthage Over 60 Center for services in the amount not to exceed \$23,000.00.

**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 a Contract with the Carthage Over 60 Center for services in the amount not to exceed \$23,000.00, 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.**

\_\_\_\_\_  
**David B. Flanigan, Mayor**

**ATTEST:**

\_\_\_\_\_  
**Miranda Deal, City Clerk**

**Sponsored by: Budget Committee**

**CONTRACT FOR SERVICES  
BY AND BETWEEN  
THE CARTHAGE OVER 60 CENTER INC.  
AND THE CITY OF CARTHAGE, MISSOURI  
A MUNICIPAL CORPORATION**

**THIS AGREEMENT** made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, by and between Carthage Over 60 Center Inc., hereinafter referred to as Center and the City of Carthage, a Municipal Corporation, hereinafter referred to as City.

**WHEREAS**, there exists a need for a continuing provision of nutrition and support services for the senior citizens of the City of Carthage, and

**WHEREAS**, the parties to this contract are desirous of defining their rights and obligations in supplying said services and nutrition.

**NOW THEREFORE**, in consideration of the promises contained herein and in good and valuable consideration exchanged between Center and City, it is hereby agreed to, as follows:

**I** Center Agrees to:

- (1) Provide such nutrition services as are outlined in this contract with the Area Agency on Aging and in accordance with Federal program guidelines, with these services to be provided at the location hereinafter referred to as facility, this being the Carthage Over 60 Center, located at 404 E Third Street, Carthage, Missouri.
- (2) To employ, train and supervise such employees as it deems necessary for the operation of nutrition and support services at the facility, in accordance with current Administration on Aging requirements.
- (3) To pay for or provide payment for utilities and telephone beginning July 1, 2025 ending June 30, 2026. Said payment shall cover the total cost for all utilities and all telephone expenses at the facility.
- (4) To pay for or provide for all maintenance and janitorial services for the inside of the facility, including all inside equipment and furnishings.
- (5) To not sublet the facility, or part thereof, without written permission of City or as provided within this agreement.
- (6) To provide recreational and support services to include, but not limited to the following: regular blood pressure and eye examination clinics at the facility, dances at the facility, card playing and card tournaments at the facility, and all other such services as may be required by federal regulation and contracts.
- (7) In addition, Center agrees to provide, when feasible, such other recreation and support services as may be requested by the senior persons of Carthage through the Center's Advisory Council.

**II** City Agrees:

- (1) To make available to Center use of the facility.
- (2) To maintain the structural soundness of the premises and maintain the outside of the building such as, but not limited to, roof, walls, doors and air conditioning

system.

- (3) To provide for and pay property insurance to cover claims for injuries caused due to the condition of City's property.
- (4) To maintain the parking lot area including the plowing of snow from the parking area when necessary and shoveling of snow from walkways at the facility.
- (5) To provide for lawn mowing at the facility.

### III City and Center Further Agree:

- (1) To recognize the duly elected Advisory Council as the formal advisory body of senior citizens in matters including the building, nutrition program, recreation and support services. The City and Center will have representatives present at regular meetings of the Advisory Council and seriously consider all requests and recommendations from this advisory group.
- (2) Scheduling of activities at the facility shall be handled in the following manner:
  - a) Center shall handle all scheduling of events and activities at the facility. Priority in scheduling will be given in the following order:
    - (1) Center sponsored senior citizen activities
    - (2) Other senior citizen activities
    - (3) City government sponsored activities
    - (4) Private group or organization activities (non-senior)
  - b) The facility shall be made available to community groups when not previously scheduled and in accordance with the priority listing in Section III, 2., (a) above. The parties involved recognize the requirement that the facility remain a community building, with priority given to senior citizens, but open to other groups.
  - c) Charges for use of the facility by non-senior private groups or activities may be levied in order for Center to defray the additional cost of utilities used by outside groups. Any such charges, as well as other rental policies, e.g., clean-up policy, hours, availability of keys, etc., shall be determined by the Advisory Council in conjunction with the City.
- (3) In consideration of the services to be rendered hereunder to the City, the City agrees to pay on behalf of the Center, a sum not to exceed twenty-one thousand dollars and no cents (\$21,000.00) appropriated by the annual budget of the City, which shall be used to pay utility costs for water, electric, sewer and gas bills monthly. Individual utility services shall be billed to the Center which in turn will be submitted to the City for payment up to the amounts indicated above. Any amounts above those indicated are to be the responsibility of the Center. The City also agrees to pay on behalf of the Center, a sum not to exceed two-thousand dollars and no cents (\$2,000.00) for building maintenance.

- (4) Center agrees that all persons working for Center under this Agreement shall be employees of Center and in no way shall be considered as employees of City, notwithstanding common inter-organizational interests. In this connection, should any liability arise under the Worker's Compensation provision of the State of Missouri due to injury of an employee of Center, the same shall be the sole responsibility of Center. It is understood that Center shall indemnify and hold harmless City from any and all claims, suits, demands and actions related to the operation of Center's programming. Notwithstanding the provisions of Missouri Law and the protection which said law provides to persons who serve as members of policy bodies responsible for the governance of not-for-profit organizations, Center, as deemed appropriate by its Advisory Council, is authorized to insure itself, its Officers, Directors and Staff, against liability claims.

IV TERM OF AGREEMENT:

This agreement shall be deemed to have taken effect July 1, 2025 and shall terminate as of June 30, 2026. This agreement shall be binding upon the parties hereto, and their successors.

CITY OF CARTHAGE

By: \_\_\_\_\_  
David B. Flanigan,  
Mayor

ATTEST:

\_\_\_\_\_  
Miranda Deal, City Clerk

Carthage Over 60 Center

By: \_\_\_\_\_

# SALES TAX REPORT (UNAUDITED)

For the Month of:

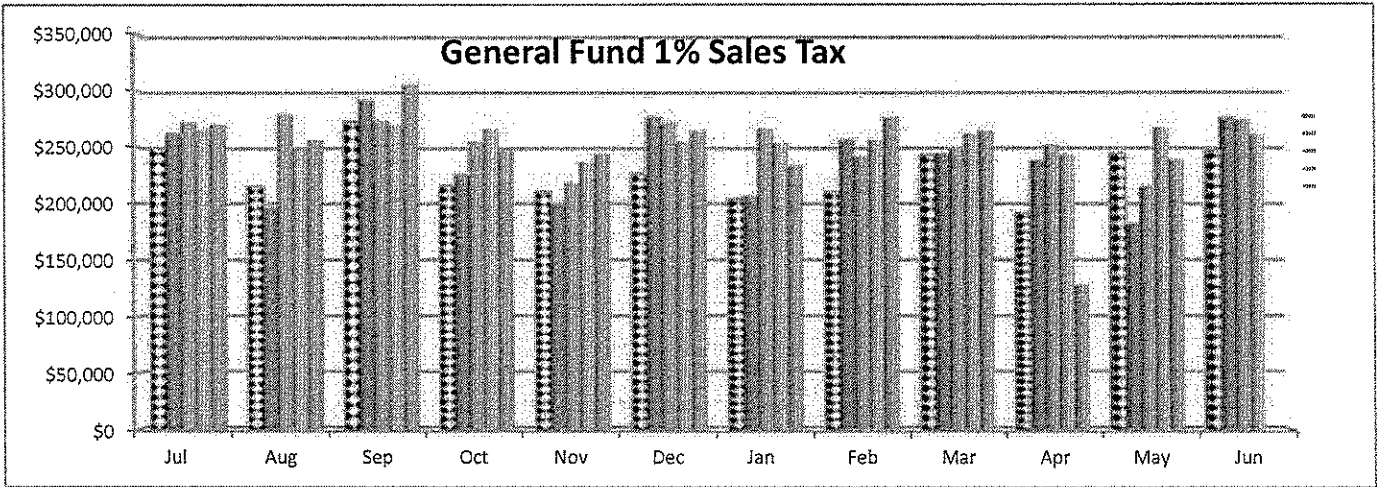
**MAY**

**FY 2024-25**

## City's 1% General Fund Sales Tax

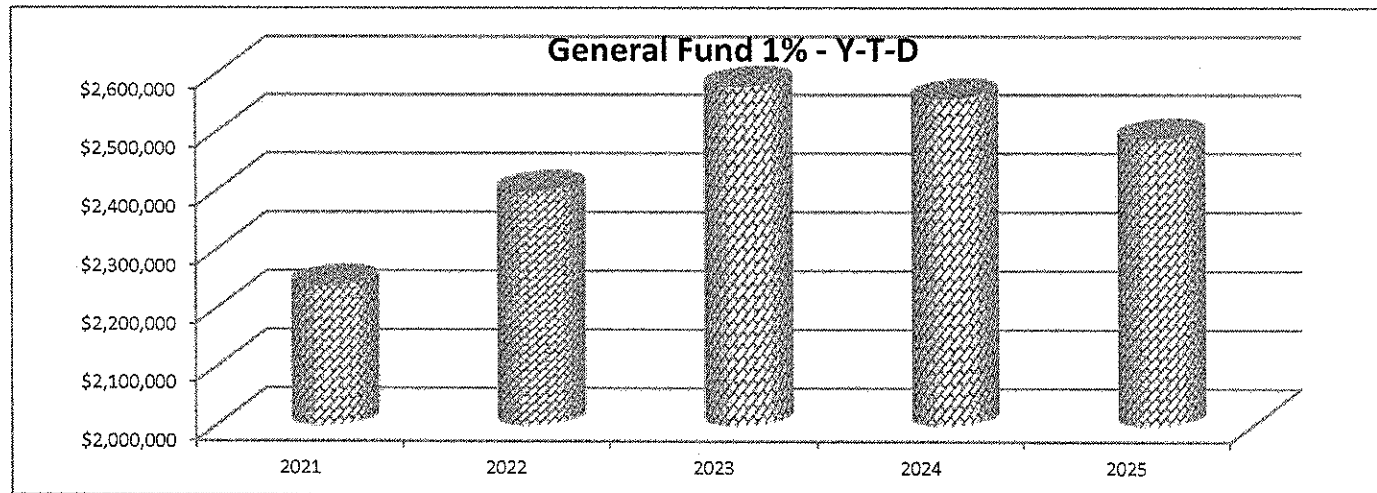
<b>Current Month:</b> \$ 238,476.21	<b>Anticipated:</b> \$ 265,832.45	<b>% Difference</b> -10.29%
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	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
<b>Current Month</b>	\$ 244,706.61	\$ 182,499.58	\$ 215,179.39	\$ 267,469.13	\$ 238,476.21
<b>% Change</b>		-25.42%	17.91%	24.30%	-10.84%
<b>\$Change</b>		-\$ 62,207.03	\$ 32,679.81	\$ 52,289.74	-\$ 28,992.92



<b>Year-To-Date:</b> \$ 2,726,269.29	<b>Budgeted:</b> \$ 3,065,780.00	<b>% Difference</b> 11.07%
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	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
<b>Y-T-D</b>	\$ 2,238,160.30	\$ 2,398,237.77	\$ 2,577,264.77	\$ 2,555,977.08	\$ 2,487,793.08
<b>% Change</b>		7.15%	7.46%	-0.83%	-2.67%
<b>\$Change</b>		\$ 160,077.47	\$ 179,027.00	-\$ 21,287.69	-\$ 68,184.00



**Comments:**

Currently, City Sales Taxes total 2.750%. This includes 1% General, .5% Transportation, .5% Capital Improvements, .5% Parks/Stormwater, and .25% Fire. Numbers are shown as received by the City. Receipts lag collections by approximately 2 months.

# USE TAX REPORT (UNAUDITED)

For the Month of:

**MAY**

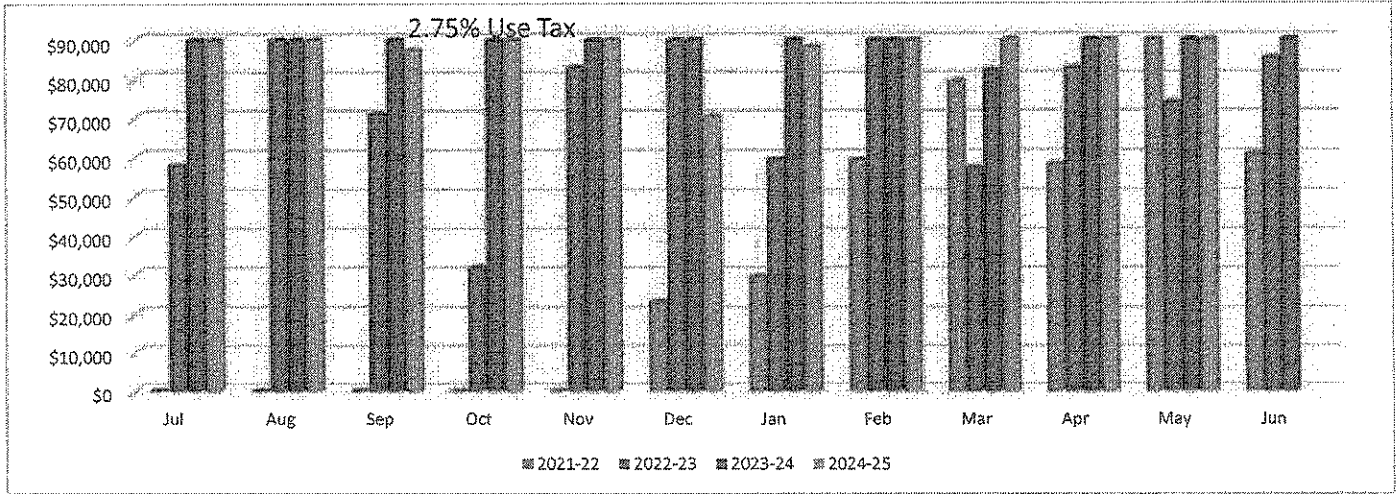
**FY 2024-25**

**2.75% Use Tax**

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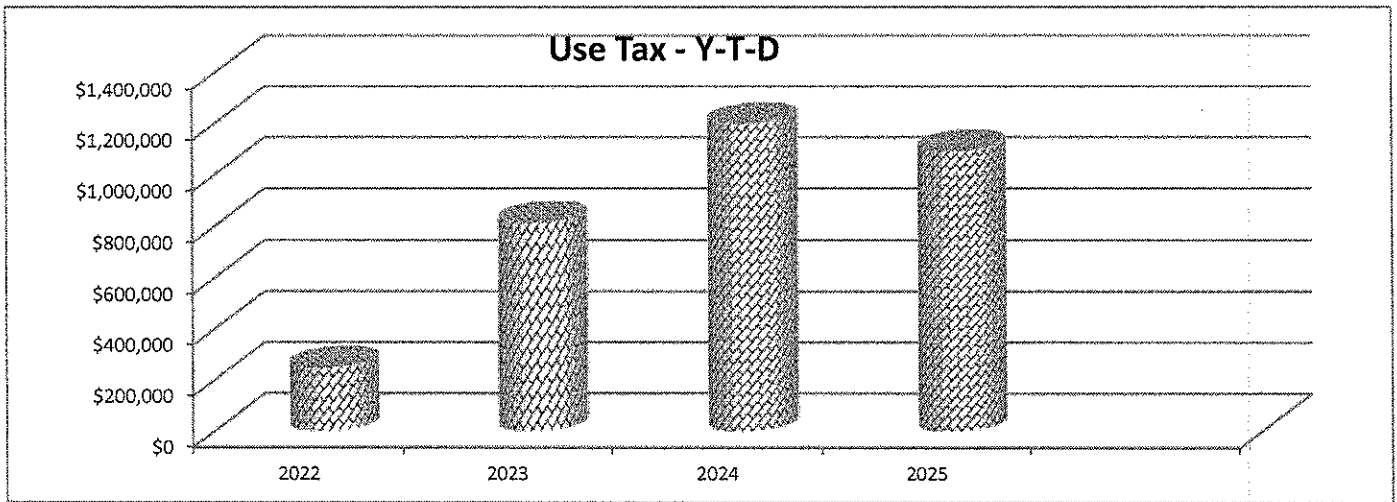
<b>Current Month:</b> \$ 120,695.52	<b>Anticipated:</b> \$ 125,134.54	<b>% Difference</b>	-3.55%
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	FY 2022	FY 2023	FY 2024	FY 2025
<b>Current Month</b>	\$ 58,040.93	\$ 82,560.83	\$ 112,914.15	\$ 136,239.12
<b>% Change</b>	0.00%	0.00%	36.76%	20.66%
<b>\$Change</b>	\$0.00	<u>\$ 24,519.90</u>	<u>\$ 30,353.32</u>	<u>\$ 23,324.97</u>



<b>Year-To-Date:</b> \$ 1,215,479.36	<b>Budgeted:</b> \$ 1,427,580.00	<b>% Difference</b>	14.86%
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	FY 2022	FY 2023	FY 2024	FY 2025
<b>Y-T-D</b>	\$ 248,820.27	\$ 815,270.66	\$ 1,201,850.94	\$ 1,094,783.84
<b>% Change</b>			47.42%	-8.91%
<b>\$Change</b>		\$ 566,450.39	\$ 386,580.28	-\$ 107,067.10



**Comments:**

The Department of Revenue received notification by the City-as required by Section 144.757- RSMo, that it had imposed a 2.75% City local option Use Tax at the same rate as the local sales tax rate. The tax became effective October 1, 2021 with no expiration date. The City had indicated that it would distribute the funds as follows: 30% Public Safety; 30% Roads & Bridges and 40% Parks & Recreation for the first 3 years of collections. City receipts lag collections by approximately 2 months. Monthly use tax distributions are distributed by means of electronic fund transfers from the State to the City.

The Missouri Municipal League's estimate for the first year collections was approximately \$704,294. We have used this estimate for the 2023 FY Budget.