



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

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July 22, 2025 - 5:00 PM  
CITY HALL COUNCIL CHAMBERS

**AGENDA**

- 1. Call to Order**
- 2. Old Business**
  1. Approval of June 24, 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 taxi grant agreement
  2. Consider and discuss budget adjustment resolution for Fiscal Year 2024-2025
  3. Consider and discuss budget amendment for Fiscal Year 2024-2025
  4. Consider and discuss changes to the City Code for the Powers Museum Board, Police Personnel Administration Board, and Tree Board
  5. Consider and discuss changes to the Personnel Policy Manual to amend section 702 (05) - Personnel Board Established
  6. 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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June 24, 2025 - 5:00 PM  
CITY HALL COUNCIL CHAMBERS

### **MINUTES**

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

**MEMBERS PRESENT:** Alan Snow, Derek Peterson, Jana Schramm

**MEMBERS ABSENT:** Lori Leece

**OTHER COUNCIL MEMBERS:** Mayor Flanigan

**STAFF PRESENT:** City Administrator Traci Cox, City Clerk Miranda Deal, Parks and Recreation Director Abi Almandinger, Golf Operations Supervisor Tyler Markham

Chair Alan Snow called the meeting to order at 05:00 PM.

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

1. Approval of June 4, 2025 Minutes

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

**AYES:** Alan Snow, Derek Peterson, Jana Schramm

#### **3. Citizens Participation**

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

#### **4. New Business**

1. Consider and discuss FY 2025-2026 Golf Fund budget  
Ms. Cox explained the changes that were made to the golf course budget and also explained why it was showing such a high deficit in the draft budget. There were revenues that were presented that were higher than what her estimates were for next year and she had lowered them back down and she had informed Ms. Almandinger and Tyler what she had done and why. She was not aware that at the time these were done, they were going to request an increase in fees at the golf course. The revenues had now been changed back to reflect the new rate increases and there were a couple of items changed in the expenses. There were 12,500 seasonal hours budgeted for and they have not been using all of the hours in the past couple of years. That number was lowered to 11,000 hours and there was a golf maintenance position that had been added recently and that position is not going to be filled. There is a wide area mower in the capital budget and rather than buying it outright, they will be purchasing it and doing a

lease purchase on the equipment and paying it off over 3 years. There is still a deficit in the golf course fund, but there was a deficit starting last budget year as well and they have done fairly well the last year to keep the costs lower than the revenues and come out making a profit. We are hopeful that the increase in prices will help lower than deficit as we go through the fiscal year.

**ACTION:** Motion to amend the golf budget to reflect the new revenue and expense estimates by Jana Schramm;  
Motion passed with a 3:0

**AYES:** Alan Snow, Derek Peterson, Jana Schramm

- 2. Staff Reports  
There were no staff reports

**5. Adjournment**

<b>ACTION:</b>	Motion to Adjourn at 05:06 PM by Jana Schramm
	Motion Passed with a 3:0
<b>AYES:</b>	Alan Snow, Derek Peterson, Jana Schramm

**COUNCIL BILL NO. \_\_\_\_\_**

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

An Emergency Ordinance to authorize the Mayor to apply for federal financial assistance on behalf of the City of Carthage and to execute any contract(s) resulting from such application for any grants between the City of Carthage and the Missouri Highways and Transportation Commission providing for capital, operating, and/or marketing assistance, comprised of federal funds to be expended for Commission-approved transit projects.

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

**SECTION I.** That the Mayor is hereby authorized to apply for federal financial assistance on behalf of the City of Carthage and to execute any contract(s) resulting from such application for any grants between the City of Carthage and the Missouri Highways and Transportation Commission providing for capital, operating, and/or marketing assistance, comprised of federal funds to be expended for Commission-approved transit projects.

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

**SECTION III:** This Ordinance shall be considered an emergency under the terms of the Charter of the City of Carthage.

**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.**

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

**ATTEST:**

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

Sponsored by: Budget Ways & Means Committee

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION AUTHORIZING A SUPPLEMENTAL BUDGET ADJUSTMENT TO THE FIRE SALES TAX FUND FOR THE CAPITAL OUTLAY AND TRANSFER TO OTHER FUNDS LINE ITEMS, TO THE USE TAX FUND FOR TRANSFER TO OTHERS LINE ITEM, AND TO THE PUBLIC FACILITIES BOND FUND TRANSFER REVENUE AND CAPITAL PROJECTS LINE ITEM FOR FISCAL YEAR 2024-2025.**

**WHEREAS**, the City adopted a budget and appropriated funds for fiscal year 2024-2025; and

**WHEREAS**, unanticipated expenditures are expected to exceed the original adopted budget in the Fire Sales Tax Fund and Public Facilities Bond Fund and budgetary changes are necessary within this fund to provide increased appropriation levels; and

**WHEREAS**, the City may increase the current year adopted budget through supplemental appropriations; and

**WHEREAS**, the Budget Ways & Means Committee met and discussed additional appropriations at their July 22, 2025 meeting.

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF CARTHAGE, JASPER COUNTY, MISSOURI, THE MAYOR CONCURRING HEREIN, AS FOLLOWS:**

That the City hereby approves the implementation of a line-item adjustment to the Capital Outlay line item for \$750,000 to record lease purchase of fire truck and \$412,177 to the Transfers to Others line item for transfer to the General Fund, in the Fire Sales Tax Fund.

The City hereby also approves the implementation of a line-item adjustment of \$398,000 to the Transfers to Others line item in the Use Tax Fund, for transfer to the Public Facilities Bond Fund for the additional I-49 project expenses.

The City hereby also approves the implementation of a line-item adjustment of \$398,000 to the Transfer Revenue line item, and the Capital Projects line item for \$398,000 for overage on the I-49 Roundabout Project, in the Public Facilities Bond Fund.

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

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

**ATTEST:**

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

**Sponsored by: Budget Committee**

**REQUEST FOR COUNCIL BILL**

I request a council bill be drafted to accomplish the following:

Amending the 2024 - 2025 Annual Operating and Capital Budgets for the City of Carthage.

Date:

/s/ Traci Cox  
Signature

This request was referred to the **Budget Ways & Means Committee** for their recommendation.

Date: \_\_\_\_\_

\_\_\_\_\_  
Mayor

The **Budget Ways & Means Committee** has voted in favor of / against sponsoring the above council bill.

Date: \_\_\_\_\_

/s/ \_\_\_\_\_  
Committee Chairperson

The attached council bill has been prepared in accordance with the above request and is ready to be included on the agenda of the next council meeting. I have sent copies to the various departments listed below.

Date: \_\_\_\_\_

\_\_\_\_\_  
City Attorney

Street \_\_\_\_\_ CWEP \_\_\_\_\_  
Police \_\_\_\_\_ Parks \_\_\_\_\_  
Fire \_\_\_\_\_ City Admin. \_\_\_\_\_  
Eng. \_\_\_\_\_

**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, PUBLIC FACILITIES BOND FUND, FIRE SALES TAX FUND, PUBLIC SAFETY FUND, AND CIVIC ENHANCEMENT 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:

- the **Taxi Department**, is hereby amended to reflect a supplemental appropriation of an amount not to exceed \$1,070.50 to the Vehicle Maintenance line item for an air conditioner repair; 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 \$15,050 to the Parks Capital Outlay line item for curtains at Memorial Hall; and
- An amount not to exceed \$398,000 to the Transfer to Others line item for a transfer to the Public Facilities Bond Fund for the additional I-49 project expenses; 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:

- To reflect a supplemental appropriation of \$398,000 to the Transfers from Others to the Capital Projects line item for project overage on the I-49 Roundabout; and

**SECTION IV:** The City of Carthage’s 2024 – 2025 Annual Operating and Capital Budget for the **Fire Sales Tax Fund**, is hereby amended to reflect supplemental appropriations from the unallocated and unappropriated Fund Balance, for:

- An amount not to exceed \$750,000 to the Capital Outlay line item for the lease purchase of a fire truck; and
- An amount not to exceed \$412,177 to the Transfers to Others for a transfer to the General Fund; and

**SECTION V:** The City of Carthage’s 2024 – 2025 Annual Operating and Capital Budget for the **Public safety Fund**, is hereby amended to reflect supplemental appropriations for:

- To reflect a supplemental appropriation of up to \$23,991.55 for Grant Revenues from Law Enforcement Sales Tax (LEST) to the Police Department for General Tools & Supplies line item \$12,315 for ODET fee of \$4,000, FTO software fee of \$2,100, First Aid Kits fee of \$2,615 and First Two software fee of \$3,600, and to the Capital Outlay line item \$11,676.55 for Translators fee of \$1,920, iPad fee of \$2,493 and Radio Batteries fee of \$7,263.55; and

**SECTION VI:** The City of Carthage’s 2024 – 2025 Annual Operating and Capital Budget for the **Civic Enhancement Fund**, is hereby amended to reflect supplemental appropriations for:

- To reflect a supplemental appropriation of up to \$500 for a donation from the Boylan Foundation to the Parks Department for Supplies.

**SECTION VII:** 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**

COUNCIL BILL NO. \_\_\_\_\_

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

An Ordinance amending Chapter 2, Chapter 18, and Chapter 21 of the Carthage City Code

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

**SECTION I:** Chapter 2, Article VI, Division 4 –Powers Museum Board -- is hereby repealed from the Carthage City Code as there is no longer a Powers Museum;

**SECTION II:** Chapter 18, Article II, Division II, Section 18-52 – Members -- of the Carthage City Code is hereby amended:

(a) The police personnel administration board consists of four (4) members appointed by the mayor with the approval by a majority vote of the members ~~elected to~~ **of** the city council. Members shall be at least twenty-one (21) years of age and ~~residents of the city~~ **shall live within five (5) miles of the City limits.**

**SECTION III:** Chapter 21, Article VIII, Section 21-274 – Creation of Tree Board -- of the Carthage City Code is hereby amended:

Said board shall consist of five (5) voting members, at least eighteen (18) years of age, appointed by the mayor with ~~approval of the city council,~~ **the approval by a majority vote of the members of the city council.** ~~No more than (1) member of said board serving at any one (1) time shall be a nonresident of the City of Carthage. Said member must be residential, business customer or representative of commercial customers of Carthage Water & Electric Plant (CW & EP). No more than one (1) member of the board can be employed by the same employer. In all cases, such member~~ **All members** of the board shall live within five (5) miles of the Carthage

city limits.

**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.**

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

**ATTEST:**

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

**CB \_\_\_ is sponsored by the Mayor**

CLEAN VERSION

COUNCIL BILL NO. \_\_\_\_\_

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

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Said board shall consist of five (5) voting members, at least eighteen (18) years of age, appointed by the mayor with the approval by a majority vote of the members of the city council. No more than one (1) member of the board can be employed by the same employer. All members of the board shall live within five (5) miles of the Carthage city limits.

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

CLEAN VERSION

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

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

**ATTEST:**

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

**CB \_\_\_ is sponsored by the Mayor**

COUNCIL BILL NO. \_\_\_\_\_

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

An Ordinance to amend the Personnel Policy Manual of the City of Carthage, Missouri.

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

**SECTION I:** Section 702 (05) of the Personnel Policy Manual shall be amended to read as follows:

05. Personnel Board Established: There is hereby authorized, established and created for the City a Personnel Board. The Personnel Board shall consist of four (4) members appointed by the Mayor with the approval by a majority vote of the members ~~elected to~~ **of** the City Council. Members shall be at least twenty-one years of age and ~~residents of the City~~ **shall live within five (5) miles of the City limits.** The members of the Personnel Board shall serve without compensation for a term of four (4) years. The membership of the first board appointed shall serve respectively, one for one (1) year, one for two (2) years, one for three (3) years and one for four (4) years. Thereafter members shall be appointed for terms of four (4) years each. Any member of the Personnel Board may be removed from office for good cause shown by the Mayor with the consent of a majority **vote** of ~~those~~ **the** members ~~elected to~~ **of** the City Council.

**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: Mayor**

**COUNCIL BILL NO. \_\_\_\_\_**

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

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JASPER COUNTY, MISSOURI** as follows:

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05. Personnel Board Established: There is hereby authorized, established and created for the City a Personnel Board. The Personnel Board shall consist of four (4) members appointed by the Mayor with the approval by a majority vote of the members of the City Council. Members shall be at least twenty-one years of age and shall live within five (5) miles of the City limits. The members of the Personnel Board shall serve without compensation for a term of four (4) years. The membership of the first board appointed shall serve respectively, one for one (1) year, one for two (2) years, one for three (3) years and one for four (4) years. Thereafter members shall be appointed for terms of four (4) years each. Any member of the Personnel Board may be removed from office for good cause shown by the Mayor with the consent of a majority vote of the members of the City Council.

**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: Mayor**