



City of Carthage, Missouri

BUDGET WAYS & MEANS COMMITTEE

March 9, 2026 - 5:30 PM
CITY HALL COUNCIL CHAMBERS

MINUTES

1. Call to Order

MEMBERS PRESENT: Alan Snow, Jana Schramm, David Thorn, Derek Peterson

MEMBERS ABSENT:

OTHER COUNCIL MEMBERS: Mayor David B. Flanigan

STAFF PRESENT: City Administrator Traci Cox, Deputy City Clerk Amy Taylor, IT Director Michael Keith

Chair Alan Snow called the meeting to order at 5:30 PM

2. Old Business

1. Approve February 9, 2026 Minutes

ACTION: Motion to Approve February 9, 2026 Minutes by
Ms. Schramm
Motion passed with a 4:0

AYES: Alan Snow, Jana Schramm, Derek Peterson, David Thorn

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 Budget Goals -

Mr. Snow explained the budget goals detail why the City creates a budget and includes vision and mission statements for the City. He stated the budget includes overall priorities for this year. Ms. Cox discussed COLA, step, and merit increases for employees. She stated the bridges were added to the budget for Fiscal Year 2026 – 2027. Ms. Schramm asked about the re-evaluation of Cost Recovery Model and Ms. Cox explained that it is a model for the Parks Department. It is designed to look at the charges for Memorial Hall and if they're adequate. It looks into whether the fees for the use of Parks Department spaces are adequate. Ms. Cox stated there is also a 35% balance in the Unassigned Fund balance that is to be maintained as reserve.

ACTION: Motion to forward to Council by Derek Peterson
Motion passed with a 4:0
AYES: Alan Snow, Jana Schramm, Derek Peterson, David Thorn
NOES: None
ABSTAIN: None

2. Consider and Discuss Budget Adjustment for Park Lighting Installation –
Ms. Cox explained that 19 lights were bought for City playgrounds, however money was not previously budgeted for installation. This budget adjustment would allow for installation of these lights. Mr. Peterson mentioned the McCune-Brooks Regional Hospital grant was used for the lights. Ms. Cox relayed that the grant was used for the purchase of the lights, but not the installation.

ACTION: Motion to forward Budget Adjustment for Park Lighting Installation to Council by David Thorn.
Motion passed with a 4:0
AYES: Alan Snow, Jana Schramm, Derek Peterson, David Thorn
NOES: None
ABSTAIN: None

3. Staff Reports -

Michael Keith stated the City underwent a security assessment in January of this year. He stated the City scored near the middle, and this is the first security assessment the City has ever had. He feels the City performed well as most of the changes are configuration changes, which will happen slowly to not create disruptions. He said the City server operating system is coming near the end of its service life. He said plans are being formed to address this issue. Mr. Keith also said the firewall service at the Police Department is due to be renewed soon. Lastly, he discussed cellular plan bids received and the differences between the carriers. He said he researched which plans gave the best discounts and service credits and he feels changing the City cellular service to Verizon is the best deal for the City overall. Ms. Schramm made a motion to forward to Council the Mayor entering into an agreement with Verizon for City cellular services. All ayes. Motion carried.

Ms. Cox reported that the sales tax revenue for the month of March is \$283,031.02, 2% higher than the previous fiscal year. Year-To-Date sales tax in the General Fund \$2,349,469.00, down just half a percent from the same time last year. Use tax is at \$125,980.78, which is down 1.5% from the same month last year. Year-to-Date, the City is at \$1,083,511.00. \$124,966.00 ahead of the same time frame last year. Kellogg Lake Board has approached the City about purchasing five Route 66 banners for the new bridge on the east side of the city. The cost of the banners would be \$2,500.00. She stated these could be funded through the Central Municipal Activities so there would be no need for a budget adjustment. Ms. Cox also reported work is being done on the budget and discussions are being held about agency contracts.

5. Adjournment

ACTION:	Motion to Adjourn by Derek Peterson at 6:12 PM
	Motion passed with a 4:0
AYES:	Alan Snow, Jana Schramm, Derek Peterson, David Thron
NOES:	None
ABSTAIN:	None