



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

May 11, 2026 - 5:30 PM
CITY HALL COUNCIL CHAMBERS

AGENDA

- 1. Call to Order**
- 2. Old Business**
 1. Approval of March 9, 2026 Minutes
- 3. Citizens Participation**
(Citizens wishing to speak should notify Department Head or Committee Chair in advance)
- 4. New Business**
 1. Consider and Discuss Budget Adjustment for Police Department
 2. Consider and Discuss Contract with the Chamber of Commerce
 3. Consider and Discuss Contract with the Over 60 Center
 4. Consider and Discuss Budget Adjustment for Fire Department
 5. FY 2026-2027 Budget Review
 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

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

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING A BUDGET ADJUSTMENT TO THE PUBLIC SAFETY FUND FOR FISCAL YEAR 2025-2026 FOR A LINE-ITEM ADJUSTMENT TO CAPITAL OUTLAY FOR THE PURCHASE OF TWO RIFLES AND WORKOUT EQUIPMENT FOR THE POLICE DEPARTMENT

WHEREAS, the City adopted a budget and appropriated funds for fiscal year 2025-2026; and

WHEREAS, unanticipated expenditures are expected to exceed the original adopted budget in the Public Safety 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 a meeting on April 13, 2026.

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 in the Public Safety Fund for \$5,948.00 for the purchase of two rifles (\$2,130.00) and the purchase of various exercise equipment for the Police Department (\$3,818.00).

PASSED AND APPROVED THIS ____ DAY OF _____, 2026.

David B. Flanigan, Mayor

ATTEST:

Miranda Deal City Clerk

Sponsored by: Budget Committee

COUNCIL BILL NO. 26-25

ORDINANCE NO. _____

An Ordinance authorizing the Mayor to enter into a contract with the Carthage Chamber of Commerce for Specified Services, from July 1, 2026 to June 30, 2027, 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 a Contract for Services with the Carthage Chamber of Commerce for Services from July 1, 2026 to June 30, 2027 in the amount of Forty-One Thousand Dollars and 00/100 (\$41,000.00), 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 _____, 2026.

David B. Flanigan, Mayor

ATTEST:

Miranda Deal, City Clerk

Sponsored by: Budget Ways & Means

AMENDED AGREEMENT
by and between
THE CITY OF CARTHAGE, MISSOURI
and
THE CARTHAGE CHAMBER OF COMMERCE

This Agreement, made and entered into this _____ day of _____, 2026, is by and between Carthage Chamber of Commerce, (“Chamber”), and the City of Carthage, Missouri (“City”).

WITNESSETH:

WHEREAS, the Carthage Chamber of Commerce has undertaken many projects for the benefit of the City of Carthage, its businesses, and its citizens; and

WHEREAS, the City has determined that it is in the best interests of the City, and important to the promotion of commerce within and surrounding the City, to compensate the Chamber for the performance of services pursuant to this Agreement.

NOW, THEREFORE, in consideration of mutual undertakings and mutual benefits from the services set forth herein, the City and Chamber agree as follows:

I. SCOPE OF SERVICES

The Chamber will provide the following:

- a. The city will have a Chamber Champion membership.
- b. This city will be a Presenting Sponsor at the Carthage Chamber of Commerce Annual Banquet. This includes the presentation of the City of Carthage, “Industry of the Year award” and 10 tickets to the Annual Banquet.
- c. Booth Representation at the Annual Biz Expo, may be used for any department the City of Carthage deems necessary, i.e. parks, tourism, etc.
- d. Golf Team Registrations for the Annual Golf Scramble. This includes three, four person teams.
- e. The city will be a Presenting Sponsor of the Maple Leaf Festival. This includes the City logo present on all signage affiliated with Maple Leaf and the opportunity to have a float in the annual parade.
- f. City of Carthage Relocation Guide, (brochures printed yearly to be distributed to new residents and potential new residents. Available online, and key locations, approx. 4,000 printed) the City logo to appear on all publications.

- g. Media outreach, and appearances promoting businesses in Carthage and the City of Carthage, includes TV, radio, newspaper print and any other media outlets.
- h. Administrating business enhancement & enrichment classes for businesses to attend to keep their businesses successful while driving business into their doors. Creation of Chamber Gift Certificates to keep dollars local that supports the local sales tax base. Collaborating with other groups & organizations to promote Carthage and attract visitors while providing value to our current residents. Writing letters of support for business expansions, along with new business prospects to secure funding to invest in Carthage.
- i. Successful social media, website, and other outside media avenues to promote Carthage and the business community, i.e., MAKO, US Chamber, Missouri Chamber, 16Chamber Institute, and all legislative events both locally, state, and nationally.

The City will provide the following:

- a. Use of the Carthage Municipal Golf Course for the Annual Chamber Golf Tournament.
- b. Use of Memorial Hall for the Annual Chamber Banquet.
- c. Use of Memorial Hall for the Annual Business Expo.

II. TERM AND TIME OF PERFORMANCE

This amendment shall be effective July 1, 2026 to June 30, 2027.

III. COMPENSATION AND METHOD OF PAYMENT

The City hereby agrees to compensate Carthage Chamber of Commerce for the Services as outlined in Section I in twelve (12) equal, monthly installments for a total of \$41,000 for FY26-27.

IV. UPDATES AND REVIEW PROCESS

Carthage Chamber of Commerce will meet with the City Council quarterly to review the progress of the efforts of Carthage Chamber of Commerce. They will review the scope of work, goals for next quarter, and review any reports Carthage Chamber of Commerce may provide. The City Council may request information or a report at any time. Carthage Chamber of Commerce shall provide the requested information or report within thirty (30) days.

V. REPRESENTATION ON BOARD

Carthage Chamber of Commerce's Board of Directors oversee the operation of Carthage Chamber of Commerce, and the City will possess one voting ex officio seat on the Board, which will be the mayor. The City will also possess one non-voting liaison position on the Board.

VI. CHANGES

No change in this Contract shall be made except in writing prior to the change in work or terms being performed. Carthage Chamber of Commerce shall make any and all changes in the Work without invalidating this Contract when specifically required to do so in writing by the City. Carthage Chamber of Commerce, prior to the commencement of such changed or revised work, shall submit promptly to the City, a written cost or credit proposal for such revised Work. No work or change shall be undertaken or compensated for without prior written authorization from the City.

VII. ACCOUNTING

During the period of this Contract, the Chamber shall maintain books of accounts of its expenses and charges in connection with this Contract in accordance with generally accepted accounting principles and practices. The City shall at reasonable times have access to these books and accounts to the extent required to verify all invoices submitted hereunder by Carthage Chamber.

VIII. ENTIRE AGREEMENT

This contract contains all the agreements of the parties relating to the subject matter hereof and is the full and final expression of the agreement between the parties. Any oral representations or modifications concerning this instrument are of no force or effect excepting a subsequent modification in writing signed by all the parties hereto.

IX. TRANSFERABILITY

Neither City nor Chamber shall assign any rights or duties under this Contract without the prior written consent of the other party. Unless otherwise stated in the written consent to an assignment, no assignment will release or discharge the assignor from any obligation under this Contract.

X. SEVERABILITY

All parties agree that should any provision of this contract be determined to be invalid or unenforceable, such determination shall not affect any other term of this contract, which shall continue in full force and effect.

XI. THIRD PARTY RIGHTS

Nothing in this Contract is intended to benefit any third party not a party to this Contract, and no provision of this Contract shall confer any rights upon any such third party.

XII. INDEPENDENT CONTRACTOR

Carthage Chamber of Commerce is not authorized or empowered to make any commitments or incur any obligation on behalf of the City, but merely to provide the Services provided for herein as an independent contractor.

XIII. TERMINATION OF CONTRACT

This Agreement may be terminated at any time by written, mutual agreement of the parties. The City shall have the right to terminate this Agreement in the event that Carthage Chamber of Commerce is in default or violation of the terms or provisions of this Agreement and fails to cure such default or violation within thirty (30) working days after receipt of a written Notice of Default, unless a longer time is agreed upon by both parties in writing. In case the default is not cured or remedied within thirty (30) working days or a longer period of time if agreed upon, the City may exercise its option to terminate this Agreement upon five (5) days written notice thereafter. In the event of termination, Carthage Chamber of Commerce shall refund to the City a pro-rated portion of the compensation paid pursuant to section III above. The pro-rated amount shall be determined by dividing the annual payment recited in section III by 365 and multiplying this daily amount by the number of days remaining in the year from and after the effective date of termination. Carthage Chamber of Commerce shall refund the pro-rated amount to the City within 30 days of the effective date of termination.

If neither party terminates this contract, it shall automatically terminate and expire June 30, 2026. Either party may terminate this agreement according to the terms of this contract.

XIV. NOTICE

Any notice required by this contract is deemed to be given if it is mailed by United States certified mail, postage prepaid, and addressed as hereinafter specified.

Notice to the City shall be addressed to:
City Administrator
City of Carthage, Missouri

326 Grant Street
Carthage, Missouri 64836

Notice to Carthage Chamber of Commerce shall be addressed to:
Executive Director
Carthage Chamber of Commerce
402 S. Garrison
Carthage, MO 64836

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date and year first above written.

CITY OF CARTHAGE, MISSOURI

CARTHAGE CHAMBER OF COMMERCE INC.

David B. Flanigan, Mayor

Tyler Smith, Board President

ATTEST:

ATTEST:

Miranda Deal, *City Clerk*

Secretary

COUNCIL BILL NO. 26-26

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 _____, 2026.

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, 2026 ending June 30, 2027. 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, 2026 and shall terminate as of June 30, 2027. 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: _____

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING A BUDGET ADJUSTMENT TO THE CAPITAL IMPROVEMENTS FUND FOR FISCAL YEAR 2025-2026 FOR A LINE ITEM ADJUSTMENT TO CAPITAL PROJECTS FOR UPFITTING THE 2024 FORD BRUSH TRUCK.

WHEREAS, the City adopted a budget and appropriated funds for fiscal year 2025-2026; and

WHEREAS, unanticipated expenditures are expected to exceed the original adopted budget in the Capital Improvements Tax 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 on May 11, 2026.

WHEREAS, the City Council met and discussed additional appropriations at their May 12, 2026, meeting; and

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 Projects line item in the Capital Improvements Fund for \$22,788 for upfitting the 2024 For Brush Truck.

PASSED AND APPROVED THIS _____ DAY OF _____, 2026.

David B. Flanigan, Mayor

ATTEST:

Miranda Deal City Clerk

Sponsored by: Budget Committee