

BUDGET WAYS & MEANS COMMITTEE  
MONDAY, SEPTEMBER 14, 2020 5:30 P.M.  
CITY HALL COUNCIL CHAMBERS

**MEMBERS PRESENT:** Alan Snow, Ray West and Ed Barlow. Juan Topete was absent.

**OTHERS PRESENT:** City Administrator Tom Short, City Clerk Traci Cox, Council Members Craig Diggs and Ceri Otero, Police Chief Greg Dagnan, Fire Chief Roger Williams, City Attorney Nate Dally and citizen Abi Almandinger.

Mr. Snow called the meeting to order at 5:30 P.M.

**\*NOTE:** All areas *“italic”* below were submitted to the Committee in a pre-meeting memo by Mr. Short.

**OLD BUSINESS:**

**1. Consideration and approval of minutes from previous meeting.**

Mr. Barlow made a motion to approve the minutes of the August 19 Budget meeting. Motion carried 3-0.

**2. Consider and discuss perfection of Fiscal 2021 Budget and recommend adoption by the City Council.** *“Because of the Novel Coronavirus-2019 (COVID-19) pandemic, earlier this year, the Council decided to defer the budget process due its impact on the City. The plan was to roll the current budget until the Council adopted a new budget. The “budgets” for the various Agencies that had contracts with the City, as well as the Budget for CW&EP and the Library, have been approved earlier this year and are included in this final Budget Document (Book). Original requests have been reviewed in light of policy guidelines adopted by the Council and cuts/moves/deferral of items or services have been included as part of this packet. Including previous City Council actions, the Budget Ways & Means Committee conducted budget hearings and/or meetings with Department Heads and outside agencies, concerning the Fiscal 2021 budget. The Budget is the result of those actions and meetings for the Annual Operating and Capital Budget for the City of Carthage for the Fiscal Year beginning July 1, 2020 and ending June 30, 2021. The originally submitted budget has been changed and modified throughout the hearing/meeting process based on input from the public, Mayor, Council Members and Department Heads. The final Book reflects those changes discussed by the Budget Ways & Means Committee. The Budget Book is being presented under the provisions of Article VII of the Home Rule Charter for the City of Carthage and Section 2.161 of the Carthage Code of Ordinances for Council consideration. The budget shall be adopted by the affirmative vote of a majority of the members of the Council on or before the last day of the fiscal year currently*

ending. Adoption of the budget shall constitute an appropriation of the amounts specified therein as expenditures. **The budget does not constitute a mandate to spend, only the authority to do so.** As a quick reference/overview of the budget for fiscal 2021, page 14 of the Budget Book shows the updated summary schedule for all Funds of the City. These reflect the final changes the Committee made when it approved the budget at the end of the budget hearings at the last (August 19, 2020) meeting. Of note is the **General Fund**, based on projected revenues and requested expenditures from the departments and agencies, current total **expenditures exceed revenues** by approximately \$1,400,000. Although there is a beginning fund balance, on-going budgeted revenues are not sufficient to fund on-going expenditures. Budgeted numbers include proposed cuts/moves/deferrals of primarily capital items originally submitted and discussed by the Committee. **Numbers also include funds for implementation of the McGrath Compensation and Classification Study** beginning in October 2020. An electronic version of the Budget Book is included as part of this packet. We will also bring hard copies of the printed budget to the meeting for each Committee member. The City of Carthage will hold a **Public Hearing** on the Annual Operating and Capital Budget for Fiscal Year 2021 on Tuesday, September 22, 2020 at 6:30 pm during the City Council meeting in the City Hall Council Chambers, 326 Grant Street Carthage, Missouri at which time Citizens may be heard on the proposed budget to be set by the City of Carthage. At the request of the Chairman, also included in the packet are some **worksheets** that were discussed and implemented (in some form) during/after Departmental meetings on some of the changes the sub-committee was operating with to come up with the final form of the Fiscal 2021 budget. A **Council Bill** is included for adoption of the budget and for first reading for the City Council meeting of September 22, 2020. Requested action is a motion to forward the Council Bill to the full Council for adoption of the Fiscal 2021 Budget.”

Mr. Short reviewed changes to the General Fund Budget. Expenditures in excess of \$1 million were cut from the Capital Budget. With implementation of the McGrath Study, personnel expenses account for approximately 70% of budgeted expenditures. It was stressed that although the City has reserve funds, current operating expenditures exceed current revenues which will eventually deplete reserve fund balances. Mr. West moved to forward the budget ordinance to council for approval. Motion carried 3-0.

## **NEW BUSINESS**

1. **Consider and discuss recommending a Resolution reaffirming the authorization of an inter-fund loan.** “Pursuant to policy (attached). Repayment of each inter-fund loan shall be pursuant to a formal debt repayment schedule and shall be expected not to exceed five- years the amount of which is included in the Fiscal 2021 Budget. A memo with a little of the history regarding this policy is included.”

Mr. Short explained the loan is for the Garrison/Fairlawn roundabout. The loan is from the Landfill Closure Fund to the Capital Improvements Tax Fund with a three year payback at 0.52%. The current interest rate the City is receiving from it's MOSIP investments is 0.07%. Mr. Short will change the repayment schedule to reflect the current interest rate. Mr. Barlow moved to forward the Resolution reaffirming the authorization of the inter-fund loan with the lower interest rate to council. Motion carried 3-0.

2. **Staff Reports.** The **monthly Sales Tax report** for the month of September for The General Fund's 1% is included in the packet. Overall, Sales Tax receipts are still indicating growth over last year's amounts. The General Fund Sales Tax (1%) receipts for September showed an increase of 10.05% from the same month last Fiscal Year. This amounted to approximately \$24,921 more than the same month last year. This is the third month of the fiscal year which has reported collections higher than last year's monthly reported Sales Tax collections. A point of note is the trend of this growth. The percentage and actual dollar of receipts of increases over this three month period has decreased. It has gone from 19.67% to 12.07% to 10.05%. Receipts however, still look good over the first quarter of the fiscal year. Because of the budget situation and rolling the budget, the Incode financial/budget software is not capable of generating reports at this time. Therefore, the **Unaudited September Budget Report (All Funds Revenue & Expense Report)** and the **Investment Report**, will not be available.

Mr. Short reviewed sales tax revenues which continue to show an increase.

3. **Other Business.** Mr. West discussed the salary study for the City of Joplin where a 9% across-the-board salary increase is being discussed. Mr. Barlow requested the City consider looking at the possibility of proposing a use tax again.

**ADJOURNMENT:** The meeting adjourned at 5:56 P.M. on motion by Mr. West.

Respectfully submitted,  
Traci Cox

## PUBLIC SERVICES COMMITTEE

September 15, 2020  
Zoom Meeting  
5:30 pm

Public Services Committee Members Present; Juan Topete, Ceri Otero, Mike Daugherty

Members Absent; James Harrison

Staff Present; Tom Short, Mark Peterson, and Kailey Williams

Non-Members Present: Lora Phelps

At 5:30 pm, Mr. Topete called the meeting to order.

### **Old Business:**

1. Consider and approve minutes from the previous meeting.  
**Mr. Daugherty made a motion to approve the minutes from the previous meeting. Motion carried.**

### **NEW BUSINESS:**

1. Consider and discuss a request by John O. Phelps & Family to rename a street within the Phelps 9<sup>th</sup> Addition Plat filed with the city.

Lora Phelps presented information requesting a name change for a street. John O. Phelps & Family respectfully requests to rename Caroline Street, which is part of a plat filed with the city for the Phelps 9<sup>th</sup> Addition. The family requests to rename the street Harlow Street. Mr. Phelps has developed several neighborhoods in the community, and the latest one they are working on is the 9<sup>th</sup> addition. There are three partially finished streets, Caroline Dr, Caroline Street, and Caroline Place. The farthest street to the west that is not finished, Caroline Street, is the requested street to rename Harlow Street. They hope that renaming the unfinished street will lessen confusion created by the three Caroline names.

Mr. Topete believed this had come up in a previous meeting. Mrs. Otero also indicated this request has come forward previously and a motion to change the name to Harlow Lane was passed by the City Council.

Ms. Phelps was in agreement with the committee that if that request happened and the name of the street was Harlow Lane that name would be appropriate and no other action requested.

**Mr. Daugherty made a motion to approve the name change of Caroline Street to Harlow Street for the Phelps 9<sup>th</sup> Addition Plat if it is determined that this request is not the same as previously requested. Motion Passes.**

It has been determined after this meeting that the request was made at a previous Public Services Committee meeting and brought forward at the April 23<sup>rd</sup>, 2019 City Council meeting. At that time Mr. Topete made a motion, seconded by Mr. Daugherty, to change Caroline Street to Harlow Lane as requested by Mr. Phelps. Motion carried. Therefore no further City action is required.

2. Consider and discuss an agreement with the Maple Leaf Car Show Committee for the use of Kellogg Lake Park.

Mr. Peterson noted that there has been a motion already approved for use of Kellogg Lake for the Maple Leaf Car Show. This agreement outlines all conditions for the event. It will detail responsibilities and of all parties and protections in place for the city. Mr. Daugherty pointed out that they have already approved the use of the park. Mr. Daugherty questioned the need for this to be approved. Mr. Short discussed the need to make sure liability insurance is in place for the user and the location to cover the city. Mr. Peterson indicated that Maple Leaf Car Show Committee Chairman, Larry Cleary, advised that their group is not part of the Maple Leaf Festival and operates under their own direction. Mr. Short indicated that the Mayor needs authorization from the Council to sign the contract.

Mr. Daugherty discussed the need to move this to a second reading since the event is approaching quickly. Mr. Short said they could move the contract to a second reading with an emergency clause put in place. Mr. Daugherty believes it's only fair to the Car Show committee. Mr. Peterson has spoken with Larry on multiple occasions. They are aware of everything in the agreement and have verbally acknowledged their willingness to handle all conditions of the agreement.

**After discussion, Mr. Daugherty made a motion to accept the Agreement between the City of Carthage and the Maple Leaf Car Show Committee and include emergency language to advance the Agreement to a second reading for approval of the City Council at the September 22<sup>nd</sup> meeting. Motion passed.**

## **STAFF REPORTS**

Parks and Recreation Director- Mark Peterson

Griggs Park- Chanti Beckham, who is in charge of the community gardens, has planted produce in the beds. The plan is for the produce harvested in the Fall to be given to those in need. This will be done in several ways using resources through Bright Future and also advertising a day when the produce can be picked. The Grand Opening for Community Garden is planned for the Spring. This would be the time beds would be available to rent. HERE4Carthage is also looking at two other opportunities for Griggs

Park. A small shelter is being looked at that would be placed on the west side of the gardens in an area that wouldn't take away from other amenities of the park. Specifications are being put together to be presented to the Public Service Committee and provided at an upcoming meeting. The replacement of playground equipment is also being considered. Mrs. Beckham is in contact with playground equipment providers that work with the parks Department.

The Pickleball courts are still delayed by concrete issues. Staff and contractors have found issues with the concrete. They have reviewed options that include patchwork and or full replacement of the affected areas. A patch was placed on some of the holes and allowed two days of cure. The next day Brian Bradley went out to see if it would hold up. It held up. Zeb Carney has been included in the process and believes that the patch would be the right solution. The concrete provider will be out 9-16-2020 to decide if they will tear up the concrete and replace it or patch the spots. Painting has been started on the north end of the courts unaffected by the concrete issues.

Civil War Museum- Numbers have been increasing since the reopening of the CWM. Souvenir sales in August increased significantly with double the sales in 2020 vs. 2019.

Golf Course- Rounds and revenue for the golf course were fantastic for August. Rounds were 1300 more than 2019 and 1000 more than historical averages. Revenue was just under \$80,000 surpassing recent years by over \$30,000. Mr. Peterson and Mr. Short both commented about the rounds and revenue noting this is mainly due to the changing habits of golfers. It is our hope that we can see this continue for some time. Mr. Peterson commented on the increase in rounds happening by traditionally infrequent golfers. Infrequent golfer are playing more. We aren't seeing new golfers. We are seeing golfers play more. Now is the time to provide the best service possible. As these golfers habits change we want to make sure they choose Carthage as their choice for golf in the area.

**Meeting adjourned at 6:04 pm.**