**MINUTES**
**NEOSHO CITY COUNCIL**
**August 15, 2023 - 6:00 PM**
**Neosho Council Chambers**
**203 E. Main St., Neosho, MO**

## CALL TO ORDER

Mayor Pro Tem Robinson called the meeting to order at 6 p.m.

## ROLL CALL

COUNCIL PRESENT:
Carl Cobb, Angela Thomas, Charles Collinsworth, Julie Humphrey, Ashton Robinson, Tom Workman

COUNCIL ABSENT:
Richard Davidson

CITY OFFICERS PRESENT:
David Kennedy, City Manager; Jordan Paul, City Attorney; and Cheyenne Wright, City Clerk, minutes taken by clerk.

## APPROVAL OF AGENDA

Councilman Workman made a motion to Approve the agenda; Councilman Cobb seconded.

Roll call vote:
Yes: Carl Cobb, Tom Workman, Julie Humphrey, Ashton Robinson, Charles Collinsworth, Angela Thomas
No: None
Abstain: None
Passed.

## NEW BUSINESS

### FY2024 Budget Discussion

Finance Director Forest addressed the city council on the changes to the water department funds. These changes are due to the recently approved ordinance for water and sewer rate increases. The information given to the council is with the 25% request that will come in May. This would put this increase into effect in June of 2024.

Discussion was held with council and staff regarding water infrastructure issues and increases in future years.

City Manager Kennedy addressed the city council going over all fund balances that are attached to these minutes. One capital improvement project that was not discussed was the public safety center architectural drawings and that amount put in the budget is $500,000 to find out what the cost of that facility is going to cost and how to move forward. I would also like to request two additional full-time employees. One would be for Code Enforcement and part of this would be funded by tipping fees. This position would do more of the bookwork and dangerous buildings and the Development Services right-hand person on making sure these projects are kept up with. The second position would be a public information officer, promoting the city and getting our story out to the public. This position would also be over our facilities, the Lampo and Auditorium.

Parks and Recreation Director Balls addressed the city council about the pay scale that he would like to see put into place. Our department has had a really hard time filling the seventh position for many years. We have worked at five for quite some time now and it has been hard to keep a sixth.
New Person $30,000
Within 1st Year after 6 month probation (Safety Certified in certain areas) $33,000

Councilman Collinsworth left the meeting at 6:48 p.m.

**ADJOURN**

There being no further business to come before the Council, Mayor Pro Tem Robinson asked for a motion to adjourn.

Councilwoman Humphrey made a motion to Adjourn; Councilman Workman seconded.

Roll call vote:
Yes: Carl Cobb, Tom Workman, Julie Humphrey, Ashton Robinson, Charles Collinsworth, Angela Thomas
No: None
Abstain: None
Passed.

Mayor Pro Tem Robinson closed the meeting at 6:48 p.m.

APPROVED

NEOSHO CITY COUNCIL

Mayor

ATTEST

City Clerk

Water Admin

| Account | Account Name | Estimated FY2023 Ending | Projected FY2024 Budget | Projected FY25 | Projected FY26 |
|---|---|---|---|---|---|
| **Water Admin Revenues** | | | | | |
| 500-510-3510-510 | Penalties/Utility Bills | 114,540.29 | 107,000.00 | 108,070.00 | 109,150.70 |
| 500-510-3530-510 | Residential Trash Billing | 682,462.09 | 574,560.00 | 591,796.80 | 609,550.70 |
| 500-510-3540-510 | Service Application Fee | 8,493.33 | 8,300.00 | 8,300.00 | 8,300.00 |
| 500-510-3560-510 | Lease Pmt. Tower Space | 50,780.00 | 50,780.00 | 50,780.00 | 50,780.00 |
| 500-510-3580-510 | Trash Tag Sales | - | - | - | - |
| 500-510-3600-510 | Billing Customers-Water | 2,594,824.80 | 3,382,729.47 | 3,708,673.42 | 3,819,933.63 |
| 500-510-4201-510 | CARES Act | - | - | - | - |
| 500-510-4700-510 | Interest Earned-Water/WW | 20,255.19 | 15,000.00 | 15,000.00 | 15,000.00 |
| 500-510-4792-510 | Online Surcharge Fees | 11,000.00 | 11,000.00 | 11,000.00 | 11,000.00 |
| 500-510-4800-510 | Water Admin Miscellaneous | 1,848.43 | - | - | - |
| **Total Water Admin Revenues** | | **$ 3,484,204.13** | **$ 4,149,369.47** | **$ 4,493,620.22** | **$ 4,623,715.03** |
| **Water Admin Expenditures** | | | | | |
| 500-510-5010-510 | Water Admin Salaries | 314,612.21 | 315,399.00 | 324,860.97 | 334,606.80 |
| 500-510-5020-510 | Water Admin Overtime | 3,606.40 | 3,000.00 | 3,090.00 | 3,182.70 |
| 500-510-5170-510 | Water Admin Social Security | 23,179.28 | 24,129.00 | 24,852.87 | 25,598.46 |
| 500-510-5180-510 | Water Admin Retirement | 16,558.43 | 15,770.00 | 16,243.10 | 16,730.39 |
| 500-510-5190-510 | Water Admin Health Insuranc | 50,480.88 | 49,093.00 | 50,565.79 | 52,082.76 |
| 500-510-5210-510 | Water Admin Workers Comp. | - | 13,815.00 | 14,229.45 | 14,656.33 |
| 500-510-5260-510 | Water Admin Prof. Services | 92,157.91 | 97,407.00 | 100,329.21 | 103,339.09 |
| 500-510-5270-510 | Water Admin Credit Card Fee | 62,352.15 | 41,000.00 | 42,230.00 | 43,496.90 |
| 500-510-5273-510 | Collection Agency Charges | 779.21 | 2,000.00 | 2,060.00 | 2,121.80 |
| 500-510-5300-510 | Water Admin Insurance & Bo | - | 600.00 | 618.00 | 636.54 |
| 500-510-5330-510 | Water Admin Equipment Mai | 637.31 | 1,000.00 | 1,030.00 | 1,060.90 |
| 500-510-5360-510 | Water Admin Member/Train/ | 5,000.07 | 8,284.00 | 8,532.52 | 8,788.50 |
| 500-510-5590-510 | Water Admin General Supplie | 53,719.87 | 58,140.00 | 59,884.20 | 61,680.73 |
| 500-510-5700-510 | Water Admin Comp., Softwar | 377.27 | 2,916.00 | 3,003.48 | 3,093.58 |
| 500-510-6260-510 | Trash Service Paid | 648,338.99 | 545,832.00 | 562,206.96 | 579,073.17 |
| 500-510-6350-510 | Water Admin Phones | 5,333.33 | 5,040.00 | 5,191.20 | 5,346.94 |
| 500-510-5790-510 | Water Admin Capital Purchas | - | 5,000.00 | 5,150.00 | 5,304.50 |
| **Total Water Admin Expenditures** | | **$ 1,277,133.30** | **$ 1,188,425.00** | **$ 1,224,077.75** | **$ 1,260,793.90** |
| Water Admin Other Sources | | | | | |
| | 0 | 0 | - | | |

Water Admin

| Account | Account Name | FY2022 Actual | FY2023 Budget | As of 7/31/2023 Actual | Estimated FY2023 Actual | Proposed FY2024 Budget |
|---|---|---|---|---|---|---|
| Water Admin Revenues | | | | | | |
| 500-510-3510-510 | Penalties/Utility Bills | 105,699.57 | 107,000.00 | 85,905.22 | 114,540.29 | 107,000.00 |
| 500-510-3530-510 | Residential Trash Billing | 578,945.86 | 545,280.00 | 511,846.57 | 682,462.09 | 574,560.00 |
| 500-510-3540-510 | Service Application Fee | 7,890.00 | 8,300.00 | 6,370.00 | 8,493.33 | 8,300.00 |
| 500-510-3560-510 | Lease Pmt. Tower Space | 46,066.88 | 50,780.00 | 51,746.92 | 50,780.00 | 50,780.00 |
| 500-510-3580-510 | Trash Tag Sales | (37.08) | - | - | - | - |
| 500-510-3600-510 | Billing Customers-Water | 2,285,316.77 | 2,200,000.00 | 1,946,118.60 | 2,594,824.80 | 3,198,180.95 |
| 500-510-4201-510 | CARES Act | 669,346.94 | - | - | - | - |
| 500-510-4700-510 | Interest Earned-Water/WW | 35,684.47 | 15,000.00 | 15,191.39 | 20,255.19 | 15,000.00 |
| 500-510-4792-510 | Online Surcharge Fees | 4,999.69 | 11,000.00 | 5,521.05 | 11,000.00 | 11,000.00 |
| 500-510-4800-510 | Water Admin Miscellaneous | 1,450.95 | - | 1,386.32 | 1,848.43 | - |
| **Total Water Admin Revenues** | | **$ 3,735,364.05** | **$ 2,937,360.00** | **$ 2,624,086.07** | **$ 3,484,204.13** | **$ 3,964,820.95** |
| Water Admin Expenditures | | | | | | |
| 500-510-5010-510 | Water Admin Salaries | 260,413.99 | 297,377.00 | 235,959.16 | 314,612.21 | 315,399.00 |
| 500-510-5020-510 | Water Admin Overtime | 3,923.21 | 3,000.00 | 2,704.80 | 3,606.40 | 3,000.00 |
| 500-510-5170-510 | Water Admin Social Security | 19,232.33 | 22,979.00 | 17,384.46 | 23,179.28 | 24,128.00 |
| 500-510-5180-510 | Water Admin Retirement | 9,652.69 | 15,620.00 | 12,418.82 | 16,558.43 | 15,770.00 |
| 500-510-5190-510 | Water Admin Health Insuranc | 41,896.54 | 49,093.00 | 37,860.66 | 50,480.88 | 49,093.00 |
| 500-510-5210-510 | Water Admin Workers Comp. | 12,957.72 | 13,157.00 | - | - | 13,815.00 |
| 500-510-5260-510 | Water Admin Prof. Services | 72,061.25 | 96,447.00 | 69,118.43 | 92,157.91 | 97,407.00 |
| 500-510-5270-510 | Water Admin Credit Card Fee | 40,280.72 | 38,000.00 | 46,764.11 | 62,352.15 | 41,000.00 |
| 500-510-5273-510 | Collection Agency Charges | 1,630.08 | 3,000.00 | 584.41 | 779.21 | 2,000.00 |
| 500-510-5300-510 | Water Admin Insurance & Bo | 200.00 | 600.00 | - | - | 600.00 |
| 500-510-5330-510 | Water Admin Equipment Mai | 415.93 | 1,000.00 | 477.98 | 637.31 | 1,000.00 |
| 500-510-5360-510 | Water Admin Member/Train/ | 3,541.50 | 7,084.00 | 3,750.05 | 5,000.07 | 8,284.00 |
| 500-510-5590-510 | Water Admin General Supplie | 41,118.32 | 55,840.00 | 40,289.90 | 53,719.87 | 58,140.00 |
| 500-510-5700-510 | Water Admin Comp., Softwar | 294.36 | 2,916.00 | 282.95 | 377.27 | 2,916.00 |
| 500-510-6260-510 | Trash Service Paid | 542,391.02 | 518,016.00 | 430,557.25 | 648,338.99 | 545,832.00 |
| 500-510-6350-510 | Water Admin Phones | 4,800.00 | 4,800.00 | 4,000.00 | 5,333.33 | 5,040.00 |
| 500-510-5790-510 | Water Admin Capital Purchas | 9,146.80 | - | - | - | 5,000.00 |
| **Total Water Admin Expenditures** | | **$ 1,063,956.46** | **$ 1,128,929.00** | **$ 902,152.98** | **$ 1,277,133.30** | **$ 1,188,424.00** |

City of Neosho
FY2023-FY2024
Government Fund Balance Summary

Beginning Balance = Actual
Ending Balance =Estimated

| | Account | 2022-2023 Budget | Estimated 2022-2023 Actual | Proposed 2023-2024 Budget |
|---|---|---|---|---|
| General | General Admin Beginning Fund Balance"October 1" | $ 6,957,425.00 | $ 6,957,425.00 | $ 6,352,779.99 |
| | General Admin Ending Fund Balance"September 30" | $ 3,456,006.12 | $ 6,352,779.99 | $ 4,938,170.27 |
| | Public Safety Fund- Restricted | 296,164.25 | 154,307.25 | 194,327.36 |
| | Unrestricted Funds | 3,159,841.87 | 6,198,472.70 | 4,743,842.91 |
| Police Grant | Police Grant Beginning Fund Balance"October 1" | 10,338.07 | 10,338.07 | 10,338.07 |
| | Police Grant Beginning Fund Balance"September 30" | 10,338.07 | 10,337.07 | 10,338.01 |
| Police Donation SWAH | Police Donation Beginning Fund Balance"October 1" | 1,463.62 | 1,462.63 | 3,851.84 |
| | Police Donation Beginning Fund Balance"September 30" | 1,473.62 | 3,851.84 | 3,861.84 |
| Fire | Fire Department Beginning Fund Balance"October 1" | 641,074.19 | 641,074.19 | 728,891.07 |
| | Fire Department Beginning Fund Balance"September 30" | 329,290.44 | 728,891.07 | 417,636.68 |
| Drainage | Drainage Department Beginning Fund Balance"October 1" | 1,162,812.94 | 1,162,812.94 | 1,698,882.26 |
| | Drainage Department Beginning Fund Balance"September 30" | 693,807.94 | 1,698,882.26 | 1,311,712.26 |
| Senior Center | Senior Center Beginning Fund Balance"October 1" | 267,483.61 | 267,483.61 | 241,560.11 |
| | Senior Center Beginning Fund Balance"September 30" | 164,908.97 | 241,560.11 | 244,186.11 |
| | Assigned Fund Balance - HVAC | 40,000.00 | 33,330.00 | - |
| | Total Unassigned Fund Balance | 124,908.97 | 208,230.11 | 244,186.11 |
| Parks & Recreation | Parks Department Beginning Fund Balance"October 1" | 386,356.30 | 386,356.30 | 412,602.35 |
| | Parks Department Beginning Fund Balance"September 30" | 408,987.82 | 412,602.35 | 264,112.15 |
| Auditorium/Lampo | Auditorium Beginning Fund Balance"October 1" | 894,617.22 | 894,617.22 | 1,046,940.70 |
| | Auditorium Beginning Fund Balance"September 30" | 695,155.22 | 1,046,940.70 | 846,333.09 |

City of Neosho
FY2023-FY2024
Government Fund Balance Summary

Beginning Balance = Actual
Ending Balance =Estimated

| | Account | 2022-2023 Budget | Estimated 2022-2023 Actual | Proposed 2023-2024 Budget |
|---|---|---|---|---|
| Capital | Capital Improvement Beginning Fund Balance"October 1" | 482,736.51 | 482,736.51 | 699,327.67 |
| | Capital Improvement Beginning Fund Balance"September 30" | 558,398.51 | 699,327.67 | 784,782.03 |
| Hotel Motel | Hotel/Motel Beginning Fund Balance"October 1" | 308,242.07 | 308,242.07 | 328,850.24 |
| | Hotel/Motel Beginning Fund Balance"September 30" | 263,186.07 | 328,850.24 | 332,504.24 |
| Golf Course | Golf Course Beginning Fund Balance"October 1" | 458,155.11 | 458,155.11 | 571,442.62 |
| | Golf Course Beginning Fund Balance"September 30" | 346,096.10 | 571,442.62 | 203,064.62 |
| Street | Street Department Beginning Fund Balance"October 1" | 2,259,580.15 | 2,259,580.15 | 1,892,850.37 |
| | Street Department Beginning Fund Balance"September 30" | 1,481,136.84 | 1,892,850.37 | 1,185,795.27 |
| Street Bridge | | | | |
| | Street Bridge Beginning Fund Balance"October 1" | 769,716.81 | 769,716.81 | 987,022.84 |
| | Street Bridge Beginning Fund Balance"September 30" | 866,227.81 | 987,022.84 | 1,092,621.84 |
| ISF-Employee Health Insurance | | | | |
| | Health Insurance Fund Beginning Fund Balance"October 1" | 33,351.98 | 33,351.98 | 49,981.19 |
| | Health Insurance Fund Beginning Fund Balance"September 30" | 33,452.98 | 49,981.19 | 33,464.19 |
| Abbott Bros | Abbott Brothers Beginning Fund Balance"October 1" | 68,800.50 | 68,800.50 | 7,420.27 |
| | Abbott Brothers Beginning Fund Balance"September 30" | 73,900.50 | 74,220.27 | 76,637.27 |
| | Unrestricted Fund Balance | | | 49,937.04 |
| | Restricted Fund Balance | | | |
| | Trust Principal | | | 26,700.23 |
| Morse Park | Morse Park Trust Beginning Fund Balance"October 1" | 3,640.48 | 3,640.48 | 3,654.76 |
| | Morse Park Trust Beginning Fund Balance"September 30" | 3,653.48 | 3,654.76 | 3,667.76 |
| | Unrestricted Fund Balance | | | 1,167.76 |
| | Restricted Fund Balance | | | |
| | Trust Principal | | | 2,500.00 |

City of Neosho
FY2023-FY2024
Capital Expenditures

| | | |
|---|---|---|
| Capital Improvement/Purchases-General Admin | 12,000.00 | HVAC $12,000 |
| Capital Improvement/Purchases-City Clerk | 50,000.00 | Council chamber upgrades |
| Capital Improvement/Purchases-Recycle Center | 68,000.00 | Forklift $50,000<br>Paper Shredder $18,000 |
| Capital Improvement/Purchases-Police Department | 151,000.00 | Patrol Cars 3 Dodge Charger $126,000<br>Finger Print Machine $25,000 |
| Capital Improvement/Purchases-Airport | 239,000.00 | Taxiway construction, T-Hanger - $100,000<br>T Hanger Construction $20,000<br>Taxiway repair $10,000<br>Fuel Tank overflow prevention $7,000<br>Fire suppression trailer $2,000<br>Taxiway Apron Concrete $100,000 |
| Capital Improvement/Purchases-Fire Department | 471,900.00 | Metal South Building Station 2 $10,000<br>MDC Grant with match estimate $9,000<br>rescue truck $350,000 |
| Capital Improvement/Purchases-Drainage | 9,285,114.00 | Stratford & Freeman Street (DED project) $2,652,000<br>DNR ARPA Cost Share $6,329,113.94<br>Pallet pressure washer $4,000<br>Land purchase retention $300,000 |
| Capital Improvement/Purchases-Senior Center | 43,000.00 | replace carpeting $13,000<br>automatic faucets and urinals $30,000 |
| Capital Improvement/Purchases-Parks & Recreation | 393,565.00 | Cab Tractor with Batwing, $75,913<br>Bicycle Trails $152,652 City share $60,000<br>Restroom E Spring bridge Hickory Creek $50,000<br>Remodel Parks Storage building $55,000<br>Morse Park Ball Field Lighting $30,000<br>Mower replacement $20,000<br>Christmas Lights McCord $10,000 |
| Capital Improvement/Purchases-Auditorium | 150,000.00 | Water damage repairs Auditorium $100,000<br>tables and chairs $50,000 |
| Capital Improvement/Purchases-IOOF Cemetery | 50,000.00 | Cemetery Roads |
| Capital Improvement/Purchases-Golf Course | 275,367.00 | Mower Lease $18,807<br>55HP Tractor Loader $40,000<br>Pro Shop Kitchen/Restrooms Updates $20,000<br>Pump House $80,000<br>Overseed Fairways $20,000<br>Gator $16,000<br>Circuits to join pond pumps $80,000 |
| Capital Improvement/Purchases-Streets Department | 512,000.00 | 1 Ton Truck $80,000<br>Mini Excavator $100,000<br>Salt bed stands $16,000<br>Parking Lot Spring and Lafayette $150,000<br>Roundabout overrun cost 150,000<br>Tablets with docking station (3) $16,000 |

City of Neosho
FY2023-FY2024
Capital Expenditures

| | | |
|---|---|---|
| Water Dist Capital Purchases | 181,000.00 | Water fill point kiosk $40,000<br>Tilt trailer $12,000<br>ICS saw $6,000<br>20" valve replacement $16,000<br>Hydrant Buddy $6,000<br>Locator $8,000<br>New fire hydrants $18,000<br>remove tower at Dewey & Finney $60,000<br>Tablets (3) $15,000 |
| Meter Program Capital Equip | 15,000.00 | Tablets (3) $15,000 |
| Filtration Capital- Other | 202,500.00 | Streaming current monitor $50,000<br>Replace/Repair filter valves $40,000<br>Filter turbidimeter upgrade/replace $12,000<br>Plant air compressor $10,000<br>Filter console keypad replacements $25,000<br>Cl2 emergency shut-off actuator rebuild $10,000<br>Raw water pump rebuild $30,000<br>60" zero-turn mower $15,500 |
| WW Vehicle | 65,000.00 | 1 ton WW service Truck |
| WW Capital Equipment | 437,000.00 | Influent pump replace/rebuild $70,000<br>72" zero-turn mower-WW $19,000<br>Collection system trailer mounted inspection camera $150,000<br>Influent pump VFD replacement (computer) $28,000<br>Clarifier skirting $50,000<br>Shoal Creek WWTP clarifier weir replacement $40,000<br>Rotor rebuild Shoal Creek $60,000 |
| WW Line Capital Improvement | 1,093,600.00 | Buffalo Creek Lift Station $81,000<br>engineering, Buffalo Creek Lift Station construction $976,600<br>Malcom Mosby lift station $18,000 |

| | | |
|---|---|---|
| Governmental | 11,700,946.00 | |
| Water/ WasteWater | 1,994,100.00 | |
| Police Professional Services | 500,000.00 | Architect - Public Safety Building |

City of Neosho
FY2023 - FY2024
Enterprise Fund Balance Summary

| Account | 2022-2023 Budget | Estimated 2022-2023 Actual | Proposed 2023-2024 Budget |
|---|---|---|---|
| **Water Admin, D&M, Meter, Filtration, Wastewater** | | | |
| Water Admin Beginning Fund Balance"October 1" | 6,735,139.00 | 6,735,139.00 | 6,290,707.70 |
| Water Admin Ending Fund Balance"September 30" | 2,695,919.34 | 6,290,707.70 | 5,536,754.73 |
| Water Replacement Reserve City Code Section 710.180 | 406,094.33 | 1,111,238.00 | 2,066,217.91 |
| WW Replacement Reserve Ordinance No. 383-2009 | 326,300.25 | 728,474.00 | 236,316.25 |
| WW Reserve - Slip Line | 42,000.00 | 10,924.75 | 143,482.44 |
| Meter Replacement Reserve | 600,034.96 | 429,296.00 | 479,524.00 |
| Main Replacement Reserve | 456,986.00 | 749,992.00 | 884,756.00 |
| 2009B Restricted Funds Ordinance No. 421-2009 | 321,860.00 | 321,860.00 | 328,130.00 |
| 2011 Restricted Funds Ordinance No. 489-2011 | 525,800.00 | 525,800.00 | 536,800.00 |
| Total Restricted Funds | 2,679,075.54 | 3,877,584.75 | 4,675,226.60 |
| Unrestricted Funds | 16,843.80 | 2,413,122.95 | 861,528.13 |

Reduction due to rate increase revenues received beginning November.
Removed increase to be submitted May 2024