



City of Carthage, Missouri

COMMITTEE ON INSURANCE/AUDIT AND CLAIMS

October 25, 2022 - 5:00 PM
CITY HALL COUNCIL CHAMBERS

MINUTES

1. Call to Order

MEMBERS PRESENT: Robin Harrison, Robin Blair, Tiffany Cossey. Trudy Blankenship was absent.

OTHERS COUNCIL MEMBERS: Mayor Dan Rife, David Armstrong.

STAFF PRESENT: City Administrator Greg Dagnan, City Clerk Miranda Deal, Human Resource Coordinator Michael Miller, and Police Chief Bill Hawkins

Chair Robin Harrison called the meeting to order at 5:00 PM.

2. Old Business

1. Approval of October 11, 2022 Minutes

ACTION: Motion to accept/approve item 2.1. by Robin Blair second by None;
Motion passed with a 3:0

AYES: Robin Harrison, Robin Blair, Tiffany Cossey

NOES: None

ABSTAIN: None

2. Review & Approval of the Claims Report

ACTION: Motion to accept/approve item 2.2. by Robin Blair second by None;
Motion passed with a 3:0

AYES: Robin Harrison, Robin Blair, Tiffany Cossey

NOES: None

ABSTAIN: None

3. Citizens Participation

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

Dave Armstrong spoke in favor of the job description changes and the Purchasing Manual updates. He stated that the updates to the purchasing manual were needed.

4. New Business

1. Consider and discuss changes to the Master Patrol Officer (MPO) job description

Chief Hawkins spoke on the MPO job description changes; he presented a different version than what was sent out in the packet. The changes add a supervisory training requirement that is required within one year of promotion. The other change was to replace Field Training Instructor to Field Training Officer and remove Type III from the BA Officer.

ACTION: Motion to accept/approve the amended item 4.1. by Tiffany Cossey second by None;
Motion passed with a 3:0
AYES: Robin Harrison, Robin Blair, Tiffany Cossey
NOES: None
ABSTAIN: None

2. Consider and discuss changes to the Deputy City Clerk job description
Michael Miller explained the changes that were made to the Deputy City Clerk job description. The job functions and experience needed were adjusted. This position combines the accounts receivable, accounts payable, and back up City Clerk into one. The experience needed was changed from 3-5 years to 1-2 years.

ACTION: Motion to accept/approve item 4.2. by Robin Blair second by None;
Motion passed with a 3:0
AYES: Robin Harrison, Robin Blair, Tiffany Cossey
NOES: None
ABSTAIN: None

3. Consider and discuss the revisions to the Purchasing Policy Manual
Mr. Dagnan spoke on the changes within the policy, the purchase limits have been increased and there were typos and errors throughout the policy that were fixed. The policy had not been updated since 2005.

ACTION: Motion to accept/approve item 4.3. by Tiffany Cossey second by None;
Motion passed with a 3:0
AYES: Robin Harrison, Robin Blair, Tiffany Cossey
NOES: None
ABSTAIN: None

4. Staff Reports
Ms. Deal reported that the City had a Money Market account at Guaranty Bank that was getting 0.4% interest every month. Traci had moved that money from Guaranty Bank to a MOSIP TERM account for 180 days for 4.88%. The total amount transferred over was \$1,490,906.56. Ms. Deal also reported on the progress being made with Opengov. The budget portion is almost complete and ready for department head training, and the Core Financials portion has been moved up on the schedule.

Mr. Dagnan reported that the 5 year personnel plan is complete and that he has

requested the department heads to present their requests at their next department meetings.

5. Other Business

5. Adjournment

ACTION: Motion to adjourn at 5:25 p.m. by Robin Blair second by None;
Motion passed with a 3:0

AYES: Robin Harrison, Robin Blair, Tiffany Cossey

NOES: None

ABSTAIN: None