



City of Carthage, Missouri
**COMMITTEE ON
INSURANCE/AUDIT AND CLAIMS**

January 24, 2023 - 5:00 PM
CITY HALL COUNCIL CHAMBERS

AGENDA

- 1. Call to Order**
- 2. Old Business**
 1. Approval of January 10, 2023 Minutes
 2. Review & Approval of the Claims Report
- 3. Citizens Participation**
(Citizens wishing to speak should notify Department Head or Committee Chair in advance)
- 4. New Business**
 1. Audit Presentation by KPM CPA's
 2. 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

COMMITTEE ON INSURANCE/AUDIT AND CLAIMS

January 10, 2023 - 5:00 PM
CITY HALL COUNCIL CHAMBERS

MINUTES

1. Call to Order

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

OTHER COUNCIL MEMBERS: Mayor Dan Rife, David Armstrong

STAFF PRESENT: City Administrator Greg Dagnan, Assistant City Administrator Traci Cox, City Clerk Miranda Deal, Deputy City Clerk Courtney Walker

Vice-Chair Trudy Blankenship called the meeting to order at 05:00 PM.

2. Old Business

1. Approval of December 13, 2022 Minutes

ACTION:	Motion to approve item 2.1. by Robin Blair
	Motion passed with a 3
AYES:	Trudy Blankenship, Robin Blair, Tiffany Cossey
NOES:	None
ABSTAIN:	None

2. Review & Approval of the Claims Report

ACTION:	Motion to approve item 2.2. by Tiffany Cossey
	Motion passed with a 3:0
AYES:	Trudy Blankenship, Robin Blair, Tiffany Cossey
NOES:	None
ABSTAIN:	None

3. Citizens Participation

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

4. New Business

1. Discuss Dick Horton Bill

Mr. Dagnan explained to the committee what had been going on with this requisition. Dick Horton Consulting sent the City an invoice for services rendered regarding the Parks Master Plan Addendum #2 that was passed by council for fees up to \$30,000. There were multiple policies that the City was billed for, as well as many consulting hours that had no documentation to validate the dates and times spent consulting. City Attorney Nate Dally wrote to Dick Horton Consulting requesting additional information regarding all of the consulting hours and the Public Art policy that was billed to the City. The art policy was not specifically listed in the Addendum, and it was copied from Kingston, Ontario Canada, and with consulting firms, the City needs to see a breakdown of dates and time spent doing consulting for the City. Mr. Dagnan told the committee that it is up to them to decide what gets paid from the invoice that was sent for \$30,000.

The committee discussed what the contract says versus what was received, if it was acceptable, and what was billed as a flat project rate or time rate by the hour. The City did receive the Special Event Policy, the Gift Catalogue, and the Pricing and Cost Recovery Policy. The art policy received needed many modifications to fit into the City's needs, and the 100 consulting hours did not have any supporting documentation. The committee wants to see an improved art policy and documentation for the consulting hours.

ACTION:	Motion to approve payment for the special events policy, gift catalog, and pricing recovery policy in the amount of \$15,000 and delay payment for the art policy consulting hours until further documentation is received by Tiffany Cossey
	Motion passed with a 3:0.
AYES:	Trudy Blankenship, Robin Blair, Tiffany Cossey
NOES:	None
ABSTAIN:	None

2. Staff Reports

Mr. Dagnan let the committee know that City Attorney Nate Dally would have been at the meeting, but he was in St. Louis for the oral arguments hearing for the lawsuit with the railroad.

Ms. Cox mentioned that the auditor will be at the next CIAC meeting to present fiscal year 2022's audit. If there is a heavy agenda for the next meeting, the time of the meeting may need to be moved up, the auditor could most likely present the audit in an hour. Ms. Blair asked questions on the audit process and what they look for, Ms. Cox let her know that it is a yearly process and they look at all of our financial entries and then present their findings to the committee.

5. Adjournment

ACTION:	Motion to adjourn at 5:39 PM by Robin Blair
	Motion passed with a 3:0

AYES:	Trudy Blankenship, Robin Blair, Tiffany Cossey
NOES:	None
ABSTAIN:	None