



City of Carthage, Missouri

COMMITTEE ON INSURANCE/AUDIT AND CLAIMS

May 9, 2023 - 5:30 PM
CITY HALL COUNCIL CHAMBERS

MINUTES

1. Call to Order

MEMBERS PRESENT: Robin Blair, Tiffany Cossey, Terri Heckmaster, Christopher Taylor

OTHER COUNCIL MEMBERS: Mayor Dan Rife

STAFF PRESENT: Assistant City Administrator Traci Cox, City Clerk Miranda Deal, Parks and Recreation Director Abi Almandinger, and HR Coordinator Michael Miller

Chair Robin Blair called the meeting to order at 05:30 PM.

2. Old Business

1. Approval of April 25, 2023 Minutes

ACTION: Motion to accept/approve item 2.1. by Christopher Taylor
Motion passed with a 4:0

AYES: Robin Blair, Tiffany Cossey, Terri Heckmaster, Christopher Taylor

2. Review & Approval of the Claims Report

ACTION: Motion to accept/approve item 2.2. by Tiffany Cossey
Motion passed with a 4:0

AYES: Robin Blair, Tiffany Cossey, Terri Heckmaster, Christopher Taylor

3. Citizens Participation

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

Caden Pennick recently purchased 831 E 5th Street, and he came to ask the committee if they would waive the interest fees on the special tax liens for that property. The interest was \$2,607.28 and the total tax bill was \$2,875.00.

ACTION: Motion to waive the interest fees for 831 E 5th St by Christopher Taylor
Motion passed with a 4:0

AYES: Robin Blair, Tiffany Cossey, Terri Heckmaster, Christopher Taylor

4. New Business

1. Consider and Discuss Recreation & Event Coordinator job description

Michael Miller explained the new Recreation and Event Coordinator job description to the committee. This person would be responsible for overseeing Memorial Hall and future recreation programs that the City may take on. This person wouldn't necessarily be a typical 8-5 Monday-Friday employee, they would need to be available for evenings and weekends as needed to coordinate events.

ACTION: Motion to approve 4.1 and forward to full Council. by Terri Heckmaster

Motion passed with a 4:0

AYES: Robin Blair, Tiffany Cossey, Terri Heckmaster, Christopher Taylor

2. Consider and Discuss Administration job description changes

Michael Miller explained the changes that were made with the Deputy City Clerk and the Administrative Assistant job descriptions at City Hall. The current Deputy City Clerk has resigned and there was some restructuring done with that position. The current Deputy Clerk did accounts payable, accounts receivable, and served as the City Clerk's back-up. The new Deputy Clerk job description will add the special tax lien processing to it and take away the accounts payable. Accounts payable will be moved upstairs to the Administrative Assistant. This will help the Administrative Assistant interact with the departments better and they will also be trained to help fill in downstairs in the Clerk's office whenever there are multiple people out of the office.

3. Consider and Discuss Court job description changes

Michael Miller explained the changes with the Court Administrator and the Court Clerk job descriptions. When the salary study was first completed, the court was in the process of changing over to the Show Me Courts system and the jobs were pointed by someone who didn't directly work with the court system and see how much work goes into the daily operations. These two positions were re-pointed and they came out to be a higher salary grade than what they currently are. So the only changes to these job descriptions are the salary grade level.

ACTION: Motion to approve the job descriptions listed in 4.2 and 4.3 and forward to full Council by Christopher Taylor

Motion passed with a 4:0

AYES: Robin Blair, Tiffany Cossey, Terri Heckmaster, Christopher Taylor

4. Staff Reports

Ms. Deal reported that all of the department heads and their staff had Opengov user training last week and things were going well and they were on track to go live the last week of May. She also reported that her current Deputy City Clerk has resigned and taken another job somewhere else and that they are currently doing interviews to fill the position with hopes to have it filled by the end of the month.

Ms. Cox reported that her and Mr. Dagnan have been working to complete the budget numbers for next year. There have been a few changes within the last week and she is working with Opengov to create the budget reports that she needs. She also reported that the budget meeting was rescheduled for Monday at 5:30 and the Public Safety meeting would be starting at 5, she invited everyone to join the meeting to see what goes into creating and approving the budget. She also invited everyone to the Carthage Water and Electric Plant budget hearing that will be on Wednesday May 17 at 5:30.

5. Adjournment

ACTION:

Motion to adjourn at 6:02 pm by Terri Heckmaster

Motion passed with a 4:0

AYES:

Robin Blair, Tiffany Cossey, Terri Heckmaster, Christopher Taylor