



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

September 12, 2023 - 5:30 PM
CITY HALL COUNCIL CHAMBERS

AGENDA

- 1. Call to Order**
- 2. Old Business**
 1. Approval of August 22, 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)

 1. Economic Development Presentation - Jeff Meredith
- 4. New Business**
 1. Staff Reports
- 5. Adjournment**

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City of Carthage, Missouri

COMMITTEE ON INSURANCE/AUDIT AND CLAIMS

August 22, 2023 - 5:30 PM
CITY HALL COUNCIL CHAMBERS

MINUTES

1. Call to Order

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

OTHER COUNCIL MEMBERS: David Armstrong, Mark Elliff, Mayor Dan Rife

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

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

2. Old Business

1. Approval of July 25, 2023 Minutes

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

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

2. Review and Approval of the Claims Report

ACTION: Motion to accept/approve item 2.2 by Chris Taylor
Motion passes with a 4:0

AYES: Robin Blair; Tiffany Cossey, Terri Heckmaster, Chris Taylor

3. Consider and Discuss Conflict of Interest Council Bill

ACTIONS: Motion to accept/approve item 2.3 by Chris Taylor
Motion passes with 4:0

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

3. Citizens Participation

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

4. New Business

1. Consider and discuss Parks Superintendent and Golf Maintenance Supervisor job descriptions

Michael Miller explained these positions fall under the blue-collar rule according to FLSA, and that he spoke with several neighboring communities about their

descriptions for these positions, and suggested changes be made to move these positions from Exempt to Non-Exempt. Ms. Cossey asked under which step in the salary study these positions fall, and Terri Heckmaster asked for clarification of “heavy weight” wording, asking to add a weight to the heavy lifting requirement. Ms. Cossey made a motion to approve amending the job descriptions of the Parks Supervisor and Golf Maintenance Supervisor positions from exempt to non-exempt, with amendment to include weight to the heavy lifting requirement. Motion carried.

2. Discuss City of Carthage Employee Health Fair
Ms. Deal asked for \$135 per employee to allow for testing at the City’s Health Fair being held on September 27, 2023. Mr. Taylor made a motion to allow \$135 per employee for testing at the City’s Health Fair. Motion carried.

2. Staff Reports
Ms. Cox stated she will closing fiscal year 2023 budget tomorrow; and that OpenGov came for their presentation, but the City has decided not to continue with OpenGov as it doesn’t meet the needs of the City. Mr. Dagnan reported the forensic audit is ongoing, and the City is cooperating with supplying documents as requested by the auditors.

5. Adjournment

ACTION: Motion to adjourn at 6:01 PM by Ms. Heckmaster

Motion passed with a 4:0

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