



City of Carthage, Missouri

COMMITTEE ON INSURANCE/AUDIT AND CLAIMS

June 25, 2024 - 5:30 PM
CITY HALL COUNCIL CHAMBERS

MINUTES

1. Call to Order

MEMBERS PRESENT: Tiffany Cossey, Jana Schramm, Derek Peterson, Terri Heckmaster

OTHER COUNCIL MEMBERS: Mayor Dan Rife, Dustin Edge

STAFF PRESENT: Interim City Administrator Traci Cox and City Clerk Miranda Deal,

Chair Tiffany Cossey called the meeting to order at 05:30 PM.

2. Old Business

1. Approval of June 11, 2024 Minutes

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

AYES: Tiffany Cossey, Jana Schramm, Derek Peterson, Terri Heckmaster

2. Review & Approval of the Claims Report

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

AYES: Tiffany Cossey, Jana Schramm, Derek Peterson, Terri Heckmaster

3. Citizens Participation

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

4. New Business

1. Staff Reports

Ms. Cox reported that she and other staff will undergo training with Cleargov for the new online budget book. There were a few bugs when working on the budget through Cleargov, but those will be addressed and resolved soon. There was social media training for staff this morning. Ms. Cox also reported that she has been in talks with McGrath in regards to the City's salary study and getting the schedule reviewed to make sure it is still accurate and up to date. This will require a new contract which will come to the next Insurance Audit and Claims

meeting. She also reported on the insurance claim from the storm damage, there is more extensive damage to the parks building than originally thought. There will need to be RFP's published to get bids to repair the damage. She also reported that the Mayor has put together a committee to start the process of hiring a new City Administrator and Fire Chief. Fire Chief applications are due by July 5 and interviews will start after. The end of the fiscal year is June 30 and the year will not be finalized and closed out until mid-August.

There were questions on the audit process, bidding procedures, and the process for purchasing small services.

5. Adjournment

ACTION: Motion to adjourn at 5:52 pm by Terri Heckmaster
Motion passed with a 4:0

AYES: Tiffany Cossey, Jana Schramm, Derek Peterson, Terri Heckmaster