



City of Carthage, Missouri
**CITY ADMINISTRATOR HIRING
COMMITTEE**

July 11, 2024 - 3:00 PM
CITY HALL

MINUTES

1. Call to Order

MEMBERS PRESENT: Mayor Rife, Alan Snow, Tiffany Cossey, Lori Leece, HR Coordinator Michael Miller, and Interim City Administrator Traci Cox

Mayor Dan Rife called the meeting to order at 3:00 PM.

2. Citizens Participation-none

3. New Business

1. Consider and Discuss Administration job descriptions - Job descriptions for both the City Administrator and Assistant City Administrator were reviewed line by line and changes were proposed to both.

Mr. Snow left the meeting at 4:00 PM

4. Executive Session - there was no executive session

5. Adjournment

Ms. Cossey made a motion, seconded by Ms. Leece to adjourn the meeting at 4:36 PM.
Motion carried.