



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

July 23, 2024 - 5:30 PM
CITY HALL COUNCIL CHAMBERS

AGENDA

- 1. Call to Order**
- 2. Old Business**
 1. Approval of July 9, 2024 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. Consider and discuss Tourism Director job description
 2. Consider and discuss Mechanic job description
 3. 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

July 9, 2024 - 5:30 PM
CITY HALL COUNCIL CHAMBERS

MINUTES

1. Call to Order

MEMBERS PRESENT: Tiffany Cossey, Derek Peterson, Terri Heckmaster

MEMBERS ABSENT: Jana Schramm

OTHER COUNCIL MEMBERS: Mayor Dan Rife, Dustin Edge

STAFF PRESENT: Assistant 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 25, 2024 Minutes

ACTION:	Motion to accept/approve item 2.1. by Derek Peterson
	Motion Passed with a 3:0
AYES:	Tiffany Cossey, Derek Peterson, Terri Heckmaster

2. Review & Approval of the Claims Report

ACTION:	Motion to accept/approve item 2.2. by Terri Heckmaster
	Motion Passed with a 3:0
AYES:	Tiffany Cossey, Derek Peterson, Terri Heckmaster

3. Citizens Participation

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

4. New Business

1. Consider and Discuss agreement with McGrath Human Resources Group for a Compensation System Market Update

Ms. Cox reported on what this compensation market update is for. This is to make sure that the City is still up to date with salaries after implementing the current salary study back in October of 2020. This company already has all of our information, so they will just have to compare current salaries with those cities that were used in the original study. The study will

make sure that the salaries are still at the correct places and make sure we have kept up with the step increases and cost of living adjustments. If this was bid out for another company, the City would have to pay for an entire new study to be done which would be a greater expense. It was also mentioned that when Lockton presented the salary study for Carthage Water and Electric, they stated that after COVID the labor market greatly changed and it is now recommended that every 2 years salary studies should be reviewed.

ACTION:	Motion to approve item 4.1 and forward to Council by Derek Peterson
	Motion Passed with a 3:0
AYES:	Tiffany Cossey, Derek Peterson, Terri Heckmaster

2. Staff Reports

Ms. Cox reported that there has been a lot of requests for documents lately, staff is making progress with the online budget book and the implementation of the new financial software. She also reported that the Mayor will be meeting with Mr. Grundy from Carthage Hardware to discuss the purchasing MOU the City has with him.

Ms. Cossey asked about the status of the refund from Opengov. Ms. Cox said that it has not been given to the new attorney yet due to other items needing addressed first, but we could ask him to look into it and that we could have a closed session at the next council meeting he will be able to attend.

ACTION:	Motion to request closed session for legal matters at the next council meeting Peterson
	Motion Passed with a 3:0
AYES:	Tiffany Cossey, Derek Peterson, Terri Heckmaster

5. Adjournment

ACTION:	Motion to Adjourn at 05:46 PM by Terri Heckmaster
	Motion Passed with a 3:0
AYES:	Tiffany Cossey, Derek Peterson, Terri Heckmaster

JOB DESCRIPTION CITY OF CARTHAGE

DEPARTMENT: General Administration
POSITION TITLE: Tourism Director/
Public Information Officer

SALARY GRADE: M
FLSA STATUS: Exempt

RESPONSIBILITIES OF POSITION:

Under general direction; responsible for the management and operating functions of the Tourism Department for the promotion and marketing of the City of Carthage as a tourism destination, and its growth of the local tourism industry. Effective planning, development and implementation of marketing strategies, development strategies, creative initiatives, management of volunteer personnel, funding, and budgetary management are critical. Coordinates and manages the City's public information including marketing efforts, dissemination of information to the public and media concerning City events and issues, and the implementation of strategic communication campaigns and programs. Position is responsible for overall planning, operating, and coordinating all activities and operations associated with the running of the City's Civil War Museum. Included is the supervision of part time personnel in compliance with City policies.

SUPERVISION RECEIVED AND EXERCISED:

Work is performed under the general direction of the Assistant City Administrator and Tourism Board. Position is expected to demonstrate and exercise considerable independent judgement and knowledge in the performance of assigned duties. Incumbent exercises direct supervision over technical staff.

ESSENTIAL JOB FUNCTIONS: Essential responsibilities and duties may include, but are not limited to the following:

1. Management of the City's tourism, marketing, and promotional activities, including but not limited to advertising, event planning, fundraising, social media, and similar activities.
2. Serves as a primary advisor to the City Administrator, Assistant City Administrator, City officials and other City departments related to the dissemination of information to the public, media, and social media concerning City events and issues.
3. Prepares and reconciles departmental records including payroll, accounts payable, petty cash, checking, accounts receivable, cash deposits, credit cards, personnel and facility utilization.
4. Represents the City of Carthage in support of local festivals, events, attractions, facilities, and community organization events. Represents the City with regional tourism stakeholders, community leaders, and elected officials.
5. Develops news releases, informational pamphlets/booklets, conducts news conferences and other strategies or mechanisms deemed appropriate to increase awareness and public involvement.
6. Prepares applications for grants and other financing sources available to the City, including administering grants such as the DMO.

7. Completes inventory purchases, reconciliation and sales of merchandise for the Civil War Museum.
8. Coordinates with the Emergency Management Director regarding weather or other emergencies and represents the City accordingly.
9. Prepares and administers the department budget; supervises the maintenance of required records; prepares or supervises the preparation of regular and special reports.
10. Carries out any duties as are within the scope, spirit and purpose of the job as directed.

QUALIFICATIONS REQUIRED:

Knowledge: Principles and practices of tourism and event marketing strategies and techniques. Principles and practices of municipal budget preparation and administration. Management skills to analyze programs, policies and operational needs. Principles, techniques and objectives of public relations as it applies within municipal government organization. Knowledge of accurate grammar, spelling, punctuation, and Standard English usage required; Must be able to read, understand, and interpret a variety of information including City Ordinances; Must maintain a high level of confidentiality. Knowledgeable in the operations, services and activities of a municipal museum. Principles and practices of municipal budget preparation and administration. Principles of supervision, training and performance evaluations. Plan, organize, direct and coordinate the work of staff members.

Abilities: Planning, organizing, and implementing an effective marketing/promotional strategy to increase tourism activity in the City of Carthage. Developing effective marketing/advertising materials for use in promotion tourism and visitor activity. Speak effectively before community groups and other organizations and interpret department activities to the general public. Establish and maintain effective relationships with a supervisor, subordinates and the general public. Select, organize, direct and coordinate the work of staff members. Supervise subordinate employees in an efficient and effective manner.

Education, Experience, and Training: Education: Bachelor's degree in Business Administration, Marketing, Journalism, Communications or related field preferred. Experience: 3-5 years in marketing, tourism, journalism, communications, or related field.

Physical Requirements: While performing the duties of this job, the employee is regularly required to walk, stand, stoop, or sit at a desk. The employee must occasionally exert or lift objects weighing 25 pounds or more.

License/Certificate: Possession of, or ability to obtain an appropriate valid Missouri driver's license with the ability to successfully complete a thorough background check, and successfully complete a drug test.

SPECIAL REQUIREMENT:

Schedule: Work is typically 8:00 a.m. to 5:00 p.m. Additional hours are required to attend meetings. Employee is scheduled to work 80 hours during the bi-weekly work period. Subject to emergency call-in.

LIMITATIONS AND DISCLAIMER:

The above description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. All job requirements are subject to possible modification to reasonably accommodate individuals. Some requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently.

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____

Date:



JOB DESCRIPTION CITY OF CARTHAGE

DEPARTMENT: Street
POSITION TITLE: Street Mechanic

SALARY GRADE: G
FLSA STATUS: Non-Exempt

RESPONSIBILITIES OF POSITION:

Responsible for performing fully skilled diagnosis maintenance and repair work on all light, medium and heavy gasoline and diesel-powered automotive and construction equipment that belong to all City Departments. Performs all welding and metal fabrication needs to assist all City Departments in performing their mission.

SUPERVISION RECEIVED:

Supervision is provided by the Street Superintendent. Because technical skills in the repair and maintenance of streets equipment and vehicles are expected to accompany the incumbent, supervision is generally in the nature of explaining specialized assignments or assignment changes. Incumbent is expected to use good judgement, common sense, and to demonstrate some independent knowledge in the performance of assigned duties.

ESSENTIAL JOB FUNCTIONS: Essential responsibilities and duties may include but are not limited to the following:

1. Perform all duties required to work on, maintain and repair vehicles, trucks, tractors and equipment that belong to all City Departments. Inspects, diagnoses and repairs mechanical defects or malfunctions in gasoline and diesel-powered vehicles and construction equipment.
2. Install all parts and accessories on trucks and equipment, as needed.
3. Repair all tools and machinery that belong to the department.
4. Troubleshoots, tears down, rebuilds, replaces or adjusts major assemblies and complex components.
5. Performs emergency repairs out of shop; may perform skilled repair work to vehicles and equipment.
6. Perform all the welding and metal fabrication needs for all departments.
7. Carries out any other duties as are within the scope, spirit and purpose of the job as directed by the supervisor or Department Head.

QUALIFICATIONS REQUIRED:

Knowledge: Ability to perform heavy manual tasks under varying weather conditions. Repairs and maintenance of gasoline and diesel engines. Mechanical skills on repairs and maintenance of trucks, and construction equipment. General welding and metal fabrications skills. Occupational hazards and standard safety precautions necessary in the work and work site; operating principles of electric motors and engines fueled by gasoline, diesel, or gaseous fuels; methods, materials, paint, tools, and techniques used in repair, maintenance, welding, and fabrication of heavy and light equipment as well as body and fender and mechanical repair work on a variety of municipal equipment; and the use and care of tools used in the work.

Abilities: Abilities to work with others; and follow verbal and written directions; practice safe work procedures. Communicate effectively with those contacted in the course of work;

follow written and verbal instructions; adapt available tools and repairs to specific repair problems; repair tires; interpret and work from sketches, schematic drawing, and other diagrams; perform with skill and independence in troubleshooting, inspecting, and repairing damage and defects in heavy and light equipment; operate drill press, hydraulic presses, gas and arc welding equipment, metal shear, and metal break. Practice safe work procedures. Communicate effectively with those contacted in the course of work.

Experience, Education and Training: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be: **Education:** High School diploma (or HSE-High School Equivalency Credential), preferred. Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. **Experience:** Two (2) to three (3) years' experience in knowing the repair and maintenance of gasoline and diesel engines. Repairing all tools and accessories on trucks and equipment. General mechanical skills on repairs and maintenance of truck, and construction equipment.

Physical Requirements: Shop environment; lifting, climbing and stooping; exposures to dust, grease, and noise. Lifts and carries up to 75 pounds and pulls or pushes up to 100 pounds of equipment and materials. Climbs, crawls, kneels, squats, stoops and bend freely when performing repairs. Must be able to hear clearly.

Licenses and Certificate: Possession of, or ability to maintain an appropriate valid Missouri driver's license; an appropriate Class B CDL with tanker and air brake endorsements; **must be able to successfully complete a drug test.**

SPECIAL REQUIREMENTS:

Schedule: Work is typically **6:30 a.m. to 3:00** p.m. Monday through Friday. Employee is scheduled to work 80 hours during the bi-weekly work period.

Overtime: The City provides overtime or compensatory time off pursuant to the Fair Labor Standards Act. Seasonal overtime is required for the position.

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I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodations under the American with Disabilities Act.

Signed: _____ Date: _____

