



City of Carthage, Missouri

COMMITTEE ON INSURANCE/AUDIT AND CLAIMS

August 13, 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:

STAFF PRESENT: Interim City Administrator Traci Cox, City Clerk Miranda Deal, HR Coordinator Michael Miller, IT Administrator Michael Keithe

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

2. Old Business

1. Approval of July 23, 2024 Minutes

ACTION:	Motion to 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

There were a few invoices that were checked by Ms. Cossey earlier in the day that she had questions on, Ms. Cox gave her the answers to those questions.

ACTION:	Motion to approve item 2.2. by Terri Heckmaster
	Motion Passed with a 4:0
AYES:	Tiffany Cossey, Jana Schramm, Derek Peterson, Terri Heckmaster

3. Consider and discuss Mechanic job description

Ms. Cox explained the changes to the job description, there were additional questions asked about the description that HR Coordinator Michael Miller explained. The mechanic job description had changes that changed the position from a street mechanic to a general mechanic that allows those in the position to work on the City fleet vehicles. Ms. Cox gave some details about how many vehicles have been worked on and a few examples of how much money this position is saving the City. All of the vehicle work is being tracked by the Public Works/Street Department.

ACTION:	Motion to approve item 2.3. by Terri Heckmaster
	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 the auditors will be in the office the week of September 23 and they have opened the online portal for staff to start loading documents into. She is no longer doing entries into the old fiscal year. The departments have been asked to do their budget narratives on Cleargov and the June 30 actual numbers have been sent in to be updated on Cleargov. Once the narratives are done, there will be an online budget book that citizens can look through.

Ms. Cossey brought up that the Lauber bill that the committee refused to pay back in June. The services were acquired after the council voted to not use them, they were hired by the Mayor without permission from the Council. The committee decided not to pay them and the Mayor sent an email to Dorothy telling her to pay it and she did pay it. That is not proper process and Ms. Cossey will be speaking to Mr. Gold and possibly some other attorneys to see what recourse there is. She doesn't believe they will get the money back from Lauber but she has concerns because there is a process and the committee meets to approve bills for a reason and there is not authority to go over the committee and authorize that. Ms. Schramm asked if that would be misuse of funds, Ms. Cossey said she believed it would be.

5. **Adjournment**

ACTION:	Motion to Adjourn at 05:47 PM by Terri Heckmaster
	Motion Passed with a 4:0
AYES:	Tiffany Cossey, Jana Schramm, Derek Peterson, Terri Heckmaster