



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

August 27, 2024 - 5:30 PM
CITY HALL COUNCIL CHAMBERS

****AMENDED AGENDA****

1. **Call to Order**
2. **Old Business**
 1. Approval of August 13, 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 amendment to section 2-121 of the City of Carthage Code
 2. Consider and discuss amendment to section 2-122 of the City of Carthage Code
 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

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

COUNCIL BILL NO. _____

ORDINANCE NO. _____

**AN ORDINANCE TO AMEND SECTION 2-121 OF CHAPTER 2, ARTICLE III,
DIVISION 2
OF THE CODE OF THE CITY OF CARTHAGE, MISSOURI**

**BE IT ORDAINED BY THE COUNCIL OF THE CITY OF CARTHAGE,
JASPER COUNTY, MISSOURI as follows:**

Chapter 2, Article III, Division 2, Section 2-121 of the Code of Carthage is hereby amended to read as follows:

Sec. 2-121. - Statement of Charges.

- (a) The mayor, with approval of a majority of all the members elected to city council, may, by an order filed with the city clerk accompanied by a statement specifying the charges upon which the order is based, suspend any officer of the city for the violation of any ordinance or city charter provision, for violation of state or federal law, for the conviction of a crime involving moral turpitude, or for the breach of their official duty or obligation. A certified copy of such order of suspension and statement of charges shall immediately be delivered to the officer against whom such order and charges have been filed and the order shall become effective upon delivery. The order of suspension and statement of charges shall be heard in the manner set forth in Section 2-122.
- (b) The mayor, city council, or any council member shall have the power to file with the city clerk a statement of charges of misconduct against any officer of the city for violation of any ordinance or city charter provision, for violation of state or federal law, for conviction of a crime involving moral turpitude, or for the breach of their official duty or obligation. A certified copy of the statement of charges shall immediately be delivered to the officer against whom such charges have been filed. Upon the filing of the statement of charges, the charges shall be heard in the manner set forth in Section 2-122.
- (c) During the suspension period, a suspended officer is prohibited from exercising or attempting to exercise any of the duties of his or her office. Any violation hereof is punishable as set forth in Section 1-12 of this Code.

PASSED AND APPROVED THIS _____ DAY OF _____ 2024.

Dan Rife, Mayor
City of Carthage

Attest: _____
Miranda Deal, City Clerk

Sponsored by: Tiffany Cossey

COUNCIL BILL NO. _____

ORDINANCE NO. _____

**AN ORDINANCE TO AMEND SECTION 2-122 OF CHAPTER 2, ARTICLE III,
DIVISION 2
OF THE CODE OF THE CITY OF CARTHAGE, MISSOURI**

**BE IT ORDAINED BY THE COUNCIL OF THE CITY OF CARTHAGE,
JASPER COUNTY, MISSOURI as follows:**

Chapter 2, Article III, Division 2 of the Code of the City of Carthage, Missouri is hereby amended by modifying Section 2-122 as follows:

Sec. 2-122. – Council hearing.

- (a) In all cases where an order of suspension and written charges of misconduct have been filed with the city clerk by the mayor, or where such charges have been made by the council or any member thereof, the council shall set a day certain for the hearing of such charges and for the officer to appear and enter a defense. The council shall cause to be served upon the accused officer a written notice of the exact time and place where such charges will be heard. The notice, as provided herein, shall in all cases be served upon the accused officer not less than five (5) days before the day of the hearing. The council shall adopt rules of procedure for the conduct of the hearing.
- (b) Upon the day set by the council for the hearing of the charges, the mayor and the council shall meet at the time and place decided upon and shall forthwith proceed to hear all the evidence for and against the accused officer, adjourning the hearings from day to day if necessary. If the mayor is the person accused, the president pro tem of the council shall preside at the hearings.
- (c) At the conclusion of the evidence and arguments pro and con the council shall proceed to vote, by ayes and nays, voting upon each charge separately, if more than one (1) has been made. If the charges were made by the mayor and a majority of all the members elected to the council find the accused guilty of the charges as made, or any of them, he/she shall be removed from office. If a majority of the members elected to the council find the accused not guilty of the charges as made, he/she shall stand reinstated in office, and shall receive all compensation which he/she may have lost as the result of any suspension.
- (d) Notwithstanding subsection (c), if the charges were made by the council or a member thereof, the accused shall be removed from office only if he/she is found guilty by a two-thirds vote of all the members elected to the council.
- (e) In all cases the proceedings of the council shall be spread upon the journal of the council.

PASSED AND APPROVED THIS _____ DAY OF _____ 2024.

Dan Rife, Mayor
City of Carthage

Attest: _____
Miranda Deal, City Clerk

Sponsored by: Tiffany Cossey