



City of Carthage, Missouri

COMMITTEE ON INSURANCE/AUDIT AND CLAIMS

January 14, 2025 - 5:30 PM
CITY HALL COUNCIL CHAMBERS

MINUTES

1. Call to Order

MEMBERS PRESENT: Jana Schramm, Derek Peterson, Terri Heckmaster

STAFF PRESENT: Interim City Administrator Traci Cox, City Clerk Miranda Deal, IT Administrator Michael Keith

Chair Jana Schramm called the meeting to order at 05:30 PM.

2. Old Business

1. Approval of December 10, 2024 Minutes

ACTION: Motion to accept/approve item 2.1. by Terri Heckmaster;
Motion passed with a 3:0

AYES: 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 3:0

AYES: 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. Consider and discuss the City of Carthage Wellness Packet

Ms. Deal reviewed the changes for the employee wellness packet this year. There was a change to the preventive visit requirement and that it needs to be with a primary care physician, and there is also a nicotine cessation form that employees will have to turn in. The incentive amounts have changed to be \$200 for non-nicotine users and \$100 for nicotine users. Ms. Cox reviewed what has been attempted in the past for the nicotine users and also requested adding the Chamber of Commerce as a place people can volunteer for points.

ACTION: Motion to accept/approve as revised item 4.1. by Derek Peterson;
Motion passed with a 3:0

AYES: Jana Schramm, Derek Peterson, Terri Heckmaster

2. Consider and discuss updated salary schedule

Ms. Cox wanted to first thank the salary study committee for all of their hard work and dedication to making sure the employees were taken care of. She also reviewed the compensation study results from McGrath and explained how they performed the update and where the City fell in relation to the other cities that were used to compare.

ACTION: Motion to approve the salary study as presented by Derek Peterson;

Motion passed with a 3:0

AYES: Jana Schramm, Derek Peterson, Terri Heckmaster

3. Consider and discuss Tourism/PIO job description

Ms. Cox reviewed the few changes to the Tourism/PIO job description, the changes were to give the position control of Food Truck Friday and also to help form the Tourism Advisory Board.

ACTION: Motion to accept/approve item 4.3. by Terri Heckmaster;

Motion passed with a 3:0

AYES: Jana Schramm, Derek Peterson, Terri Heckmaster

4. Staff Reports

Ms. Deal reported that work has started on the FY 26 budget and that hopefully next week the departments will be able to start entering their capital requests.

Ms. Cox reported that the audit is still being done. The reason it is taking so long this year is because the City received more than \$750,000 in federal funds for the economic development park grant and we require a single audit which is more than what is normally done. There was also an issue with the way we had reported the ARPA funds that were received. The guidelines changed at some point and the way we were reporting was incorrect so there will be a note on the audit for that. It was an change that was missed by both staff and the auditors. There was a draft audit that was sent to us so we could meet the State Auditors requirement of having something sent in by December 31. Whenever the audit is completed, there will be a presentation scheduled.

5. Adjournment

ACTION:	Motion to Adjourn at 05:58 PM by Terri Heckmaster
	Motion Passed with a 3:0
AYES:	Jana Schramm, Derek Peterson, Terri Heckmaster