



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

January 28, 2025 - 5:30 PM
CITY HALL COUNCIL CHAMBERS

AGENDA

- 1. Call to Order**
- 2. Old Business**
 1. Approval of January 14, 2025 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 Parks Operations Assistant job description
 2. Consider and discuss Fire Department Administrative Assistant job description
 3. Consider and discuss Parks Department Administrative Assistant job description
 4. Consider and discuss Public Works Department Administrative Assistant job description
 5. Consider and discuss donation of Council Chambers desks to the City of Miller
 6. Consider and discuss Resolution to correct CW&EP Board Member term expiration
 7. 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

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

JOB DESCRIPTION CITY OF CARTHAGE

DEPARTMENT: Parks & Recreation
POSITION TITLE: Parks Operations Assistant

SALARY GRADE: J
FLSA STATUS: Non-Exempt

RESPONSIBILITIES OF POSITION:

The Parks Operations Assistant is a leadership role that acts as an Assistant to the Parks Director. This is a role that combines the planning and execution of community recreation programs and events with the operational and strategic management of parks and facilities. This position supports the Parks Director in overseeing parks, recreation services, and facility maintenance, while also managing recreation programming and community engagement efforts. The role emphasizes innovation, collaboration and efficient resource management to enhance the quality of life for community members.

SUPERVISION RECEIVED AND EXERCISED:

Receives general administrative direction from and reports to the Parks & Recreation Director. Incumbent is expected to demonstrate and exercise considerable independent judgement and knowledge in the performance of assigned duties.

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

1. Oversee the scheduling, maintenance, and improvements of parks and recreation facilities.
2. Plan, develop, and execute diverse recreation programs, events, and classes for all ages.
3. Coordinate the marketing and promotion of recreation programs and facility services with the Public Information Officer and marketing staff through a variety of media.
4. Manage facility reservations, contracts, and associated logistics.
5. Coordinates field maintenance staff at Fair Acres.
6. Foster relationships with community groups, volunteers, and residents to address needs and concerns.
7. Assist with budget preparation and monitor expenditures within department guidelines.
8. Maintain and report monthly and yearly attendance figures for Memorial Hall.
9. Coordinate reservations, contract preparation and implementation for facility uses.
10. Secure sponsorships and partnerships to support events and programming.
11. Implement and monitor strategic plans for recreation facilities and accessibility improvements.
12. Carry 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: General knowledge of park ordinances, principles and practices of facility operations, basic recreation programming as it pertains to programming area, basic budgetary and accounting principles and practices and computer applications related to the work. Knowledgeable in the operations, services and activities of a comprehensive municipal Memorial Hall program. Administrative skills to analyze programs, policies and operational needs. Principles of supervision, training and performance evaluations. Plan, organize, direct and coordinate the work of staff members.

Abilities: Skill in communicating clearly and effectively with others, orally and in writing, making public presentations, evaluating facility maintenance needs, using tact and discretion, organizing work, setting priorities, meeting critical deadlines, and following up on assignments with minimum direction. Select, organize, direct and coordinate the work of staff members. Maintain appropriate departmental records and prepare necessary reports. Establish and maintain effective working relationships with fellow employees and the general public. Supervise subordinate employees in an efficient and effective manner. Observe health and safety regulations. Ability to schedule and coordinate numerous events; promote and market events for a public facility; present a friendly positive image and enjoy working with the public.

Experience, Education and Training: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. **Experience:** Three (3) to five (5) years of experience in recreation or event planning. Skills in administrative and office management, including computer skills. Skills in leadership and supervision of employees. Education: High school graduate (or HSE-High School Equivalency Credential), including or supplemented by recreation or business studies.

Physical Requirements: Must possess mobility, strength, and stamina to perform physical work for extended periods of time; to operate a wide variety of tools and equipment, and to operate a motor vehicle; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone or radio. Work activities may be performed indoors and outdoors and may require frequent walking on uneven or slippery surfaces, standing, sitting, running, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, reaching, making repetitive hand movement, and related physical activities in the performance of daily duties.

Licenses and Certificates: Possession of, or ability to maintain an appropriate, valid Missouri drivers' license; must be First Aid, AED, and CPR certified or complete classes within 6 months of hire date.

SPECIAL REQUIREMENTS:

Schedule: Hours and days of work vary. May be scheduled for evenings and weekends. Additional hours are required to attend meetings and monitor events. May occasionally be required to answer calls during irregular hours.

Overtime: The City provides overtime or compensatory time off pursuant to the Fair Labor Standards Act.

LIMITATIONS AND DISCLAIMER:

The above job description is meant to describe the general nature and level of work being performed;

Revised January 2025

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 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, skill 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 American with Disabilities Act.

Signed: _____ Date:



JOB DESCRIPTION CITY OF CARTHAGE

DEPARTMENT: Fire
POSITION TITLE: Fire & Emergency Management
Administrative Assistant

SALARY GRADE: F
FLSA STATUS: Non-Exempt

RESPONSIBILITIES OF POSITION:

This position provides comprehensive administrative and clerical support to the Fire Department, ensuring efficient daily operations, effective communication within the department, and responsive interaction with the public. Responsibilities include managing payroll, preparing reports, maintaining accurate records, and coordinating office activities. The role also involves supporting emergency management efforts, including grant administration, compliance with local and state emergency planning requirements, and participation in preparedness activities. Duties require independent judgment, strong organizational skills, the ability to prioritize tasks in a fast-paced environment, and a commitment to customer service and city policies.

SUPERVISION RECEIVED:

Under general supervision of Fire Chief, incumbent is expected to demonstrate and exercise considerable independent judgement and knowledge in the performance of assigned duties.

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

1. Serve as the initial contact for the department, providing customer service to visitors and callers, and act as a liaison between citizens, departments, and external agencies.
2. Manage bi-weekly payroll, handle change notices, track employee information, and assist new hires with onboarding and equipment needs.
3. Prepare and distribute various reports, including departmental reports, alarm reports, financial reports, grant applications, and public safety minutes.
4. Handle accounts payable, process requisitions, reconcile expense reports, and track department funds, including grant-related finances.
5. Order and maintain supplies, prepare and tabulate bids, and manage invoices for purchases.
6. Compile, submit, and manage emergency management grants, participate in emergency planning, and attend required meetings and training sessions.
7. Oversee departmental social media and public education activities, ensuring timely and accurate communication of relevant information to the community in conjunction with the Public Information Officer.
8. Manage the department's calendar, schedule meetings, events, and annual physicals while minimizing operational disruptions.
9. Ensure compliance with city policies and regulations, including submitting required reports and updating Tier II and LEOP information.
10. Manage the First Due Reporting System, including user roles, password resets, and system updates, and ensure proper data entry for operational workflows.
11. Assist the Fire Chief with preparing budgets, year-end reports, and any additional administrative tasks.
12. Provide support during emergencies, including station coverage and follow-up documentation, which includes relaying information from Web EOC during potential emergency events.
13. 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:

Knowledge of: Bookkeeping, accounting, accounts payable and receivables; basic office skills including typing and filing; computer experience with spreadsheet programs and word processing packages. Switchboard/Receptionist experience. Professional appearance, attitude and attire.

Abilities: Ability to follow verbal and written instructions; work independently; set priorities; meet deadlines; and exercise independent judgement; maintain confidentiality; present a positive professional image to the general public and other City Departments; communicate with fellow workers, subordinates, managers and the general public in a clear, concise manner; maintain attention to numerous individuals or detailed information for prolonged periods of time; provide customer service in a manner consistent with City standards; work cooperatively with others as a member of a service-oriented team; deal with distressed, agitated customers in a calming, composed manner.

Experience, Education and Training: Any combination of experience and training that would likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be: **Experience:** Three (3) to five (5) years of previous experience in a similar position or demonstration of possession of the knowledge and abilities listed above. **Education:** Graduation from high school (or HSE-High School Equivalency Credential) and related specialized training courses which supplement experience.

Physical Requirements: Work is performed in an office environment with noise and frequent interruptions. Some assignments require sitting for extended periods of time. Work is often performed under the stress associated with the need to meet inflexible deadlines.

Licenses and Certificates: Possession of, or ability to obtain an appropriate valid Missouri driver's license.

SPECIAL REQUIREMENTS:

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

Overtime: The City provides overtime or compensatory time off pursuant to the Fair Labor Standards Act.

LIMITATIONS AND DISCLAIMER:

The above job 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. All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude 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 aptitude to perform duties proficiently.

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

Signed: _____ Date: _____



**JOB DESCRIPTION
CITY OF CARTHAGE**

DEPARTMENT: Parks
POSITION TITLE: Administrative Assistant

SALARY GRADE: E
FLSA STATUS: Non-Exempt

RESPONSIBILITIES OF POSITION:

This is a responsible administrative assistant and clerical position which involves a wide variety of activities in assisting the Parks & Recreation Director in performing departmental tasks. Activities may include minute taking, skilled typing, and filing, canvassing, screening callers and visitors, and operating office machines. This position helps maintain the Parks and Recreation Departments social media and website presence. Work is performed with initiative and independent judgement and is evaluated upon completion for adherence to instructions and established procedures.

SUPERVISION RECEIVED:

Under general supervision of Parks and Recreation Director, incumbent is expected to demonstrate and exercise considerable independent judgement and knowledge in the performance of assigned duties.

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

1. Serve as initial contact for the Parks Department both on the phone and in the reception area. A pleasant personality with a customer service attitude are required.
2. Typing and composition of office correspondence, reports and other items as assigned. Compiles and completes data for administrative reports and other public documents. Establishes and maintains office filing system. Makes varied mathematical computations on material assembled.
3. Preparation of grant reimbursement requests and other record keeping including correspondence to policies and standards.
4. Preparation and distribution of meeting notices and agendas.
5. Relieves Parks and Recreation Director of routine administrative details such as requisitioning or order supplies, checking operating reports for accuracy and conformance to policies and standards.
6. Ordering, maintaining, processing and preparation of invoices of materials and supplies for Administration Department.
7. Takes and prepares minutes for assigned committee responsibilities.
8. Preparation and maintenance of assigned economic indicators and demographics.
9. Other duties as assigned.
10. Coordinate and schedule basic copier and office machine repairs and maintenance.
11. Keep and maintain adequate supply of office supplies.
12. Miscellaneous business related errands.
13. Carries out any other duties as are within the scope, and spirit and purpose of the job as directed by the supervisor or Department Head.

QUALIFICATIONS:

Knowledge of: Bookkeeping, accounting, accounts payable and receivables; basic office skills including typing and filing; computer experience with spreadsheet programs and word processing packages. Professional appearance, attitude and attire.

Abilities: Ability to follow verbal and written instructions; work independently; set priorities; meet deadlines; and exercise independent judgment; maintain confidentiality; present positive professional image to the general public and other City Departments; communicate with fellow workers, subordinates, managers and the general public in a clean, concise manner; maintain attention to numerous individuals or detailed information for prolonged periods of time; provide customer service in a manner consistent with City standards; work cooperatively with others as a member of a service-oriented team; deal with distressed, agitated customers in a calming, composed manner.

Experience, Education and Training: Any combination of experience and training that would likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be: **Experience:** Three (3) to five (5) years of previous experience in a similar position or demonstration of possession of the knowledge and abilities listed above. **Education:** Graduation from high school (or HSE-High School Equivalency Credential) or related specialized training courses with supplement experience.

Physical Requirements: Work is performed in an office environment with noise and frequent interruptions. Some assignments require sitting for extended periods of time. Work is often performed under the stress associated with the need to meet inflexible deadlines.

License/Certificates: Possession of, or ability to maintain an appropriate valid Missouri driver's license.

SPECIAL REQUIREMENTS:

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

Overtime: The City provides overtime or compensatory time off pursuant to the Fair Labor Standards Acts.

LIMITATIONS AND DISCLAIMER:

The above job 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 with disabilities. Some requirements may exclude individuals who pose a direct 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 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 American with Disabilities Act.

Signed: _____ Date: _____



**CITY OF CARTHAGE
JOB DESCRIPTION**

DEPARTMENT: Public Works
POSITION TITLE: Administrative Assistant

SALARY GRADE: E
FLSA STATUS: Non-Exempt

RESPONSIBILITIES OF POSITION:

This position consists of secretarial and clerical work, which involves a wide variety of activities in assisting the Director of Public Works in performing departmental tasks. Activities may include taking dictation, skilled typing, filing, canvassing and screening callers and visitors, and operating office machines. Work is performed with initiative and independent judgement and is evaluated upon completion for adherence to instructions and established procedures.

SUPERVISION RECEIVED AND EXERCISED:

Under general supervision of Director of Public Works, incumbent is expected to demonstrate and exercise considerable independent judgement and knowledge in the performance of assigned duties.

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

1. Serve as initial contact for the Public Works and Street Department both on the phone and in the reception area. A pleasant personality with a customer service attitude are required.
2. Prepares correspondence, reports and other items as assigned. Compiles and completes data for administrative reports and other public documents. Establishes and maintains office filing system. Makes varied mathematical computations on material assembled.
3. Ordering, maintaining, processing and preparation of invoices for materials and supplies received by the Public Works and Street Departments.
4. Issues all permits after Public Works staff approve applications.
5. Prepare and mail invoices for utility cuts.
6. Process and record all payments received by the Public Works and Street Departments.
7. Make copies as needed.
8. Maintain payroll sheets for the Public Works and Street Departments.
9. Prepare bank deposits.
10. Maintain a petty cash fund and its records.
11. 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: Bookkeeping, accounting, accounts payable and receivables; basic office skills including typing and filing; computer experience with spreadsheet programs and word processing packages. Receptionist experience. Professional appearance, attitude and attire.

Abilities: Ability to follow verbal and written instructions; work independently; set priorities; meet deadlines; and exercise independent judgement; maintain confidentiality; present a positive professional image to the general public and other City Departments; communicate with fellow workers, subordinates, managers and the general public in a clear, concise manner; maintain attention to numerous individuals or detailed information for prolonged periods of time; provide customer service in a manner consistent with City standards; work cooperatively with others as a member of a service-oriented team; deal with distressed, agitated customers in a calming, composed manner.

Experience, Education and Training: Any combination of experience and training that would likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be: **Experience:** Three (3) to five (5) years of previous experience in a similar position or demonstration of possession of the knowledge and abilities listed above. **Education:** Graduation from high school (or HSE-High School Equivalency Credential) or related specialized training courses which supplement experience.

Physical Requirements: Work is performed in an office environment with noise and frequent interruptions. Some assignments require sitting for extended periods of time. Work is often performed under the stress associated with the need to meet inflexible deadlines.

License or Certificate: Possession of, ability to obtain an appropriate valid Missouri Driver's License.

SPECIAL REQUIREMENTS:

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

Overtime:
The City provides overtime or compensatory time off pursuant to the Fair Labor Standards Act.

LIMITATIONS AND DISCLAIMER:

The above job 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 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 American with Disabilities Act.

Signed: _____ Date: _____



RESOLUTION NO. 2072

A RESOLUTION APPROVING THE DECLARATION AS SURPLUS TO THE CITY'S NEEDS AND AUTHORIZING THE DISPOSITION OF THE FORMER CITY HALL COUNCIL CHAMBER DESKS AND DONATING THEM TO THE CITY OF MILLER

WHEREAS, City Department Heads exercise direct supervision over inventories of supplies, and the sale, trade, or disposition of surplus supplies and equipment belonging to the City; and

WHEREAS, the Purchasing Officer, is responsible with Council approval for the disposition or *sale* of salvage, obsolete, or surplus materials, to prevent deterioration and value loss of no longer used materials, and to reduce storage costs; and

WHEREAS, the Interim City Administrator has discussed, and the Committee on Insurance Audit and Claims recommends declaring the former City Hall Council Chamber desks as obsolete and surplus to the City's needs and donating them to the City of Miller, for consideration by the full City Council.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF CARTHAGE, JASPER COUNTY, MISSOURI, THE MAYOR CONCURRING HEREIN, AS FOLLOWS:

That the aforesaid former City Hall Council Chamber desks are determined and declared to be obsolete and surplus to the City's needs and is hereby authorized for disposition via a donation to the City of Miller.

PASSED AND APPROVED THIS _____ DAY OF _____, 2025.

Alan Snow, Mayor

ATTEST:

Miranda Deal, City Clerk

Insurance Audit and Claims

RESOLUTION NO. 2074

**A RESOLUTION TO CORRECT THE CARTHAGE WATER & ELECTRIC BOARD
TERM OF DARREN COLLIER**

WHEREAS, Darren Collier is currently serving on the Water & Electric Plant Board and his term expires April 2025; and

WHEREAS, Darren Collier was appointed to the Board in April 2021 to fulfill the remaining term of Neel Baucom; and

WHEREAS, in 2021 the Council mistakenly appointed Darren Collier to a four-year term rather than appoint him to fulfill the remaining term of Neel Baucom; and

WHEREAS, the Council desires to correct the term of Darren Collier to align with what would have been the correct expiration of his term.

NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF CARTHAGE, JASPER COUNTY, MISSOURI, THE MAYOR CONCURRING HEREIN, AS FOLLOWS:

That the Board of Director term of Darren Collier shall expire in May 2026.

PASSED AND APPROVED THIS _____ DAY OF JANUARY, 2025

By: _____
Alan Snow, Mayor

ATTEST

By: _____
Miranda Deal, City Clerk

Claude Dickens	May-98	May-02	
	Mar-01		Replaced with Lonnie Heckmaster
Lonnie Heckmaster	Mar-01	May-02	
	May-02	May-06	
	Apr-06		Replaced with Kenneth Johnson
Kenneth Johnson	Apr-06	May-10	
	Apr-10	May-14	
	May-14	May-18	
	Jul-15		Replaced with Neel Baucom
Neel Baucom	Jul-15	Jul-19	Neel's term should have expired May of 2018, with a reappointment of May 2018- May 2022
	Jul-19	Jul-23	died in 2021, replaced with Darren Collier
Darren Collier	Apr-21	Apr-25	term should have expired May 2022, and been reappointed until May of 2026