



City of Carthage, Missouri

COMMITTEE ON INSURANCE/AUDIT AND CLAIMS

January 28, 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, Deputy City Clerk Amy Taylor, HR Coordinator Michael Miller

Chair Jana Schramm called the meeting to order at 5:30 pm.

2. Old Business

1. Approval of January 14, 2025 Minutes

ACTION: Motion to accept/approve item 2.1. by Derek Peterson;
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 Terri Heckmaster;
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 Parks Operations Assistant job description
Ms. Schramm stated that this job description still needed some minor changes so she motioned to table until the changes were made.

ACTION: Motion to table item 4.1 until changes were made by Jana Schramm;

Motion passed with a 3:0

AYES: Jana Schramm, Derek Peterson, Terri Heckmaster

2. Consider and discuss Fire Department Administrative Assistant job description
Ms. Cox reviewed why this and the other job descriptions were being reviewed. The salary study that was done in 2020 did not place these positions where they should have been. Parts of the duties of the jobs were left off and so she asked Mayor Snow if those positions could be revisited and reappointed. HR Coordinator Michael Miller went back and reappointed this position and had Morgan, the current administrative assistant at the Fire Department, list everything she does that was not included previously. After the reappointing was done, it moved her position up two grades to grade F. Her title was changed to include Fire and Emergency Management Administrative Coordinator.

ACTION: Motion to approve the changes to the job description for FD Admin Assistant and move salary up two grades to F by Terri Heckmaster;
Motion passed with a 3:0

AYES: Jana Schramm, Derek Peterson, Terri Heckmaster

Ms. Cox also mentioned that since Morgan had been doing all of the duties since 2020, there is a section in the Personnel Policy that allows someone to be moved up a step on their grade with the approval of the Department Head, City Administrator, and Council. She is requesting that the committee approve the increase of one step on grade F.

ACTION: Motion to allow the current fire administrative assistant to be placed on step 2 of grade f by Jana Schramm;
Motion passed with a 3:0

AYES: Jana Schramm, Derek Peterson, Terri Heckmaster

3. Consider and discuss Parks Department Administrative Assistant job description
The Parks Department Administrative Assistant job description was changed to move the position up one salary grade to E and put on step 1.

ACTION: motion to approve the changes to the job description and move the salary up one grade to e by Derek Peterson;
Motion passed with a 3:0

AYES: Jana Schramm, Derek Peterson, Terri Heckmaster

4. Consider and discuss Public Works Department Administrative Assistant job description

The Public Works Department Administrative Assistant job description was changed to move the position up one salary grade to E and put on step 1.

ACTION: Motion to approve the changes to the job description and move the salary up one grade to e by Terri Heckmaster;
Motion passed with a 3:0

AYES: Jana Schramm, Derek Peterson, Terri Heckmaster

5. Consider and discuss donation of Council Chambers desks to the City of Miller
Ms. Deal explained that the City of Miller expressed interest in taking the old council furniture, Carthage has no need for it anymore.

ACTION: Motion to approve donating the furniture to the city of miller
by Terri Heckmaster;
Motion passed with a 3:0

AYES: Jana Schramm, Derek Peterson, Terri Heckmaster

6. Consider and discuss Resolution to correct CW&EP Board Member term expiration

Ms. Cox explained that the expiration date for Darren Collier on the CW&EP Board was incorrect due to a clerical error. There should not be three board members who expire in the same year. Whenever Mr. Collier took over for Neel Baucom, he was given a four year term rather than the one year that was left in Mr. Baucom's term. The date needs to be corrected for his term to expire in 2026.

ACTION: Approve the correction of Darren Collier's expiration date
for the CW&EP Board by Derek Peterson;
Motion passed with a 3:0

AYES: Jana Schramm, Derek Peterson, Terri Heckmaster

7. Staff Reports

Ms. Deal reported that the budget process has started and that the departments will be starting their capital requests first and then taking them to their committee meetings in February.

Ms. Cox reported that Ms. Deal would be cross-trained this year in the full budget process, HR Coordinator Michael Miller is working on updating the 5 year Personnel plan, and that the new Tourism Director has started and is in the process of getting the Tourism Board created.

Mr. Peterson mentioned he was contacted by a citizen about his mother hitting a curb and needing to have tires replaced because of it. Ms. Cox explained that it was turned into the insurance company and they denied the claim.

5. Adjournment

ACTION:	Motion to Adjourn at 05:47 PM by Terri Heckmaster
	Motion Passed with a 3:0
AYES:	Jana Schramm, Derek Peterson, Terri Heckmaster