



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

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February 25, 2025 - 5:30 PM  
CITY HALL COUNCIL CHAMBERS

**AGENDA**

- 1. Call to Order**
- 2. Old Business**
  1. Approval of February 11, 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. Staff Reports
- 5. Adjournment**

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# City of Carthage, Missouri

## COMMITTEE ON INSURANCE/AUDIT AND CLAIMS

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February 11, 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 Director Michael Miller, IT Director Michael Keith

**OTHER MEMBERS PRESENT:**

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

#### 2. Old Business

##### 1. Approval of January 28, 2025 Minutes

**ACTION:** Motion to accept/approve item 2.1. by Mr. 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 Ms. Schramm  
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 dental and vision renewal rates  
HR Director Michael Miller stated Dental benefits through Delta Dental increased 4.7%. He felt this was not a significant enough increase to warrant looking for a new provider and suggests remaining with Delta Dental for employee dental benefits. He stated the premium for vision benefits through VSP decreased by almost 10%, and recommended remaining with VSP for employee vision benefits. Ms. Heckmaster made a motion the City to remain with Delta Dental and VSP for employee dental and vision benefits. Motion carried.

2. Consider and discuss Assistant City Administrator job description  
HR Director Michael Miller detailed the changes to the ACA job description, stating changes were made to the job description in 2022. These changes have been reversed and the job description is now back to the original description. The ACA will assist the CA with financial duties. Added to the job description are items 4, 5 and 7 from the City Code. Ms. Heckmaster made a motion to accept the new ACA job description. Motion carried.
3. Consider and discuss City Administrator job description  
HR Director Michael Miller stated the job description of City Administrator was being reworded to be more gender neutral. Mr. Peterson made a motion to forward the job description changes to Council. Motion carried.
4. Staff Reports  
City Clerk Miranda Deal reported City staff met with department heads last week to review their capital budget for projects this year and going forward. There are plans for a work session on March 5th to review all capital items at the same time. The meeting will include the budget committee and members of the Council. Interim City Administrator Traci Cox reported the City has a CD coming due and rates are being checked at local banks for the best rate available. Once bids are received they will be presented to the Council.

## **5. Adjournment**

**ACTION:** Motion to adjourn at 5:45 PM by Mr. Peterson

Motion passed with a 3:0

**AYES:** Jana Schramm, Derek Peterson, Terri Heckmaster