



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

March 11, 2025 - 5:30 PM
CITY HALL COUNCIL CHAMBERS

AGENDA

- 1. Call to Order**
- 2. Old Business**
 1. Approval of February 25, 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
 2. Consider and Discuss Amendments to Code Sections 2-316 and 2-328 and a document which recites the current language of these Sections
- 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

February 25, 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 February 11, 2025 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. Staff Reports

Ms. Cox reported that budget work is continuing and that the audit should be completed next week. She also reported that a CD was cashed in at Community National Bank and transferred to Guaranty Bank where \$1,000,000.00 will be put into a 12 month CD with a rate of 4.87%.

5. Adjournment

ACTION:	Motion to Adjourn at 05:33 PM by Derek Peterson
	Motion Passed with a 3:0
AYES:	Jana Schramm, Derek Peterson, Terri Heckmaster

COUNCIL BILL NO. _____

ORDINANCE NO. _____

**AN ORDINANCE TO AMEND SECTION 2-316 OF CHAPTER 2, ARTICLE IV, 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 IV, Division 2 of the Code of the City of Carthage, Missouri is hereby amended by modifying Section 2-316 as follows:

Sec. 2-316. Established; Term of Office.

- (a) As established by City Charter, there exists for the City of Carthage (the City) a Board of Public Utilities known as the Carthage Water & Electric Plant Board (also referred to herein as “Board” or “CWEP Board”). The Board shall consist of six (6) voting members appointed by the mayor with the approval of the city council. Prior to appointment, the mayor shall notify the CWEP General Manager of the appointee, to eliminate potential conflicts of interest and ensure the appointee is not in default to the utility.
- (b) No more than two (2) members of the Board serving at any one time shall be nonresidents of the City. All such members must have had business or professional experience and must be residential or business customers or representatives of commercial or industrial customers of Carthage Water & Electric Plant (CWEP). No more than one (1) member of the Board can be employed by the same employer. In all cases, such nonresident members of the Board shall live within five (5) miles of the City limits.
- (c) The members of the Board shall hold office for a term of six (6) years and until their successors are appointed and qualified; provided, however, that the terms of current Board members will be aligned so that the first two terms to expire will expire on November 1, 2026. Board terms shall always begin on November 1 and shall be staggered so that every other year, two (2) Board positions are appointed. Vacancies in the Board, occasioned by removals, resignations or otherwise, shall be reported to the mayor and be filled in like manner as original appointments, except that if the vacancy is an unexpired term, the appointment shall be made for only the unexpired portion of that term.
- (d) As otherwise stated within this Chapter, “the Board of Public Works” shall mean the Carthage Water & Electric Plant Board.

PASSED AND APPROVED THIS _____ DAY OF _____, 2025.

Alan Snow, Mayor

ATTEST:

Miranda Deal, City Clerk

COUNCIL BILL NO. _____

ORDINANCE NO. _____

**AN ORDINANCE TO AMEND SECTION 2-328 OF CHAPTER 2, ARTICLE IV, 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 IV, Division 2, Section 2-328 is hereby amended in its entirety and
modified as follows:

Sec. 2-328. Financial Reports

The Carthage Water & Electric Board shall furnish to the City Clerk monthly
financial statements as approved by the Carthage Water & Electric Board.

PASSED AND APPROVED THIS _____ DAY OF _____, 2025.

Alan Snow, Mayor

ATTEST:

Miranda Deal, City Clerk

CURRENT ORDINANCES

Sec. 2-316. Created.

There is created for the city an executive department to be known as the board of public works.

Said board shall consist of six (6) voting members appointed by the mayor with the approval of the council. No more than two (2) members of said board serving at any one (1) time shall be nonresidents of the City of Carthage. All such members must be residential, business customers, or representatives of commercial or industrial customers of Carthage Water & Electric Plant (CW&EP). No more than one (1) member of the board can be employed by the same employer. In all cases, such members of this board shall live within five (5) miles of Carthage, city limits.

Sec. 2-328. Financial Reports.

At least once each month, the board of public works shall furnish to the city clerk a report directed to the city council, showing the balance of the water and electric operating fund, expenditures from the fund itemized as to payroll, bills for materials, supplies, etc., refunds of consumers deposits and amounts set aside in reserve and a statement of amounts deposited in the city, showing the source of such revenue from the sale of water, electricity, consumers deposits, income from the investments and proceeds of sale of investments. In addition thereto, the report shall show the balance in reserve accounts together with a statement of all approved contract work let and all contracts completed under the supervision of the board during the month next preceding such report. The report shall be submitted in the following form:

[Form omitted to save space]

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