



City of Carthage, Missouri

COMMITTEE ON INSURANCE/AUDIT AND CLAIMS

March 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 March 11, 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 amendment to section 2-160 (b) of the City Code
Ms. Cox mentioned that this change goes along with the contract for the City Administrator. It will be approved prior to the second reading of the City Administrator contract. Ms. Schramm read the change of the section and Ms. Cox mentioned that the contract came from a template that was sent by Matt Gist who is an HR attorney that works with Midwest Public Risk. There was no intent to put something in the contract that went against the code or the City charter.

ACTION: Motion to forward the council bill to council for approval by Terri Heckmaster;

Motion passed with a 3:0

AYES: Jana Schramm, Derek Peterson, Terri Heckmaster

2. Presentation of the annual audit report by KPM CPA's
Rebecca Baker with KPM CPA's was present to review the City's annual audit findings. She reviewed the expenses and revenue changes between FY 24 and FY 23. The General Fund reserves are sitting at 46% with the City's reserve policy being a minimum of 35%. She also reviewed the federal reporting requirement that was new for this year's audit due to the federal funds received for the Industrial Park land and the COVID funds that were received in years past. There was a note on the audit that the reporting was not done properly for the funds, but the issue will be corrected in April when the annual reporting portal opens up for the City to report expenditures for the ARPA funds. She reviewed some of the new GASB Pronouncements and just made the committee aware of some changes that were happening and suggestions that the City should follow.

3. Staff Reports

Ms. Deal reported on the budget process and the second set of CD's that came due. There was a total of \$2,000,000.00 moved from Community National Bank over to Guaranty Bank for the next twelve months.

Ms. Cox reported that she received notice from Midwest Public Risk that the way they determine deductibles is now based on experience and is not the same for all of their members. With all of the claims the city has had recently, the law enforcement liability deductible is going up from \$1,000 to \$5,000 per occurrence. The public official/employment practices liability is going up from \$1,000 to \$50,000 per occurrence. She also reported on doing the Tyler Technology Incode 10 demo recently and believes that it will be able to replace the current budgeting software the City is using, the wait time for Incode 10 is about 12-15 months, and there is a contract in place with the budgeting software until June 2027. The recurring costs per year will increase, but it will be less than the annual costs of the budgeting software.

5. Adjournment

ACTION:	Motion to Adjourn at 06:04 PM by Derek Peterson
	Motion Passed with a 3:0
AYES:	Jana Schramm, Derek Peterson, Terri Heckmaster