



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

April 8, 2025 - 5:30 PM
CITY HALL COUNCIL CHAMBERS

AGENDA

- 1. Call to Order**
- 2. Old Business**
 1. Approval of March 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. Consider and discuss Parks Operations Assistant job description
 2. 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

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

4/8/2025

A / P CLAIMS REPORT

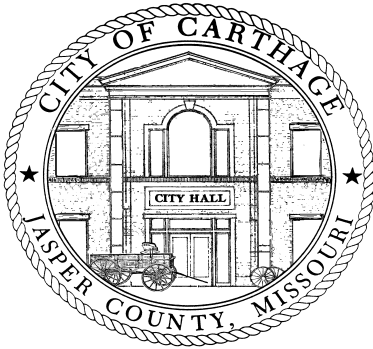
	FUND	PERIOD	CHECK TOTAL	SPECIAL CHECKS	TOTAL	Special Checks Breakdown:				
GENERAL REVENUE	110	4/8/2025	\$ 172,736.89	\$ 97,087.70	\$ 269,824.59	Fund:	Vendor	Ck	\$	
PUBLIC HEALTH	121	4/8/2025	\$ 2,979.26	\$ 14.98	\$ 2,994.24	128	Public Library	94137	\$	34,024.79
CLOSED LANDFILL	122	4/8/2025			\$ -	110	Muni Court	94136	\$	50.00
LODGING TAX	123	4/8/2025	\$ 555.53		\$ 555.53	343	Public Library	94135	\$	25,000.00
CIVIC ENHANCEMENT	124	4/8/2025			\$ -	110	Michelle Naaykens	ACH	\$	3,000.00
PUBLIC SAFETY FUND	126	4/8/2025	\$ 6,839.31		\$ 6,839.31	110	Stronghold	ACH	\$	13,696.00
PARKS / STORM WATER	128	4/8/2025	\$ 9,546.50	\$ 34,024.79	\$ 43,571.29	175	Hessling Construction	ACH	\$	84,749.05
CID/TIF	129	4/8/2025			\$ -	343	Public Library	94342	\$	30,000.00
INMATE SECURITY	130	4/8/2025			\$ -	110	Sprouls	ACH	\$	79,493.09
FIRE PROTECTION	131	4/8/2025	\$ 1,711.04		\$ 1,711.04	110	Henry Kraft	ACH	\$	87.12
FAIR ACRES	141	4/8/2025			\$ -	110	Miller Automotive	ACH	\$	231.41
GOLF	142	4/8/2025	\$ 22,576.98		\$ 22,576.98	121	Miller Automotive	ACH	\$	14.98
CAPITAL IMPROVEMENTS	161	4/8/2025			\$ -	110	Carthage Hardware	ACH	\$	511.08
PARKS AND RECREATION	162	4/8/2025			\$ -	110	Innovative Industries	ACH	\$	19.00
MYERS PARK	163	4/8/2025	\$ 3,725.00		\$ 3,725.00					
JUDICIAL EDUCATION	164	4/8/2025			\$ -				\$	270,876.52
USE TAX	165	4/8/2025	\$ 11,326.00		\$ 11,326.00					
PUBLIC FACILITIES	175	4/8/2025	\$ 6,787.00	\$ 84,749.05	\$ 91,536.05					
TAX DISTRIBUTION	221	4/8/2025			\$ -					
ARPA	222	4/8/2025	\$ 90,962.06		\$ 90,962.06					
LIBRARY	343	4/8/2025		\$ 55,000.00	\$ 55,000.00					
POWERS MUSEUM	345	4/8/2025			\$ -					
A / P TOTAL					\$ 600,622.09					
PAYROLL			\$ 378,863.79		\$ 378,863.79					
CARTHAGE WATER & ELECTRIC			\$ 2,000,000.00		\$ 2,000,000.00					
GRAND TOTAL:					\$ 2,979,485.88					

TO THE MAYOR AND CITY COUNCIL, CARTHAGE, MISSOURI:

This is to certify that we have examined the schedule of Warrants and Claims, together with supporting data, consisting of payrolls, invoices, bills and memoranda, and find it correct and complete and that the disbursements are included in the current budget or have been otherwise appropriated for except as-follows:

Committee on Claims

City of Carthage



"America's Maple Leaf City"

326 Grant St., Carthage, MO 64836
(417) 237 7000 FAX (417) 237 7002

TO THE MAYOR AND COUNCIL:

THE COMMITTEE ON CLAIMS FILES REPORT SHOWING
CLAIMS AGAINST THE VARIOUS FUNDS IN AMOUNTS
AS FOLLOWS:

4/8/2025

GENERAL REVENUE		\$269,824.59
PUBLIC HEALTH		\$2,994.24
CLOSED LANDFILL	 \$	-
LODGING		\$555.53
CIVIC ENHANCEMENT	 \$	-
PUBLIC SAFETY	 \$	6,839.31
PARKS/STORMWATER		\$43,571.29
CID/TIF	 \$	-
INMATE SECURITY FUND	 \$	-
FIRE PROTECTION		\$1,711.04
FAIR ACRES	 \$	-
GOLF		\$22,576.98
CAPITAL IMPROVEMENTS	 \$	-
PARKS & RECREATION	 \$	-
MYERS PARK		\$3,725.00
JUDICIAL EDUCATION	 \$	-
USE TAX		\$11,326.00
PUBLIC FACILITIES		\$91,536.05
TAX DISTRIBUTION	 \$	-
ARPA	 \$	90,962.06
LIBRARY		\$55,000.00
PAYROLL		\$378,863.79
SUB TOTAL	 \$	979,485.88
	 \$	-
CARTHAGE WATER & ELEC	 \$	2,000,000.00
GRAND TOTAL	 \$	2,979,485.88

RESPECTFULLY SUBMITTED,

x _____

x _____

x _____

x _____

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. Position is responsible for the overall planning, operating and coordinating all activities and operation associated with the running of the City's Memorial Hall building.

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. Incumbent exercises direct supervision over part-time personnel.

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

1. Oversee the scheduling, maintenance, improvements, and reservations of parks and recreation facilities—including sports complexes, Memorial Hall, Fair Acres, and other venues—while managing field maintenance, contracts, vendor coordination, and associated logistics.
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. Oversee social media presence for Parks Department.
4. Foster relationships with community groups, volunteers, and residents to address needs and concerns. Acts as a liaison to all third party groups and programming.
5. Prepares and monitors department budget within established guidelines.
6. Maintain and report monthly and yearly attendance figures for Memorial Hall.
7. Coordinate reservations, prepares contracts, and supervises use of athletic fields and related recreational facilities for program and special event use.
8. Secure sponsorships and partnerships to support events and programming.
9. Implement and monitor strategic plans for recreation facilities including concessions areas, field maintenance and accessibility improvements.
10. Administer departmental personnel function and supervise subordinate employees.

11. 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; 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:

