



City of Carthage, Missouri

COMMITTEE ON INSURANCE/AUDIT AND CLAIMS

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

MINUTES

1. Call to Order

MEMBERS PRESENT: Jana Schramm, Derek Peterson, Terri Heckmaster

STAFF PRESENT: City Administrator Traci Cox, City Clerk Miranda Deal, and IT Administrator Michael Keith

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

2. Old Business

1. Approval of March 25, 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 was amended many times and that it had the full approval of the Public Services Committee. Ms. Cox stated that it is a current position that is filled that the description is just changing on, they are not looking to fill a position.

ACTION: Motion to forward to council for approval by Derek Peterson;
Motion passed with a 3:0

AYES: Jana Schramm, Derek Peterson, Terri Heckmaster

2. Staff Reports

Ms. Cox stated that her and Ms. Deal have been hard at work on the budget. Ms. Schramm mentioned the budget meeting for CWEP and Ms. Cox stated that their budget hearing is scheduled for May 15.

5. **Adjournment**

ACTION: Motion to adjourn at 5:38 pm by Derek Peterson;

Motion passed with a 3:0

AYES: Jana Schramm, Derek Peterson, Terri Heckmaster