



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

June 10, 2025 - 5:30 PM
CITY HALL COUNCIL CHAMBERS

*****AMENDED AGENDA*****

- 1. Call to Order**
- 2. Old Business**
 1. Approval of May 27, 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 changes to section 2-122(c) of the Carthage City Code
 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

May 27, 2025 - 5:30 PM
CITY HALL COUNCIL CHAMBERS

MINUTES

1. Call to Order

MEMBERS PRESENT: Lori Leece, Derek Peterson, Ron Wells

MEMBERS ABSENT: Kate Gilpin

OTHER COUNCIL MEMBERS: Mayor Flanigan

STAFF PRESENT: City Administrator Traci Cox, City Clerk Miranda Deal, HR Coordinator Michael Miller, Fire Chief Jason Martin

Chair Lori Leece called the meeting to order at 05:30 PM.

2. Old Business

1. Approval of May 13, 2025 Minutes

ACTION: Motion to accept/approve item 2.1. by Derek Peterson;
Motion passed with a 3:0

AYES: Lori Leece, Derek Peterson, Ron Wells

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: Lori Leece, Derek Peterson, Ron Wells

3. Citizens Participation

(Citizens wishing to speak should notify Department Head or Committee Chair in advance)

4. New Business

1. Consider and Discuss changes to the Taxi Driver job description
HR Coordinator Michael Miller explained that the job description was outdated for the taxi driver and the only change was the amount of hours they can work in the week and that they do not need a CDL, they just need a Class E Chauffeur's license.

ACTION: Motion to approve the Taxi driver job description changes by Ron Wells;
Motion passed with a 3:0

AYES: Lori Leece, Derek Peterson, Ron Wells

2. Consider and Discuss Employment Records Policy

Mr. Miller explained that he drafted this policy and looked at the City of Joplin and Neosho's policy and adapted it to the needs for Carthage. This will need a Council Bill prepared before it is sent to Council for approval.

ACTION: Motion to have council bill drafted and forwarded to council for approval by Derek Peterson;
Motion with a 3:0

AYES: Lori Leece, Derek Peterson, Ron Wells

3. Consider and Discuss revised organizational structure for Fire Department

Chief Martin explained the changes to the organizational structure for the fire department and how this was formally the structure before it was changed years ago. They would like to go back to this to help spread the work load for the command staff.

ACTION: Motion to accept/approve item 4.3. by Ron Wells;
Motion passed with a 3:0

AYES: Lori Leece, Derek Peterson, Ron Wells

4. Consider and Discuss changes to the Deputy Fire Chief job description

Chief Martin explained the changes to the Deputy Fire Chief job description. This job will include the Deputy Chief and the Fire Marshal duties. The public education portion will be moved to the training officers job description.

ACTION: Motion to accept/approve item 4.4. by Derek Peterson;
Motion passed with a 3:0

AYES: Lori Leece, Derek Peterson, Ron Wells

5. Consider and Discuss Fire Training Chief job description

Chief Martin explained the changes to this job description. The public education portion from the Fire Marshal job was added to this position.

ACTION: Motion to accept/approve item 4.5. by Ron Wells;
Motion passed with a 3:0

AYES: Lori Leece, Derek Peterson, Ron Wells

6. Consider and Discuss Battalion Chief job description

Chief Martin explained that the Battalion Chief was taken from years past and updated a little to be more current. This position will still be on 24 hour shifts, but the 6 pm - 6 am portion will be on call from their residence. They will respond to scenes and will be part of the command staff.

ACTION: Motion to accept/approve item 4.6. by Ron Wells;
Motion passed with a 3:0

AYES: Lori Leece, Derek Peterson, Ron Wells

7. Staff Reports

There were no staff reports.

5. Adjournment

ACTION:	Motion to Adjourn at 05:51 PM by Ron Wells
	Motion Passed with a 3:0
AYES:	Lori Leece, Derek Peterson, Ron Wells

6/10/2025

A / P CLAIMS REPORT

	FUND	PERIOD	CHECK TOTAL	SPECIAL CHECKS	TOTAL	Special Checks Breakdown:				
GENERAL REVENUE	110	6/10/2025	\$ 125,999.81	\$ 17,365.40	\$ 143,365.21	Fund:	Vendor	Ck	\$	
PUBLIC HEALTH	121	6/10/2025	\$ 48.50		\$ 48.50	128	Public Library	95151	\$	53,568.37
CLOSED LANDFILL	122	6/10/2025			\$ -	123	Anthony Ruzzo	94524	\$	250.00
LODGING TAX	123	6/10/2025	\$ 4,696.35	\$ 1,250.00	\$ 5,946.35	123	Zimmer	94523	\$	1,000.00
CIVIC ENHANCEMENT	124	6/10/2025			\$ -	110	Zimmer	94523	\$	400.00
PUBLIC SAFETY FUND	126	6/10/2025			\$ -	221	Carthage R-9 School	95152	\$	27,623.00
PARKS / STORM WATER	128	6/10/2025	\$ 8,076.50	\$ 53,568.37	\$ 61,644.87	221	Carthage Special Road District	95153	\$	1,854.00
CID/TIF	129	6/10/2025			\$ -	221	Jasper County Mental Health	95154	\$	645.00
INMATE SECURITY	130	6/10/2025			\$ -	221	Jasper County Sheltered Facilites	95155	\$	645.00
FIRE PROTECTION	131	6/10/2025	\$ 53,698.15		\$ 53,698.15	221	Jasper County Treasurer	95156	\$	821.00
FAIR ACRES	141	6/10/2025			\$ -	343	Public Library	95157	\$	25,000.00
GOLF	142	6/10/2025	\$ 4,607.63		\$ 4,607.63	221	State of Missouri	95158	\$	231.00
CAPITAL IMPROVEMENTS	161	6/10/2025	\$ 2,066.13		\$ 2,066.13	110	United Muffler Shop	95159	\$	360.00
PARKS AND RECREATION	162	6/10/2025			\$ -	110	Michelle Naaykens	ACH	\$	3,000.00
MYERS PARK	163	6/10/2025	\$ 9,854.00		\$ 9,854.00	110	Paul Martin	95149	\$	13,605.40
JUDICIAL EDUCATION	164	6/10/2025			\$ -					
USE TAX	165	6/10/2025	\$ 15,290.83		\$ 15,290.83					
PUBLIC FACILITIES	175	6/10/2025	\$ 58,221.52		\$ 58,221.52				\$	129,002.77
TAX DISTRIBUTION	221	6/10/2025		\$ 31,819.00	\$ 31,819.00					
ARPA	222	6/10/2025			\$ -					
LIBRARY	343	6/10/2025		\$ 25,000.00	\$ 25,000.00					
POWERS MUSEUM	345	6/10/2025			\$ -					
					\$ -					

A / P TOTAL \$ 282,559.42 \$ 129,002.77 \$ 411,562.19

PAYROLL \$ 535,211.90

CARTHAGE WATER & ELECTRIC

GRAND TOTAL:

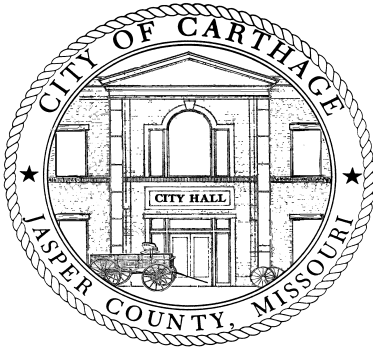
\$ 946,774.09

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:

6/10/2025

GENERAL REVENUE		\$143,365.21
PUBLIC HEALTH		\$48.50
CLOSED LANDFILL	 \$	-
LODGING		\$5,946.35
CIVIC ENHANCEMENT	 \$	-
PUBLIC SAFETY	 \$	-
PARKS/STORMWATER		\$61,644.87
CID/TIF	 \$	-
INMATE SECURITY FUND	 \$	-
FIRE PROTECTION		\$53,698.15
FAIR ACRES	 \$	-
GOLF		\$4,607.63
CAPITAL IMPROVEMENTS	 \$	2,066.13
PARKS & RECREATION	 \$	-
MYERS PARK		\$9,854.00
JUDICIAL EDUCATION	 \$	-
USE TAX		\$15,290.83
PUBLIC FACILITIES		\$58,221.52
TAX DISTRIBUTION	 \$	31,819.00
ARPA	 \$	-
LIBRARY		\$25,000.00
PAYROLL		\$535,211.90
SUB TOTAL		\$946,774.09
	 \$	-
CARTHAGE WATER & ELEC	 \$	-
GRAND TOTAL		\$ 946,774.09

RESPECTFULLY SUBMITTED,

x _____

x _____

x _____

x _____

**AN EMERGENCY ORDINANCE AMENDING SECTION 2-122(c) OF
THE CARTHAGE CITY CODE**

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF CARTHAGE, JASPER COUNTY, MISSOURI, as follows:

Section I: Section 2-122: Council Hearing of the Carthage City Code is hereby amended:

- (a) In all cases where an order of suspension and written charges of misconduct have been filed with the city clerk by the mayor, or where such charges have been made by the council or any member thereof, the council shall set a day certain for the hearing of such charges and for the officer to appear and enter a defense. The council shall cause to be served upon the accused officer a written notice of the exact time and place where such charges will be heard. The notice, as provided herein, shall in all cases be served upon the accused officer not less than five (5) days before the day of the hearing. The council shall adopt rules of procedure for the conduct of the hearing.
- (b) Upon the day set by the council for the hearing of the charges, the mayor and the council shall meet at the time and place decided upon and shall forthwith proceed to hear all the evidence for and against the accused officer adjourning the hearings from day to day if necessary. If the mayor is the person accused, the president pro tem of the council shall preside at the hearings.
- (c) At the conclusion of the evidence and arguments pro and con, the council shall proceed to vote, by ayes and nays, voting upon each charge separately, if more than one (1) has been made. If the charges were made by the mayor, the accused shall be removed from office only if he/she is found guilty by a majority vote of all the members elected to the council. Otherwise, he/she shall be reinstated in office and shall receive all compensation which he/she may have lost as a result of any suspension.
- (d) Notwithstanding subsection (c), if the charges were made by the council or a member thereof, the accused shall be removed from office only if he/she is found guilty by a two-thirds vote of all the members elected to the council.
- (e) In all cases, the proceedings of the council shall be spread upon the journal of the council.

PASSED AND APPROVED THIS _____ DAY OF JUNE, 2025.

David B. Flanigan, Mayor

ATTEST:

Miranda Deal, City Clerk

COUNCIL BILL NO. _____

ORDINANCE NO. _____

**AN EMERGENCY ORDINANCE AMENDING SECTION 2-122(c) OF
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- (c) At the conclusion of the evidence and arguments pro and con, the council shall proceed to vote, by ayes and nays, voting upon each charge separately, if more than one (1) has been made. If the charges were made by the mayor, **the accused shall be removed from office only if he/she is found guilty by a majority vote of all the members elected to the council. Otherwise, he/she shall be reinstated in office and shall receive all compensation which he/she may have lost as a result of any suspension** and a majority of all the members elected to the council find the accused guilty of the charges as made, or any of them, he/she shall be removed from office. If a majority of the members elected to the council find the accused not guilty of the charges as made, he/she shall stand reinstated in office and shall receive all compensation which he/she may have lost as the result of any suspension.
- (d) Notwithstanding subsection (c), if the charges were made by the council or a member thereof, the accused shall be removed from office only if he/she is found guilty by a two-thirds vote of all the members elected to the council.

(e) In all cases, the proceedings of the council shall be spread upon the journal of the council.

NOTE: Language that is **Bold and Underlined** has been added.

PASSED AND APPROVED THIS _____ DAY OF JUNE, 2025.

Bren Flanigan, Mayor

ATTEST:

Miranda Deal, City Clerk