



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

June 24, 2025 - 5:30 PM
CITY HALL COUNCIL CHAMBERS

AGENDA

- 1. Call to Order**
- 2. Old Business**
 1. Approval of June 10, 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 Police Corporal job description
 2. Consider and discuss revised Employment Records Policy
 3. Consider and discuss revisions to section 2-122 (c) of the Carthage Code
 4. Consider and discuss changes to Section 608 - Whistleblower Protection Policy of the Personnel Policy Manual
 5. 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

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

MINUTES

1. Call to Order

MEMBERS PRESENT: Derek Peterson, Kate Gilpin, Ron Wells

MEMBERS ABSENT: Lori Leece

OTHER COUNCIL MEMBERS: Jana Schramm

STAFF PRESENT: City Administrator Traci Cox, City Clerk Miranda Deal, IT Administrator Michael Keith, HR Coordinator Michael Miller

Vice Chair Derek Peterson called the meeting to order at 05:30 PM.

2. Old Business

1. Approval of May 27, 2025 Minutes

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

AYES: Derek Peterson, Kate Gilpin, Ron Wells

2. Review & Approval of the Claims Report

ACTION: Motion to accept/approve item 2.2. by Kate Gilpin;
Motion passed with a 3:0

AYES: Derek Peterson, Kate Gilpin, 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 section 2-122(c) of the Carthage City Code
Mr. Peterson asked the reason for the emergency, Ms. Cox stated that she believes it may have been the attorney's opinion that it may be urgent due to not having it at the last meeting. Ms. Cox does not believe it is an emergency. He also voiced his concerns about the language about the majority of the Council, he would like to see it simplified further and put an actual number in there so it is clear on the exact number needed to remove someone. He also was looking through the section related to charges being filed against someone, and would like it clarified on if they have to be found guilty on all charges or just one of

them. He is also concerned about the change to this section if it will have any affect on the current legal battle with the former Mayor who was impeached.

Mr. Wells would also like to see the same clarification that Mr. Peterson brought up relating to majority of 10 or just majority of those currently sitting.

Ms. Cox mentioned that the language used in this council bill mirrors what is in the charter.

ACTION: Motion to table item 4.1 until the next meeting June 24 by Ron Wells;

Motion passed with a 3:0

AYES: Derek Peterson, Kate Gilpin, Ron Wells

2. Staff Reports

Ms. Cox stated that the budget is done and now staff is catching up on other items that were put aside to complete the budget.

5. Adjournment

ACTION:	Motion to Adjourn at 5:47 PM by Kate Gilpin
	Motion Passed with a 3:0
AYES:	Derek Peterson, Kate Gilpin, Ron Wells

6/24/2025

A / P CLAIMS REPORT

	FUND	PERIOD	CHECK TOTAL	SPECIAL CHECKS	TOTAL
GENERAL REVENUE	110	6/24/2025	\$ 96,853.96	\$ 650.00	\$ 97,503.96
PUBLIC HEALTH	121	6/24/2025	\$ 1,726.69	\$ 158,963.45	\$ 160,690.14
CLOSED LANDFILL	122	6/24/2025			\$ -
LODGING TAX	123	6/24/2025	\$ 3,059.75	\$ 2,500.00	\$ 5,559.75
CIVIC ENHANCEMENT	124	6/24/2025			\$ -
PUBLIC SAFETY FUND	126	6/24/2025			\$ -
PARKS / STORM WATER	128	6/24/2025	\$ 5,967.50		\$ 5,967.50
CID/TIF	129	6/24/2025			\$ -
INMATE SECURITY	130	6/24/2025			\$ -
FIRE PROTECTION	131	6/24/2025			\$ -
FAIR ACRES	141	6/24/2025			\$ -
GOLF	142	6/24/2025	\$ 21,725.39	\$ 98.10	\$ 21,823.49
CAPITAL IMPROVEMENTS	161	6/24/2025	\$ 1,359.69		\$ 1,359.69
PARKS AND RECREATION	162	6/24/2025	\$ 105.24		\$ 105.24
MYERS PARK	163	6/24/2025	\$ 11,072.00		\$ 11,072.00
JUDICIAL EDUCATION	164	6/24/2025			\$ -
USE TAX	165	6/24/2025	\$ 18,078.50		\$ 18,078.50
PUBLIC FACILITIES	175	6/24/2025	\$ 53,821.08		\$ 53,821.08
TAX DISTRIBUTION	221	6/24/2025			\$ -
ARPA	222	6/24/2025			\$ -
LIBRARY	343	6/24/2025			\$ -
POWERS MUSEUM	345	6/24/2025			\$ -

Special Checks Breakdown:

Fund:	Vendor	Ck	\$
121	Republic	ACH	\$ 158,963.45
110	Blake Adams	95223	\$ 325.00
110	Christopher Haddock	95224	\$ 325.00
142	Tyler Markham	95218	\$ 84.42
123	Thin Tread Media	95219	\$ 2,500.00
142	Spire	ACH	\$ 13.68
			\$ 162,211.55

A / P TOTAL \$ 213,769.80 \$ 162,211.55 \$ 375,981.35

PAYROLL \$ 262,022.73

CARTHAGE WATER & ELECTRIC

GRAND TOTAL:

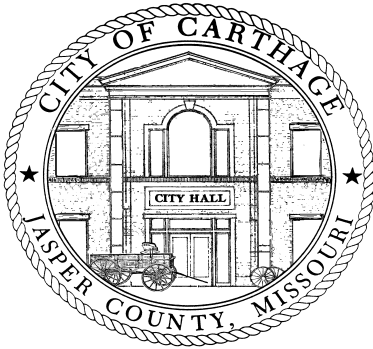
\$ 638,004.08

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:

6/24/2025

GENERAL REVENUE		\$97,503.96
PUBLIC HEALTH		\$160,690.14
CLOSED LANDFILL	 \$	-
LODGING		\$5,559.75
CIVIC ENHANCEMENT	 \$	-
PUBLIC SAFETY	 \$	-
PARKS/STORMWATER		\$5,967.50
CID/TIF	 \$	-
INMATE SECURITY FUND	 \$	-
FIRE PROTECTION	 \$	-
FAIR ACRES	 \$	-
GOLF		\$21,823.49
CAPITAL IMPROVEMENTS	 \$	1,359.69
PARKS & RECREATION	 \$	105.24
MYERS PARK		\$11,072.00
JUDICIAL EDUCATION	 \$	-
USE TAX		\$18,078.50
PUBLIC FACILITIES		\$53,821.08
TAX DISTRIBUTION	 \$	-
ARPA	 \$	-
LIBRARY		\$0.00
PAYROLL		\$262,022.73
SUB TOTAL		\$638,004.08
	 \$	-
CARTHAGE WATER & ELEC	 \$	-
GRAND TOTAL	 \$	638,004.08

RESPECTFULLY SUBMITTED,

x _____

x _____

x _____

x _____

JOB DESCRIPTION
CITY OF CARTHAGE

DEPARTMENT: Police

SALARY GRADE: HPS

POSITION TITLE: Police Corporal

FLSA STATUS: Non-Exempt

RESPONSIBILITIES OF POSITION

Under general supervision, the Police Corporal supervises, guides, and participates in the daily operations of uniformed patrol officers and civilian personnel during assigned shifts. This position involves performing criminal investigations, engaging in proactive crime prevention, and enforcing local, state, and federal laws to safeguard life and property. Responsibilities include routine patrol, traffic enforcement, responding to service calls, and conducting investigations into crimes and traffic incidents. Work is performed in accordance with departmental policies, rules, and procedures and often involves potential risk, requiring physical strength and agility.

SUPERVISION RECEIVED AND EXERCISED

The Police Corporal operates under the general supervision and administrative direction of the shift Sergeant. The Corporal is expected to exercise sound judgment, demonstrate independent decision-making, and maintain a high level of professionalism. Responsibilities include supervising, directing, and participating in the work of uniformed patrol and civilian staff. The Corporal also serves as the supervisor in the Sergeant's absence.

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

1. Patrols assigned areas by vehicle, on foot, or by bicycle to prevent and deter criminal activity, enforce laws and ordinances, and respond to emergencies.
2. Assesses service calls, investigates incidents, and takes appropriate action, including arrests and prisoner transport. Ensures proper handling and documentation of personal effects.
3. Appears in court as needed to provide testimony related to cases and investigations.
4. Serves criminal warrants and legal summonses in a safe and effective manner.
5. Responds to major incidents and criminal activity, assuming command as necessary to direct proper police response.
6. Maintains physical readiness for job duties, including arrests, suspect pursuits, emergency responses, and physical interventions.
7. Conducts inspections of personnel and equipment to ensure compliance with departmental policies, including vehicle and facility maintenance.
8. Provides training and instruction to subordinates on police procedures and policy updates.
9. Identifies performance deficiencies among subordinates and recommends corrective actions to the shift Sergeant.
10. Represents the department at community meetings and public events as assigned.
11. Ensures thorough investigation of all reported violations of federal, state, and municipal laws.
12. Reviews subordinate reports for accuracy, completeness, and adherence to department

standards.

13. Performs additional departmental duties as assigned by a supervisor.

QUALIFICATIONS REQUIRED

Knowledge: Working knowledge of criminal investigations, crime scene investigation, search, seizure, and evidence laws, traffic and parking ordinances and laws, officer safety, property radio procedure, and computer operation. Comprehensive knowledge of department rules and regulations, policy, procedure, and laws of the city and state. General geographical knowledge of the City of Carthage. Knowledge of activities that are being monitored by the department and be familiar with activities occurring in the City. Knowledge of capabilities and limitations of operating units within the Carthage Police Department. Must complete supervisory training in police operations within one year of promotion.

Abilities: Duties are performed both in a standard office setting and in the field, including patrol vehicles. Field work may expose the officer to adverse weather, uneven terrain, and dangerous situations. The role requires extensive walking, standing, bending, reaching, running, and other physical exertion. Officers must be physically able to use force, carry injured persons, and utilize firearms.

- Handle diverse situations with professionalism, discretion, and respect for individual rights
- Prepare clear, accurate, and comprehensive reports
- Follow verbal and written instructions
- Communicate effectively with individuals and groups
- Proficient use of firearms and other police tools
- Provide basic first aid and safely manage resistant individuals
- Build and maintain positive working relationships within the department
- Analyze situations to identify potential dangers and determine appropriate responses
- Maintain high visibility in the community to deter crime
- Perform dispatching duties and assume roles related to nuisance abatement, parking enforcement, and school crossing duties, as needed

Experience, Education and Training: A combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be: Experience: Minimum of 2 years of patrol experience, preferably with the Carthage Police Department. Have a valid Missouri POST certification. Education: High school diploma (or HSE Equivalency Credential).

Licenses and Certificates: Possession of, or the ability to maintain, an appropriate valid Missouri driver's license. Certification and training requirements as specified by Missouri state statutes. Must maintain an operational telephone.

SPECIAL REQUIREMENTS

Schedule: Police shift personnel follow a 24-day work period. Shifts are typically 12 hours in duration (day or night), beginning at 6:00 a.m. or 6:00 p.m.

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, skills, 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 I understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____

Date: _____

An Ordinance to amend Section 200 – General Employment Policies of the Personnel Policy Manual of the City of Carthage by adding Section 208 – Employment Records Policy.

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

SECTION I: Section **200 – General Employment Policies** of the Personnel Policy Manual is hereby amended by adding Section 208 – Employment Records Policy.

208. Employment Records Policy: The City of Carthage is required by law to maintain certain employment records for all employees. These records are the property of the City and shall be maintained in a secure and confidential manner.

All employees must notify their supervisors or Department Directors within ten (10) days of any changes to their:

- Current address
- Legal name
- Telephone number
- Marital status
- Number of income tax deductions
- Insurance beneficiaries
- Emergency contact information

01. Personnel Files

All official personnel files shall be kept confidential and securely maintained at City Hall. Access to personnel files is restricted to:

- Human Resources
- Department Heads
- City Administrator
- Mayor for purposes of the care, management and control of the City of Carthage and the superintending control of its' officers.
- City Council, as a body and not individually, for purposes of the care, management and control of the City of Carthage. All requests for an employee file shall be made to the Mayor Pro Tem who shall examine the file and report to the Council.

Employees may review their personnel file by making a written request to Human Resources

either in writing or email. Within ten (10) days of the request, the City will make the records available for inspection. All personnel file reviews must be conducted in the Human Resources Director's office in the presence of the Human Resources Director. Employees are not permitted to take or modify any document or other item contained in their employment file. Employee records shall not be disseminated outside of the organization unless required by a court order requesting the documents.

02. Medical Records

Employee medical records shall be maintained separately from general employment records to ensure confidentiality. These records will be securely housed in the Human Resources Director's office.

Access to medical records is restricted to:

- The Human Resources Director
- Department Heads and the City Administrator, only on a **need-to-know** basis

The City of Carthage is committed to protecting the privacy and confidentiality of all employee records in accordance with applicable laws and regulations.

SECTION II: This Ordinance shall take effect and be in force effective from and after its passage and approval.

PASSED AND APPROVED THIS _____ DAY OF _____, 2025.

David B. Flanigan, Mayor

ATTEST:

Miranda Deal, City Clerk

Sponsored by: Insurance, Audit and Claims

COUNCIL BILL NO. _____

ORDINANCE NO. _____

**AN 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 1: 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, 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. **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.

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

PASSED AND APPROVED THIS _____ DAY OF _____, 2025.

David B. Flanigan, Mayor

ATTEST:

Miranda Deal, City Clerk

CB 25-45: sponsored by CIAC

COUNCIL BILL NO. _____

ORDINANCE NO. _____

An Ordinance to amend the Personnel Policy Manual of the City of Carthage, Missouri.

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

Section 608 of the Personnel Policy Manual shall be amended to read as follows:

608. Whistleblower Protection Policy: The City of Carthage requires Department Heads, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the City of Carthage, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

01. Reporting Responsibility: This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns internally so that the City of Carthage can address and correct inappropriate conduct and actions. It is the responsibility of all Department Heads, officers, and employees to report concerns about violations of the City of Carthage's code of ethics or suspected violations of law or regulations that govern the City of Carthage's operations.

02. No Retaliation: It is contrary to the values of the City of Carthage for anyone to retaliate against any Department Head, officer, or employee who in good faith reports an ethics violation or a suspected violation of law, such as a complaint of discrimination or suspected fraud or suspected violation of any regulation governing the operations of the City of Carthage. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

03. Reporting Procedure: The City of Carthage encourages employees to share their questions, concerns, suggestions, or complaints with their supervisor. If you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak with your Department Head. Supervisors and Department Heads are required to report complaints or concerns about suspected ethical and legal violation in writing to the City of Carthage's human resources department, who has the responsibility to investigate all reported complaints. However, you should never feel that you are required to file a complaint with the person who has caused the issue, or someone under this person's supervision. You may address your issue to the supervising authority over the person who you believe is the source of a problem. Employees with concerns or complaints may also submit their concerns in writing directly to their supervisor, Department Head, or the City Administrator. If the complaint is against any Department Head, the City Administrator, the City Attorney, or a Council Person, a complaint may be filed with the Mayor. If the complaint is against the Mayor, the complaint may be filed with the Mayor Pro Tem.

04. Compliance

(a) Compliance Officer: The City of Carthage's human resources department is responsible for ensuring that complaints which are made to a city employee with supervising authority, regarding unethical or illegal conduct, are investigated and resolved. The City Administrator will advise the City Council and/or Department Head of all complaints and their resolution and will report annually to the Auditor on compliance activity relating to accounting or alleged financial improprieties.

(b) Any complaints made against the Mayor may be directed to the Mayor Pro Tem and may be investigated either by action of council members or through the council's employment of an independent third party.

05. Accounting and Auditing Matter: The City of Carthage's City Administrator or human resources department shall immediately notify the chair of the Insurance, Audit, and Claims Committee and/or Auditor of any concerns or complaint regarding city accounting practices, internal controls, or auditing and work with the Insurance, Audit, and Claims Committee and/or Auditor until the matter is resolved.

06. Acting in Good Faith: Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

07. Confidentiality: Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

08. Handling of Reported Violations: The City of Carthage's City Administrator, or human resources department, or representative of the city council will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated, and appropriate corrective action will be taken if warranted by the investigation.

PASSED AND APPROVED THIS ____ DAY OF _____, 2025

David B. Flanigan, Mayor
City of Carthage

Attest:

Miranda Deal, City Clerk