



City of Carthage, Missouri

COMMITTEE ON INSURANCE/AUDIT AND CLAIMS

June 24, 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, Mayor Flanigan

STAFF PRESENT: City Attorney Jon Gold, City Administrator Traci Cox, City Clerk Miranda Deal, Police Chief Bill Hawkins, HR Coordinator Michael Miller, and IT Administrator Michael Keith

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

2. Old Business

1. Approval of June 10, 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 Ron Wells;
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 Police Corporal job description

Chief Hawkins explained that they are wanting to incorporate Police Corporal positions that would be second in command on a shift if a Sergeant was off. This would help when Sergeants take days off, they wouldn't have to call in another Sergeant from a different shift in to cover for the absence.

ACTION: Motion to approve the job description for police corporal item 4.1. by Kate Gilpin;
Motion passed with a 3:0
AYES: Derek Peterson, Kate Gilpin, Ron Wells

2. Consider and discuss revised Employment Records Policy
Attorney Gold explained to the committee the changes that he had made to the policy since the last Council meeting. He explained he found an Attorney General's opinion from 2000 that related to whether or not a Board of Alderman in a 4th class city had the right to view employee files. The conclusion of the article was that they may review the files if it is necessary for the care, management, or control of the city and that the authority may be delegated through resolution or ordinance to one or more members of the board. The Carthage City Charter has similar language in that the Mayor and Council shall have the care, management and control of the City and its finances. He explained that he thought that designating one person from the Council, such as the Mayor Pro Tem, would be the best way to accomplish allowing access to the files since the files do contain very sensitive information that not everyone should have access to viewing. The Mayor Pro Tem could review the file and issue at hand, and then report back to the Council as a whole.

There was a lot of discussion on the process of this and concerns as to why the Council would need to have access to any employees file and what the current process is. The reason for this policy is because there have been requests for personnel files and they have been denied in the past due to them being a closed record.

ACTION: Motion to send to council for approval item 4.2. by Kate Gilpin;
Motion passed with a 2:1
AYES: Kate Gilpin, Ron Wells
NOES: Derek Peterson

3. Consider and discuss revisions to section 2-122 (c) of the Carthage Code
Mr. Peterson asked the question again about seeing if Paul Martin could weigh in on the changes to this ordinance since it is involved in pending litigation with the former Mayor and his impeachment. He does not want to risk changing it and it affecting the litigation that is still ongoing. He also would like to see the number of votes required spelled out and whether it is based on the full 10 seats of Council or those just currently sitting in the event that there is a vacancy.

ACTION: Motion to postpone until the July 8 committee meeting to allow time for Paul Martin to review the changes by Derek Peterson;
Motion passed with a 3:0
AYES: Derek Peterson, Kate Gilpin, Ron Wells

4. Consider and discuss changes to Section 608 - Whistleblower Protection Policy of the Personnel Policy Manual

Attorney Gold explained that he had spoken with a former Council Member Tiffany Cossey last year about changes to the whistle-blower policy and had given his suggestions and that the changes just got pushed to the side and now they are being brought back up. He reviewed the changes with the Mayor and they made further changes to the policy and that is the draft that is being presented. It lists the ways that someone can report a complaint depending on who the complaint is against.

Mr. Peterson voiced his concerns on paragraph 3 where is limits who you can report to and believes that employees should be able to report to any Council Member if they wish to. There were further discussions on the chain of command and how to go about reporting something if the person is your superior. The committee would like to see further changes made to include Council Members as a way to report a complaint.

ACTION: Motion to postpone until the July 8 committee meeting to allow time for more edits to the policy by Derek Peterson;

Motion passed with a 3:0

AYES: Derek Peterson, Kate Gilpin, Ron Wells

5. Staff Reports

There were no staff reports.

5. **Adjournment**

ACTION: Motion to adjourn at 6:23 p.m. by Kate Gilpin;
Motion passed with a 3:0

AYES: Derek Peterson, Kate Gilpin, Ron Wells