



City of Carthage, Missouri

COMMITTEE ON INSURANCE/AUDIT AND CLAIMS

July 22, 2025 - 5:30 PM
CITY HALL COUNCIL CHAMBERS

MINUTES

1. Call to Order

MEMBERS PRESENT: Derek Peterson, Kate Gilpin, Ron Wells

OTHER COUNCIL MEMBERS: Mayor Flanigan, Jana Schramm

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

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

2. Old Business

1. Approval of June 24, 2025 Minutes

ACTION: Motion to accept/approve item 2.1. by Kate Gilpin;
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 claims from July 8 by Ron Wells;
Motion passed with a 3:0

AYES: Derek Peterson, Kate Gilpin, Ron Wells

ACTION: Motion to accept/approve claims from July 22 by Ron Wells;
Motion passed with a 3:0

AYES: Derek Peterson, Kate Gilpin, Ron Wells

3. Consider and discuss changes to the Employee Records Policy

Mr. Peterson explained his concerns on the employee records policy. He believes there should be another avenue to go about viewing a personnel file rather than just through the Mayor Pro Tem viewing and reporting back to Council. He would like to see something added that an individual council member can request the file by filling out a request form with an explanation as to why it is being requested and the Mayor being the one to approve or deny the request. If the request is approved, he would like that council member to be able to request a special closed meeting or request a closed session at the next regularly scheduled Council meeting where the entire council could view the

personnel file together in closed session. Mayor Flanigan mentioned that it currently takes 3 council members to call a special session, so maybe keeping the language consistent and 3 would have to request the closed session. Mr. Wells agrees with following a chain of command and wants to be able to view the file himself in closed session in the event that there is a Mayor Pro Tem that is not trusted by the full council.

These changes will be sent to the City Attorney for review and will come back to CIAC to review before sending to Council.

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

Mr. Peterson explained that he would like to see the 03 section of this policy changed to include a council member being an avenue that an employee could take to report a complaint to. He also isn't sure on what the steps after a council member receives the complaint would be, whether they go to the Mayor or HR about it. That part still needs some work done to it.

These changes will also go to the City Attorney to get their input on the changes and will come back to the committee before being sent to Council.

3. **Citizens Participation**

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

4. **New Business**

1. Consider and discuss employee health fair

Ms. Deal explained that in years past the committee and council have approved the use of \$135 per employee to have lab work of their choosing done at the employee health fair. She explained that the amount is enough for men and women to do the recommended testing for each plus the health assessment fee. If employees choose to not do the standard testings, they can choose from a list of other tests to have done. This helps encourage employees to check their health if they don't regularly see a doctor during the year to have lab work done.

ACTION: Motion to accept/approve \$135 per employee to use at the employee health fair by Kate Gilpin;

Motion passed with a 3:0

AYES: Derek Peterson, Kate Gilpin, Ron Wells

2. Consider and discuss agreement with Tyler Technologies for upgraded financial software

Ms. Deal explained that this upgrade was included in the administration capital budget for this fiscal year. The company is needing the Mayor to sign the agreement to upgrade in order for the City to be put onto the waiting list for upgrading. She explained that this is the current company that is used, the upgrade would change the system to be more modern and have my functionality.

ACTION: Motion to accept/approve item 4.2 and forward to council by Ron Wells;
Motion passed with a 3:0
AYES: Derek Peterson, Kate Gilpin, Ron Wells

3. Consider and discuss changes to the Master Patrol Officer (MPO) job description
Ms. Deal explained that this job description was approved at Public Safety the night before and from her understanding it just removed supervisory duties from the job description as those duties were moved to the corporal job description.

Captain Dininger was in the audience and also addressed the changes, he explained that the MPO position will be slowly phased out over time.

ACTION: Motion to accept/approve the changes to the mpo job description by Ron Wells;
Motion passed with a 3:0
AYES: Derek Peterson, Kate Gilpin, Ron Wells

4. Staff Reports

5. Adjournment

ACTION: Motion to adjourn at 6:17 PM by Ron Wells;
Motion passed with a 3:0
AYES: Derek Peterson, Kate Gilpin, Ron Wells