



City of Carthage, Missouri

COMMITTEE ON INSURANCE/AUDIT AND CLAIMS

August 12, 2025 - 5:30 PM
CITY HALL COUNCIL CHAMBERS

MINUTES

1. Call to Order

MEMBERS PRESENT: Derek Peterson, Kate Gilpin, Ron Wells, Beth Kang

OTHER COUNCIL MEMBERS: Jana Schramm, Mayor Flanigan

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

Chair Derek Peterson called the meeting to order at 5:30 pm.

2. Old Business

1. Approval of July 22, 2025 Minutes

ACTION: Motion to accept/approve item 2.1. by Ron Wells;
Motion passed with a 4:0

AYES: Derek Peterson, Kate Gilpin, Ron Wells, Beth Kang

2. Review & Approval of the Claims Report

ACTION: Motion to accept/approve item 2.2. by Ron Wells;
Motion passed with a 4:0

AYES: Derek Peterson, Kate Gilpin, Ron Wells, Beth Kang

3. Consider and discuss Employee Records Policy

On the employee records policy, Attorney Gold updated the committee on the changes that had been discussed with him after the last committee meeting. He referred to the sunshine law that allows for a personnel file to be viewed for the purpose of hiring, firing, promoting and disciplinary actions. He suggested adding that language into the reasons why a council member would have access to the file. The council as a whole could then view the file in a closed session. Mr. Peterson gave an update on why and how the committee got here since Ms. Kang is new to the committee. There was much discussion on the policy changes, it was suggested to remove the second sentence from the second to last bullet that appears before the new highlighted section that references the Mayor Pro Tem viewing the file and reporting back to council as it contradicts the new paragraph.

After this portion of the discussion, Ms. Kang made a motion, seconded by Mr. Wells to amend the agenda to move up citizens participation so citizens present could speak on items 3 and 4 under old business.

During Citizens Participation, Tiffany Cossey spoke on the employee records policy and the whistle-blower policy. She spoke on how the two policies have centralized power and believes that they should not have that. She requested that the committee look at adding in language that states that if 3 council members request something, it go straight to council when it involves a whistle-blower complaint. She also believes that the council members should be able to request to view a personnel file and not have to have it go through the Mayor, and remove the Mayor from the equation completely.

Ms. Gilpin made a motion to postpone the employee records policy until the next committee meeting so that language could be worked out to what the committee wants. Motion carried 4-0.

4. Consider and discuss Whistleblower Policy changes

Attorney Gold explained the changes in this policy as well and said that he looked at many other municipalities whistle blower policies and no one has a council member as part of their chain of command in filing a complaint. Inserting a new body that is outside of the chain of command often causes other issues.

ACTION: Motion to postpone item 2.4 until the next committee meeting by Ron Wells;

Motion passed with a 4:0

AYES: Derek Peterson, Kate Gilpin, Ron Wells, Beth Kang

4. New Business

1. Consider and discuss Conflict of Interest Council Bill

Ms. Deal explained that this is the same council bill that is passed every other year and that Attorney Gold had added in language relating to LLC's since most businesses file as an LLC these days.

ACTION: Motion to forward the conflict of interest council bill to Council by Ron Wells;

Motion passed with a 4:0

AYES: Derek Peterson, Kate Gilpin, Ron Wells, Beth Kang

2. Consider and discuss drug and alcohol policy

Mr. Miller explained that he recently attended a mandatory drug and alcohol training and learned that the policy we had was out of compliance. Everything that is not in bold, is required by law, everything that is in bold, was added by

him to tailor the policy to what the City needs. Any other required changes will be sent to committee as required by law.

ACTION: Motion to approve the drug and alcohol policy and forward to council by Kate Gilpin;

Motion passed with a 4:0

AYES: Derek Peterson, Kate Gilpin, Ron Wells, Beth Kang

3. Staff Reports

5. Adjournment

ACTION:	Motion to Adjourn at 6:29 pm by Ron Wells
	Motion Passed with a 4:0
AYES:	Derek Peterson, Kate Gilpin, Ron Wells, Beth Kang