



City of Carthage, Missouri

COMMITTEE ON INSURANCE/AUDIT AND CLAIMS

August 26, 2025 - 5:30 PM
CITY HALL COUNCIL CHAMBERS

MINUTES

1. Call to Order

MEMBERS PRESENT: Derek Peterson, Ron Wells, Kete Gilpin, Beth Kang =

OTHER COUNCIL MEMBERS: Mayor David B. Flanigan

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

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

2. Old Business

1. Approval of August 12, 2025 Minutes

ACTION: Motion to accept/approve item 2.1. by Beth Kang;
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

Mr. Peterson made a motion, seconded by Mr. Wells, to move citizens participation between items 2 and 3 of old business. Motion carried.

There was no citizens participation.

On the employee records policy, Mr. Peterson gave an update on all the changes that have been made. The changes made for this meeting included changing the wording for how a request is made and reasons a file can be requested, and then clarifying the closed session procedures. There was also a section added for an employee record to be released only in the event of a court order, or if an employee signs an authorization form.

ACTION: Motion to forward the employee records policy to city council for approval by Kate Gilpin;

Motion passed with a 4:0

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

4. Consider and discuss Whistleblower policy changes

The version of the whistleblower policy in the packet, was the previous version, the correct version to be discussed was placed on the council members desk to discuss. Section 03 Reporting Procedures was changed to clarify the chain of command. The section will read as follows:

*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 violations 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~~, **Member**, 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 **or any City Council Member**. ~~Any employee may also submit their concerns in writing directly to any sitting Council Member.~~ If a Council Member receives a complaint, they are to take the complaint to the Mayor or City Administrator, as long as the complaint is not against them.*

Changes were also made to section 04. Compliance subsection (b). That section will read as follows:

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

ACTION: Motion to forward the whistleblower policy changes to city council for approval item 2.4. by Ron Wells;

Motion passed with a 4:0

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

3. **Citizens Participation**

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

4. **New Business**

1. Staff Reports

Ms. Cox reported that the 2026 budget has been installed and she will be sending out reports to the departments. She also reported that the hiring committees for both the Parks and Recreation Director and the Police Chief have been meeting and interviews are still ongoing.

5. **Adjournment**

ACTION:	Motion to Adjourn at 05:53 PM by Ron Wells
	Motion Passed with a 4:0
AYES:	Derek Peterson, Kate Gilpin, Ron Wells, Beth Kang