



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

October 28, 2025 - 5:30 PM
CITY HALL COUNCIL CHAMBERS

AGENDA

- 1. Call to Order**
- 2. Old Business**
 1. Approval of September 23, 2025 Minutes
 2. Review & Approval of the Claims Report for October 14, 2025 and October 28, 2025
- 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 the Police Administrative Coordinator job description
 2. 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

September 23, 2025 - 5:30 PM
CITY HALL COUNCIL CHAMBERS

MINUTES

1. Call to Order

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

OTHER COUNCIL MEMBERS: Mayor David B. Flanigan

STAFF PRESENT: City Administrator Traci Cox, 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 September 9, 2025 Minutes

ACTION: Motion to accept/approve item 2.1. by Ron Wells;
Motion passed with a 5:0

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

2. Review & Approval of the Claims Report

ACTION: Motion to accept/approve item 2.2. by Beth Kang;
Motion passed with a 5:0

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

3. Citizens Participation

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

4. New Business

1. Consider and discuss health insurance renewal rates

Ms. Cox reported that there will be a 0% increase in health insurance rates for the next calendar year. Mr. Wells asked questions about what the employees pay for themselves and for dependents. Employees are covered by the City, if they have dependents, they pay 25% of the total benefit package.

ACTION: Motion to approve the health insurance renewal rates and forward to council by Ron Wells;
Motion passed with a 5:0

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

2. Staff Reports

Ms. Cox reported that there was an additional bullet point added to the employee records policy stating that the policy does not supersede the Police Officers Bill of Rights. She also reported that the Golf Operations Supervisor, Tyler Markham, had turned in his notice, so council members will be seeing the advertisement for the job opening.

5. Adjournment

ACTION: Motion to adjourn at 5:36 PM by Kate Gilpin;
Motion passed with a 5:0

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

JOB DESCRIPTION
CITY OF CARTHAGE

DEPARTMENT: Police **SALARY GRADE:** I
POSITION TITLE: Police Administrative Coordinator
Sergeant **FLSA STATUS:** Non-Exempt

RESPONSIBILITIES OF POSITION:

This position, also known as the Administrative Police Sergeant, involves a wide variety of activities in performing departmental tasks, department fleet manager of approximately 25 vehicles, prepares department payroll, department records supervisor, skilled typing, filing, canvassing and screening callers and visitors, and operating office machines. Work is performed with initiative and independent judgement and is evaluated upon completion for adherence to instructions and established departmental procedures.

SUPERVISION RECEIVED AND EXERCISED:

Under general supervision of Assistant Police Chief, incumbent is expected to demonstrate and exercise considerable independent judgement and knowledge in the performance of assigned duties. The Administrative Police Sergeant exercises supervision over the taxi service.

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

1. Maintain personnel records, daily work schedules, and employee pay schedules.
2. Assist with new employee orientation.
3. Prepare bi-weekly payroll for the department, including special events (Marian Days, Maple Leaf).
4. Manage pre-employment and event-specific payroll processes.
5. Process and maintain money and accounts for taxi service.
6. Prepare accounts receivable and payable.
7. Balance department budget with city budget using spreadsheets.
8. Balance Explorer Post, Christmas Fund, and Revolving Fund accounts.
9. Reconcile fuel receipts for patrol cars with billing statements.
10. Oversee department fleet of vehicles.
11. Schedule all service for vehicles and maintain service records.
12. Schedule and manage building maintenance and its budget.
13. Monitor and order departmental supplies.
14. Conduct yearly inventory of departmental equipment.
15. Serve as custodian of police department records.
16. Process and maintain files for arrest reports and incident reports.
17. Assist the general public by phone and in person.
18. Serve as the Transit Asset Management (TAM) Plan Accountable Executive, responsible for implementing and overseeing the safety management system of the public transportation agency.
19. Perform departmental duties as assigned by the Chief or Assistant Chief of Police.
20. Carry out any other duties within the scope, spirit, and purpose of the job as directed by the supervisor or Department Head.

QUALIFICATIONS REQUIRED:

Revised October 2025

Knowledge: Bookkeeping, accounting, accounts payable and receivables; basic office skills including typing and filing, computer experience with spreadsheet programs and word processing packages. Maintain a professional appearance, attitude and attire.

Abilities: Ability to follow verbal and written instructions; work independently; set priorities; meet deadlines; and exercise independent judgment; maintain confidentiality; present a positive professional image to the general public and other City Departments; communicate with fellow workers, subordinates, managers and the general public in a clear, concise manner; maintain attention to numerous individuals or detailed information for prolonged periods of time; provide customer service in a manner consistent with City standards; work cooperatively with others as a member of a service-oriented team; deal with distressed, agitated customers in a calming, composed manner.

Experience, Education and Training: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be: **Experience:** Must be the rank of Sergeant. **Education:** High school diploma (or HSE Equivalency Credential).

Physical Requirements: Work is performed in an office environment with noise and frequent interruptions. Some assignments require sitting for extended periods of time. Work is often performed under the stress associated with the need to meet inflexible deadlines. The employee is occasionally required to kneel and crouch, and lift and/or move up to 25 pounds.

Licenses and Certificates: Possession of, or ability to maintain, an appropriate valid Missouri driver's license; to maintain a functioning telephone.

SPECIAL REQUIREMENTS:

Schedule: Work is typically 8:00 a.m. to 5:00 p.m. Additional hours may be required to attend meetings. Employee is scheduled to work 80 hours during the bi-weekly period.

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 duty proficiently.

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the American with disabilities Act.

Signed: _____ Date: _____



Revised October 2025

