



City of Carthage, Missouri

COMMITTEE ON INSURANCE/AUDIT AND CLAIMS

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

MINUTES

1. Call to Order

MEMBERS PRESENT: Derek Peterson, Beth Kang, Genaro Cifuentes

MEMBERS ABSENT: Kate Gilpin, Ron Wells

OTHER COUNCIL MEMBERS: Mayor David B. Flanigan

STAFF PRESENT: 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 September 23, 2025 Minutes

ACTION: Motion to accept/approve item 2.1. by Genaro Cifuentes;
Motion passed with a 3:0

AYES: Derek Peterson, Beth Kang, Genaro Cifuentes

2. Review & Approval of the Claims Report for October 14, 2025 and October 28, 2025

ACTION: Motion to accept/approve item 2.2. by Derek Peterson;
Motion passed with a 3:0

AYES: Derek Peterson, 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 changes to the Police Administrative Coordinator job description

Michael Miller updated the committee on the change to the job description. Number 18 was added as a result of the recent audit for the taxi program. One of the issues in the audit was not having oversight of the taxi program listed in the job description. There were no other changes.

ACTION: Motion to approve the changes and forward to council item 4.1. by Beth Kang;
Motion passed with a 3:0
AYES: Derek Peterson, Beth Kang, Genaro Cifuentes

2. Staff Reports

Ms. Deal reported that the next meeting would be moved to November 13 at 5:30 due to the 11th being a City holiday.

5. **Adjournment**

ACTION:	Motion to Adjourn at 05:34 PM by Genaro Cifuentes
	Motion passed with a 3:0
AYES:	Derek Peterson, Beth Kang, Genaro Cifuentes