



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

December 9, 2025 - 5:30 PM
CITY HALL COUNCIL CHAMBERS

MINUTES

1. Call to Order

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

OTHER COUNCIL MEMBERS: Mayor David B. Flanigan, Jana Schramm

STAFF PRESENT: 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 05:30 PM.

2. Old Business

1. Approval of November 13, 2025 Minutes

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

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

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, 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. Staff Reports

City Clerk Miranda Deal reported that the filing period for City Council is open as of that morning and will remain open until December 30th.

City Administrator Traci Cox reported that the audit is being wrapped up, and that it is taking a little longer due to having a single audit done due to the amount of grant money the City received.

2. Consider and discuss Golf Course Superintendent job description

HR Coordinator Michael Miller reported that there are 2 main changes to the job description. The main change is the title of the position, to be more uniform and resemble other area courses it is thought that changing the name to be Golf Course Superintendent would draw more applicants than the previous name of Golf Maintenance Supervisor. The other change is the job description required a Class E license, which is a chauffeur's license, a class E license is not needed. Just a valid Missouri driver's license is acceptable for this position.

ACTION: Motion to accept/approve item 4.2. by Beth Kang;
Motion passed with a 4:0

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

3. Consider and discuss revisions to Section 503 - Holidays Authorized - for Exempt positions
This item needs more changes, it was requested to be tabled until the next meeting in January.

ACTION: Motion to table until january 13 meeting item 4.3. by Ron Wells;
Motion passed with a 4:0

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

NOES: None

5. Adjournment

ACTION: Motion to adjourn at 5:42 pm by Genaro Cifuentes;
Motion passed with a 4:0

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