



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

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February 10, 2026 - 5:30 PM  
CITY HALL COUNCIL CHAMBERS

**AGENDA**

- 1. Call to Order**
- 2. Old Business**
  1. Approval of January 27, 2026 Minutes
  2. Review & Approval of the Claims Report
- 3. Citizens Participation**  
(Citizens wishing to speak should notify Department Head or Committee Chair in advance)
- 4. New Business**
  1. Consider and discuss job description for Museum Guide
  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**

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January 27, 2026 - 5:30 PM  
CITY HALL COUNCIL CHAMBERS

**MINUTES**

**1. Call to Order**

**MEMBERS PRESENT:** Derek Peterson, Ron Wells, Beth Kang

**MEMBERS ABSENT:** 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 January 13, 2026 Minutes

**ACTION:** Motion to accept/approve item 2.1. by Ron Wells;  
Motion passed with a 3:0

**AYES:** Derek Peterson, Ron Wells, Beth Kang

2. Review & Approval of the Claims Report

**ACTION:** Motion to accept/approve item 2.2. by Beth Kang;  
Motion passed with a 3:0

**AYES:** Derek Peterson, Ron Wells, Beth Kang

**3. Citizens Participation**

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

**4. New Business**

1. Consider and discuss Delta Dental insurance renewal for the City of Carthage employees

Ms. Cox reported that the dental insurance renewal date is March 1, the dental is 100% covered by the employees and there is no rate increase for this year.

**ACTION:** Motion to keep delta dental as dental insurance provider by Ron Wells;

Motion passed with a 3:0

**AYES:** Derek Peterson, Ron Wells, Beth Kang

2. **Audit Presentation - Rebecca Baker - KPM CPA's & Advisors**  
The audit can be viewed by clicking this link : [City of Carthage Audit - 2025](#)  
Rebecca Baker with KPM CPA's and Advisors was present to go over the 2025 audit results. they gave the City an unmodified or clean opinion on the financial statements which is the best opinion you can get. She reviewed the major funds and the fund balances, along with the other funds that the City has. In the General Revenue Fund, the reserves are sitting around 65% meaning that if there were no revenues received, the City could fund operations for roughly 6-7 months. They also had to perform a single audit due to the City receiving more than \$750,000 in federal funds. There were no findings of noncompliance found in the single audit and Rebecca stated she would help Ms. Cox submit the single audit to the federal government showing there were no findings of noncompliance. She also reviewed the new GASB pronouncements that may change some of the reporting the City will have to follow.
3. **Staff Reports**  
Ms. Deal reported that the budget process has started and that department heads will be presenting their capital requests to their committees in the month of February. Ms. Cox reported that her and the Mayor have been meeting with department heads to discuss some of the larger ongoing projects at their departments and what the future of those projects looks like.

**5. Adjournment**

<b>ACTION:</b>	Motion to Adjourn at 06:02 PM by Ron Wells
	Motion passed with a 3:0
<b>AYES:</b>	Derek Peterson, Ron Wells, Beth Kang

## **JOB DESCRIPTION CITY OF CARTHAGE**

**DEPARTMENT:** Civil War Museum  
**POSITION TITLE:** Museum Guide

**SALARY GRADE:** PA  
**FLSA STATUS:** Non-Exempt

### **RESPONSIBILITIES OF POSITION:**

Conducts operation of Civil War Museum and provides information about regulations, facilities, and exhibits to visitors; manages front desk; greets public; monitors Museum assets and sells souvenir items to customers. This is a highly visible position. The person in this position should present a positive image to the public.

### **SUPERVISION RECEIVED:**

Direct supervision provided by the **Tourism Director**. Because technical skills in the operations of the Museum are expected to accompany the incumbent, supervision is generally in the nature of explaining specialized assignments or assignment changes.

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

1. Opens museum at designated hours, greets visitors, invites visitors to sign guest register, and closes museum at designated hour.
1. Monitors visitors viewing exhibits, cautions persons not complying with museum regulations, distributes promotional materials, and answers questions concerning exhibits, regulations, and facilities.
2. Arranges tours of facility for schools or other groups, and schedules volunteers or other staff members to conduct tours.
3. Examines exhibit facilities and collection objects periodically and notifies supervisor when need for repair or replacement is observed.
4. Collect money for items sold, provides receipts to customers on forms provided by the City and reconcile daily cash receipts to reports for deposit by supervisor.
5. Monitors the inventory of supplies on hand and informs supervisor of status and need to reorder.
6. Inspects Museum for custodial needs and informs supervisor or custodial crew.
7. Studies desk copies of the "Battle of Carthage" in the Civil War to be able to answer questions visitors may have about the battle.
8. Performs minor housekeeping if necessary.
9. Monitors City assets to protect them from abuse or theft.
10. Carries out any other duties as are within the scope, spirit and purpose of the job as directed by the supervisor or Department Head.

### **QUALIFICATIONS REQUIRED:**

**Knowledge:** Basic customer relations techniques; modern office practices, procedures and equipment including a computer; principles and procedures of record keeping; mathematic principles.

**Abilities:** Learn the operations, services and activities of the Museum; respond tactfully and courteously with the public in answering customer inquiries and complaints; interpret and

explain policies and procedures; maintain a variety of records and files; perform varied clerical work; understand and carry out oral and written instructions; communicate clearly and concisely, both orally and in writing.

**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: **Education:** High School graduation preferred (or HSE-High School Equivalency Credential). **Experience:** Two (2) to three (3) years prior experience in a similar position.

**Physical Requirements:** Sitting or standing for extended periods of time; bending at the waist; lifting light objects; dexterity of hands and fingers to operate a computer keyboard; seeing to read financial and statistical data.

**Licenses and Certificates:** Possession of or ability to obtain an appropriate valid Missouri driver's license.

**SPECIAL REQUIREMENTS:**

**Schedule:** Work is typically 8:30 a.m. to 5:00 p.m. The museum is open six (6) days per week, Tuesday-Sunday, except when closed for all holidays observed by the City.

**Overtime:** The City provides compensatory time off in lieu of cash overtime. Overtime is not typically required for this position.

**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 each 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:

