



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

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February 10, 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, Jana Schramm, Juan Topete

**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 January 27, 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 Derek Peterson;  
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 job description for Museum Guide  
HR Coordinator Michael Miller went through the changes of the job description. The changes included who the museum guide reports to, which is now the Tourism Director. The hours and holidays were also updated.

**ACTION:** Motion to approve the job description changes by Beth Kang;

Motion passed with a 3:0

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

2. Staff Reports

Ms. Deal reported that administration has been meeting with departments to discuss their budgets, and the department heads are to present their capital to their committees throughout the month.

Ms. Cox reported that she met with the insurance broker earlier in the day. The broker will bid out insurance coverage to see what other options are out there. There will either be a GAP coverage purchase for wind and hail, and employment practices or a change to a new company.

5. **Adjournment**

**ACTION:** Motion to adjourn at 5:37 pm by Ron Wells;  
Motion passed with a 3:0

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