



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

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

**AGENDA**

- 1. Call to Order**
- 2. Old Business**
  1. Approval of February 10, 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 an Ordinance to establish places of posting of the notices of public meetings.
  2. Consider and discuss an Ordinance to amend Chapter 2 of the Code of the City of Carthage to add Article III Division 6, Sec. 2-178. - General functions, in the City of Carthage, Missouri, adding to the functions of the city clerk the requirement to post all agendas.
  3. Consider and discuss an Ordinance to amend Chapter 2 of the Code of the City of Carthage to add Article III: Statement of Charges, in the City of Carthage, Missouri.
  4. 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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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

COUNCIL BILL NO. \_\_\_\_\_

ORDINANCE NO. \_\_\_\_\_

An Ordinance to establish places of posting of the notices of public meetings.

**BE IT ORDAINED BY THE PEOPLE OF THE CITY OF CARTHAGE, JASPER COUNTY, MISSOURI** as follows:

The following language shall be added to Chapter 2 of the Code of the City of Carthage to add Article II Division 1 as a newly numbered ordinance with the title "Posting of Notices."

- (a) Notice of all regular and special meetings of the city council shall be posted in a timely manner, as required by the laws of the State of Missouri.
- (b) Notices shall be posted to CivicClerk, or other such publicly-accessible internet-based recordkeeping software as the city may choose. This posting requirement shall be waived in the event that it is impossible to make such posting due to technology outages.
- (c) Notices shall be posted in a publicly accessible area of city hall.

**PASSED AND APPROVED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2026**

\_\_\_\_\_  
David Bren Flanigan, Mayor

ATTEST:

\_\_\_\_\_  
Miranda Deal, City Clerk

Date \_\_\_\_\_

City Attorney \_\_\_\_\_

COUNCIL BILL NO. \_\_\_\_\_

ORDINANCE NO. \_\_\_\_\_

An Ordinance to amend Chapter 2 of the Code of the City of Carthage to add Article III Division 6, Section Sec. 2-178. - General functions, in the City of Carthage, Missouri, adding to the functions of the city clerk the requirement to post all agendas.

**BE IT ORDAINED BY THE PEOPLE OF THE CITY OF CARTHAGE, JASPER COUNTY, MISSOURI** as follows:

Chapter 2, Article III, Division 6 of the Code of the City of Carthage is hereby amended by modifying Section 2-178 as follows: All added language is in italics as follows:

Section Sec. 2-178

- (a) The city clerk shall be the custodian of the laws of the city and of all records of the city pertaining to his or her office.
- (b) The clerk shall keep a regular and correct journal of the proceedings of the city council. He or she shall carefully keep and preserve all books and papers belonging to his or her office filed, indexed and arranged in a convenient manner, and shall keep in the safe or vault provided by the city for such purpose, all deeds and papers showing title of the city to any property, and all bonds given by officers and contractors of the city.
- (c) The clerk shall cause all the ordinances and resolutions that are required to be published by law, to be published in the paper doing the city printing. He or she shall superintend the printing of all ordinances and resolutions and examine and correct the proofs thereof.
- (d) In addition to the duties specified by ordinance the city clerk shall perform such other duties as are usually required of city clerks including the administering of all oaths required by law or ordinance and all other duties required of him or her by the laws governing cities of the third class.
- (e) *The clerk shall be responsible for posting all meeting agendas as required by state law, city charter, and city ordinance. The clerk shall have in place two deputies or appointees who may also be appointed to make such posting on his or her behalf in the event that it is impossible or impracticable for the clerk to make such posting. In the event that both deputies/assignees are unavailable, it is the clerk's absolute responsibility to make the posting regardless of intervening circumstances.*

**PASSED AND APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2026**

\_\_\_\_\_  
David B. Flanigan, Mayor

Attest:

\_\_\_\_\_  
Miranda Deal, City Clerk

COUNCIL BILL NO. \_\_\_\_\_

ORDINANCE NO. \_\_\_\_\_

An Ordinance to amend Chapter 2 of the Code of the City of Carthage, in the City of Carthage, Missouri.

**BE IT ORDAINED BY THE PEOPLE OF THE CITY OF CARTHAGE, JASPER COUNTY, MISSOURI** as follows:

Chapter 2, Article III, Division 5 of the Code of the City of Carthage is hereby amended by modifying Section 2-160 as follows:

**New Version**

Sec. 2-160. - Registration or discharge.

(a)The city administrator shall serve at the pleasure of the mayor and council. He/she shall continue to serve so long as his/her performance meets with the approval of both the mayor and of a majority of the members of the council. If the mayor and a majority of the council shall no longer approve of the city administrator’s service, the city administrator’s employment shall terminate immediately. If two-thirds of the council shall no longer approve of the city administrator’s performance, the city administrator’s employment shall terminate immediately.

(b)The city administrator may terminate his/her employment at any time by giving the mayor and council thirty (30) days' written notice. At such time as he/she terminates his/her employment with the city he/she will be entitled to only accrued benefits, such as vacation time, sick leave, etc.

(c)If the city administrator’s employment is terminated for cause, no severance payment shall be due. But he/she shall be entitled to only accrued benefits such as vacation time, sick leave, etc.

**PASSED AND APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2026.**

\_\_\_\_\_  
David B. Flanigan, Mayor  
City of Carthage

Attest:

\_\_\_\_\_  
Miranda Deal, City Clerk