



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

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

**MINUTES**

**1. Call to Order**

**MEMBERS PRESENT:** Derek Peterson, Ron Wells, Ray West

**MEMBERS ABSENT:** Beth Kang

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

**STAFF PRESENT:** City Administrator Traci Cox, Deputy City Clerk Amy Taylor, IT Administrator Michael Keith, and Fire Chief Jason Martin

Chair Derek Peterson called the meeting to order at 05:29 PM.

**2. Old Business**

1. Approval of February 9, 2026 Minutes

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

**AYES:** Derek Peterson, Ron Wells, Ray West

2. Review & Approval of the Claims Report

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

**AYES:** Derek Peterson, Ron Wells, Ray West

**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.  
Mr. Peterson stated this addition to Chapter 2 of the Code of the City of Carthage details where meeting agendas must be posted, including printed and online versions. Ms. Cox suggested the inclusion of CivicClerk be removed as the City may not always use that platform, and include notices be posted through a publicly accessible internet-based record keeping software. Mr. Peterson said he would make notation to change that wording in subsection B. Mr. Wells made a motion to forward to Council the addition of Article II, Division 1 with the edit to

subsection B, to Chapter 2 of the Code of the City of Carthage. All ayes. Motion carried.

**ACTION:** Motion to forward the addition of Article II, Division 1 with the edit to subsection B, to Chapter 2 of the Code of the City of Carthage by Mr. Wells;  
Motion passed with a 3:0

**AYES:** Derek Peterson, Ron Wells, Ray West

2. Consider and discuss an Ordinance to amend Chapter 2 of the Code of the City of Carthage to add Article III Division 6, Sect 2-178. General functions, in the City of Carthage, Missouri adding functions of the city clerk the requirements to post all agendas.

Mr. Peterson said the added language in subsection e adds two deputies or appointees who may also post meeting agendas in the event the city clerk is unable to do so. The question was raised as to who would appoint the two additional deputies. Ms. Cox asked for clarification of what is considered "intervening circumstances." Ms. Cox suggested it be added that agendas may only be posted if all requirements for calling a meeting have been followed and the meeting has been appropriately called.

**ACTION:** Motion to forward to Council the amendment of Article III, Division 6, Sect 2-178 with the additional wording suggested by Ms. Cox be added to subsection e, made by Mr. Wells.

Motion passed with a 3:0

**AYES:** Derek Peterson, Ron Wells, Ray West

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.

Mr. Peterson explained this amendment adds that if the Council is dissatisfied with the City Administrator's (CA) performance, the employment of the CA shall be terminated with a two-third vote of the entirety of the Council. Mayor Flanigan pointed out that this amendment will in no way affect the current CA, as her employment is contractual, but it will affect all future CAs. Mr. Peterson agreed this does not affect Ms. Cox.

**ACTION:** Motion to table the amendment of Chapter 2 of the Code of the City of Carthage, adding Article III, made by Mr. Wells.  
Motion passed with a 3:0

**AYES:** Derek Peterson, Ron Wells, Ray West

4. Staff Reports

Ms. Cox said she has been training City Clerk Deal to do budgeting and financials. Ms. Cox stated she has in the budget to go Government Finance Officers Association training and would like to forgo that training to use those funds to send Ms. Deal to GFO Training class in Kansas City. This class will enable Ms. Deal to work toward becoming a Certified Municipal Finance Officer. Mr. Peterson made a motion to allow said funds to be used to send Ms. Deal to

GFO Training in Kansas City. All ayes. Motion carried. Ms. Cox also reported work is being done on the budget and progress is being made on agency contracts.

**5. Adjournment**

**ACTION:** Motion to adjourn at 6:03 pm by Ron Wells;  
Motion passed with a 3:0

**AYES:** Derek Peterson, Ron Wells, Ray West