



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

March 24, 2026 - 5:30 PM
CITY HALL COUNCIL CHAMBERS

AGENDA

- 1. Call to Order**
- 2. Old Business**
 1. Approval of March 10, 2026 Minutes
 2. Review & Approval of the Claims Report
 3. Consider and discuss changes to Section 2-178 by adding that the city clerk shall post all agendas
 4. Consider and discuss changes to Section 2-160 - Resignation or Discharge relating to the City Administrator position
- 3. Citizens Participation**
(Citizens wishing to speak should notify Department Head or Committee Chair in advance)
- 4. New Business**
 1. 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**

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

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