



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

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April 28, 2026 - 5:30 PM  
CITY HALL COUNCIL CHAMBERS

**AGENDA**

1. **Call to Order**
2. **Old Business**
  1. Approval of April 14, 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 changes to the Personnel Policy regarding Section 503 --  
Holidays Authorized
  2. Staff Reports
5. **Adjournment**

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# City of Carthage, Missouri

## COMMITTEE ON INSURANCE/AUDIT AND CLAIMS

April 14, 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

**STAFF PRESENT:** 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 March 24, 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. Staff Reports

Ms. Deal reported that department budget meetings were happening throughout the week and that the process is going smoothly this year.

**5. Adjournment**

<b>ACTION:</b>	Motion to Adjourn at 05:31 PM by Ray West
	Motion passed with a 3:0
<b>AYES:</b>	Derek Peterson, Ron Wells, Ray West

To: Committee on Insurance, Audits, and Claims

Subject: Amendments to the City's Holiday Policy

Date: April 28, 2026

## **PURPOSE**

This memo recommends updating the City's holiday policy to recognize Good Friday as an official City holiday. The recommendation is based on low public demand for services, operational impacts, employee morale considerations, and consistency with other local agencies.

In addition, a recommendation to change the days that the City observes Christmas Eve and Christmas Day in the event that Christmas Eve fall on a Sunday.

## **BACKGROUND**

City offices have traditionally remained open on Good Friday. However, staff have long observed that public interaction on this day is limited. To better understand actual demand, administrative staff in Parks & Recreation, City Hall, and Public Works tracked in-person visits and phone calls received on Good Friday.

Currently, in the event that Christmas Eve falls on a Sunday, the City observes the preceding Friday for Christmas Eve and the proceeding Monday for Christmas Day. Feedback from staff, department heads, and other municipalities were used to move forward with a recommendation for a change of observation days.

## **SERVICE DEMAND ASSESSMENT**

City Hall: 5 in-person visitors; 10 phone calls (2 asking whether the County Courthouse was open)

Parks & Recreation: 1 in-person visitor; 0 phone calls

Public Works (Administrative Offices): 3 in-person visitors; 4 phone calls

Overall, the data shows very limited public use of administrative services on Good Friday.

## **FISCAL IMPACT**

The costs to add Good Friday results in approximately \$17,000 in additional Police and Fire payroll costs, including benefits. These costs occur because Good Friday is currently treated as a regular workday while still qualifying as a holiday for public safety personnel. As a result, Police and Fire employees receive holiday pay and related benefits for each holiday worked.

These costs are required to maintain normal public safety coverage so that there is no detriment to the citizens. Recognizing Good Friday as a City holiday would not affect Police or Fire services, as essential operations would continue under normal holiday staffing practices.

## **EMPLOYEE MORALE**

Recognizing Good Friday as a City holiday would provide employees with a predictable day off during a period of historically low service demand. This type of consistency supports work-life balance and contributes positively to employee morale, retention, and recruitment.

Staff members and department heads have reviewed and agreed with a needed change for the Christmas Eve and Christmas Day observation days in the event that Christmas Eve falls on a Sunday.

## **REGIONAL CONSISTENCY**

Several nearby organizations already observe Good Friday, including Webb City, Jasper County, and Carthage Water & Electric. Aligning the City's holiday schedule with these entities helps reduce public confusion and promotes consistency among local government and utility services.

Local organizations such as Neosho, Republic, and Nixa all observe on Monday and Tuesday in the event that Christmas Eve falls on a Sunday.

## **RECOMMENDATION**

Based on low administrative service demand, operational considerations, employee morale, and alignment with surrounding agencies, staff recommends updating the City's holiday policy to recognize Good Friday as a City holiday. This change would not affect Police or Fire services, and essential public safety operations would continue under normal holiday staffing practices.

In addition, we are recommending the change of observation days to Monday and Tuesday for the Christmas Eve and Christmas Day holidays in the event that Christmas Eve falls on a Sunday.

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

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

An Ordinance to amend Section 503 – Holidays Authorized of the Personnel Policy Manual of the City of Carthage by adding Good Friday and amending the holiday observation days for Christmas Eve and Christmas Day when Christmas Eve falls on a Sunday.

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

**SECTION I:** Section **503 – Holidays Authorized** of the Personnel Policy Manual is hereby amended by adding Good Friday.

503. Holidays Authorized: All full-time employees are authorized the following paid holidays each year:

New Year's Day - January 1

Martin Luther King Jr. Day – Third Monday in January

President’s Day - Third Monday in February

Good Friday - Varies

Memorial Day - Last Monday in May

Juneteenth – June 19

Independence Day - July 4

Labor Day - First Monday in September

Veteran's Day - November 11

Thanksgiving Day - Fourth Thursday in November

Thanksgiving Friday

Christmas Eve - December 24

Christmas Day - December 25

Personal Leave Day

In the event a holiday falls on a Saturday, the preceding Friday shall be observed. In the event that a holiday falls on a Sunday, the following Monday shall be observed. In the event Christmas Eve falls on a Sunday the proceeding Monday and Tuesday shall be the observed days for the Christmas Eve and Christmas Day holidays. In the event Christmas Day falls on a Saturday then the preceding Thursday and Friday shall be observed as the Christmas Eve and Christmas Day holidays.

**SECTION II:** This Ordinance shall take effect and be in force effective from and after its passage and approval.

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

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**David B. Flanigan, Mayor**

**ATTEST:**

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**Miranda Deal, City Clerk**

**Sponsored by: Insurance, Audit and Claims**