



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

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May 12, 2026 - 6:00 PM  
CITY HALL COUNCIL CHAMBERS

**AGENDA**

- 1. Call to Order**
- 2. Old Business**
  1. Approval of April 28, 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 Section 2-160 - Resignation and Discharge of the Carthage City Code
  2. 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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April 28, 2026 - 5:30 PM  
CITY HALL COUNCIL CHAMBERS

**MINUTES**

**1. Call to Order**

**MEMBERS PRESENT:** Ron Wells, Robin Harrison, Susan Reddy, Ray West

**OTHER COUNCIL MEMBERS:**

**STAFF PRESENT:** City Administrator Traci Cox, City Clerk Miranda Deal, HR Coordinator Michael Miller, and IT Administrator Michael Keith

Chair Ron Wells called the meeting to order at 05:30 PM.

**2. Old Business**

1. Approval of April 14, 2026 Minutes

**ACTION:** Motion to accept/approve item 2.1. by Robin Harrison;  
Motion passed with a 4:0

**AYES:** Ron Wells, Robin Harrison, Susan Reddy, Ray West

2. Review & Approval of the Claims Report

**ACTION:** Motion to accept/approve item 2.2. by Ray West;  
Motion passed with a 4:0

**AYES:** Ron Wells, Robin Harrison, Susan Reddy, 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 changes to the Personnel Policy regarding Section 503 --  
Holidays Authorized

HR Coordinator Michael Miller presented the changes to the personnel manual, adding Good Friday and adjusting the days off for when Christmas Eve and Christmas fall on the weekends.

**ACTION:** Motion to accept and forward to council item 4.1. by Robin Harrison;

Motion passed with a 4:0

**AYES:** Ron Wells, Robin Harrison, Susan Reddy, Ray West

2. Staff Reports

It was discussed to change the time of the committee meeting to 6 pm. Mrs. Harrison made a motion, seconded by Mr. West, to move the committee meeting time to 6 pm unless there is a fuller agenda, then the meeting will be at 5:30 pm. Motion carried.

Mrs. Harrison brought up the resignation and discharge council bill that was previously tabled and has not been brought back up. Mrs. Harrison made a motion to bring the original version of the resignation and discharge section relating to City Administrator. Motion carried.

Ms. Cox reported that the budget process continues, she also reported that Ms. Deal attended a GFOA training last week. The hopes are to get her in a contract to get the GFOA Certified Public Finance Officer certification to where she can move up and take over the Finance Officer position.

5. **Adjournment**

**ACTION:** Motion to adjourn at 5:44 pm by Robin Harrison;  
Motion passed with a 4:0

**AYES:** Ron Wells, Robin Harrison, Susan Reddy, Ray West

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**Sec. 2-160. Registration or discharge.**

- (a) The city administrator shall serve at the pleasure of the mayor and council. He shall continue to serve so long as his performance meets with the approval of the mayor and of a majority of the members of the council. He may terminate his employment at any time at giving the mayor and council thirty (30) days' written notice. At such time as he terminates his employment with the city he will be entitled to only accrued benefits, such as vacation time, sick leave, etc.
- (b) The city may terminate their employment by giving them thirty (30) days' notice. The thirty-day notice is to begin from the first or second council meeting each month, depending upon which meeting the majority of the members of the council voted and the mayor concurred that their employment should be terminated. A termination payment equal to one-half a month's salary will be allowed unless the city negotiated a termination payment with the city administrator at the time of employment, in which case the negotiated termination payment will be allowed plus any other benefits that may have accrued. In the event the termination is the result of an act of dishonesty or acts involving moral turpitude, such termination payment shall not be paid.

(Code 1978,§ 114.050; Ord. No. 25-15, § I, 3-25-2025)

State law reference(s)—Termination of city administrator, RSMo 77.046.