



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

June 23, 2026 - 6:00 PM
CITY HALL COUNCIL CHAMBERS

MINUTES

1. Call to Order

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

OTHER COUNCIL MEMBERS: Mayor David B. Flanigan

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

Chair Ron Wells called the meeting to order at 06:00 PM.

2. Old Business

1. Approval of June 9, 2026 Minutes

ACTION: Motion to accept/approve item 2.1. by Ray West;
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 Robin Harrison;
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 Assistant Parks & Recreation Director job description. Ms. Cox explained that the Parks and Recreation Director is the only one that does not have an assistant to cover when they are absent. The duties fall to her as City Administrator and with so many moving parts in the Parks, it would be beneficial to have an Assistant to take over in the Director's absence.

ACTION: Motion to forward to council for approval by Ray West;

Motion passed with a 4:0

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

2. Consider and discuss Parks Administrative Assistant job description.

ACTION: Motion to postpone item 4.2 until the July 14 meeting by Robin Harrison;

Motion passed with a 4:0

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

3. Staff Reports

Ms. Cox reported that there is still an ongoing audit happening over the golf course.

5. Adjournment

ACTION: Motion to adjourn at 6:07 pm by Robin Harrison;

Motion passed with a 4:0

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