



City of Carthage, Missouri

COMMITTEE ON INSURANCE/AUDIT AND CLAIMS

July 14, 2026 - 6:00 PM
CITY HALL COUNCIL CHAMBERS

MINUTES

1. Call to Order

MEMBERS PRESENT: Robin Harrison, Susan Reddy, Ray West

MEMBERS ABSENT: Ron Wells

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

Vice-Chair Robin Harrison called the meeting to order at 06:00 PM.

2. Old Business

1. Approval of June 23, 2026 Minutes

ACTION: Motion to accept/approve item 2.1. by Ray West;
Motion passed with a 3:0

AYES: Robin Harrison, Susan Reddy, Ray West

2. Review & Approval of the Claims Report

ACTION: Motion to accept/approve item 2.2. by Susan Reddy;
Motion passed with a 3:0

AYES: Robin Harrison, Susan Reddy, Ray West

3. Consider and discuss changes to section 2-160 - Resignation or discharge
Mrs. Harrison reported that HR Coordinator Michael Miller is working on a few things before this is ready to be discussed again. The ad-hoc committee for this issue is still working on it.

ACTION: Motion to table item 2.3 until August 11, 2026 by Robin Harrison;
Motion passed with a 3:0

AYES: Robin Harrison, Susan Reddy, Ray West

4. Consider and discuss changes to the Parks Administrative Assistant job description

HR Coordinator Michael Miller reported that he cleaned up some of the language and the only main change to the job description was that the administrative assistant would be responsible for preparing the parks and golf requisitions to turn in to accounts payable.

ACTION: Motion to approve and forward to council by Ray West;
Motion passed with a 3:0
AYES: 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 salary change to the Assistant Parks and Recreation Director job description

Ms. Cox reported that when they were determining the salary this was supposed to go on the same grade as the Assistant Public Works Director. After the job description was approved at the last meeting, it was noticed that the grade this job was put on was the same grade as other employees that this job would be supervising and there needed to be a grade in between those. So the only change to the job from the last meeting is moving the grade from L to M.

ACTION: Motion to approve and forward to council by Robin Harrison;
Motion passed with a 3:0

AYES: Robin Harrison, Susan Reddy, Ray West

2. Consider and discuss Assistant Public Works Director job description

Ms. Cox reported that this position was also not on the correct grade and due to the employees years of service, the grade and step need to be amended. The grade for the position went from an L to an M, to match the Assistant Parks Director, and due to the employees years of service, it would put them on step 5 of grade M.

ACTION: Motion to approve the change and move the employee from grade l to m and place the employee on step 5 by Robin Harrison;

Motion passed with a 3:0

AYES: Robin Harrison, Susan Reddy, Ray West

3. Staff Reports

Ms. Deal reported that the fiscal year end was on June 30th, so claims are being processed for both old and new year for the month of July and then June will start to be closed. The auditors should be here in September sometime. Ms. Cox reported that the financial software used at City Hall will begin being upgraded at the end of August or beginning of September.

5. Adjournment

ACTION: Motion to adjourn at 6:12 pm by Susan Reddy;

AYES:

Motion passed with a 3:0
Robin Harrison, Susan Reddy, Ray West