

Committee On Insurance/Audit & Claims
Tuesday, April 23, 2019
City Hall Council Chambers

COMMITTEE MEMBERS PRESENT: Ceri Otero, David Armstrong, Kirby Newport and Ed Barlow.

OTHER COUNCIL MEMBERS: Mayor Dan Rife.

OTHERS PRESENT: City Administrator Tom Short, City Clerk Traci Cox and Mark Peterson.

Chairperson Ceri Otero called the meeting to order at 5:30 PM.

OLD BUSINESS:

Approval of minutes from previous meeting: On a motion by Mr. Newport, the minutes of the April 9, 2019 meeting were approved 4-0.

Review and approval of the Claims Report: The Committee discussed items regarding the Claims Report before it was approved 4-0 on a motion by Mr. Armstrong.

NEW BUSINESS:

1. Consider and discuss Banking Service Proposals: Ms. Cox presented proposals from seven different banks. UMB, Arvest, and SMB proposals charged fees for banking services. Community National, Old Missouri Bank, Guaranty Bank and Simmons Bank proposals had no fees associated with banking services. Simmons Bank had the highest interest rate for the checking account and currently provide banking services for the City of Carthage. Mr. Newport moved to accept the best bid from Simmons Bank. Motion carried 4-0.

2. Consider and discuss Job Descriptions related to the Parks & Recreation Department: Mr. Short presented job descriptions for the Parks & Recreation Director, Golf Operations Supervisor, Assistant Golf Course Operations Supervisor, and Memorial Hall Facility Supervisor along with a revised Chain of Command for the Parks & Recreation Department. The job descriptions for Memorial Hall and Civil War Museum employees changed their supervision from the City Administrator to the Parks & Recreation Director. Mr. Short explained the Golf Operations Supervisor position needed to be changed to a Grade 6 and the Assistant Golf Course Operations Supervisor position to a Grade 4. Mr. Armstrong discussed the salary proposal for the new Parks & Recreation Director questioning the continued commission for the Golf Pro. Mr. Short stated an Offer Letter had not yet been presented to the incoming Parks & Recreation Director Mark Peterson. Mr. Newport moved to send the job descriptions with revisions of the Grades and the new chain of command to Council. Motion carried 3-1 with Mr. Armstrong casting the Nay vote.

3. Staff Reports: Ms. Cox reported 65 employees had attended the recent Health Fair and Nicotine Affidavits are being collected. Mr. Short reported payments for the purchase of the

Driving Range property and final payment for construction of Fire Station #2 are going to be issued.

4. Committee Member Reports: Mr. Newport requested moving the meeting time to 5:00pm instead of the current time of 5:30pm to allow additional time for discussions when necessary. All members agreed.

ADJOURNMENT: Mr. Newport made a motion to adjourn at 6:26 PM. Motion carried 4-0.