

**COMMITTEE ON INSURANCE/AUDIT AND CLAIMS**  
**TUESDAY, MAY 12, 2020**  
**5:00 p.m.**

This meeting was conducted by Zoom video conferencing due to CDC recommendations in response to COVID-19.

**COMMITTEE MEMBERS PRESENT via VIDEO CONFERENCING:** Ceri Otero, David Armstrong, Kirby Newport and Ed Barlow.

**OTHER COUNCIL MEMBERS:**

**OTHERS PRESENT:** City Administrator Tom Short and City Clerk Traci Cox via Video Conference

Chair Ceri Otero called the meeting to order at 5:00 P.M.

**OLD BUSINESS:**

**Approval of minutes from previous meeting:** On a motion by Mr. Armstrong, the minutes of the April 28, 2020 meeting were approved 4-0.

**Review and approval of the Claims Report:** The Committee discussed items regarding the Claims Report. Mr. Newport moved to approve the claims. Motion carried 4-0.

**NEW BUSINESS:**

- 1. Staff Reports:** Ms. Cox reported the City will be changing purchasing cards from Simmons Bank to Guaranty Bank. There will be an annual fee of \$99, but there is a rewards program that will offset those expenses. Mr. Short reported Municipal Court will resume on May 28. A meeting is scheduled later this week to discuss court operational guidelines. Also, a plan is being prepared that will move half of the City Hall staff upstairs temporarily to maintain social distancing during the pandemic.

**ADJOURNMENT:** Mr. Armstrong made a motion to adjourn at 5:11 PM. Motion carried 4-0.

Traci Cox  
City Clerk