



**CITY COUNCIL MEETING
GLADSTONE, MISSOURI
MONDAY, FEBRUARY 26, 2018**

OPEN STUDY SESSION 6:45 PM

1. Council Chamber Remodel Concepts
2. Leadership Objectives

REGULAR MEETING: 7:30 PM

TENTATIVE AGENDA

The City Council will meet in Closed Executive Session at 6:25 pm Monday, February 26, 2018, in the City Manager's office, Gladstone City Hall, 7010 North Holmes, Gladstone, Missouri. The Closed Executive Session is closed pursuant to RSMo. Open Meeting Act Exemption 610.021(2) for Real Estate Acquisition Discussion.

1. Meeting Called to Order.
2. Roll Call.
3. Pledge of Allegiance to the Flag of the United States of America.
4. Approval of Agenda.
5. Approval of the February 12, 2018, Closed City Council Meeting Minutes.
6. Approval of the February 12, 2018, Regular City Council Meeting Minutes.
7. **CONSENT AGENDA**

RESOLUTION R-18-19 A Resolution authorizing the destruction of certain records in accordance with RSMo Chapter 109 and applicable State Retention Schedules.

RESOLUTION R-18-20 A Resolution authorizing the City Manager to execute a contract with Ace Pipe Cleaning, Incorporated, for the 2018 Manhole Rehabilitation Program, Project SP1890.

RESOLUTION R-18-21 A Resolution accepting easements from certain property owners in conjunction with the Old Pike Road Improvements Project from Vivion Road to Northwest Englewood Road, Project TP1712.

FINANCIAL REPORT FOR MONTH ENDED JANUARY 2018

REGULAR AGENDA

- 8. Communications from the Audience.**
- 9. Communications from the City Council.**
- 10. Communications from the City Manager.**
- 11. PUBLIC HEARING:** Special Use Permit, Amy Cole, Miss Amy's Nursery & Pre-School, 1404 Northeast 66th Street.
- 12. FIRST READING BILL NO. 18-07** An Ordinance granting a Special Use Permit subject to certain conditions to Amy Cole for operation of a Child Care Facility on property at 1404 Northeast 66th Street.
- 13. PUBLIC HEARING:** Special Use Permit, Budget Car and Rental, 7412 North Oak Trafficway.
- 14. FIRST READING BILL NO. 18-08** An Ordinance granting a Special Use Permit subject to certain conditions to the Kansas City Landsmen, LLC DBA Budget Car and Rental for operation of a car and truck rental services on property at 7412 North Oak Trafficway.
- 15. PUBLIC HEARING:** Amend Chapter 135, C-1 Local Business District, Title VII, Zoning and Planning Ordinance of the City Code.
- 16. FIRST READING BILL NO. 18-09** An Ordinance amending Chapter 135 "C-1 Local Business District", Title VII "Zoning and Planning Ordinance", Section 7.135.025 of the City Code as it relates to expansion of tobacco/nicotine retailers in the City.

17. FIRST READING BILL NO. 18-10 An Ordinance directing the City Manager to participate in the Missouri Highway Safety Program and directing the Director of Public Safety to investigate financial assistance available under the Missouri Highway Safety Program for traffic enforcement and report recommendations.

18. Other Business.

19. Questions from the News Media.

20. Adjournment.

Representatives of the News Media may obtain copies of this notice by contacting:

City Clerk Ruth Bocchino	Posted at 12:30 pm
City of Gladstone	February 22, 2018
7010 North Holmes	
Gladstone, MO 64118	
816-423-4096	



GLADSTONE CITY COUNCIL
OPEN STUDY SESSION MEETING
MONDAY, FEBRUARY 26, 2018


AGENDA
TIME: 6:45 PM

- 1. Council Chamber Remodel Concepts-** TreanorHL Architects will present ideas that would update and accommodate those using the Council Chambers.
- 2. Leadership Objectives -** City Manager Wingerson will review the implementation objectives regarding current City Council goals.



***Department of Community Development
Memorandum***

DATE: February 21, 2018

TO: Scott C. Wingerson, City Manager 

THROUGH: Nick Pappas, Community Development Director

FROM: Alan D. Napoli, Building Official

RE: City Hall / Council Chamber Remodel/Renovation

City Hall as a whole was remodeled back in 1996/1997 when we added the new front addition and redid the HVAC system throughout City Hall. Then in 2003/2004 the NW addition was added and at that time the Council Chambers was reconfigure from the Diaz being located at the north end of the chambers to the west side. City Council is aware of how dated and drab City Hall looks; as they are aware that the Council Chambers is no exception.

Staff has retained the expertise and knowledge of TreanorHL Architects to assist with looking at updating and improving the function of City Hall; along with making it more secure and safe for staff. As part of this we have being looking at the function of the Council Chambers and how it can accommodate not only the Council meetings but the board and commission meetings. In example when staff holds the Planning Commission meeting, because of their assemblage of members, we have to set up several folding tables and rearrange the two (2) large movable counters.

TreanorHL has put together a couple of ideas that would accommodate the City Council and also address accommodations for the boards and commission meetings so that folding tables would not have to be used for the boards and commission members to sit at. These ideas will be available for Councils viewing at the February 26th open study session.



Department of General Administration

Memorandum SCW18-02

TO: Mayor and City Council
FROM: Scott Wingerson, City Manager
DATE: February 22, 2018
SUBJECT: City Council Goals- Implementation Objectives

The purpose of this memorandum is to communicate to the City Council proposed objectives related to implementing City Council goals. Prior to presenting this information, please consider the following:

First, the organization delivers approximately 125 different services. These services are performed through thousands of ordinances, policies, directives, best practices, and tasks. Only a few objectives are listed; however, all of the core services that the City provides will continue at a high level.

Second, these objectives are only a guide to insure maximum flexibility to allow the Council and departments to be innovative and take advantage of opportunities that may arise.

Third, the following objectives were developed by cross-departmental teams. It is hoped that this approach enhances understanding of Council goals from a variety of perspectives, fosters creativity, and promotes teamwork.

I. City Council Goal: Promote Gladstone as a Safe Place

Objective: Research and develop a coordinated approach to promoting Gladstone as a safe place. This approach will focus on: strengthening partnerships with neighborhoods and community groups, aggressively enforcing ordinances based on trend data, refreshing crime prevention programs, and leveraging various communication vehicles.

Measures:

1. April, 2018- Complete a department function and crime analysis

2. May, 2018- Review existing crime prevention program effectiveness and develop strategies for enhancement
3. June, 2018- Present trend analysis and crime prevention together with strategic recommendations to the City Council
4. September, 2018- Develop an action plan based on City Council feedback
5. October, 2018- Present action plan to the City Council.

II. City Council Goal: Define and pursue opportunities for comprehensive community health.

Objective: Research and draft a working definition of community health for Gladstone focused on developing partnerships and the intent of Shaping Our Future.

Measures:

1. March, 2018- Actively participate on Clay County Community Task Force committees. (Access to Health Care, Chronic Disease, and Behavioral)
2. May, 2018- Discuss Gladstone's possible role in community health initiatives with area hospitals, clinics, and service providers.
3. July, 2018- Present existing community health conditions and working definition to the City Council.
4. September, 2018- Present possible partnership opportunities to the City Council.

III. City Council Goal: Present for voter consideration a ¼ cent Fires Sales Tax and ¼ cent General Sales Tax.

Objective: Create a timeline and election strategy to implement the Shaping Our Future initiative to upgrade Public Safety facilities.

Measures:

1. March, 2018- Present a strategic outline to the City Council related to campaign committee, staff role, Council role, and begin the process of aligning specific improvements and common messaging. This effort will be on-going through August, 2018.
2. May 14, 2018- Resolution presented for City Council consideration certifying ballot language.
3. May 29, 2018- Certify ballot language.

4. August 7, 2018- Election

IV. City Council Goal: Begin education of EMS billing operations.

Objective: Research and report historical EMS usage, billing practices, insurance trends, future needs, and possible solutions. This is a Shaping Our Future initiative.

Measures:

1. June, 2018- Propose budget request to fund an EMS analysis.
2. September, 2018- Draft EMS Analysis RFP, issue RFP, and select consultant.
3. October, 2018- Staff review and input on analysis draft.
4. December, 2018- Present analysis to the City Council.

V. City Council Goal: Refine and begin to implement the Housing Study and implement an enhanced code enforcement program.

Objective: Create an implementation matrix to complement the housing study.

Measures:

1. March, 2018- Convene the Neighborhood Commission to inform and guide the matrix.
2. April, 2018- Select neighborhoods based on mySidewalk analysis and begin process of NNI windshield surveys.
3. September, 2018- Develop and prioritize strategies designed to enhance the housing stock.
4. October, 2018- Present findings to the City Council.

Objective: Develop and implement an updated code enforcement process that considers technical code requirements, the enforcement process, and public access.

Measures:

1. March, 2018- Present recommendations of the Property Preservation Panel Task Force to the City Council. This report will provide recommendations concerning code provisions, process, and public access.

2. April, 2018- Begin implementation of Council approved action steps.
3. June, 2018- Establish a directed enforcement process in tandem with Public Safety to address high priority ordinance violations.
4. August, 2018- Explore the ability to create neighborhood level “dumpster days.”
5. October, 2018- Provide a status report to the City Council concerning the impact of these changes.

Objective: Understand the macro level housing market.

Measures:

1. March, 2018- Begin to interview developers, investors, agents, and bankers to better understand the City’s possible role in spurring single family residential redevelopment.
2. May, 2018- Research and gather nationwide best practices.
3. August, 2018- Present possible strategies to the City Council.
4. October, 2018- Begin to implement preferred strategies.

VI. City Council Goal: Continue commitment to downtown and commercial corridors through innovative strategies and partnerships.

Objective: Enhance the North Oak Corridor

Measures:

1. April, 2018- Conceptualize the creation of a corridor-wide CID. Create conceptual map and revenue generation models.
2. May, 2018- Present preliminary findings to a small group of North Oak property owners.
3. May, 2018- Prepare a budget request for consultant services to facilitate creation of CID.
4. September, 2018- Create RFP scope, issue RFP, and select consultant to facilitate creation of CID.

Objective: Enhance the 72nd Street/M-1 intersection.

Measures:

1. March, 2018- Present CID petition request to Wal-Mart and seek critical support.
2. June, 2018- With Wal-Mart support, present CID petition to HyVee and QuikTrip.
3. October, 2018- With retailer support, facilitate creation of CID.

Objective: Continue downtown development.

Measures:

1. March, 2018- Facilitate opening of Feed Supply.
2. April, 2018- Facilitate the creation of a co-working space downtown.
3. September, 2018- Support and facilitate the construction of Summit Grill with the goal of late summer opening.
4. October, 2018- Continue to market and attract developers to the Sante-Fe Glass and Taco Bell properties. This task is on-going.

VII. City Council Goal: Continue implementation of all Master Plans.

Objective: Major Street Plan

Measures:

1. August, 2018- Complete bid documents for Old Pike Road.
2. September, 2018- Begin process of developing data required for future funding and permitting of Gladstone Parkway.
3. December, 2018- Complete Pleasant Valley Road
4. December, 2018- Complete preliminary design and begin right-of-way acquisition for NE 76th Street for planned 2020 construction.

Objective: CWSS Master Plan

Measures:

1. February, 2018- Present CWSS business plan to the City Council
2. June, 2018- Begin construction of approved water main projects
3. December, 2018- Complete approved sewer rehab projects
4. December, 2018- Present annual water quality report.

Objective: Sidewalk (Trails) Master Plan

Measures:

1. Insure major street projects have pedestrian improvements
2. Insure newly formed CID's include pedestrian improvements
3. September, 2018- Begin construction of Shoal Creek Trail segment with KCMO
4. April, 2018- Apply for alternative funding related to an East/West segment connecting North Oak Trafficway and Missouri Route 1 via NE 68th Street.

Objective: Facilities Master Plan

Measures:

1. April, 2018- Present minor improvement plan for City Hall to Council. (Chambers, public areas, staff restrooms, paint, flooring)
2. August, 2018- Complete energy efficiency projects and present results to the City Council.
3. November, 2018- Complete upgrades to the Public Works facility
4. November, 2018- Begin City Hall minor upgrade project.

Objective: Parks Master Plan/ AJ Vision Plan/ Arts Master Plan

Measures:

1. May, 2018- Present Arts Incubator study to the City Council
2. August, 2018- Complete Hobby Hill Park
3. September, 2018- Identify possible funding for Atkins/Johnson barn renovation to include small classroom for programming
4. October, 2018- Complete miscellaneous park upgrades.

VII. City Council Goal: Single Source Collection

Objective: Evaluate the possibility of single source solid waste collection

Measures:

1. September, 2018- Prepare and present updated research to the City Council
2. October, 2018- Work with EMAC to present policy recommendations to the City Council
3. December, 2018- Determine the desired course of action.

These objectives represent a significant amount of work and passionate discussion. The Leadership Team was divided into smaller teams to develop the objectives. Draft objectives were vetted by the entire group.

Public Safety Team (Mike Hasty, Charlene Leslie, Dominic Accurso, Scott Wingerson)

Community and Economic Development (Bob Baer, Nick Pappas, Chris Williams, Becky Jarrett)

Planning and Implementation (Tim Nebergall, Justin Merkey, Ruth Bocchino, Austin Greer)

These teams will continue to support each other over the course of the year in completing these objectives and while attending to everyday City business.

Thank you for your consideration and we look forward to comments, questions, suggestions, additions or deletions from the City Council.



CLOSED CITY COUNCIL MEETING MINUTES

DATE: February 12, 2018

TIME: 6:30 PM

LOCATION: The City Council met in Closed Executive Session at 6:30 pm Monday, February 12, 2018, in the City Manager's office, Gladstone City Hall, 7010 North Holmes, Gladstone, Missouri. The Closed Executive Session was closed pursuant to RSMo. Open Meeting Act Exemption 610.021(2) for Real Estate Acquisition Discussion.

R.D. Mallams, Mayor, called the Closed Session to order at 6:30 pm in the City Council Chambers, 7010 North Holmes, Gladstone, Missouri.

Motion to close: **Councilmember Jean Moore** Second: **Councilman Kyle Yarber**

Roll Call Vote: All "aye", Councilman Kyle Yarber, Councilmember Jean Moore, Mayor Pro Tem Bill Garnos, and Mayor R.D. Mallams. (4-0)

PRESENT: Mayor R.D. Mallams, Mayor Pro Tem Bill Garnos, Councilmember Jean Moore, Councilman Kyle Yarber, City Manager Scott Wingerson, Assistant City Manager Bob Baer, City Clerk Ruth Bocchino, and City Attorney Chris Williams. Councilmember Carol Suter was absent.

SUBJECTS:

1) Real Estate

Motion: **Mayor R.D. Mallams** moved that the City Manager be authorized to execute a real estate contract with Security Bank of Kansas City for the purchase by the City of the building and property located at 7001 North Locust Street for \$700,000.00.

Councilmember Jean Moore seconded.

Roll Call Vote: All "aye": Councilman Kyle Yarber, Councilmember Jean Moore, Mayor Pro Tem Bill Garnos, and Mayor R.D. Mallams. (4-0)

Meeting adjourned 6:48 pm.

Ruth Bocchino, City Clerk

Approved as presented: _____

Approved as modified: _____

R.D. Mallams, Mayor



**MINUTES
REGULAR CITY COUNCIL MEETING
GLADSTONE, MISSOURI
MONDAY, FEBRUARY 12, 2018**

PRESENT: Mayor R. D. Mallams
Mayor Pro Tem Bill Garnos
Councilmember Jean Moore
Councilman Kyle Yarber

City Manager Scott Wingerson
Assistant City Manager Bob Baer
City Attorney Chris Williams
City Clerk Ruth Bocchino

ABSENT: Councilmember Carol Suter

Item No. 1. On the Agenda. Meeting Called to Order.

Mayor Mallams opened the Regular City Council Meeting Monday, February 12, at 7:36 pm in the Gladstone City Council Chambers.

Item No. 2. On the Agenda. ROLL CALL.

All Councilmembers were present with the exception of Councilmember Carol Suter.

Item No. 3. On the Agenda. PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA.

Mayor Mallams asked all to join in the Pledge of Allegiance to the Flag of the United States of America.

Mayor Mallams welcomed Scout Troop 180, Bennett Thomas and John Bednar, who were working on a Merit Badge.

Item No. 4. On the Agenda. Approval of Agenda.

The agenda was approved as published.

Item No. 5. On the Agenda. Approval of the January 22, 2018, Closed City Council Meeting Minutes.

Councilmember Moore moved to approve the minutes of the January 22, 2018, Closed City Council meeting as presented. **Councilman Yarber** seconded. The Vote: "aye", Councilman Kyle Yarber, Councilmember Jean Moore, Mayor Pro Tem Bill Garnos, and Mayor R.D. Mallams. (4-0)

Item No. 6. On the Agenda. Approval of January 22, 2018, Regular City Council Meeting Minutes.

Councilmember Moore moved to approve the minutes of the January 22, 2018, Regular City Council meeting as presented. **Mayor Pro Tem Garnos** seconded. The Vote: "aye", Councilman Kyle Yarber, Councilmember Jean Moore, Mayor Pro Tem Bill Garnos, and Mayor R.D. Mallams. (4-0)

Item No. 7. On the Agenda. **CONSENT AGENDA.**

Following the Clerk's reading, **Mayor Pro Tem Garnos** moved to approve the Consent Agenda as published. **Councilmember Moore** seconded. The Vote: "aye", Councilman Kyle Yarber, Councilmember Jean Moore, Mayor Pro Tem Bill Garnos, and Mayor R.D. Mallams. (4-0)

Mayor Pro Tem Garnos moved to approve **RESOLUTION R-18-12** A Resolution authorizing the City Manager to accept a Bill of Sale from Kissick Construction Company conveying a water main to the City of Gladstone. **Councilmember Moore** seconded The Vote: "aye", Councilman Kyle Yarber, Councilmember Jean Moore, Mayor Pro Tem Bill Garnos, and Mayor R.D. Mallams. (4-0)

Mayor Pro Tem Garnos moved to approve **RESOLUTION R-18-13** A Resolution authorizing the City Manager to execute a contract with AB Creative, Incorporated, in the total amount not to exceed \$39,159.00 for the Hobby Hill Park Adult Challenge and Fitness Area; Project CO1656. **Councilmember Moore** seconded. The Vote: "aye", Councilman Kyle Yarber, Councilmember Jean Moore, Mayor Pro Tem Bill Garnos, and Mayor R.D. Mallams. (4-0)

Mayor Pro Tem Garnos moved to approve **RESOLUTION R-18-14** A Resolution authorizing Change Order No. 2 in the amount of \$31,600.55 to the contract with AB Creative, Incorporated, for the Hobby Hill Park Playground Equipment, Park Shelters and Restroom; Project CO1656. **Councilmember Moore** seconded. The Vote: "aye", Councilman Kyle Yarber, Councilmember Jean Moore, Mayor Pro Tem Bill Garnos, and Mayor R.D. Mallams. (4-0)

Mayor Pro Tem Garnos moved to approve **RESOLUTION R-18-15** A Resolution accepting easements from certain property owners in conjunction with the Old Pike Road Improvements Project from Vivion Road to Northwest Englewood Road; Project TP1712. **Councilmember Moore** seconded. The Vote: "aye", Councilman Kyle Yarber, Councilmember Jean Moore, Mayor Pro Tem Bill Garnos, and Mayor R.D. Mallams. (4-0)

REGULAR AGENDA.

Item No. 8. On the Agenda. Communications from the audience.

Larry Newport approached Council and stated: *"Larry Newport, 2002 NE 69th Terrace. I'd like to bring up parking on 69th Terrace east of Troost between Tracy and Troost. That "S" curve there, people park there and you can't get through. They will park on both sides. I'm wondering if we could limit it to one side only parking, or, maybe you shouldn't but tell them they can't park there at all, but that, if you get two cars there I'm not sure you can get a firetruck through there even. It's hard to get a car through there with two cars parked on each side. East of here from Troost down to Tracy, that section right there, that length, it's really hard even with just one car parked there it is difficult to get through there. Two cars parked on either side, which not always, but sometimes, I just think it is a safety concern."*

Item No. 9. On the Agenda. Communications from the City Council.

Councilman Yarber stated: *"Thank you, Mayor. I'd like to mention three things. One, I was at a meeting for an organization called KC Scholars. KC Scholars is a new scholarship and college savings program that will support more low and modest income students and adult learners to finance and complete college. It is supported by the Kaufman Foundation. It's unfortunate that it is becoming harder and harder for a lot of young people to go to college but it is great that we have this new program that is going to, over the next ten years, help at least 2,000 students with scholarships. That is KC Scholars, some good news when it comes to higher education in the Northland and across Kansas City. I also want to congratulate Erica Layton, the manager of the Atkins-Johnson Farm and Museum in Gladstone. She has been appointed to the Board of the Clay County Museum and Historical Society. She does a fabulous job out there and it is great that she is getting more recognition and becoming more and more involved in other things beyond just here in Gladstone and the Northland. Lastly, my daughter's been taking swim lessons at the Community Center and so if you could pass along to Sarah that she loved her as an instructor and wishes she would have her for her third class. Sarah is not her instructor again; she loved Sarah, and you have got some great instructors over there. She almost passed level two when she barely got through level one. Hats off to things going on at the Community Center."*

Councilmember Moore stated: *"Thank you Mayor. It was an honor for me last Friday night, and my husband, to volunteer again at the Daddy-Daughter Dance. This is the 10th year of this event. It is a sold out event Friday and Saturday night for the last ten years. It is just a marvelous event and so well received by the community. It is such a delight to see all these daddies and their little girls come to dress up and dance at the Community Center. It is so fun. I want to extend my deepest appreciation and thanks to Director Merkey and his great staff at the Community Center for making this happen year after year. I know it is not a small effort and it is certainly well appreciated. Thank you."*

Mayor Mallams stated: *"I'd like to extend an invitation to iWerx: John, welcome; your staff; your brother; coming in from Annapolis, thank you for being here this evening. John is the primary driver of iWerx in North Kansas City."*

Item No. 10. On the Agenda. Communications from the City Manager.

City Manager Wingerson stated: *"Mayor, thank you. Just a few quick things. First, I'd like to acknowledge Justin Merkey. He is managing a \$4,000,000.00 energy efficiency upgrade throughout all of the facilities in our City. That project is not done but sometimes people need a little bit of moral support because it is tough. There is a lot of moving pieces and I'd like to thank Justin in front of the City Council for his efforts. One of the things you can notice in this room is enhanced lighting so we can all see our flaws better now. Thank you for that Justin. He is doing a great job. It is a tough project and when it is over we will give you a full briefing on how it went and how it is going and the energy savings involved. Thanks, Justin. City Hall will be closed on Monday the 19th in observation of President's Day. Still time to sign up for the Gladstone Future Leader's Academy. It begins on Thursday February 22. Anybody who is here tonight or who is listening on-line can get on our website at Gladstone.mo.us and sign up for that. The Gladstone Home Show is coming up on Friday the 23rd and Saturday the 24th at the Community Center. Should be a good event. Thank you."*

Mayor Mallams stated: *"City Manager Wingerson, the energy efficiency initiative that we are taking on as a community, do you remember off the top of your head, over the 15 year period, the amount of dollars in savings for our residents in Gladstone?"*

Answer: Approximately \$4,700,000.00.

Item No. 11. On the Agenda. **RESOLUTION R-18-16** A Resolution authorizing the City Manager to execute a contract with Yates Electric Company, Incorporated, in the total amount not to exceed \$16,300.00 for exterior lighting and minor electrical upgrades at the Public Works Facility.

Mayor Pro Tem Garnos moved to approve **RESOLUTION R-18-16** A Resolution authorizing the City Manager to execute a contract with Yates Electric Company, Incorporated, in the total amount not to exceed \$16,300.00 for exterior lighting and minor electrical upgrades at the Public Works Facility. **Councilmember Moore** seconded. The Vote: "aye", Councilman Kyle Yarber, Councilmember Jean Moore, Mayor Pro Tem Bill Garnos, and Mayor R.D. Mallams. (4-0)

Item No. 12. On the Agenda. **RESOLUTION R-18-17** A Resolution authorizing Change Order #3 to Project CD1854 in the amount of \$53,975.00 with Fleshman Construction, Incorporated, to expand the scope of work to include the exterior renovation of a structure owned by the City of Gladstone located at 7022 North Locust, Gladstone, Missouri, 64118.

Councilmember Moore moved to approve **RESOLUTION R-18-17** A Resolution authorizing Change Order #3 to Project CD1854 in the amount of \$53,975.00 with Fleshman Construction, Incorporated, to expand the scope of work to include the exterior renovation of a structure owned by the City of Gladstone located at 7022 North Locust, Gladstone, Missouri, 64118. **Councilman Yarber** seconded. The Vote: "aye", Councilman Kyle Yarber, Councilmember Jean Moore, and Mayor R.D. Mallams. Nay: Councilman Bill Garnos. (3-1)

Item No. 13. On the Agenda. **RESOLUTION R-18-18** A Resolution amending or revising the 2018 General Fund, Community Center Parks Sales Tax Fund, Capital Improvement Sales Tax Fund, Transportation Improvement Sales Tax Fund, Capital Equipment Replacement Fund, and

Combined Water and Sewerage System Fund, for the City of Gladstone, Missouri, and authorizing expenditures of funds.

Councilmember Moore moved to approve **RESOLUTION R-18-18** A Resolution amending or revising the 2018 General Fund, Community Center Parks Sales Tax Fund, Capital Improvement Sales Tax Fund, Transportation Improvement Sales Tax Fund, Capital Equipment Replacement Fund, and Combined Water and Sewerage System Fund, for the City of Gladstone, Missouri, and authorizing expenditures of funds. **Mayor Pro Tem Garnos** seconded. The Vote: "aye", Councilman Kyle Yarber, Councilmember Jean Moore, Mayor Pro Tem Bill Garnos, and Mayor R.D. Mallams. (4-0)

Item No. 14. On the Agenda. Other Business.

There was no other business to come before the Council.

Item No. 15. On the Agenda. Questions from the news media.

There were no questions from the news media.

Item No. 16. On the Agenda. Adjournment.

Mayor Mallams adjourned the Regular City Council meeting at 7:51 pm.

Respectfully submitted:

Ruth E. Bocchino, City Clerk

Approved as submitted: ____

Approved as corrected/amended: ____

R.D. Mallams, Mayor

RESOLUTION NO. R-18-19

A RESOLUTION AUTHORIZING THE DESTRUCTION OF CERTAIN RECORDS IN ACCORDANCE WITH RSMO CHAPTER 109 AND APPLICABLE STATE RETENTION SCHEDULES.

WHEREAS, in 1965, the Missouri General Assembly established a State Records Commission to approve retentions for records produced by state agencies; and

WHEREAS, in 1972, Missouri's Business and Public Records Law (Chapter 109) was expanded to include local government, with the Missouri Local Records Board established to set retention times for local government records; and

WHEREAS, the first Municipal Records Manual was approved by the Local Records Board in 1973, and which Manual has been amended from time to time as needed; and

WHEREAS, Chapter 109 of the Missouri Revised Statutes outlines the necessary procedure for destruction of records and non-record materials, and the City of Gladstone has adopted procedures to comply with those statutory requirements; and

WHEREAS, certain records of the City of Gladstone have been maintained for the maximum duration of the applicable retention period and are therefore eligible for destruction, and should be destroyed under the supervision of the City Clerk.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF GLADSTONE, MISSOURI, AS FOLLOWS:

THAT, the City Clerk is hereby authorized and directed to destroy by appropriate means those records of the City of Gladstone that are eligible for destruction, as listed on Exhibit "A" attached hereto.

INTRODUCED, READ, PASSED AND ADOPTED BY THE COUNCIL OF THE CITY OF GLADSTONE, MISSOURI, THIS 26th DAY OF FEBRUARY, 2018.

R.D. Mallams, Mayor

ATTEST:

Ruth E. Bocchino, City Clerk



Request for Council Action

RES ☒ # City Clerk Only

BILL ☐ # City Clerk Only

ORD # City Clerk Only

Date: 2/12/2018

Department: General Administration

Meeting Date Requested: 2/26/2018

Public Hearing: Yes ☐ Date: [Click here to enter a date.](#)

Subject: Document Shredding Event for the City of Gladstone, Missouri, Tuesday, March 6, 2018.

Background: The Missouri Secretary of State oversees document retention in Missouri's political subdivisions. According to the Missouri Records Retention Manual published by that office, certain records need only be retained for limited periods of time, at which point they can be destroyed. Storage space is limited making it necessary to destroy records that have met the life of their retention. Each City Department was given the manual to review and provided the City Clerk's office with a list of documents that could be destroyed. That list is attached to the Resolution as Exhibit A. Following the destruction of the records, the manual states that "the disposition of records should be recorded in a document such as the minutes of the City Council or other legally constituted authority that has permanent record status. The record should include the description and quantity of each record series disposed of, manner of destruction, inclusive dates covered and the date which destruction was accomplished."

Budget Discussion: Funds are budgeted in the amount of \$ 2,000.00 from the General Fund. Ongoing costs are estimated to be \$ 2,000.00 bi- annually. Previous years' funding was \$2,000.00.

Public/Board/Staff Input: Staff will witness the destruction, by shredding, Tuesday, March 6, 2018, at City Hall, in accordance with the practice outlined by the Secretary of State's office. This RCA will serve as the permanent record and be attached to the City Council minutes for this meeting. We generally shred every other year.

Provide Original Contracts, Leases, Agreements, etc. to: City Clerk and Vendor

Ruth Bocchino
Department Director/Administrator

City Attorney

City Manager

RCA DUE TO CITY CLERK WEDNESDAY 12:00 PM

EXHIBIT A

City of Gladstone
Department: LEGAL
Records Destruction List

Approval Signature: Sh Date: 2/4/18

<u>BOX #:</u>	<u>DESCRIPTION</u>	<u>DATE SPAN</u>	<u>STATE RETENTION PERIOD</u>	<u>SCHEDULE NUMBER</u>	<u>LISTED DESTRUCTION DATE</u>	<u>DATE OF DESTRUCTION</u>	<u>CLERK INITIALS</u>
LG-11-02	City of University City, et al. v. AT&T Wireless, et al. (Phone Tax Suit): Cases Related to Tax Suit (4 expendable's)	Thru 2011	6 years after case is disposed	GS 058	Apr-17	11/28/2017	
LG-11-03	City of University City, et al. v. AT&T Wireless, et al. (Phone Tax Suit): Cricket Settlement Docs; T-Mobile Settlement Docs; Verizon Settlement Docs; AT&T Settlement Docs; More Cases Related to Tax Suit	Thru 2011	6 years after case is disposed	GS 058	Apr-17	11/28/2017	
LG-12-10	Single Source Solid Waste (3 expendable folders); Missouri Gas Service Franchise (2 expendable folders) contains the following folders: Gas Service Franchise Research Materials & Drafts (1974 - 2005), Gas Assistance Agreement COG & Northland Neighborhoods, Inc. Research Materials & Drafts - 2001, Missouri Public Service Commission Terms & Conditions and Tariffs (1994)	1974-2005	retain until suspended or outdated	GS059	Mar-17	11/28/2017	

City of Gladstone
Records Destruction List

Department: General Administration

Approval Signature:  Date: 2/22/14

BOX #:	DESCRIPTION	DATE SPAN	STATE RETENTION PERIOD	SCHEDULE NUMBER	LISTED DESTRUCTION DATE	DATE OF DESTRUCTION	CLERK INITIALS
18	City Manager Memorandums	2004	1 year	GS012	12/31/2004		
21	CM Council Meeting Packets	Jan to Dec 2000	1 year	GS021	12/31/2005		
49	Budget Books + Mid Year	2006-2007	Destroy after Audit	GS004	Jul-12		
62	KLD Memorandums	2008	1 year	GS012	Jul-13		
11-71	2002 Curb & Sidewalk Reconstruction	2002-2003	Complete +12	1305- GS060	12/31/2015		
76	KLD Memorandums	1988-2011	1 year	GS012	Jan-17		
98	Liquor Renewals 2004, 06, 07, 08, 09, 10, MOJO's Denial Reds denial	2004, 06, 07, 08, 09, 10	2 years after expiration	GS050	2017		
2016-103	CM Davis 2014 FYINs	2014	3 years	GS012	2017		
02-14	CM Correspondence/Memos	1979-191	1 year	GS012	10/31/2007		
02-12	Contracts	1995-1999	5 years after expiration	GS060	10/31/2007		
02-13	Contracts 9709-0291	2000-2001	5 years after expiration	GS060	10/31/2007		
19	City Manager Memorandums	2000-2001	1 year	GS012	12/31/2005		
01-08	72nd Street Widening	1977	5 years after expiration	GS060	12/31/2003		
20	CCMeeting Packets	1999	1 year	GS021	12/31/2004		
52	KLD Memorandums	2006	1 year	GS012	Jul-11		
77	COGWIT Minutes Paperwork	1988-2011	None	N/A	Destroy		
132	Sunshine Requests	2005-2014	3 years	GS066	7/10/1905		

City of Gladstone
Department: Parks and Recreation
Records Destruction List

Approval Signature: *[Signature]* Date: **2-21-18**

BOX #	DESCRIPTION	DATE SPAN	STATE RETENTION PERIOD	SCHEDULE NUMBER	LISTED DESTRUCTION DATE	DATE OF DESTRUCTION	CLERK INITIALS
PR 6061-4-13-5	timesheets & payroll proof prior 2006	July 2005 thru April 2006	audit + 3 years	GS028	8/16/2016		
PR 6061-4-14-5	playground crew logs	July-Dec 2005 Jan 2006	5 years	GS1001	8/16/2016		
PR 6061-4-14-5	work orders	July 2005 thru June 2006	3 years	GS 020	8/16/2016		
PR 6061-4-17-10	Day trip files-senior receipts (non records-dup of finance records	2001 thru 2004	3 years	GS 065	10/5/2017		
PR 6061-4-17-18	timesheets & proofs April 2008-Aug 2008	April thru Aug 2008	audit + 3 years	GS028	8-22-18 s/b 8-22-11		
PR 6061-4-17-20	duplicate deposit records 7-7-07 thru 8-31-07	7-7-07 thru 8-31-07	3 years	Per finance-non record because duplicate of their original record-keep for 3 years at request of credit card company	12/8/2014		
PR 6061-4-17-31	duplicate files, duplicate reports, catalogs, magazine articles	2002-2009		Non-records	3/29/2015		
PR 6061-4-17-33	payroll timesheets and proofs July, Aug, Sept 2009	July, Aug, Sept 2009	audit + 3 years	GS028	8/25/2013		
PR 6061-4-17-37	payroll timesheets and proofs July, AUG, Sept, Oct 2010	July thru Oct 2010	audit + 3 years	GS028	9/16/2016		
PR 6061-4-17-38	payroll timesheets/proofs Nov, Dec 2010, Jan, Feb, Mar 2011	Nov-Dec 2010, Jan -Mark 2011	audit + 3 years	GS028	9/16/2016		
PR 6061-4-17-39	payroll proofs/timesheets Apr/May/June 2011	Apr/May/June 2011	audit + 3 years	GS028	9/16/2016		
PR 6061-4-17-40	Rec duplicate deposit records Mar 2011 thru May 2011	March -May 2011	3 years	Per finance-non record because duplicate of their original record-keep for 3 years at request of credit card company	9/16/2016		
PR 6061-4-17-41	payroll timesheets/proofs July thru Dec 2011	July-Dec 2011	audit + 3 years	GS028	5/3/2017		
PR 6061-4-17-42	payroll timesheets for Jan thru April 2012	Jan-April 2012	audit + 3 years	GS028	5/3/2017		
PR 6061-4-17-8	timesheets & proofs Aug 2005 thru July 2007	Nov 2012-Jun 2013	audit + 3 years	GS028	10/5/2017	not found	
PR 6061-4-17-8 dup #	deposits-duplicates	Nov 2012-Jun 2013	audit + 3 years	Per finance-non record because duplicate of their original record-keep for 3 years at request of credit card company	11/22/2016		

PR 6061-4-3-05	transitory correspondence	1995-2003	none	GS012.1	7/9/2015		
PR 6061-4-3-05	playground inspections/pool inspection	1995-2003	5 years	GS1001	7/9/2015		
PR 6061-4-3-05	duplicates of contracts, MPRA training materials, grant paperwork (grant not applied for), cogwit notes (not minutes), storm damage report (duplicate of original), misc non records	1995-2003	none	Non-records	7/9/2015		not found
PR6061-4-17-21A	duplicate deposit records from 4-2014 thru 12-2014	April 2014-Dec 2014	3 years	Per finance-non record because duplicate of their original record-keep for 3 years at request of credit card company	12/31/2017		
PR6061-4-17-44A	duplicate deposit records from May & June 2008	May & June 2008	3 years	Per finance-non record because duplicate of their original record-keep for 3 years at request of credit card company	6/14/2011		
PR6061-4-17-48	duplicate of contracts/bids misc non-record files-all dups of finance records-2002 through 2008	2002-2008	none	Non-records	"?"		
PR6061 4-17-9	Deposit Records 2012	2012	3 years	Per finance-non record because duplicate of their original record-keep for 3 years at request of credit card company			

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City of Gladstone

Department: Public Safety

Records Destruction List

Approval Signature: [Signature] Date: 2/21/2018

<u>BOX #:</u>	<u>DESCRIPTION</u>	<u>DATE SPAN</u>	<u>STATE RETENTION PERIOD</u>	<u>SCHEDULE NUMBER</u>	<u>LISTED DESTRUCTION DATE</u>	<u>DATE OF DESTRUCTION</u>
PS 10-01	Payroll Records	12/16/2009-6/01/20	2015 + Audit	GS 028	2017	
PS 10-02	Payroll Records	6/02/2010-12/14/20	2015 + Audit	GS 028	2017	
PS 11-01	Payroll Records	12/15/2010-6/14/20	2015 + Audit	GS 028	2017	
PS 11-02	Payroll Records	6/15/2011-12/13/20	2015 + Audit	GS 028	2017	
PS 15-67	Civil Index	1996-2001	5 years	POL 005	2016	
PS 15-74	False Alarms	2013-2014	1 year	POL 002	2016	
PS 15-47	Cancelled Warrants	2014	1 year	POL 013	2016	
PS 15-48	Cancelled Warrants	2014	1 year	POL 013	2016	
PS 15-49	Cancelled Warrants	2014	1 year	POL 013	2016	

PS 15-51	2011 Applications	2011 5 years		2016	
PS 15-52	2011 Applications	2011 5 years		2016	
PS 16-01	2010 Arrest/Booking Sheets	2010 5 years	POL 006	2016	
PS 16-02	2010 Arrest/Booking Sheets	2010 5 years	POL 006	2016	
PS 16-03	2010 Arrest/Booking Sheets	2010 5 years	POL 006	2016	
PS 16-04	2010 Arrest/Booking Sheets	2010 5 years	POL 006	2016	
PS 16-05	2010 Arrest/Booking Sheets	2010 5 years	POL 006	2016	
PS 16-06	2010 Arrest/Booking Sheets	2010 5 years	POL 006	2016	
PS 16-07	2010 Arrest/Booking Sheets	2010 5 years	POL 006	2016	
PS 16-08	2010 Arrest/Booking Sheets	2010 5 years	POL 006	2016	
PS 16-09	2010 Arrest/Booking Sheets	2010 5 years	POL 006	2016	
PS 16-10	2010 Arrest/Booking Sheets	2010 5 years	POL 006	2016	
PS 16-19	Cancelled Warrants	2015 1 year	POL 012	2017	
PS 16-20	Cancelled Warrants	2015 1 year	POL 012	2017	

PS 13-09	P/FF & PO Applications	9/2011 - 7/2012	5 years			2017	
PS 14-12	2013 Records /Sunshine Law Requests Records & Medical Request	2013	3 years	GS 066		2017	
PS 14-13	2013 Records /Sunshine Law Requests Records & Medical Request	2012-2013	3 years	GS 066		2017	
PS 17-01	Traffic Enforcement Reports	2000-2005	5 years	POL 008		2017	
PS 17-02	Arrest Reports	2001-2005	5 years	POL 006		2017	
PS 17-03	Ordinance Violations	2003-2007	5 years	POL 008		2017	
PS 17-04	Arrest/Booking Sheets	2011	5 years	POL 006		2017	
PS 17-05	Arrest/Booking Sheets	2011	5 years	POL 006		2017	
PS 17-10	Arrest/Booking Sheets	2011	5 years	POL 006		2017	
PS 17-11	Arrest/Booking Sheets	2011	5 years	POL 006		2017	
PS 17-12	Arrest/Booking Sheets	2011	5 years	POL 006		2017	
PS 17-13	Arrest/Booking Sheets	2011	5 years	POL 006		2017	
PS 17-14	Arrest/Booking Sheets	2011	5 years	POL 006		2017	
PS 17-15	Arrest/Booking Sheets	2011	5 years	POL 006		2017	

PS 17-16	Arrest/Booking Sheets		2011 5 years	POL 006	2017	
PS 17-17	Arrest/Booking Sheets		2011 5 years	POL 006	2017	
PS 17-22	Arrest/Booking Sheets		2011 5 years	POL 006	2017	
PS 17-32	Cancelled Warrants	01/2016-07/2016	1 Year	POL 012	2018	
PS 17-59	2012 Arrest Reports		2012 5 Years	POL 006	2018	
PS 13-01	2012 Payroll		2012 5 years	GS 028	2018	
PS 13-02	2012 Payroll		2012 5 years	GS 028	2018	
PS 13-03	P/FF and PO Applications	10/2012-01/2013	5 years		2018	
PS 13-04	Admin Assistant and PT Customer Service	01/15/13-05/17/13	5 Years		2018	
PS 17-63	2012 Arrest Reports		2012 5 years	POL 006	2018	
PS 16-11	2010 Booking and 2012 Solicitor Permits	2010/2012		POL 068 & C	2017	
PS 15-66	Animal Control Report Receipts		2003		2017	

City of Gladstone

Department: Count

Records Destruction List

Approval Signature: [Signature]

Date: 2/26/18

BOX #:	DESCRIPTION	DATE SPAN	STATE RETENTION PERIOD	SCHEDULE NUMBER	LISTED DESTRUCTION DATE	DATE OF DESTRUCTION	CLERK INITIALS
11-044	HOUSING/ANIMAL CITATIONS	2011	3 YRS	8.046	07/01/2016		
11-047	CITATIONS	2011	3 YRS	8.046	07/01/2016		
11-048	CITATIONS	2011	3 YRS	8.046	07/01/2016		
11-049	CITATIONS	2011	3 YRS	8.046	07/01/2016		
11-050	CITATIONS	2011	3 YRS	8.046	07/01/2016		
11-052	CITATIONS	2011	3 YRS	8.046	07/01/2016		
11-053	CITATIONS	2011	3 YRS	8.046	07/01/2016		
11-051	CITATIONS	2011	3 YRS	8.046	07/01/2016		
12-017	DOCKETS/UNUSED CITATIONS	2011	6 YRS	8.046	08/01/2017		
12-018	HOUSING/ANIMAL CITATIONS	2012	3 YRS	8.046	08/01/2017		
12-027	CITATIONS	2012	3 YRS	8.046	07/01/2018		
12-028	CITATIONS	2012	3 YRS	8.046	07/01/2018		
13-201	CITATIONS	2012	3 YRS	8.046	01/16/2016		
13-204	CITATIONS	2013	3 YRS	8.046	04/05/2016		
13-205	CITATIONS	2013	3 YRS	8.046	04/05/2016		
13-208	CITATIONS	2013	3 YRS	8.046	05/01/2016		
13-209	CITATIONS	2013	3 YRS	8.046	05/01/2016		
13-211	CITATIONS	2013	3 YRS	8.046	05/09/2016		
13-212	CITATIONS	2013	3 YRS	8.046	06/28/2016		
13-213	HOUSING/ANIMAL CITATIONS	2013	3 YRS	8.046	07/01/2016		

City of Gladstone

Department: Court

Records Destruction List

Approval Signature: [Signature] Date: 2/26/18

<u>BOX #:</u>	<u>DESCRIPTION</u>	<u>DATE SPAN</u>	<u>STATE RETENTION PERIOD</u>	<u>SCHEDULE NUMBER</u>	<u>LISTED DESTRUCTION DATE</u>	<u>DATE OF DESTRUCTION</u>	<u>CLERK INITIALS</u>
13-216	CITATIONS	2013 3 YRS	8.046	8.046	07/01/2016		
13-217	CITATIONS	2013 3 YRS	8.046	8.046	07/01/2016		
13-218	CITATIONS	2013 3 YRS	8.046	8.046	09/16/2016		
13-219	CITATIONS	2013 3 YRS	8.046	8.046	09/16/2016		
13-220	CITATIONS	2013 3 YRS	8.046	8.046	09/16/2016		
13-225	CITATIONS	2013 3 YRS	8.046	8.046	10/17/2016		
13-226	CITATIONS	2013 3 YRS	8.046	8.046	10/17/2016		
13-227	CITATIONS	2013 3 YRS	8.046	8.046	10/17/2016		
13-231	CITATIONS	2013 3 YRS	8.046	8.046	11/22/2016		
13-232	CITATIONS	2013 3 YRS	8.046	8.046	11/22/2016		
14-200	CITATIONS	2014 3 YRS	8.046	8.046	01/09/2017		
14-201	CITATIONS	2014 3 YRS	8.046	8.046	01/09/2017		
14-202	CITATIONS	2014 3 YRS	8.046	8.046	01/09/2017		
14-203	CITATIONS	2014 3 YRS	8.046	8.046	01/17/2017		
14-206	CITATIONS	2014 3 YRS	8.046	8.046	03/03/2017		
14-207	CITATIONS	2014 3 YRS	8.046	8.046	03/03/2017		
14-208	CITATIONS	2014 3 YRS	8.046	8.046	03/03/2017		
14-2011	CITATIONS	2014 3 YRS	8.046	8.046	04/09/2017		
14-212	CITATIONS	2014 3 YRS	8.046	8.046	04/09/2017		
14-213	CITATIONS	2014 3 YRS	8.046	8.046	05/22/2017		

City of Gladstone

Department: Court

Records Destruction List

Approval Signature: [Signature] Date: 2/20/18

<u>BOX #:</u>	<u>DESCRIPTION</u>	<u>DATE SPAN</u>	<u>STATE RETENTION PERIOD</u>	<u>SCHEDULE NUMBER</u>	<u>LISTED DESTRUCTION DATE</u>	<u>DATE OF DESTRUCTION</u>	<u>CLERK INITIALS</u>
14-214	CITATIONS	2014	3 YRS	8.046	03/03/2017		
14-215	CITATIONS	2014	3 YRS	8.046	04/09/2017		
14-216	CITATIONS	2014	3 YRS	8.046	04/09/2017		
14-217	CITATIONS	2014	3 YRS	8.046	05/22/2017		
15-201	CITATIONS	2014	3 YRS	8.046	06/25/2017		
15-203	CITATIONS	2014	3 YRS	8.046	06/25/2017		
15-204	CITATIONS	2014	3 YRS	8.046	06/25/2017		
15-205	CITATIONS	2014	3 YRS	8.046	06/25/2017		
15-206	CITATIONS	2014	3 YRS	8.046	07/01/2017		
15-209	CITATIONS	2014	3 YRS	8.046	07/01/2017		
15-210	CITATIONS	2014	3 YRS	8.046	07/01/2017		
15-211	CITATIONS	2014	3 YRS	8.046	07/01/2017		
15-212	CITATIONS	2014	3 YRS	8.046	07/01/2017		
15-217	CITATIONS	2014	3 YRS	8.046	07/01/2017		

City of Gladstone

Department: Court

Records Destruction List

Approval Signature: [Signature]

Date: 2/23/18

<u>BOX #:</u>	<u>DESCRIPTION</u>	<u>DATE SPAN</u>	<u>STATE RETENTION PERIOD</u>	<u>SCHEDULE NUMBER</u>	<u>LISTED DESTRUCTION DATE</u>	<u>DATE OF DESTRUCTION</u>	<u>CLERK INITIALS</u>
08-021	LESSER CHARGES	2005	12 YRS	8.046	01/01/2017		
08-022	LESSER CHARGES	2005	12 YRS	8.046	01/01/2017		
08-023	LESSER CHARGES	2005	12 YRS	8.046	01/01/2017		
08-024	LESSER CHARGES	2005	12 YRS	8.046	01/01/2017		
08-025	LESSER CHARGES	2005	12 YRS	8.046	01/01/2017		
08-026	LESSER CHARGES	2005	12 YRS	8.046	06/01/2017		
08-027	LESSER CHARGES	2005	12 YRS	8.046	06/01/2017		
08-028	LESSER CHARGES	2006	12 YRS	8.046	06/01/2017		
08-041	CITATIONS	2006	3 YRS	8.046	06/01/2017		
13-228	SIGN IN SHEETS	2014	3 YRS	8.046	12/31/2017		
15-222	CITATIONS	2014	3 YRS	8.046	12/30/2017		
15-234	GL POSTING	2013	5 YRS	8.046	05/22/2015		
15-237	CITATIONS	2014	3 YRS	8.046	12/31/2017		
15-202	OLD CITATIONS	2005 AND OLDER	3 YRS	8.046	07/01/2017		
13-213	HOUSING/ANIMAL	2013	3 YRS	8.046	07/01/2017		
15-218	CITATIONS	2015	3 YRS	8.046	01/01/2018		
15-219	CITATIONS	2015	3 YRS	8.046	01/01/2018		

City of Gladstone
Department: FINANCE
Records Destruction List

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Approval Signature: [Signature] Date: 2/20/18

BOX #:	DESCRIPTION	DATE SPAN	STATE RETENTION PERIOD	SCHEDULE NUMBER	LISTED DESTRUCTION DATE	DATE OF DESTRUCTION	CLERK INITIALS
FD-00-519	Cancelled payroll clearing checks	FY 2000	comp of Audit+1yr	GS010	12/31/2001		
FD-10-548	JE logs FY10 and fuel logs FY10	7/01/09-6/30/10	5 years	0717&0718	6/30/2015		
FD-11-031	Daily ledger pages	FY 2008-2008	Comp of Audit	GS006	7/1/2009		
FD-11-032	Daily ledger pages	FY 2008-2009	Comp of Audit	GS006	7/1/2009		
FD-12-104	County affidavits of taxes	11/01/05 - 12/30/08	6 years then eval	0747	1/1/2016		
FD-12-105	End of yr taxes	1/1/06 -12/31/11	6 years then eval	0747	12/31/2017		
FD-12-550	JE logs , copies 2005 tax refund cks	7/11-6/12	5 years	0717	7/1/2017		
FD-13-100	Misc receipt envelopes	11/01/12 - 01/31/13	comp of audit	GS 008	12/31/2013		
FD-13-416	KCP, MGE , Verizon , EAL	June 11 - Dec. 12	Comp of audit	GS 007	12/31/2013		
FD-13-501	Fuel inv, KCPL Audit, Recon court bonds, misc fees	FY2011	5 years	0718	7/1/2016		
FD-13-555	Credit card receipts	09/11-12/12	3 yrs per contract	GS011	12/31/2015		
FD-13-775	Inact Accts: related budget billing	July 12 - June 2013	refunded+2 yrs	1603	7/1/2015		
FD-13-776	Water Work Orders	July 12-June 2013	final dispr+3 yrs	GS 049	7/1/2016		
FD-14-104	Misc receipt envelopes	7/1/14 - 9/30/14	comp of audit	GS008	12/31/2016		
FD-14-105	Misc receipt envelopes	10/01/14 - 12/31/14	comp of audit	GS008	12/31/2016		
FD-14-401	Payables	9/7/12- 11/02/12	Comp of audit	GS 007	1/1/2014		
FD-14-503	Credit card receipts	1/13-6/14	3 yrs per contract	GS011	6/30/2017		
FD-15-100	CCR rcpt, Checkfree & Metevant	07/01/14 - 01/14/15	comp of audit	GS008	12/31/2016		
FD-15-101	Miscellaneous receipt envelopes Jar	01/01/15 - 03/31/15	comp of audit	GS008	12/31/2015		
FD-15-102	Business License Apps	05/01/13- 06/30/14	expiration +2 yrs	GS050	7/1/2016		

City of Gladstone
Department: FINANCE
Records Destruction List

Approval Signature:  Date: 2/20/18

<u>BOX #:</u>	<u>DESCRIPTION</u>	<u>DATE SPAN</u>	<u>STATE RETENTION PERIOD</u>	<u>SCHEDULE NUMBER</u>	<u>LISTED DESTRUCTION DATE</u>	<u>DATE OF DESTRUCTION</u>	<u>CLERK INITIALS</u>
FD-15-103	Misc receipt envelopes	04/01/15 - 06/30/15	compof audit	GS008	12/31/2015		
FD-15-104	Business Licenses for FY15	07/01/14 - 06/30/15	expiration + 2yrs	GS050	7/1/2017		
FD-15-407	Payables	06/01/14 - 12/31/14	Compof audit	GS 007	12/31/2015		
FD-15-408	Payables, KCPL & MGE	01/01/15 - 06/01/15	Comp of audit	GS 007	12/31/2015		
FD-15-417	Payables	7/2/13 - 8/30/13	Comp of Audit	GS007	12/31/2017		
FD-15-418	Payables	9/6/13 - 11/8/13	Comp of Audit	GS007	12/31/2017		
FD-15-419	Payables	11/9/13 - 1/24/14	Comp of Audit	GS007	12/31/2017		
FD-15-420	Payables	1/31/14 - 4/14/14	Comp of Audit	GS007	12/31/2017		
FD-15-421	Payables	4/17/14 - 6/27/14	Comp of Audit	GS007	12/31/2017		
FD-15-422	KCPL & MGE	1/1/13 - 12/31/14	Comp of Audit	GS007	12/31/2017		
FD-15-424	bank stmts, recon, deposits	7/13 - 1/14	Comp of audit+1yr	GS010	12/31/2017		
FD-15-425	bank stmts, recon, deposits	2/14 - 6/14	Comp of audit+1yr	GS010	12/31/2017		
FD-15-501	bank stmts, recon, deposits	1/1/14 - 6/30/14	Comp of audit+1yr	GS010	12/31/2015		
FD-15-502	bank stmts, recon, deposits	7/1/13 - 12/31/14	Comp of audit+1yr	GS010	12/31/2016		
FD-15-503	bank stmts, recon, deposits	7/1/13 - 6/30/14	Comp of audit+1yr	GS010	12/31/2016		
FD-15-504	Rolls of Counter Receipts	7/1/14-6/30/15	Comp of audit	GS008	12/31/2016		
FD-15-779	Water work orders , water adj	FY 12-14	final disp + 3yrs	GS049	7/1/2017		
FD-16-100	Misc receipt envelopes	10/1/15 - 12/31/15	Comp of Audit	GS008	12/31/2016		
FD-16-400	Payables	7/3/14 - 9/5/14	Comp of Audit	GS007	12/31/2015		
FD-16-401	Payables	9/11/14 - 11/14/14	Comp of Audit	GS007	12/31/2015		

Date: 2/20/18

Date:

2/2018

City of Gladstone

Department: Community Development

Records Destruction List

Approval Signature: [Signature] Date: 2/2/2018

<u>BOX #:</u>	<u>DESCRIPTION</u>	<u>DATE SPAN</u>	<u>STATE RETENTION PERIOD</u>	<u>SCHEDULE NUMBER</u>	<u>LISTED DESTRUCTION DATE</u>	<u>DATE OF DESTRUCTION</u>	<u>CLERK INITIALS</u>
11-0022	Closed Prospect files: Walmart, Yappy Hour, Worth Harley, Miss Dianas, Affinity Dev.	2007-2011	1 year	GS012	3/1/2015		
10-0019	Property Maintenance Inspections (code enf)	Innoprise #09-1801 thru 09-3000	3 years after final disposition	GS049	12/1/2015		
13-0019	Backflow Test Results	2009-2010	5 years	GS096	1/1/2016		
13-0022	Gladstone 18 RFP - Leases (not executed fully), Proposals	2011	5 years	GS060	1/1/2016		
13-0006	Property Maintenance Inspections (code enf)	Innoprise #11-00401 thru 11-01000	3 years after final disposition	GS049	3/20/2016		
13-0007	Property Maintenance Inspections (code enf)	Innoprise #11-01001 thru 11-01900	3 years after final disposition	GS049	3/20/2016		
11-0025	Property Maintenance Inspections (code enf)	Innoprise #09-3001 thru 10-00300	3 years after final disposition	GS049	7/1/2016		
11-0026	Property Maintenance Inspections (code enf)	Innoprise #10-00301 thru 10-01200	3 years after final disposition	GS049	7/1/2016		
13-0020	Backflow Test Results	2011-	5 years	GS096	1/1/2017		

12-0005	Property Maintenance Inspections (code enf)	Innoprise #10-02101-#11-00400	3 years after final disposition	GS049	1/5/2017		
12-0006	Property Maintenance Inspections (code enf)	Innoprise #10-01201-#10-02100	3 years after final disposition	GS049	1/5/2017		
12-0010	GEBC Finance Proposal, MSBF, Intern Evaluations	2009-2012	None	GS012.1	4/1/2017		
12-0011	Downtown Village Center, Hotel prop, prospect files	2009-2012	1 year	GS012	4/1/2017		
12-0014	Comm Dev timesheets 2008-2011; FPO, requisitions, payables FY11	2008-2011	Destroy when superseded or obsolete	GS014	8/31/2017		
13-0021	Backflow Test Results	2012-2013	5 years	GS096	1/1/2018*		
13-0023	Payroll 2012, Driveway Grants 2011-12, Weatherization & Neighbor Grants 2009-2012	2009-2012	3 years after final disposition	GS040	1/1/2018*		
16-0001	Weatherization grants, seed funding, driveway grants, toilet grants, neighborhood grants. Timesheets 2013-2015	2012-2013	3 years / 3 years after final disposition	GS028 / GS040	1/1/2018*		

* Added since 10/2017

City of Gladstone

Department: Public Works

Records Destruction List

Approval Signature: _____ Date: 10/09/2017

<u>BOX #:</u>	<u>DESCRIPTION</u>	<u>DATE SPAN</u>	<u>STATE RETENTION PERIOD</u>	<u>SCHEDULE NUMBER</u>	<u>LISTED DESTRUCTION DATE</u>	<u>DATE OF DESTRUCTION</u>	<u>CLERK INITIALS</u>
601	Time Sheets	1/1/97 - 12/31/98	5 years	GS068	12/31/2003		
602	Time Sheets	1/1/99 - 12/31-00	5 years	GS068	12/31/2005		
606	Time Sheets	12/24/03 - 8/16/05	5 years	GS068	8/16/2010		
608	MO One-Call Locate Tickets	1/1/05 - 8/31/06	3 years	GS020	8/31/2009		
609	MO One-Call Locate Tickets	9/1/06 - 7/31/07	3 years	GS020	7/31/2010		
610	MO One-Call Locate Tickets	8/1/07 - 5/30/08	3 years	GS020	4/30/2011		
611	Work Orders	1/1/06 - 6/30/08	3 years	GS068	6/30/2011		
612	MO One-Call Locate Tickets	1/1/08 - 12/31/08	3 years	GS020	1/1/2012		
613	MO One-Call Locate Tickets	1/1/09 - 12/31/09	3 years	GS020	1/1/2013		
614	MO One-Call Locate Tickets	1/1/10 - 12/31/10	3 years	GS020	12/31/2013		
615	Time Sheets	4/23/08 - 1/26/10	5 years	GS068	1/26/2015		
GS 020	Work Orders/Response Forms	1/1/2008 - 12/31/10	3 years	GS020	12/31/2013		

HR-10-786	ADP Reports PR #24-12/02/2009; #25-12/16/2009; 26-1-12/30/2009; PR #1-01/13/2010; #2-01/27/2010; #3 02/10/2010	2009-2010	2015	5 yrs	GS068
HR-10-789	ADP 2009 QUARTERS & YEAR END WITH 2010 YEAR SET UP - 2011 CALENDAR YEAR SET UP	2009-2011	2016	5 yrs	GS068
HR-10-800	ADP 2008 PR AND TAXES	2008	2013	5 yrs	GS068
HR-10-802	PR MAINTENANCE #25 (12/16/09)-26 (12/30/09) 2009 & #1 (01/13/10), 2 (01/27/10) - 3 (02/10/10) 2010	2009-2010	2015	5 yrs	GS068
HR-11-817	ADP PR #23 (11/17/10), 24 (12/01/10), 25 (12/15/10), 26 (12/29/10) / 4 TH QTR & END OF YEAR	2010	2015	5 yrs	GS068
HR-11-819	2010 H.T.E. REPORTS - MONTH END MAY THRU AUG & 2 ND QTR & FISCAL YEAR END	2010	2015	5 yrs	GS068
HR-11-822	H.T.E. PR #21 (10/20/10), 22 (11/03/10), 23 (11/17/10), 24 (12/01/10), 25 (12/15/10), 26 (12/29/10)	2010	2015	5 yrs	GS068
HR-11-833	PR, PAY PERIOD 12, PAY DATE 06/16/10, PAYROLL REGISTER VOID CHECK; PR, HEALTH INS BI-WEEKLY, PREPARED 07/06/10; LAGERS PAYMENTS 2006-2007; HEALTH/DENTAL PAYMENTS 2009; MARCIT DENTAL/HEALTH 2006; MARCIT HEALTH/DENTAL 2007	PAYROLL 2010; MARCIT 2006-2009	2015	5 yrs	GS068
HR-11-842	H.T.E. Reports Month End 9/2010, Quarter 3 2010; Payroll Reports #1 (1/12/11), #2 (1/26/11), #3 (2/9/11), #4 (2/23/11), #5 (3/9/11), #6 (3/23/11)	2010-2011	2016	5 yrs	GS068
HR-11-843	Payroll Maintenance #25 (12/15/10), #26 (12/29/10), #1 (1/12/11), #2 (1/26/11)	2010-2011	2016	5 yrs	GS068
HR-11-844	Payroll Maintenance #3 (2/9/11), #4 (02/23/11), #5 (03/09/11), #6 (3/23/11)	2011	2016	5 yrs	GS068
HR-11-845	ADP PR #7 (04/06/11), #8 (04/20/11), #9 (05/04/11), #10 (05/18/11), #11 (06/01/11), #12 (06/15/11)	2011	2016	5 yrs	GS068
HR-11-846	ADP PR #1 (01/12/11), #2 (01/26/11), #3 (02/09/11), #4 (02/23/11), #5 (03/09/11), #6 (03/23/11)	2011	2016	5 yrs	GS068
GA-2012-77	COG-WIT Minutes Misc papers	1988-2011	2017	None	GS12.1
HR-12-847	ADP REPORTS Quarters 2, 3, 4 & Year End 2010; Quarters 1, 2, 3, 4 & Year End 2011; 4 th Quarter Reconciliation	2010 - 2011	2016	5 yrs	GS068
HR-12-848	Payroll Maintenance #21 (10/19/11), #22 (11/2/11), #23 (11/16/11), #24 (11/30/11), #25 (12/14/11)	2011	2016	5 yrs	GS068
HR-12-849	Payroll Maintenance #16 (8/10/11), #17 (8/24/11), #18 (9/7/11), #19 (9/21/11), #20 (10/5/11)	2011	2016	5 yrs	GS068
HR-12-850	ADP Reports PR #22 (11/2/11), #23 (11/16/11), #24 (11/30/11), #25 (12/14/11), #26 (12/28/11), and Supplemental 2011 (12/30/11)	2011	2016	5 yrs	GS068
HR-12-851	H.T.E. PR #7 (4/6/11), #8 (4/20/11), #9 (5/4/11), #10 (5/18/11), #11 (6/1/11), #12 (6/15/11), #13 (6/29/11), #14 (7/13/11), #15 (7/27/11), #16 (8/10/11), #17 (8/24/11)	2011	2016	5 yrs	GS068
HR-12-852	ADP PR #18 (9/7/11), #19 (9/21/11), #20 (10/5/11), #21 (10/19/11)	2011	2016	5 yrs	GS068
HR-12-853	Payroll Maintenance #7 (4/6/11), #8 (4/20/11), #9 (5/4/11), #10 (5/18/11), #11 (6/1/11)	2011	2016	5 yrs	GS068
HR-12-854	ADP PR #13 (6/29/11), #14 (7/13/11), #15 (7/27/11), #16 (8/10/11), #17 (8/24/11)	2011	2016	5 yrs	GS068

HR-12-855	H.T.E. PR Reports #18 (9/7/11), #19 (9/21/11), #20 (10/5/11), #21 (10/19/11), #22 (11/2/11), #23 (11/16/11), #24 (11/30/11), #25 (12/14/11), #26 (12/28/11)	2011	2016	5 yrs	GS068
HR-12-856	Payroll Maintenance #12 (6/15/11), #13 (6/29/11), #14 (7/13/11), #15 (7/27/11)	2011	2016	5 yrs	GS068
HR-12-863	Payroll Maintenance #26 (12/28/11), #1 (1/11/12), #2 (1/25/12), #3 (2/8/12), #4 (2/22/12)	2011-2012	2018	5 yrs	GS068
HR-12-864	Payroll Maintenance #5 (3/7/12), #6 (3/21/12), #7 (4/4/12), #8 (4/18/12), #9 (5/2/12)	2012	2018	5 yrs	GS068
HR-12-865	Payroll Maintenance #10 (5/16/12), #11 (5/30/12), #12 (6/13/12), #13 (6/27/12)	2012	2018	5 yrs	GS068
HR-12-866	Payroll Maintenance #14 (7/11/12), #15 (7/25/12), #16 (8/8/12), #17 (8/22/12)	2012	2018	5 yrs	GS068
HR-12-867	Selection Files - Court Clerk (3/2012), Maintenance Worker (3/2012), Museum Manager (4/2012)	2012	2013	1 year after hire date	GS062
HR-12-869	Selection Files- Animal Control Officer (5/2011), Accountant (11/2011), Assistant Aquatic Specialist (1/2012), Assistant Court Clerk (3/2011), Aquatic Specialist (12/2011), City Counselor (9/2010), City Attorney (2012) Communication Officer (6/2011), Customer Service Clerk (10/2011), Engineer in Training (9/2011), Lifeguard (8/2011), PW Maintenance Worker (5/2012), Mechanic (11/2011), Neighborhood Services Coordinator (5/2011), Paramedic/Firefighter (12/2011), Police Officer (9/2011), Property/Evidence Officer (3/2011), Records Clerk (8/2011), Water Plant Operator (6/2012)	2010-2012	2013	1 year after hire date	GS062
HR-12-872	Vendor files and payments- Unemployment Reports (1996-2006), ICMA Payments (1996-2011), 941 (2002-2005), Validity (2008-2011), Commerce Bank Visa (2008-2012), Wal-Mart (2008-2011), Cambridge (2008-2009), The Green Company (2009-2012), Temporary Agencies (2007-2011), New Directions (2010-2012), MO Municipal League (2008-2010), JJ Keller (2008-2011), IPMA-HR (2008-2011), FedEx (2008-2012), CRL (2009-2011), Xchanging (2009), BLR (2010), BNA (2009-2011), Wolters Kluwer (2008-2011), Glad Rents (2008-2009), M. Lee (2009-2011)f, Publishers (2010-2011)	1996-2012	2013	Completion of audit	GS007
HR-12-873	Vendor files and payments- LAGERS (2001-2012), M&I (2007-2011), Lincoln Life (2011), Principal (2011)	2001-2012	2013	Completion of audit	GS007
HR-12-875	Vendor files and payments- 941 (2002,2006,2007), Employment Reports (2001-2005), Dickson Unemployment (2009), Unemployment Claims (1996-2011), KC Earnings Tax (2006-2008), OCC MED (2005-2007), Misc Files (2001-2003), MARCIT (2008)	1996-2011	2012	Completion of audit	GS007
HR-13-876	PR MAINT - #26 (12-26-12), #1, (1-9-13), #2 (1-23-13), #3 (2-6-13)	2012-2013	2018	876-883 have red tape on the boxes by mistake 5 yrs	GS068
HR-13-877	PR MAINT - #23 (11-14-12), #24 (11-28-12), #25 (12-12-12)	2012	2018	" 5 yrs	GS068
HR-13-878	PR MAINT - #18 (9-5-12), #19 (9-19-12), #20 (10-3-12), #21 (10-17-12), #22 (10-31-12)	2012	2018	" 5 yrs	GS068

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HR-13-879	ADP PR - #13 (6-27-12), #14 (7-11-12), #15 (7-25-12), #16 (8-8-12), #17 (8-22-12), #18 (9-5-12), #19 (9-19-12), #20 (10-3-12), #21 (10-17-12), #22 (10-31-12), #23 (11-14-12), #24 (11-28-12), #25 (12-12-12), #26 (12-26-12), Supplemental Payroll (12-31-12)	2012	2018	5 yrs	GS068
HR-13-880	ADP PR - #7 (4-4-12), #8 (4-18-12), #9 (5-2-12), #10 (5-16-12), #11 (5-30-12), #12 (6-13-12)	2012	2018	5 yrs	GS068
HR-13-881	ADP PR Reports- #1 (1-11-12), #2 (1-25-12), #3 (2-8-12), #4 (2-22-12), #5 (3-7-12), #6 (3-21-12)	2012	2018	5 yrs	GS068
HR-13-882	HTE PR Reports- #1 (1-11-12), #2 (1-25-12), #3 (2-8-12), #4 (2-22-12), #5 (3-7-12), #6 (3-21-12), #7 (4-4-12), #8 (4-18-12), #9 (5-2-12), #10 (5-16-12), #11 (5-30-12), #12 (6-13-12), #13 (6-27-12)	2012	2018	5 yrs	GS068
HR-13-883	HTE - #14 (7-11-12), #15 (7-25-12), #16 (8-8-12), #17 (8-22-12), #18 (9-5-12), #19 (9-19-12), #20 (10-3-12), #21 (10-17-12), #22 (10-31-12), #23 (11-13-12), #24 (11-28-12), #25 (12-12-12), #26 (12-26-12)	2012	2018	5 yrs	GS068
HR-13-884	Selection File, Accountant Applications, 2011-2012	2011-2012	2013	1 year after hire date	GS062
HR-13-885	Selection File, Parks Crew Worker, 2013; Asst. Crew Leader, Public Works, Jan 2013; Sewer Crew Leader; Admin Asst. PS Dec 2012; Parks Crew Leader Mar 2013; PS Admin Asst.; PTCS Specialist; Mechanic 2012; Asst. Aquatics Specialist; PW Maintenance Worker 2012; PS Clerk; Water Plant Operator Jun 2013; PW Maintenance Worker May 2013; Maintenance Worker Jan & Feb 2013; Parks Worker Oct 2012; Legal Assistant Jan 2013, two red ropes; P&R Skate Attendant Oct. 2012; Prosecutor.	2012-2013	2014	1 year after hire date	GS062
HR-13-891	2011 - 2012 Budget Worksheets	2011-2013	2014	Completion of audit	GS004
HR-13-892	2009- 2010 BUDGET WORKSHEETS	2009-2010	2011	Completion of audit	GS004
HR-13-893	1992-1999 BUDGETS	1992-1999	2000	Completion of audit	GS004
HR-13-894	1992 BANKERS INSURANCE Principal Insurance documents/vendor info	1992	1995	3 yrs + completion of audit	GS009
HR-13-895	1992 BANKERS INSURANCE Principal Insurance documents/vendor info	1992	1995	3 yrs + completion of audit	GS009
HR-13-896	2012 STRIVE TO THRIVE ART CONTEST LEA ALBERT PROJECT, WELLNESS 2011	2012	2012	Destroy	GS021
HR-13-897	IMPACT: HR APRIL 2012 SPRING CONFERENCE MEETING MTG	2012	2012	Destroy	GS021
HR-14-201	PR Maintenance - #21 (10/16/13), #22 (10/30/13), #23 (11/13/13), #24 (11/27/13), #25 (12/11/13)	2013	2018	5 yrs	GS068

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HR-14-202	H.T.E. PR Reports - #14 (7/10/13), #15 (7/24/13), #16 (8/7/13), #17 (8/21/13), #18 (9/4/13), #19 (9/18/13), #20 (10/2/13), #21 (10/16/13), #22 (10/30/13), #23 (11/13/13), #24 (11/27/13), #25 (12/11/13)	2013	2018	5 yrs	GS068
HR-14-203	ADP PR Reports - #1 (1/9/13), #2 (1/23/13), #3 (2/6/13), #4 (2/20/13), #5 (3/6/13), #6 (3/20/13), #7 (4/3/13), #8 (4/17/13), #9 (5/1/13), #10 (5/15/13), #11 (5/29/13), #12 (6/12/13), #13 (6/26/13), #14 (7/10/13), #15 (7/24/13), #16 (8/7/13), #17 (8/21/13), #18 (9/4/13), #19 (9/18/13), #20 (10/2/13), #21 (10/16/13), #22 (10/30/13), #23 (11/13/13), #24 (11/27/13), #25 (12/11/13)	2013	2018	5 yrs	GS068
HR-14-204	PR Maintenance - #16 (8/7/13), #17 (8/21/13), #18 (9/4/13), #19 (9/18/13), #20 (10/2/13)	2013	2018	5 yrs	GS068
HR-14-205	PR Maintenance - #9 (5/1/13), #10 (5/15/13), #11 (5/29/13), #12 (6/12/13), #13 (6/26/13)	2013	2018	5 yrs	GS068
HR-14-206	PR Maintenance - #4 (2/20/13), #5 (3/6/13), #6 (3/20/13), #7 (4/3/13), #8 (4/17/13)	2013	2018	5 yrs	GS068
HR-14-207	PR Maintenance - #14 (7/10/13), #15 (7/24/13)	2013	2018	5 yrs	GS068
HR-14-208	H.T.E. PR Reports - #1 (1/9/13), #2 (1/23/13), #3 (2/6/13), #4 (2/20/13), #5 (3/6/13), #6 (3/20/13), #7 (4/3/13), #8 (4/17/13), #9 (5/1/13), #10 (5/15/13), #11 (5/29/13), #12 (6/12/13), #13 (6/26/13)	2013	2018	5 yrs	GS068
HR-14-210	Selection Files & EEOC Files - Maintenance Worker (SF) July thru Dec 2013, Mechanic SF (9/2013), PW Utility Tech (8/13), PW Crew Leader (12/12), City Attorney 2010, EEOC: Police Officer (Oct 2012 thru March 2013), Police Officer (9/13), PW Maintenance Worker (1/13, 5/13, 8/13, 11/13, 12/13), Water Plant Operator (5/15 & 12/13), Mechanic (9/12 & 8/13), Asst CC Admin (9/13), Paramedic/FF (1/12, 4/13, 9/13), Reserve C.O. (9/13), Prof Standard Coord Records 8/13, Seasonal Parks (6/13), Event Planner (7/13), Rec Supervisor (7/13), PT Cust Serv Clerk (5/13), Asst Aquatics Supervisor (6/13), Parks Crew Leader (2/13) Parks Crew Worker (9/12), Internal Posting crew leader (12/12), Asst Crew Leader (1/13), Legal Clerk (12/12), Pt Kennel Attendant (7/13), PW Utilities Tech (8/13), Records Clerk (9/13), Parks/Maint Worker (8/13), Bldg Inspector (9/13), Utility Billing Coord (10/13), Seasonal CC/Parks & Rec (1/12 thru 1/14), Selection Files (Applicants not hired): Maint worker (1/09, 10/08, 12/08, 7/10, 9/11, 6/12, 2/13, 7/13), Police Officer (7/12), Comm Officer (2/08), Asst Ct Clerk (2/09), PW Intern (4/10)	2008-2014	2015 Selection File 2017 EEOC	1 year after hire date 3 yrs	GS062 GS030
HR-15-226	2007 PR #11 registers	2007	2012	5 yrs	GS068
HR-15-227	2008 H.T.E. PR #14	2008	2013	5 yrs	GS068

HR-16-257	Director of Community Development, HR Admin Resumes, Finalists, Finance Budget Officer 9/97, Personnel Asst 7/96 Asst City MGR Interviews, Finalists, Resumes, Director of Community Services 7/9, Community Services Director Search 1990, Public Director 86, Director of PS 88, PS Director 80, City MGR 84/88	1984-1997	1998	1 yr after hire	GS062
HR-16-258	2001-02 Open Enrollment Benefit Handouts, 2000-01 Open Enrollment, 99-2000 Open Enrollment/Misc Reports & Related 1990 Health Ins Investigation, Cost Containment vision Care, Cobra 86-87 (98), Health Ins Coverage FY 87-88, Hippa Form ICMA Service Reports, ICMA Retirement, Gladstone Healthcare Alternatives 87, Life Ins Proposals, Conversion/Medicare Supplement, EBA Master File (Agreement/contract), Optical Vision Services 1989 Dental Benefits/Insurance Dental Plans	1986-2002	2016	3 YR	GS032
HR-16-259	BIDS 91-92 Health Ins Bids, Cigna Health Plan July 88-92 Cigna Health Reference Guide, Open Enrollment 210-2011, 2008 Open Enrollment, 2003-04 Open Enrollment, 02-03 Open Enrollment	1988-2003	2016	3YR	GS032
HR-16-260	2007 Open Enrollment, 93 OE MTGS, Marcit OE 1992, 91 open enrollment, 89 open enrollment	1992-2007	2016	3 YR	GS032
HR-16-265	ADP Pmt, 2014-2015, ADP notices, Am3erion Fidelity Assurance Co 2014-2015, AllState Pmt 2014-2014, BMO Harris Bank Dec 2013-2014, HAS Bank ck request & Processing 12/14 - 15, FOP West Central Mo Regional 11/12- 6-15, Gladstone P/O Association 9/12 - 6-15, ICMA Retirement Trust 457 - 11/14- 5/15, ICMA Reconcile	2013-2015	2016	Completion of audit	GS007
HR-16-266	International Association of Fire Fighters pmt 2013-2015, Lincoln National Life 2013- 2015, Mo Local Gov., Emp. Retirement, MPR 2013-2015, United Way of Greater KC, MPR ck request & Pmt	2013-2015	2016	Completion of audit	GS007
HR-16-267	ICMA Vendor files and payments 2013 through 2015. Few misc from 2011.	2011-2015	2016	Completion of audit	GS007
HR-16-268	SELECTION FILES 2013-2015 Utility Billing Clerk Oct 2013, City Clerk Feb 2014 2013 Utility Billing Coordinator, Cust. Serv. Clerk July 2014 Accountant June 2014	2013-2015	2016	1 yr after hire	GS062
HR-16-269	EEOC 2014-2015	2014-2015	2018	3 yr	GS030

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RESOLUTION NO. R-18-20

A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT WITH ACE PIPE CLEANING, INCORPORATED, FOR THE 2018 MANHOLE REHABILITATION PROGRAM, PROJECT SP1890.

WHEREAS, the City of Joplin, Missouri, did advertise for and receive bids for evaluation and rehabilitation of their wastewater collection system as part of a multi-jurisdictional cooperative procurement agreement; and

WHEREAS, the bid of Ace Pipe Cleaning, Incorporated, was determined by the City of Joplin to be the lowest and best bid; and

WHEREAS, the pricing and services offered by Ace Pipe Cleaning, Incorporated, are advantageous to the City as an effective and economic means of sealing and repairing manholes in the City; and

WHEREAS, it is in the best interests of the City of Gladstone to participate in the cooperative procurement of these services by entering into a contract with Ace Pipe Cleaning, Incorporated, for sealing and repair of manholes.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF GLADSTONE, MISSOURI, AS FOLLOWS:

THAT, the City Manager of the City of Gladstone, Missouri, is hereby authorized to execute a contract with Ace Pipe Cleaning, Incorporated, for work as outlined in Project SP1890, 2018 Manhole Rehabilitation Program, for total amount not to exceed \$17,865.00.

FURTHER, THAT, funds for such purpose are authorized from the Combined Water and Sewerage System Fund.

INTRODUCED, READ, PASSED AND ADOPTED BY THE COUNCIL OF THE CITY OF GLADSTONE, MISSOURI, THIS 26TH DAY OF FEBRUARY, 2018.

R. D. Mallams, Mayor

ATTEST:

Ruth E. Bocchino, City Clerk



Request for Council Action

RES ☒ # City Clerk Only

BILL ☐ # City Clerk Only

ORD # City Clerk Only

Date: 2/20/2018

Department: Public Works

Meeting Date Requested: 2/26/2018

Public Hearing: Yes ☐ Date: [Click here to enter a date.](#)

Subject: 2018 Manhole Rehabilitation, Project SP1890.

Background: The City of Joplin, Missouri, solicited competitive bids for the evaluation and rehabilitation of their wastewater collection system. That contract includes cooperative procurement language that allows other public entities to purchase similar services. The City of Gladstone is proposing to "piggyback" on that contract to rehabilitate eight (8) manholes along Rock Creek in the vicinity of NE Brooktree Lane to reduce infiltration and inflow into the sanitary sewer collection system.

Budget Discussion: Funds are budgeted in the amount of \$ 50,000.00 from the CWSS Fund. Ongoing costs are estimated to be \$ [Click here to enter amount](#) annually. Previous years' funding was \$ [Click here to enter amount](#)

Public/Board/Staff Input: Ace Pipe Cleaning has worked for the City many times in the past and has always completed their work in a timely and professional manner. Based on all available information, staff is recommending that Project SP1890 be awarded to Ace Pipe Cleaning, Incorporated at the agreed upon price of \$17,865.00, at the next regularly scheduled City Council meeting.

Provide Original Contracts, Leases, Agreements, etc. to: City Clerk and Vendor

Tim Nebergall
Department Director/Administrator

City Attorney

City Manager

RESOLUTION NO. R-18-21

A RESOLUTION ACCEPTING EASEMENTS FROM CERTAIN PROPERTY OWNERS IN CONJUNCTION WITH THE OLD PIKE ROAD IMPROVEMENTS PROJECT FROM VIVION ROAD TO NORTHWEST ENGLEWOOD ROAD, PROJECT TP1712.

WHEREAS, easements from certain property owners are necessary for the City to construct public improvements in conjunction with the Old Pike Road Improvements Project from Vivion Road to Northwest Englewood Road (TP1712).

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF GLADSTONE, MISSOURI AS FOLLOWS:

THAT, the easement from the property owner attached hereto as Exhibits "KK" is hereby accepted. Easement labeling is a continuation of the easements submitted and accepted under resolutions R-17-54, R-17-56, R-18-04, and R-18-15.

Temporary Construction Easements

"JJ" – Wayne L. & Nancy J. Lucas

218 NW 53rd Street

FURTHER, THAT, the City Manager of the City of Gladstone is hereby authorized to execute and undertake and perform on behalf of the City of Gladstone, Missouri, the obligations and undertakings set forth in said conveyances; and

FURTHER, THAT, the City Clerk is hereby directed to record said document in the Office of the Recorder of Deeds, Clay County, Missouri.

INTRODUCED, READ, PASSED, SIGNED, AND MADE EFFECTIVE BY THE COUNCIL OF THE CITY OF GLADSTONE, MISSOURI, THIS 26th DAY OF FEBRUARY, 2018.

R.D. Mallams, Mayor

ATTEST:

Ruth E. Bocchino, City Clerk



Request for Council Action

RES ☒ #

BILL ☐ # City Clerk Only

ORD # City Clerk Only

Date: 2/20/2018

Department: Public Works

Meeting Date Requested: 2/26/2018

Public Hearing: Yes ☐ Date: [Click here to enter a date.](#)

Subject: Old Pike Road Improvements – Vivion Road to NW Englewood Rd. Project #TP1712.

Background: Easements and/or Right-of-Way are needed from twenty-nine (29) properties to complete this project.

Budget Discussion: Funds are budgeted in the amount of \$ 2,000,000.00 from the TST Fund. Ongoing costs are estimated to be \$ N/A annually. Previous years' funding was \$N/A

Public/Board/Staff Input: Staff requests that the temporary easement listed on the attached resolution be submitted to the City Council for acceptance. Easement labeling is a continuation of the easements submitted and accepted under resolutions R-17-54, R-17-56, R-18-04, and R-18-15. With these easements 26 of 29 have been acquired.

Provide Original Contracts, Leases, Agreements, etc. to: City Clerk and Vendor

Timothy A. Nebergall
Department Director/Administrator

City Attorney

City Manager

(Space above reserved for Recorder of Deeds certification)

1. **Title:** Temporary Construction Easement
2. **Date:** 2/26/18
3. **Grantor (s):** Wayne L. & Nancy J. Lucas, husband and wife
4. **Grantee (s):** City of Gladstone, Missouri
5. **Mailing Address:** 7010 N. Holmes, Gladstone, MO 64118
6. **Legal Description:**

Beginning at the Southeast corner Lot 31 WILLIAMSBURG SECOND PLAT, an addition in and to the City of Gladstone, Clay County, Missouri, said point also being the Southwest corner of Lot 32, of said WILLIAMSBURG SEDOND PLAT, said point also being on the Northerly Right-of-Way line of 53rd Street North as platted, a/k/a N.W. 53rd Street, as now established; thence North 02°00'49" East, along the East line of said Lot 31, and along the West line of said Lot 32, a distance of 25.00 feet; thence South 90°00'00" West, departing the East line of said Lot 31 and the West line of said Lot 32, a distance of 116.51 feet; thence North 19°05'41" West, a distance of 66.26 feet, to a point on the North line of said Lot 31, said point also being on the South line of Lot 30, WILLIAMSBURG – FIRST PLAT, a subdivision in the City of Gladstone, Clay County, Missouri; thence South 84°17'38" West, along the North line of said Lot 31, and along the South line of said Lot 30, a distance of 20.56 feet, to the Northwest corner of said Lot 31, said point also being the Southwest corner of said Lot 30, said point also being on the Easterly Right-of-Way line of Old Pike Road, as now established; thence South 19°05'41" East, along the Westerly line of said Lot 31, and along the Easterly Right-of-Way line of said Old Pike Road, a distance of 108.00 feet, to the Southwest corner of said Lot 31, said point also being the point of intersection of the Easterly Right-of-Way of said Old Pike Road, and the Northerly Right-of-Way line of said N.W.

53rd Street; thence North 70°54'19" East, along the Southerly line of said Lot 31, and along the Northerly Right-of-Way line of said N.W. 53rd Street, a distance of 20.00 feet, to a point of curvature; thence Northeasterly, and Easterly, continuing along the Southerly line of said Lot 31, and along the Northerly Right-of-Way line of said N.W. 53rd Street, and along a curve to the right, having a radius of 221.15 feet, and a central angle of 07°01'27", a distance of 105.00 feet, to the Point of Beginning, containing 5,005.71 square feet or 0.1149 acres, more or less.

7. Reference Book & Page: N/A

TEMPORARY CONSTRUCTION EASEMENT

KNOW ALL MEN BY THESE PRESENTS:

THAT, Wayne L. & Nancy J. Lucas
(Names)

218 Northwest 53rd Street, Gladstone, MO
(Address)

of Clay County, Missouri, hereinafter called the **GRANTORS**, for and in consideration of One Dollar (\$1.00) and the advantages to be gained from the construction on and adjacent to the lands hereafter described, the receipt of which is hereby acknowledge, do hereby grant, sell, convey and confirm unto the CITY OF GLADSTONE, a municipal corporation of the State of Missouri, hereafter called **GRANTEE**, as temporary easement to construct, grade, regrade, or perform any and all other related necessary work on or across the following described land:

Beginning at the Southeast corner Lot 31 WILLIAMSBURG SECOND PLAT, an addition in and to the City of Gladstone, Clay County, Missouri, said point also being the Southwest corner of Lot 32, of said WILLIAMSBURG SEDOND PLAT, said point also being on the Northerly Right-of-Way line of 53rd Street North as platted, a/k/a N.W. 53rd Street, as now established; thence North 02°00'49" East, along the East line of said Lot 31, and along the West line of said Lot 32, a distance of 25.00 feet; thence South 90°00'00" West, departing the East line of said Lot 31 and the West line of said Lot 32, a distance of 116.51 feet; thence North 19°05'41" West, a distance of 66.26 feet, to a point on the North line of said Lot 31, said point also being on the South line of Lot 30, WILLIAMSBURG – FIRST PLAT, a subdivision in the City of Gladstone, Clay County, Missouri; thence South 84°17'38" West, along the North line of said Lot 31, and along the South line of said Lot 30, a distance of 20.56 feet, to the Northwest corner of said Lot 31, said point also being the Southwest corner of said Lot 30, said point also being on the Easterly Right-of-Way line of Old Pike Road, as now established; thence South 19°05'41" East, along the Westerly line of said Lot 31, and along the Easterly Right-of-Way line of said Old Pike Road, a distance of 108.00 feet, to the Southwest corner of said Lot 31, said point also being the point of intersection of the Easterly Right-of-Way of said Old Pike Road, and the Northerly Right-of-Way line of said N.W. 53rd Street; thence North 70°54'19" East, along the Southerly line of said Lot 31, and along the Northerly Right-of-Way line of said N.W. 53rd Street, a distance of 20.00 feet, to a point of curvature; thence Northeasterly, and Easterly, continuing along the Southerly line of said Lot 31, and along the Northerly Right-of-Way line of said N.W. 53rd Street, and along a curve to the right, having a radius of 221.15 feet, and a central angle of 07°01'27", a distance of 105.00 feet, to the Point of Beginning, containing 5,005.71 square feet or 0.1149 acres, more or less.

GRANTEE will repair or replace any fences, pavement, and/or other appurtenances damaged or removed during construction. Upon completion of said construction and improvement, **GRANTORS** shall have full free and uninterrupted use and possession of said temporary construction easement and the easement rights therein shall cease and no longer be in effect.

GRANTORS make no warranties, expressed or implied to **GRANTEE**.

IN WITNESS WHEREOF the parties have hereunto set their names to the foregoing, this _____ day of _____, 20____.

CITY OF GLADSTONE

By _____
Scott Wingerson, City Manager

Attest: _____
Ruth Bocchino, City Clerk

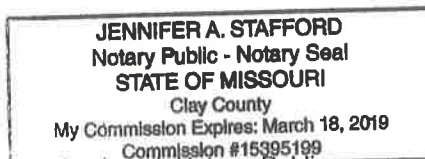
GRANTORS:

Wayne L. Lucas
Wayne L. Lucas

Nancy J. Lucas
Nancy J. Lucas

GRANTORS' ACKNOWLEDGMENT

STATE OF MISSOURI
COUNTY OF Clay ss.



On this 16th day of February, 2018, before me, the undersigned Notary Public, personally appeared Wayne L. & Nancy J. Lucas to me known to be the persons described in and who executed the foregoing instrument and acknowledged that they executed the same as their free act and deed. And the said Wayne L. & Nancy J. Lucas further declared themselves to be married.

Clay IN WITNESS WHEREOF, I have hereunto set my hand and affixed by Notarial Seal at my office in County, Missouri, the day and year last above written.

My commission expires March 18, 2019.

Jennifer A. Stafford
Notary Public Within Said County and State

GRANTEE'S ACKNOWLEDGMENT

On this _____ day of _____, 20____, before me, this undersigned Notary Public, personally appeared Scott Wingerson, to me personally known, who being by me duly sworn, did say that he is the City Manager of the City of Gladstone, Missouri, a municipal corporation, and that the seal affixed to the foregoing instrument is the corporate seal of the said corporation and that said instrument was signed and sealed in behalf of said corporation by authority of its City Council, and said City Manager acknowledged said instrument to be the free act and deed of said corporation.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my Notarial Seal at my office in _____ County, Missouri, the day and year last above written.

Notary Public Within Said County and State

My Commission expires _____.



CITY OF GLADSTONE

MISSOURI

Financial Report for Seven Months Ended
January 31, 2018

GENERAL FUND

Revenue Source	January 2018	January 2017	\$ Change	% Change	% of Budget	FY18 Budget
Property Tax	\$ 3,251,032	\$ 3,063,489	\$ 187,543	6%	96%	\$ 3,399,352
Sales Tax	2,317,135	2,281,563	35,572	2%	59%	3,914,545
Gross Receipts Tax	2,031,150	2,255,546	(224,396)	-10%	57%	3,585,121
Licenses & Permits	516,956	484,917	32,039	7%	90%	574,650
Intergovernmental	813,442	779,210	34,232	4%	61%	1,332,974
Charges for Services	2,244,085	2,191,803	52,282	2%	74%	3,035,797
Fines & Forfeitures	471,131	501,276	(30,145)	-6%	44%	1,060,000
Operating Revenues	11,644,931	11,557,803	87,128	1%	69%	16,902,439
Misc. Revenue	624,663	351,025	273,638	78%	83%	756,076
Equity Transfer	504,809	500,676	4,133	1%	100%	504,809
Total Revenues	\$ 12,774,403	\$ 12,409,504	\$ 364,899	3%	70%	\$ 18,163,324

Total revenues for the General Fund through seven months or 58.3% of this fiscal year are \$12,774,403, compared to total budgeted revenues for the year of \$18,163,324 or 73.3%. Operating revenues for the General Fund are \$11,644,931, while last year at this time operating revenues were \$11,557,803, resulting in an \$87,128 increase. Property tax collections have increased 6% over last year. Sales tax on a cash basis is up 2%. Gross receipts taxes are down 10% mainly due to a decrease in wireless and telecom receipts and to timing of payments from KCPL last year. License and Permits revenues are up 7% due to businesses reporting higher gross receipts with their license renewals. Intergovernmental is up 4% due to increased motor fuel taxes and a higher distribution from the Road District. Charges for Services revenue is up 2% due to timing of ambulance payments from insurers in the previous year. Fines and Forfeitures are down 6% due to effects of state legislation. Miscellaneous Revenue is up 78% due to timing of transfers from other funds and of property rental payments and to receiving wellness credits. Equity transfer is up slightly because additional funds were available for re-appropriations in FY18.

Expenditure Function	January 2018	January 2017	\$ Change	% Change	% of Budget	FY18 Budget
General Administration	\$ 692,940	\$ 608,792	\$ 84,148	14%	54%	\$ 1,273,700
Finance	881,666	828,183	53,482	6%	61%	1,450,251
Public Safety	4,777,836	4,407,045	370,791	8%	58%	8,300,261
Public Works	1,321,312	1,164,941	156,371	13%	57%	2,317,776
Community Develop	461,142	399,416	61,726	15%	58%	801,897
Parks & Recreation	1,681,297	1,687,173	(5,876)	0%	68%	2,478,953
Non-Departmental	675,798	662,882	12,916	2%	87%	774,823
Transfers/Debt	301,569	512,255	(210,686)	-41%	40%	761,820
Total Expenditures	\$ 10,793,560	\$ 10,270,688	\$ 522,872	5%	59%	\$ 18,159,481

Expenditures through seven months or 58.3% of this fiscal year amounted to \$10,793,560, or 59% of FY18 budgeted expenditures of \$18,159,481. This indicates that actual expenditures are 5% or \$522,872 more than last year's expenditures of \$10,270,688. General Administration expenditures are up 14% due to staffing changes. Finance

expenditures are up 6% due to timing of software support payments. Public Safety expenditures are up 8% due to increased personnel costs as vacant positions have filled. Public Works expenditures are up 13% due to contractual payments and to the purchase of fixed assets. Community Development expenditures are up 15% due to a filled position. Parks & Recreation expenditures are flat as compared to last year. Non-Departmental is up 2% due to insurance claims. Current revenues are greater than expenditures in the amount of \$1,980,843.

COMBINED WATER AND SEWERAGE SYSTEM FUND

Revenue Source	January 2018	January 2017	\$ Change	% Change	% of Budget	FY18 Budget
Sanitation	\$ 3,573,793	\$ 3,350,038	\$ 223,755	7%	58%	\$ 6,194,154
Water	2,505,657	2,359,742	145,915	6%	60%	4,194,930
Operating Revenues	6,079,450	5,709,781	369,670	6%	59%	10,389,084
Misc Revenue	57,551	49,797	7,754	16%	62%	92,823
Equity Transfer	64,126	7,000	57,126	816%	100%	64,126
Total Revenues	\$ 6,201,127	\$ 5,766,577	\$ 434,550	8%	59%	\$ 10,546,033

Total budgeted revenues for the fiscal year are \$10,546,033. Total revenues through seven months or 58.3% of this fiscal year, amounted to \$6,201,127, or 59% of FY18 budgeted revenues. This reflects an increase of \$434,550 from last year's revenues of \$5,766,577. Operating revenues are up 6% from last year due to rate increases in both water and sewer. Miscellaneous revenues are up due to higher investment earnings.

Expenditure Function	January 2018	January 2017	\$ Change	% Change	% of Budget	FY18 Budget
Production	\$ 814,594	\$ 734,438	\$ 80,156	11%	63%	\$ 1,282,937
Operations & Maint	575,218	816,489	(241,271)	-30%	36%	1,597,517
Sewer Collection	225,827	133,946	91,881	69%	51%	442,320
Non-Departmental	3,423,565	3,214,833	208,732	6%	56%	6,104,178
Transfers to Reserve	-	-	-	0%	0%	50,000
Debt Payments	436,226	451,147	(14,921)	-3%	41%	1,058,600
Total Expenses	\$ 5,475,430	\$ 5,350,853	\$ 124,577	2%	52%	\$ 10,535,552

Total budgeted expenses for the fiscal year are \$10,535,552. Total expenses through seven months or 58.3% of this fiscal year amounted to \$5,475,430 or 52% of FY18 budgeted expenses. This indicates that actual expenses are 2% or \$124,577 more than last year's expenses of \$5,350,853. Production expenditures are up 11% due to timing of payments for lime sludge removal and to repairs to one of the wells. Operations division expenditures are down 30% due to timing of water line improvements. Sewer division expenditures are up 69% due to timing of invoices for sewer line maintenance. Non-departmental is up 6% due to increases in sewer payments to Kansas City. Debt payments are down 3% due to reductions in payments due. Current revenues are greater than expenses for the fiscal year. Net income on a cash basis is \$725,697.

COMMUNITY CENTER AND PARKS TAX FUND

Revenue Source	January 2018	January 2017	\$ Change	% Change	% of Budget	FY18 Budget
Sales Tax	\$ 503,558	\$ 532,878	\$ (29,321)	-6%	58%	\$ 864,000
Intergovernmental	700,000	675,000	25,000	4%	100%	700,000
Charges for Service	651,235	641,675	9,560	1%	49%	1,334,325
Other Income	117,967	107,096	10,871	10%	47%	249,160
Operating Revenues	1,972,760	1,956,649	16,111	1%	63%	3,147,485
Misc Revenue	99,503	9,503	90,000	947%	275%	36,205
Transfers	752,500	743,500	9,000	1%	100%	752,500
Equity Transfer	186,265	196,002	(9,737)	-5%	100%	186,265
Total Revenues	\$ 3,011,028	\$ 2,905,654	\$ 105,374	4%	73%	\$ 4,122,455

Total budgeted revenues for the fiscal year are \$4,122,455. Total revenues through seven months or 58.3% of this fiscal year, amounted to \$3,011,028 or 73% of FY18 budgeted revenues. Revenues reflect an increase of \$105,374 from last year's revenue of \$2,905,654. Operating revenues are up 1% as compared to FY17. Sales tax received is down 6%. Charges for Service are up 1%. Other Income is up 10% due to increases in facility rentals. Miscellaneous Revenue is up \$90,000 mainly due to insurance payments from last spring's storm damage. Equity transfer is down \$9,737.

Expenditure Function	January 2018	January 2017	\$ Change	% Change	% of Budget	FY18 Budget
Community Center	\$ 521,260	\$ 459,300	\$ 61,959	13%	59%	\$ 886,812
Natatorium	475,135	428,112	47,023	11%	53%	895,718
Outdoor Pool	93,358	88,410	4,949	6%	55%	170,850
Non-Departmental	104,917	96,620	8,296	9%	90%	116,615
Tsfr Out-Capital Proj	-	-	-	0%	0%	-
Debt Payments	1,073,241	793,889	279,353	35%	52%	2,052,460
Total Expenses	\$ 2,267,911	\$ 1,866,331	\$ 401,580	22%	55%	\$ 4,122,455

Total budgeted expenditures for the fiscal year are \$4,122,455. Total expenses through seven months or 58.3% of this fiscal year, amounted to \$2,267,911 or 55% of FY18 budgeted expenses. This indicates that actual expenses are 22% or \$401,580 more than last year's total of \$1,866,331. Community Center expenses are up 13% due to increased personnel costs and to storm damage to the HVAC. The Natatorium is up 11% because of painting the leisure pool and of repairs to the HVAC. Outdoor Pool expenses are up 6% due to purchasing new deck chairs and due to repairs to pumps on the slide. Non-departmental is up 9% mainly due to an increase in insurance expense. Debt payments are up due to the first full principal payment on the 2015 COP. Current revenue is greater than current expenses. Net income on a cash basis is \$743,117.

PUBLIC SAFETY SALES TAX FUND

Revenue Source	January 2018	January 2017	\$ Change	% Change	% of Budget	FY18 Budget
Sales Tax	\$ 503,544	\$ 532,777	\$ (29,233)	-5%	58%	\$ 864,000
Misc Revenue	9,192	495	8,697	1758%	1246%	738
Loan Proceeds	-	-	-	0%	0%	-
Equity Transfer	-	-	-	0%	0%	-
Total Revenues	<u>\$ 512,736</u>	<u>\$ 533,272</u>	<u>\$ (20,536)</u>	<u>-4%</u>	<u>59%</u>	<u>\$ 864,738</u>

Total budgeted revenues for the fiscal year are \$864,738. Total revenues through seven months or 58.3% of this fiscal year amounted to \$512,736, or 59% of FY18 budgeted revenues. This indicates revenues are 4% less than last year's revenues of \$533,272. Sales tax on a cash basis is down 6%. Misc. revenue is up \$8,697 due to sale of a police car and to increased interest earnings.

Expenditure Function	January 2018	January 2017	\$ Change	% Change	% of Budget	FY18 Budget
PSST Law	\$ 374,511	\$ 268,043	\$ 106,469	40%	59%	\$ 636,802
Non-Departmental	22,094	23,582	(1,488)	-6%	62%	35,827
Debt Payments	37,662	39,793	(2,131)	-5%	20%	191,320
Total Expenses	<u>\$ 434,268</u>	<u>\$ 331,418</u>	<u>\$ 102,850</u>	<u>31%</u>	<u>50%</u>	<u>\$ 863,949</u>

Total budgeted expenditures for the fiscal year are \$863,949. Total expenses through seven months or 58.3% of this fiscal year are \$434,268, or 50% of the FY18 budgeted expenses. This indicates that actual expenses are 31% or \$102,850 more than last year's expenses of \$331,418. Law division is up 40% due to timing of capital equipment purchases, and to increased personnel costs. Non-Departmental is down 6% due to timing of payments for technology. Current revenues are greater than current expenditures. Net income on a cash basis is \$78,468.

Respectfully submitted



Dominic Accurso
Interim Director of Finance

BILL NO 18-07

ORDINANCE NO. 4.415

AN ORDINANCE GRANTING A SPECIAL USE PERMIT SUBJECT TO CERTAIN CONDITIONS TO AMY COLE FOR OPERATION OF A CHILD CARE FACILITY ON PROPERTY AT 1404 NORTHEAST 66th STREET.

WHEREAS, Pursuant to Section 32-39 of Ordinance No. 2.292 being the Gladstone Zoning Ordinance, public notice was made of a request for a Special Use Permit on property at 1404 NE 66th Street, legally described as North Oaks Lot 13, Block 4; and

WHEREAS, public hearings have been held after the publishing of the required notices; and

WHEREAS, the Planning Commission of the City of Gladstone did submit its recommendation to the City Council for approval; and

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF GLADSTONE, MISSOURI, as follows:

SECTION 1. That Amy Cole is hereby granted a Special Use Permit for operation of a day care facility on property at 1404 NE 66th Street, the effective date of which shall be the enactment date of this Ordinance and expiring **five** years from the date of passage of this ordinance, all subject to the following conditions:

1. This Special Use Permit is issued to Amy Cole to be used at this address only. This Special Use Permit shall be non-transferable to any other person or company, or to any other location. Any change in operation of the business by Amy Cole shall render this Special Use Permit null and void.
2. Amy Cole shall maintain a Child Care License as required by the State of Missouri, Division of Family Services. If, for any reason, the State of Missouri revokes or suspends the Child Care License, this Special Use Permit shall also be revoked or suspended.
3. No other person than Amy Cole and an approved assistant shall be employed at this location or any other address in association with the child care operated by Amy Cole, except in emergency situations as required by State Day Care Licensing.
4. The maximum number of children in care on the premises at any one time shall be limited to ten (10) full-time, non-related.
5. Hours of operation shall be limited to 7:30 AM to 5:30 PM, Monday through Friday.
6. Amy Cole must reside at this address for this permit to be valid.
7. Amy Cole shall apply for and maintain all applicable State and City business and occupational licenses.

8. Amy Cole shall comply with all fire safety requirements made by the City of Gladstone Fire Inspector in addition to all fire safety requirements for any State license.

9. No structural changes shall be made to the house or property for the purpose of operating the childcare other than those structural changes required by the State of Missouri or the City of Gladstone pursuant to the City Code.

10. A 42" tall fence is to be maintained in good condition around the child play area as long as this operation exists. Any replacement fence shall be 6' wood privacy with finish side out.

11. This permit is issued in accordance with the submitted site plan of the property supplied by Amy Cole in her application for a special use permit, and is subject to the additional conditions established by the City upon passage of this ordinance. Any false statements in the application or violation of these conditions or other City Code requirements may result in the cancellation of this Special Use Permit.

12. No signage related to the Special Use Permit (Daycare) shall be allowed on the premises.

SECTION 2. SEVERABILITY CLAUSE. The provisions of this ordinance are severable and if any provision hereof is declared invalid, unconstitutional or unenforceable, such determination shall not affect the validity of the remainder of this ordinance.

PASSED, SIGNED, AND MADE EFFECTIVE BY THE COUNCIL OF THE CITY OF GLADSTONE, MISSOURI, THIS 26th day of FEBRUARY, 2018.

R.D. Mallams, Mayor

ATTEST:

Ruth Bocchino, City Clerk

First Reading: 2/26/18

Second Reading: 2/26/18

File #2018-001



Community Development Department Staff Report

Date: February 2, 2018

File #: 2018-001

Requested Action: Special Use Permit for Daycare

Date of PC Consideration: February 5, 2018

Date of Council Consideration: February 26, 2018

Applicant: Amy L. Cole
1404 NE 66th Street
Gladstone, Missouri 64118
573.881.4705
amylcole4705@gmail.com

Owner: Same

Architect/Engineer: N/A

Address of property: 1404 NE 66th Street

General location of property: NW corner of NE 66th Street and N. Flora Avenue. Property faces south to NE 66th Street with N. Flora adjacent to the east property. The west and north property are adjacent to single family residential.

Physical Characteristics: Existing single family residence located in an established neighborhood.

Planning Information

Current Zoning: R-1 Single Family Dwelling District

Zoning History: Zoned the above since 1955

Planned Land Use: Single Family Residential

Streetscape Guidelines: N/A

Applicable Regulations: Zoning Ordinance

Additional Information

Public Utility Availability: Existing

Ingress/Egress: Front door and rear door.

Traffic Division Comments: None

Parking Required: No

Parking Provided: None

Proposed On-Site Improvements: N/A

Proposed Off-Site Improvements: N/A

Proposed Landscaping: N/A

Proposed Signage: No

Recommended Conditions

1. This Special Use Permit is issued to Amy L. Cole to be used at the above noted address.
2. This Special Use Permit shall be non-transferable to any other person or company, or to any other location.
3. Any changes in operation of the business by Amy L. Cole or change in ownership shall render this Special Use Permit null and void.
4. Amy L. Cole shall maintain a Child Care License as required by the State of Missouri, Division of Family Service; copy of such license shall be supplied to the Community Development Department of the City of Gladstone.
5. If, for any reason, the State of Missouri revokes or suspends the Child Care License, this Special Use Permit shall be revoked or suspended.
6. No person other than Amy L. Cole shall be employed at this location or any other address in association with the child care operated by Amy L. Cole, except in emergency situations as required by the State Day Care Licensing.
7. The maximum number of children in care on the premises at any one time shall be limited to ten (10) full-time, non-related children.
8. Hours of operation shall be limited to 7:30am to 5:30pm, Monday through Friday.
9. Amy L. Cole must reside at this residence for this permit to be valid.
10. Amy L. Cole shall apply for and maintain all applicable State and City business and occupational licenses; copy of such business and occupational licenses shall be supplied to the Community Development Department of the City of Gladstone.
11. Amy L. Cole shall comply with all fire safety requirements made by the Fire Marshal of the City of Gladstone in addition to all fire safety requirements of any State license.
12. No structural changes shall be made to the house or property for the purpose of operating the day care other than those structural changes required by the State of Missouri or the City of Gladstone pursuant to the City Code.
13. A forty-two (42) inch fence or higher is to be maintained in good condition around the child play area as long as this operation exists.

14. This Special Use Permit is issued in accordance with the submitted site plan of the property supplied by Amy L. Cole in her application for a special use permit, and is subject to the additional conditions established by the City of Gladstone upon passage of this ordinance. Any false statements in the application or violation of these conditions or other City Code requirements may result in the cancellation of the Special Use Permit.

Analysis

The applicant seeks approval of a Special Use Permit for the continued operation of a childcare facility from the single family residential home located at 1404 NE 66th Street. The conditions are consistent with and typical for similar Special Use Permit requests.

Ms. Cole has operated a childcare in her home in Columbia, Missouri since 1989 until she recently moved to Gladstone. In Columbia she was licensed for up to ten (10) children.

Ms. Cole has owned and successfully operated a childcare facility at this address for one year. At the time this staff report was written, there have been no complaints filed with the Community Development Department.

Recommendation

Staff recommends that the request be approved for five years contingent upon compliance with the above recommended conditions.

GLADSTONE PLANNING COMMISSION MINUTES
Council Chambers February 5, 2018

1. Meeting called to Order- Roll Call- Chairman Markenson called the meeting to order at 7:00 pm.

Commissioners present were: Mike Ebenroth
Alicia Hommon
Gary Markenson, Chairman
Jennifer McGee
Katie Middleton
Kim Murch
James New
Bill Turnage
Don Ward, Chairman-elect
Larry Whitton

Absent: Chase Cookson
Shari Poindexter

Also present: RD Mallams, Mayor
Kyle Yarber, Councilmember
Jean Moore, Councilmember
Bob Baer, Assistant City Manager
Nick Pappas, Community Development Director
Cheryl Lamb, Administrative Assistant

2. Pledge of Allegiance to the United States of America.

3. Approval of Minutes.

Chairman Markenson asked if there was a motion to approve the minutes from the December 18, 2017 meeting. Mr. Turnage moved to approve the minutes. Mr. Whitton seconded. The minutes were approved, 10-0.

Chairman Markenson shared a card from Anne Alexander thanking the Planning Commission for the chocolates and card and expressing her pleasure at working with the Commission.

Chairman Markenson introduced three new members of the Commission. He called on each of them to share their life stories so the Commission could learn more about them.

Mike Ebenroth said that he had moved to Gladstone three years ago. He decided he wanted to get involved. He lives here with his wife, Darla, and they have three grown children. One of the reasons they moved was that they downsized. He works for Reese Nichols as a Realtor. He also works part time for the Kansas City Chiefs as a tour guide. He has been involved with the City of Excelsior Springs and served on the Council and various Boards and Commissions. He likes to be involved in the communities that he is associated with.

Alicia Hommon shared that she is the owner of the Laughing Place Bakery down the street. She has been a resident of Gladstone for a little over six years and fell in love with this community. She was part of the Shaping Our Future initiative and other Boards. She is very excited to stay involved as much as she can.

Kim Murch stated that he has been a resident of Gladstone since 1984. His children have all graduated from local high schools and grade schools. He has three surviving children and one that passed away at 23. She went to Maple Valley State School. He recently retired as President of a local Northland company. He is a member of the local American Legion and is on their Executive Committee. He is also a member of the Honor Guard.

Chairman Markenson welcomed them to the Planning Commission.

4. Officer Elections.

Chairman Markenson reminded everyone that a Nominating Committee was appointed at the last meeting. Bill Turnage is Chairman of the Committee and he was asked to present his committee and the slate of Officers.

Mr. Turnage reported that he and Chase (Cookson) and Katie (Middleton) compiled a slate of Officers for the present year.

Nominees:	Chairman	Don Ward
	Vice Chair	Jennifer McGee
	Advocate Chair	Shari Poindexter
	Secretary	Chase Cookson

Mr. Turnage nominated them for the positions.

Chairman Markenson asked if there was anyone who would like to speak for the nominees. None.

MOTION: By Mr. Turnage, second by Mr. Whitton, to move the election of their slate of Officers by acclamation. The motion carried (10-0).

5. Public Hearing: Special Use Permit for 1404 NE 66th Street. File #2018-001.

Ms. McGee asked to recluse herself from Item #5 because her son attends this daycare.

Chairman-elect Ward opened the Public Hearing and asked for the staff report.

Director Pappas said that the applicant tonight is Amy Cole. She applied for the Special Use Permit last year and has had it for one year for the purpose of having a daycare at her address of 1404 NE 66th Street. He reported that during that timeframe there have not been any issues pertaining to her location. She has constructed a privacy fence, since that was one of the things she wanted to complete. Director Pappas shared that he drives past her location everyday on his way to work and he has never sensed any emergency situation on Flora. That had been a major concern, but he has never witnessed that. He goes by every day at 7:30am.

Director Pappas stated that staff is requesting that the Commission approves a five (5) year Special Use Permit for Miss Cole. The same conditions will apply as they did last year. There are fourteen (14) of them. He read through them for the record.

Recommended Conditions:

1. This Special Use Permit is issued to Amy L. Cole to be used at the above noted address.
2. This Special Use Permit shall be non-transferable to any other person or company, or to any other location.
3. Any changes in operation of the business by Amy L. Cole or change in ownership shall render this Special Use Permit null and void.

4. Amy L. Cole shall maintain a Child Care License as required by the State of Missouri, Division of Family Service; copy of such license shall be supplied to the Community Development Department of the City of Gladstone.
5. If, for any reason, the State of Missouri revokes or suspends the Child Care License, this Special Use Permit shall be revoked or suspended.
6. No person other than Amy L. Cole shall be employed at this location or any other address in association with the child care operated by Amy L. Cole, except in emergency situations as required by the State Day Care Licensing.
7. The maximum number of children in care on the premises at any one time shall be limited to ten (10) full-time, non-related children.
8. Hours of operation shall be limited to 7:30am to 5:30pm, Monday through Friday.
9. Amy L. Cole must reside at this residence for this permit to be valid.
10. Amy L. Cole shall apply for and maintain all applicable State and City business and occupational licenses; copy of such business and occupational licenses shall be supplied to the Community Development Department of the City of Gladstone.
11. Amy L. Cole shall comply with all fire safety requirements made by the Fire Marshal of the City of Gladstone in addition to all fire safety requirements of any State license.
12. No structural changes shall be made to the house or property for the purpose of operating the day care other than those structural changes required by the State of Missouri or the City of Gladstone pursuant to the City Code.
13. A forty-two (42) inch fence or higher is to be maintained in good condition around the child play area as long as this operation exists.
14. This Special Use Permit is issued in accordance with the submitted site plan of the property supplied by Amy L. Cole in her application for a special use permit, and is subject to the additional conditions established by the City of Gladstone upon passage of this ordinance. Any false statements in the application or violation of these conditions or other City Code requirements may result in the cancellation of the Special Use Permit.

Director Pappas said that it was pretty basic. This is what was approved last year. Ultimately, Staff again recommends that this be renewed for a five (5) year period.

Mr. New asked if it was approved last year for one year.

Director Pappas stated that it was late last year, in December.

Mr. New inquired why it wasn't approved for a longer time frame.

Director Pappas shared that it is common practice with Special Use Permits that they are approved for one year at first. If everything goes well, they are approved for five (5) years, and if everything goes well at that point, they are approved for ten (10) years.

Mr. Ebenroth asked, regarding item #7, is ten (10) the maximum number of children that she can have at any one time.

Director Pappas confirmed that was correct.

Mr. Ebenroth inquired about the wording "non-related".

Director Pappas shared that if there were related children there could be more than ten, but this refers to non-related.

Chairman-elect Ward invited the applicant to speak to the Commission.

Ms. Cole approached the podium and stated that her name is Amy Cole and her address is 1404 NE 64th Street in Gladstone. She shared that she has been here over a year and she loves it. Since having the Special Use Permit she has received her Missouri State License and has passed her second set of sanitation and fire safety inspections in the past couple of weeks. The State Fire Marshall was at her location today. She is determined and prepared to stay in compliance at all times. That is her goal every day. She loves her school.

Ms. Middleton asked how long she had been in this business before starting this school.

Ms. Cole shared that she started in 1990, twenty-seven (27) years. Before that she was a nanny, but she started having daycare in her home in 1990.

Mr. Markenson asked how many children she actually cares for.

Ms. Cole said that she had eight (8) full time, non-related kids right now, one (1) who comes part time, and she has some nephews who are also in her daycare.

Mr. New asked what brought her from Tiger-land to Gladstone.

Ms. Cole said that she was in Columbia her whole life but moved here for her husband. His job moved him here.

Chairman-elect Ward asked if there was anyone in the audience who would like to speak for the applicant.

Jenny McGee approached the podium and stated that she lives at 6917 N Troost Avenue. She shared that, as she mentioned earlier, her son attends Amy's Daycare and they absolutely love everything about it. She said, "If you want to find someone who has a gift of getting kids to put their coats on when they absolutely don't want to put their coats and they're throwing temper tantrums and they don't want to do it, she has that touch with kids." She loves having her business in Gladstone.

Chairman-elect Ward asked if there was anyone else who wanted to speak for the applicant. None. He asked if anyone wanted to speak against the applicant. None. He then asked if there further was any further discussion. None. He closed the Public Hearing.

MOTION: By Mr. Markenson, second by Mr. New, to approve the Special Use Permit for 1404 NE 66th Street. File #2018-001.

VOTE:	Mike Ebenroth	Yes
	Alicia Hommon	Yes
	Gary Markenson	Yes
	Jennifer McGee	Recluse
	Katie Middleton	Yes
	Kim Murch	Yes
	James New	Yes
	Bill Turnage	Yes
	Don Ward	Yes
	Larry Whitton	Yes

The motion carried (9-0).

6. Public Hearing: Special Use Permit for 7412 N Oak Trafficway. File #2018-002.
Chairman-elect Ward opened the Public Hearing.

Director Pappas stated that the property owners, Tom and Mary Ann Sims, are requesting that the Special Use Permit for the property located at 7412 N Oak Trafficway, better known as Budget Rent-A-Car, be renewed. He said it was very similar to Amy Cole; this would be for a five (5) year period. There have been no notable issues with this property. Staff has not received any negative comments from the public. There are ten (10) recommended conditions in this case. He went through them as follows.

Recommended Conditions:

1. This Special Use Permit is to be issued to The Kansas City Landsmen, LLC d/b/a Budget Car and Truck Rental only with the provision that The Kansas City Landsmen, LLC d/b/a Budget Car and Truck Rental retain control of the company and will be responsible for its actions. Any change in ownership of the corporation requires the issuance of a new special use permit.
2. Flammable liquids must be stored outside of the building only and in an appropriate, secured, outside storage cabinet.
3. The structure shall be maintained according to City Code as required.
4. No noise, smoke, radiation, vibration, concussion, heat, glare, dust, fly ash, gas or other substances that are toxic, caustic, or injurious to humans or property to be produced at this site.
5. The issuance of such Special Use Permit does not relieve The Kansas City Landsmen, LLC d/b/a Budget Car and Truck Rental from following all other applicable codes and laws of the City of Gladstone or other governmental agency. This permit does not relieve Budget Car and Truck Rental from applying for all necessary electrical permits, sign permits, or occupation license. The regulations established by the adoption of City ordinances shall have precedence over any conditions established by the issuance of this permit.
6. The hours of operation shall be 7:00 AM until 6:00 PM.
7. Any exterior lighting shall be for security and business use only and directed to alleviate impact on adjacent properties.
8. All business deliveries and loading shall occur during allowed business hours only.
9. All materials, products, or other items offered for sale or lease shall not be displayed in any drive area.
10. Storage of trucks and heavy equipment shall be stored and displayed to the south of the primary building and parking area.

Director Pappas corrected that this is for a ten (10) year SUP renewal. It's not a five (5) year. It's a ten (10) year. Staff recommends that the Commission recommend approval to the Council.

Ms. Middleton inquired if it was previously for a five (5) year permit.

Director Pappas confirmed that is was.

Chairman-elect Ward asked if the applicant was present.

Applicant, Tom Sims, approached the podium and stated that his address is 1904 NE 76th Street, Gladstone, Missouri. He said that they are a good tenant. They keep the place clean and it looks good for our City. It's a lot better than a vacant lot.

Chairman-elect Ward asked if there was anyone else who wanted to speak for the applicant. None. He asked if anyone wanted to oppose the Special Use Permit. None. He then asked if there further was any further discussion. None. He closed the Public Hearing.

MOTION: By Mr. Turnage, second by Mr. New, to approve the Special Use Permit at 7412 N Oak Trafficway for ten (10) years.

VOTE:	Mike Ebenroth	Yes
	Alicia Hommon	Yes
	Gary Markenson	Yes
	Jennifer McGee	Yes
	Katie Middleton	Yes
	Kim Murch	Yes
	James New	Yes
	Bill Turnage	Yes
	Don Ward	Yes
	Larry Whitton	Yes

The motion carried (10-0).

7. Public Hearing: Revisions to the Zoning and Planning Ordinance, Section 7.135.025. File #210-003.
Chairman-elect Ward opened the Public Hearing.

Director Pappas apologized for having three Public Hearings on the same night. He said this one would be brief.

Director Pappas shared that it was brought to the attention of the City Council and City Staff that there was some ambiguity in the recently passed ordinance that was worked on last year. They are broadening some of the definitions to better encapsulate both smoke shops and vape shops, calling them the same thing. This wasn't accurately done on our last ordinance, and you can see how the ordinance has been rewritten, everything is in blue underline. Not much was added, but it does create a world of difference. In this case, he recommends that Commission approve it, unless they have questions.

Ms. Middleton asked if there are any other businesses that want to come into the City that this would affect, the way it did previously.

Director Pappas shared that, since this ordinance was passed in 2017, one business has actually come in and it is a vape shop. They thought that the ordinance applied, but under legal counsel, found that it didn't. The business was able to get an occupational license. The new ordinance would take that ability away from any new businesses that come in that are only vape shops. It would apply to vape shops.

Chairman-elect Ward asked if there were any other questions for staff. None. He asked if there was anyone in the audience who wanted to speak for the ordinance. None. He asked if there was anybody in the audience who wished to speak against. None. He closed the Public Hearing.

Chairman-elect Ward asked if there was any further discussion from the Commission. None.

MOTION: By Mr. Markenson, second by Ms. McGee, to recommend the approval of revisions in the Zoning and Planning Ordinance, Section 7.135.025.

VOTE:	Mike Ebenroth	Yes
	Alicia Hommon	Yes
	Gary Markenson	Yes
	Jennifer McGee	Yes
	Katie Middleton	Yes
	Kim Murch	Yes

James New	Yes
Bill Turnage	Yes
Don Ward	Yes
Larry Whitton	Yes

The motion carried (10-0).

8. Other Business:

a. Commission Education (handouts).

Director Pappas shared one handout which was the 2017-2018 City Council Goals. The City Council worked very hard to put them together at the end of last year. They are very good goals. They are broad, but they generate a lot of thought. He shared that he sees certain value, especially in how Gladstone moves forward. Recently, the Leadership Team completed a series of objectives that help to support the Council goals. The Community Development department will have a goal setting retreat of their own later this month. They will further flesh out the objectives and create doable action items that can be accomplished this year. He will be sharing the results of the Goal Setting Retreat with the Commission.

b. Planning and development related news.

Director Pappas stated that the Mid-America Regional Council has initiated its 2050 Transportation Plan for the region. There is a survey online at marc.org where you can choose how future improvements are made in our region. He recommended that everyone go online and take that survey to give a better spotlight to Gladstone.

Director Pappas shared that they are currently working on an update to our Code Enforcement process which will be presented to the City Council in March. There will be a number of different initiatives taking place. They have already started on some, one of them being proactive commercial code enforcement, which hasn't been done before.

Director Pappas said they are initiating an amendment to the recently approved housing study by internally drafting an implementation matrix for Council consideration by October. The previous housing study was a little generic and left some items to interpretation. He wants to have a specific implementation matrix that they can work on. The Planning Commission's work plan will be before the Commission at the next meeting. He shared that, in the next month or so, they will schedule Commissioner training with our City attorney since we have some new faces. He recommended that everyone attend.

9. Communications from City Council and Staff.

Mayor Mallams began by describing the Saturday Night Live short segments where they show Kristen Wiig, and Kristen knows that there is something exciting that's coming. She's excited and she just can't keep it to herself; she wants to let somebody know what's going to be happening. The Mayor said, "I have got to be careful because there are some great things getting ready to happen here in Gladstone, but I just can't tell you."

Mayor Mallams mentioned a dumpster outside of the QuikTrip down on 64th. He asked if anyone knows what's happening there.

Director Pappas shared that they haven't come in for any permits at this time, but it will be a laundry mat. According to the owner, a laundry mat has purchased the property to have an upscale laundry mat. There will be some changes to that property. The Commission and the Council will see the site plan revision come in as the owner wants to add on to the building. They will see that this year.

Mayor Mallams reminded the Commission they had heard about the Summit Grill that will be going in across the street at the Heights. They will be occupying all 10,000 square feet of that commercial space. Our Council is very excited about it. It will be an upscale restaurant to go along with our upscale laundry mat. They have been working on that space for several years and finally have a good tenant there.

Mayor Mallams informed the Commission that they had received the final plans on Hobby Hill Park off north Broadway. It's a thirty-three acre park and really looks great for our community. There will be several play areas for seniors. There will be a walking trail that goes around the wetlands, and several areas that people can stop for meditation, referred to as reflection nodes. Once the weather breaks, you will see movement on finishing Hobby Hill Park.

Mayor Mallams noted that Pleasant Valley Road, Phase II, will be completing as soon as the weather breaks. He shared news on the Woodbine/Kendallwood retirement center that has been closed for many years. The City is moving forward with a developer that will turn it into independent living for seniors, which is wonderful.

The Mayor shared that they are working on acquisition of another building in the downtown area that will, hopefully, be housing iWerx, a company out of North Kansas City. They will finalize that on Monday. At the Northland Innovation Campus, he said he would try to keep the politics out of it. They have worked two years on getting the University of Missouri at Rolla, the Science and Technology University, to export a graduate degree program, a doctoral degree program, to be housed out of the Northland Innovation Campus. It would be great. The number of engineers within the metropolitan area of Kansas City is large. The only place they have right now to go for advanced degrees is UMKC. The City staff has been working very, very hard with the Interim Chancellor and his administrative staff. The Governor, as you know, projected a \$70 million cut in higher education which almost equals what they cut last year. He hopes that doesn't materialize as it could then impact whether or not we get S&T over at the Innovation Campus.

The Mayor summarized by stating that a lot of good things are happening. The City staff works extremely hard. The City Council spends countless hours, and the City is doing well. He also welcomed the new members, Mike, Alicia, and Kim. He thanked them for being a part of this Commission. He said that what they do ends up coming before the Council and he appreciates their attention to detail.

Director Pappas welcomed the new members. He shared an invitation with them and everyone on the Commission to call him if they have any questions on any issues that come forward, before the meeting or in general. He would be happy to work with them on whatever the issue may be.

10. Communications from Planning Commission.

Mr. Whitton welcomed the new members.

Mr. Turnage also expressed a welcome to new members.

Mr. Murch said he was glad to be there.

Ms. Middleton dittoed the welcome.

Mr. Markenson shared the welcome.

Ms. McGee expressed thanks to the Public Safety and the Parks and Rec departments for putting on the Skating with a Cop event. Her children loved it.

Mr. New welcomed the new members and suggested a new group picture.

Ms. Hommon said she was very excited to be there.

Mr. Ebenroth expressed that it was an honor and privilege to be on the Commission. He takes it very seriously and he looks forward to working with everybody here.

11. Adjournment- Chairman-elect Ward adjourned the meeting at 7:32 pm.

Respectfully submitted:

Cheryl Lamb, Recording Secretary

Approved as corrected _____

Don Ward, Chairman-elect

Approved as submitted _____

BILL NO 18-08

ORDINANCE NO. 4.416

AN ORDINANCE GRANTING A SPECIAL USE PERMIT SUBJECT TO CERTAIN CONDITIONS TO THE KANSAS CITY LANDSMEN, LLC DBA BUDGET CAR AND RENTAL FOR OPERATION OF CAR AND TRUCK RENTAL SERVICES ON PROPERTY AT 7412 NORTH OAK TRAFFICWAY.

WHEREAS, Pursuant to Section 32-39 of Ordinance No. 2.292 being the Gladstone Zoning Ordinance, public notice was made of a request for a Special Use Permit on property at 7412 n Oak Trafficway, legally described as Northland Subdivision N164.3', Tract A;

WHEREAS, public hearings have been held after the publishing of the required notices; and

WHEREAS, the Planning Commission of the City of Gladstone did submit its recommendation to the City Council for approval; and

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF GLADSTONE, MISSOURI, as follows:

SECTION 1. That The Kansas City Landsmen, LLC d/b/a Budget Car and Truck Rental is hereby granted a Special Use Permit for operation of a car and truck rental business on property at 7412 N Oak Trafficway, the effective date of which shall be the enactment date of this Ordinance and expiring **ten** years from the date of passage of this ordinance, all subject to the following conditions:

1. This Special Use Permit is to be issued to The Kansas City Landsmen, LLC d/b/a Budget Car and Truck Rental only with the provision that The Kansas City Landsmen, LLC d/b/a Budget Car and Truck Rental retain control of the company and will be responsible for its actions. Any change in ownership of the corporation requires the issuance of a new special use permit.
2. Flammable liquids must be stored outside of the building only and in an appropriate, secured, outside storage cabinet.
3. The structure shall be maintained according to City Code as required.
4. No noise, smoke, radiation, vibration, concussion, heat, glare, dust, fly ash, gas or other substances that are toxic, caustic, or injurious to humans or property to be produced at this site.
5. The issuance of such Special Use Permit does not relieve The Kansas City Landsmen, LLC d/b/a Budget Car and Truck Rental from following all other applicable codes and laws of the City of Gladstone or other governmental agency. This permit does not relieve Budget Car and Truck Rental from applying for all necessary electrical permits, sign permits, or occupation license. The regulations established by the adoption of City

ordinances shall have precedence over any conditions established by the issuance of this permit.

6. The hours of operation shall be 7:00 AM until 6:00 PM.
7. Any exterior lighting shall be for security and business use only and directed to alleviate impact on adjacent properties.
8. All business deliveries and loading shall occur during allowed business hours only.
9. All materials, products, or other items offered for sale or lease shall not be displayed in any drive area.
10. Storage of trucks and heavy equipment shall be stored and displayed to the south of the primary building and parking area.

SECTION 2. SEVERABILITY CLAUSE. The provisions of this ordinance are severable and if any provision hereof is declared invalid, unconstitutional or unenforceable, such determination shall not affect the validity of the remainder of this ordinance.

PASSED, SIGNED, AND MADE EFFECTIVE BY THE COUNCIL OF THE CITY OF GLADSTONE, MISSOURI, THIS 26th DAY of FEBRUARY, 2018.

R.D. Mallams, Mayor

ATTEST:

Ruth Bocchino, City Clerk

First Reading: 2/26/18

Second Reading: 2/26/18

File #2018-002



Community Development Department Staff Report

Date: February 2, 2018

File #: 2018-002

Requested Action: Special Use Permit for vehicle rental

Date of PC Consideration: February 5, 2018

Date of Council Consideration: February 26, 2018

Applicant: Joseph M. Collins (Budget Car and Truck Rental)
The Kansas City Landsmen, LLC dba Budget
703 London Drive
Kansas City, MO 64153
816-243-5756 ext. 1342
joec@budgetkc.com

Owner: Tom and Maryann Sims
1904 NE 76th Street
Gladstone, MO 64118
816-210-6127
hottbug2@aol.com

Architect/Engineer: N/A

Address of property: 7412 N Oak Trafficway

General location of property: North of NE 74th Terrace on the west side of N Oak Trafficway

Physical Characteristics: Existing stand-alone commercial property

Planning Information

Current Zoning: CP-3: Planned District, Commercial

Zoning History: Zoned CP-3 since 2005.

Planned Land Use: Commercial

Streetscape Guidelines: N/A

Applicable Regulations: Zoning and Planning Ordinance

Additional Information

Public Utility Availability: Existing

Ingress/Egress: Existing

Traffic Division Comments: None

Parking Required: Complies

Parking Provided: Complies

Proposed On-Site Improvements: None

Proposed Off-Site Improvements: None

Proposed Landscaping: None

Proposed Signage: None

Recommended Conditions

1. This Special Use Permit is to be issued to The Kansas City Landsmen, LLC d/b/a Budget Car and Truck Rental only with the provision that The Kansas City Landsmen, LLC d/b/a Budget Car and Truck Rental retain control of the company and will be responsible for its actions. Any change in ownership of the corporation requires the issuance of a new special use permit.
2. Flammable liquids must be stored outside of the building only and in an appropriate, secured, outside storage cabinet.
3. The structure shall be maintained according to City Code as required.
4. No noise, smoke, radiation, vibration, concussion, heat, glare, dust, fly ash, gas or other substances that are toxic, caustic, or injurious to humans or property to be produced at this site.
5. The issuance of such Special Use Permit does not relieve The Kansas City Landsmen, LLC d/b/a Budget Car and Truck Rental from following all other applicable codes and laws of the City of Gladstone or other governmental agency. This permit does not relieve Budget Car and Truck Rental from applying for all necessary electrical permits, sign permits, or occupation license. The regulations established by the adoption of City ordinances shall have precedence over any conditions established by the issuance of this permit.
6. The hours of operation shall be 7:00 AM until 6:00 PM.
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8. All business deliveries and loading shall occur during allowed business hours only.
9. All materials, products, or other items offered for sale or lease shall not be displayed in any drive area.
10. Storage of trucks and heavy equipment shall be stored and displayed to the south of the primary building and parking area.

Analysis

The applicant, Budget Car & Truck Rental, requests a Special Use Permit approval for the operation of car and truck rental services (2,030 sq. ft.) located at 7412 N Oak Trafficway. A Special Use Permit is required by the applicant due to the previously approved business operating as a fast food franchise. Budget Car & Truck Rental predominately operates sales outside of the building premises, thereby necessitating a Special Use Permit.

The surrounding area is occupied by a mix of commercial uses. To the south of the subject property was a car dealership business, currently being occupied by a series of commercial vans and box truck vehicles. This operation has been operating successfully for five years and, at the time this staff report was written, no complaints have been filed with the Community Development Department.

Recommendation

Staff recommends that the request be approved for ten years contingent upon compliance with the above recommended conditions.

GLADSTONE PLANNING COMMISSION MINUTES
Council Chambers February 5, 2018

1. Meeting called to Order- Roll Call- Chairman Markenson called the meeting to order at 7:00 pm.

Commissioners present were: Mike Ebenroth
Alicia Hommon
Gary Markenson, Chairman
Jennifer McGee
Katie Middleton
Kim Murch
James New
Bill Turnage
Don Ward, Chairman-elect
Larry Whitton

Absent: Chase Cookson
Shari Poindexter

Also present: RD Mallams, Mayor
Kyle Yarber, Councilmember
Jean Moore, Councilmember
Bob Baer, Assistant City Manager
Nick Pappas, Community Development Director
Cheryl Lamb, Administrative Assistant

2. Pledge of Allegiance to the United States of America.

3. Approval of Minutes.

Chairman Markenson asked if there was a motion to approve the minutes from the December 18, 2017 meeting. Mr. Turnage moved to approve the minutes. Mr. Whitton seconded. The minutes were approved, 10-0.

Chairman Markenson shared a card from Anne Alexander thanking the Planning Commission for the chocolates and card and expressing her pleasure at working with the Commission.

Chairman Markenson introduced three new members of the Commission. He called on each of them to share their life stories so the Commission could learn more about them.

Mike Ebenroth said that he had moved to Gladstone three years ago. He decided he wanted to get involved. He lives here with his wife, Darla, and they have three grown children. One of the reasons they moved was that they downsized. He works for Reese Nichols as a Realtor. He also works part time for the Kansas City Chiefs as a tour guide. He has been involved with the City of Excelsior Springs and served on the Council and various Boards and Commissions. He likes to be involved in the communities that he is associated with.

Alicia Hommon shared that she is the owner of the Laughing Place Bakery down the street. She has been a resident of Gladstone for a little over six years and fell in love with this community. She was part of the Shaping Our Future initiative and other Boards. She is very excited to stay involved as much as she can.

Kim Murch stated that he has been a resident of Gladstone since 1984. His children have all graduated from local high schools and grade schools. He has three surviving children and one that passed away at 23. She went to Maple Valley State School. He recently retired as President of a local Northland company. He is a member of the local American Legion and is on their Executive Committee. He is also a member of the Honor Guard.

Chairman Markenson welcomed them to the Planning Commission.

4. Officer Elections.

Chairman Markenson reminded everyone that a Nominating Committee was appointed at the last meeting. Bill Turnage is Chairman of the Committee and he was asked to present his committee and the slate of Officers.

Mr. Turnage reported that he and Chase (Cookson) and Katie (Middleton) compiled a slate of Officers for the present year.

Nominees:	Chairman	Don Ward
	Vice Chair	Jennifer McGee
	Advocate Chair	Shari Poindexter
	Secretary	Chase Cookson

Mr. Turnage nominated them for the positions.

Chairman Markenson asked if there was anyone who would like to speak for the nominees. None.

MOTION: By Mr. Turnage, second by Mr. Whitton, to move the election of their slate of Officers by acclamation. The motion carried (10-0).

5. Public Hearing: Special Use Permit for 1404 NE 66th Street. File #2018-001.

Ms. McGee asked to reclude herself from Item #5 because her son attends this daycare.

Chairman-elect Ward opened the Public Hearing and asked for the staff report.

Director Pappas said that the applicant tonight is Amy Cole. She applied for the Special Use Permit last year and has had it for one year for the purpose of having a daycare at her address of 1404 NE 66th Street. He reported that during that timeframe there have not been any issues pertaining to her location. She has constructed a privacy fence, since that was one of the things she wanted to complete. Director Pappas shared that he drives past her location everyday on his way to work and he has never sensed any emergency situation on Flora. That had been a major concern, but he has never witnessed that. He goes by every day at 7:30am.

Director Pappas stated that staff is requesting that the Commission approves a five (5) year Special Use Permit for Miss Cole. The same conditions will apply as they did last year. There are fourteen (14) of them. He read through them for the record.

Recommended Conditions:

1. This Special Use Permit is issued to Amy L. Cole to be used at the above noted address.
2. This Special Use Permit shall be non-transferable to any other person or company, or to any other location.
3. Any changes in operation of the business by Amy L. Cole or change in ownership shall render this Special Use Permit null and void.

4. Amy L. Cole shall maintain a Child Care License as required by the State of Missouri, Division of Family Service; copy of such license shall be supplied to the Community Development Department of the City of Gladstone.
5. If, for any reason, the State of Missouri revokes or suspends the Child Care License, this Special Use Permit shall be revoked or suspended.
6. No person other than Amy L. Cole shall be employed at this location or any other address in association with the child care operated by Amy L. Cole, except in emergency situations as required by the State Day Care Licensing.
7. The maximum number of children in care on the premises at any one time shall be limited to ten (10) full-time, non-related children.
8. Hours of operation shall be limited to 7:30am to 5:30pm, Monday through Friday.
9. Amy L. Cole must reside at this residence for this permit to be valid.
10. Amy L. Cole shall apply for and maintain all applicable State and City business and occupational licenses; copy of such business and occupational licenses shall be supplied to the Community Development Department of the City of Gladstone.
11. Amy L. Cole shall comply with all fire safety requirements made by the Fire Marshal of the City of Gladstone in addition to all fire safety requirements of any State license.
12. No structural changes shall be made to the house or property for the purpose of operating the day care other than those structural changes required by the State of Missouri or the City of Gladstone pursuant to the City Code.
13. A forty-two (42) inch fence or higher is to be maintained in good condition around the child play area as long as this operation exists.
14. This Special Use Permit is issued in accordance with the submitted site plan of the property supplied by Amy L. Cole in her application for a special use permit, and is subject to the additional conditions established by the City of Gladstone upon passage of this ordinance. Any false statements in the application or violation of these conditions or other City Code requirements may result in the cancellation of the Special Use Permit.

Director Pappas said that it was pretty basic. This is what was approved last year. Ultimately, Staff again recommends that this be renewed for a five (5) year period.

Mr. New asked if it was approved last year for one year.

Director Pappas stated that it was late last year, in December.

Mr. New inquired why it wasn't approved for a longer time frame.

Director Pappas shared that it is common practice with Special Use Permits that they are approved for one year at first. If everything goes well, they are approved for five (5) years, and if everything goes well at that point, they are approved for ten (10) years.

Mr. Ebenroth asked, regarding item #7, is ten (10) the maximum number of children that she can have at any one time.

Director Pappas confirmed that was correct.

Mr. Ebenroth inquired about the wording "non-related".

Director Pappas shared that if there were related children there could be more than ten, but this refers to non-related.

Chairman-elect Ward invited the applicant to speak to the Commission.

Ms. Cole approached the podium and stated that her name is Amy Cole and her address is 1404 NE 64th Street in Gladstone. She shared that she has been here over a year and she loves it. Since having the Special Use Permit she has received her Missouri State License and has passed her second set of sanitation and fire safety inspections in the past couple of weeks. The State Fire Marshall was at her location today. She is determined and prepared to stay in compliance at all times. That is her goal every day. She loves her school.

Ms. Middleton asked how long she had been in this business before starting this school.

Ms. Cole shared that she started in 1990, twenty-seven (27) years. Before that she was a nanny, but she started having daycare in her home in 1990.

Mr. Markenson asked how many children she actually cares for.

Ms. Cole said that she had eight (8) full time, non-related kids right now, one (1) who comes part time, and she has some nephews who are also in her daycare.

Mr. New asked what brought her from Tiger-land to Gladstone.

Ms. Cole said that she was in Columbia her whole life but moved here for her husband. His job moved him here.

Chairman-elect Ward asked if there was anyone in the audience who would like to speak for the applicant.

Jenny McGee approached the podium and stated that she lives at 6917 N Troost Avenue. She shared that, as she mentioned earlier, her son attends Amy's Daycare and they absolutely love everything about it. She said, "If you want to find someone who has a gift of getting kids to put their coats on when they absolutely don't want to put their coats and they're throwing temper tantrums and they don't want to do it, she has that touch with kids." She loves having her business in Gladstone.

Chairman-elect Ward asked if there was anyone else who wanted to speak for the applicant. None. He asked if anyone wanted to speak against the applicant. None. He then asked if there further was any further discussion. None. He closed the Public Hearing.

MOTION: By Mr. Markenson, second by Mr. New, to approve the Special Use Permit for 1404 NE 66th Street. File #2018-001.

VOTE:	Mike Ebenroth	Yes
	Alicia Hommon	Yes
	Gary Markenson	Yes
	Jennifer McGee	Recluse
	Katie Middleton	Yes
	Kim Murch	Yes
	James New	Yes
	Bill Turnage	Yes
	Don Ward	Yes
	Larry Whitton	Yes

The motion carried (9-0).

6. Public Hearing: Special Use Permit for 7412 N Oak Trafficway. File #2018-002.

Chairman-elect Ward opened the Public Hearing.

Director Pappas stated that the property owners, Tom and Mary Ann Sims, are requesting that the Special Use Permit for the property located at 7412 N Oak Trafficway, better known as Budget Rent-A-Car, be renewed. He said it was very similar to Amy Cole; this would be for a five (5) year period. There have been no notable issues with this property. Staff has not received any negative comments from the public. There are ten (10) recommended conditions in this case. He went through them as follows.

Recommended Conditions:

1. This Special Use Permit is to be issued to The Kansas City Landsmen, LLC d/b/a Budget Car and Truck Rental only with the provision that The Kansas City Landsmen, LLC d/b/a Budget Car and Truck Rental retain control of the company and will be responsible for its actions. Any change in ownership of the corporation requires the issuance of a new special use permit.
2. Flammable liquids must be stored outside of the building only and in an appropriate, secured, outside storage cabinet.
3. The structure shall be maintained according to City Code as required.
4. No noise, smoke, radiation, vibration, concussion, heat, glare, dust, fly ash, gas or other substances that are toxic, caustic, or injurious to humans or property to be produced at this site.
5. The issuance of such Special Use Permit does not relieve The Kansas City Landsmen, LLC d/b/a Budget Car and Truck Rental from following all other applicable codes and laws of the City of Gladstone or other governmental agency. This permit does not relieve Budget Car and Truck Rental from applying for all necessary electrical permits, sign permits, or occupation license. The regulations established by the adoption of City ordinances shall have precedence over any conditions established by the issuance of this permit.
6. The hours of operation shall be 7:00 AM until 6:00 PM.
7. Any exterior lighting shall be for security and business use only and directed to alleviate impact on adjacent properties.
8. All business deliveries and loading shall occur during allowed business hours only.
9. All materials, products, or other items offered for sale or lease shall not be displayed in any drive area.
10. Storage of trucks and heavy equipment shall be stored and displayed to the south of the primary building and parking area.

Director Pappas corrected that this is for a ten (10) year SUP renewal. It's not a five (5) year. It's a ten (10) year. Staff recommends that the Commission recommend approval to the Council.

Ms. Middleton inquired if it was previously for a five (5) year permit.

Director Pappas confirmed that is was.

Chairman-elect Ward asked if the applicant was present.

Applicant, Tom Sims, approached the podium and stated that his address is 1904 NE 76th Street, Gladstone, Missouri. He said that they are a good tenant. They keep the place clean and it looks good for our City. It's a lot better than a vacant lot.

Chairman-elect Ward asked if there was anyone else who wanted to speak for the applicant. None. He asked if anyone wanted to oppose the Special Use Permit. None. He then asked if there further was any further discussion. None. He closed the Public Hearing.

MOTION: By Mr. Turnage, second by Mr. New, to approve the Special Use Permit at 7412 N Oak Trafficway for ten (10) years.

VOTE:	Mike Ebenroth	Yes
	Alicia Hommon	Yes
	Gary Markenson	Yes
	Jennifer McGee	Yes
	Katie Middleton	Yes
	Kim Murch	Yes
	James New	Yes
	Bill Turnage	Yes
	Don Ward	Yes
	Larry Whitton	Yes

The motion carried (10-0).

7. Public Hearing: Revisions to the Zoning and Planning Ordinance, Section 7.135.025. File #210-003.
Chairman-elect Ward opened the Public Hearing.

Director Pappas apologized for having three Public Hearings on the same night. He said this one would be brief.

Director Pappas shared that it was brought to the attention of the City Council and City Staff that there was some ambiguity in the recently passed ordinance that was worked on last year. They are broadening some of the definitions to better encapsulate both smoke shops and vape shops, calling them the same thing. This wasn't accurately done on our last ordinance, and you can see how the ordinance has been rewritten, everything is in blue underline. Not much was added, but it does create a world of difference. In this case, he recommends that Commission approve it, unless they have questions.

Ms. Middleton asked if there are any other businesses that want to come into the City that this would affect, the way it did previously.

Director Pappas shared that, since this ordinance was passed in 2017, one business has actually come in and it is a vape shop. They thought that the ordinance applied, but under legal counsel, found that it didn't. The business was able to get an occupational license. The new ordinance would take that ability away from any new businesses that come in that are only vape shops. It would apply to vape shops.

Chairman-elect Ward asked if there were any other questions for staff. None. He asked if there was anyone in the audience who wanted to speak for the ordinance. None. He asked if there was anybody in the audience who wished to speak against. None. He closed the Public Hearing.

Chairman-elect Ward asked if there was any further discussion from the Commission. None.

MOTION: By Mr. Markenson, second by Ms. McGee, to recommend the approval of revisions in the Zoning and Planning Ordinance, Section 7.135.025.

VOTE:	Mike Ebenroth	Yes
	Alicia Hommon	Yes
	Gary Markenson	Yes
	Jennifer McGee	Yes
	Katie Middleton	Yes
	Kim Murch	Yes

James New	Yes
Bill Turnage	Yes
Don Ward	Yes
Larry Whitton	Yes

The motion carried (10-0).

8. Other Business:

a. Commission Education (handouts).

Director Pappas shared one handout which was the 2017-2018 City Council Goals. The City Council worked very hard to put them together at the end of last year. They are very good goals. They are broad, but they generate a lot of thought. He shared that he sees certain value, especially in how Gladstone moves forward. Recently, the Leadership Team completed a series of objectives that help to support the Council goals. The Community Development department will have a goal setting retreat of their own later this month. They will further flesh out the objectives and create doable action items that can be accomplished this year. He will be sharing the results of the Goal Setting Retreat with the Commission.

b. Planning and development related news.

Director Pappas stated that the Mid-America Regional Council has initiated its 2050 Transportation Plan for the region. There is a survey online at marc.org where you can choose how future improvements are made in our region. He recommended that everyone go online and take that survey to give a better spotlight to Gladstone.

Director Pappas shared that they are currently working on an update to our Code Enforcement process which will be presented to the City Council in March. There will be a number of different initiatives taking place. They have already started on some, one of them being proactive commercial code enforcement, which hasn't been done before.

Director Pappas said they are initiating an amendment to the recently approved housing study by internally drafting an implementation matrix for Council consideration by October. The previous housing study was a little generic and left some items to interpretation. He wants to have a specific implementation matrix that they can work on. The Planning Commission's work plan will be before the Commission at the next meeting. He shared that, in the next month or so, they will schedule Commissioner training with our City attorney since we have some new faces. He recommended that everyone attend.

9. Communications from City Council and Staff.

Mayor Mallams began by describing the Saturday Night Live short segments where they show Kristen Wiig, and Kristen knows that there is something exciting that's coming. She's excited and she just can't keep it to herself; she wants to let somebody know what's going to be happening. The Mayor said, "I have got to be careful because there are some great things getting ready to happen here in Gladstone, but I just can't tell you."

Mayor Mallams mentioned a dumpster outside of the QuikTrip down on 64th. He asked if anyone knows what's happening there.

Director Pappas shared that they haven't come in for any permits at this time, but it will be a laundry mat. According to the owner, a laundry mat has purchased the property to have an upscale laundry mat. There will be some changes to that property. The Commission and the Council will see the site plan revision come in as the owner wants to add on to the building. They will see that this year.

Mayor Mallams reminded the Commission they had heard about the Summit Grill that will be going in across the street at the Heights. They will be occupying all 10,000 square feet of that commercial space. Our Council is very excited about it. It will be an upscale restaurant to go along with our upscale laundry mat. They have been working on that space for several years and finally have a good tenant there.

Mayor Mallams informed the Commission that they had received the final plans on Hobby Hill Park off north Broadway. It's a thirty-three acre park and really looks great for our community. There will be several play areas for seniors. There will be a walking trail that goes around the wetlands, and several areas that people can stop for meditation, referred to as reflection nodes. Once the weather breaks, you will see movement on finishing Hobby Hill Park.

Mayor Mallams noted that Pleasant Valley Road, Phase II, will be completing as soon as the weather breaks. He shared news on the Woodbine/Kendallwood retirement center that has been closed for many years. The City is moving forward with a developer that will turn it into independent living for seniors, which is wonderful.

The Mayor shared that they are working on acquisition of another building in the downtown area that will, hopefully, be housing iWerx, a company out of North Kansas City. They will finalize that on Monday. At the Northland Innovation Campus, he said he would try to keep the politics out of it. They have worked two years on getting the University of Missouri at Rolla, the Science and Technology University, to export a graduate degree program, a doctoral degree program, to be housed out of the Northland Innovation Campus. It would be great. The number of engineers within the metropolitan area of Kansas City is large. The only place they have right now to go for advanced degrees is UMKC. The City staff has been working very, very hard with the Interim Chancellor and his administrative staff. The Governor, as you know, projected a \$70 million cut in higher education which almost equals what they cut last year. He hopes that doesn't materialize as it could then impact whether or not we get S&T over at the Innovation Campus.

The Mayor summarized by stating that a lot of good things are happening. The City staff works extremely hard. The City Council spends countless hours, and the City is doing well. He also welcomed the new members, Mike, Alicia, and Kim. He thanked them for being a part of this Commission. He said that what they do ends up coming before the Council and he appreciates their attention to detail.

Director Pappas welcomed the new members. He shared an invitation with them and everyone on the Commission to call him if they have any questions on any issues that come forward, before the meeting or in general. He would be happy to work with them on whatever the issue may be.

10. Communications from Planning Commission.

Mr. Whitton welcomed the new members.

Mr. Turnage also expressed a welcome to new members.

Mr. Murch said he was glad to be there.

Ms. Middleton dittoed the welcome.

Mr. Markenson shared the welcome.

Ms. McGee expressed thanks to the Public Safety and the Parks and Rec departments for putting on the Skating with a Cop event. Her children loved it.

Mr. New welcomed the new members and suggested a new group picture.

Ms. Hommon said she was very excited to be there.

Mr. Ebenroth expressed that it was an honor and privilege to be on the Commission. He takes it very seriously and he looks forward to working with everybody here.

11. Adjournment- Chairman-elect Ward adjourned the meeting at 7:32 pm.

Respectfully submitted:

Cheryl Lamb, Recording Secretary

Approved as corrected _____

Don Ward, Chairman-elect

Approved as submitted _____

AN ORDINANCE AMENDING CHAPTER 135 "C-1 LOCAL BUSINESS DISTRICT", TITLE VII "ZONING AND PLANNING ORDINANCE", SECTION 7.135.025 OF THE CITY CODE AS IT RELATES TO EXPANSION OF TOBACCO/NICOTINE RETAILERS IN THE CITY.

LEGISLATIVE FINDINGS:

1. When tobacco/nicotine/nicotine retail outlets are concentrated in certain neighborhoods or around schools, there are negative consequences for tobacco/nicotine/nicotine control and public health.
2. Communities that are densely populated with tobacco/nicotine/nicotine retailers make it easier for youth to get tobacco/nicotine/nicotine products.
3. Retail outlets are a key marketing channel for tobacco/nicotine/nicotine products, a high density of tobacco/nicotine/nicotine retailers in a neighborhood creates a concentration of tobacco/nicotine/nicotine marketing, meaning children, youth, and adults living in these neighborhoods will be exposed to multiple environmental cues designed to encourage tobacco/nicotine/nicotine use.
4. Studies have shown that tobacco/nicotine advertising is more prevalent in stores near schools and where adolescents are likely to shop.
5. Tobacco/nicotine retailers are an important marketing channel for reaching and attracting potential new users, the vast majority of which are teenagers under 18 years old.
6. Convenience stores – which are popular with teenage shoppers – vigorously participate in tobacco/nicotine marketing activities and tend to feature significantly more tobacco/nicotine advertising and promotions compared to other types of stores.
7. Exposure to these marketing and promotional activities has been shown to affect tobacco/nicotine use initiation rates among adolescents, particularly when the stores are close to schools.
8. Studies have documented that youth who live or go to schools in neighborhoods with a high density of tobacco/nicotine outlets (or with the highest density or retail tobacco/nicotine advertising) have higher smoking rates compared to youth who live, or attend school, in neighborhoods with fewer or no tobacco/nicotine outlets.
9. The Surgeon General has found that the tobacco/nicotine industry's retail outlet advertising targets people with the lowest income and education and that there is more in-store tobacco/nicotine advertising in minority and low-income neighborhoods.
10. Evidence demonstrates that restrictions on the number and locations of tobacco/nicotine retail outlets within a community have clear public health benefits, particularly for youth, young adults, and for low-income and other populations disparately impacted by the chronic diseases caused by tobacco/nicotine use.

SECTION 1 – AMENDMENT TO CHAPTER 135. Section 7.135.025 to be amended within Title VII, Chapter 135 of the City Code attached hereto and incorporated herein.

SECTION 2 – SEVERABILITY CLAUSE. The provisions of this ordinance are severable and if any provision hereof is declared invalid, unconstitutional or unenforceable, such determination shall not affect the validity of the remainder of the ordinance.

PASSED, SIGNED, AND MADE EFFECTIVE BY THE CITY COUNCIL OF THE CITY OF GLADSTONE, MISSOURI THIS 26th DAY OF FEBRUARY, 2018.

R.D. Mallams, Mayor

ATTEST:

Ruth Bocchino, City Clerk

First Reading: 2/26/18

Second Reading: 2/26/18



Community Development Department

Staff Report

Date: February 1, 2018 *N. Pappas*

File #: 2017-006

Requested Action: Zoning Text Amendment

Date of PC Consideration: February 5, 2018

Date of Council Consideration: TBD

Applicant: City of Gladstone, Community Development Department

Owner: N/A

Architect: N/A

Engineer: N/A

Address of property: N/A

Community Development staff has been instructed by the City Council to make a minor amendment of the current smoke shop / tobacco retailer ordinance by including language that applies to vape shops. For the Planning Commission and City Council's knowledge, academic articles and research papers linking vape shops to many of the negative consequences of smoke shop / tobacco retailers are attached and will be entered into the public hearing record. The actual changes to the ordinance are minimal and are attached. Please advise if there are any questions staff can answer.

What Does the Public Say?

At the time this staff report was written, staff has not heard from any member of the public. Planning and zoning ordinances are enacted with the aim to protect the health, safety, general welfare, and property values of the community. Please keep these considerations in mind as you determine the value and necessity of this text amendment.

Sec. 7.135.025. Public Policy.

(a) Regulation is necessary because there is a likelihood of the expansion of smoke shops and tobacco retailers in the City.

(b) Such expansion results in undesirable community impacts including: increased sales of tobacco and vapor products to minors, a greater opportunity for the sale of drug paraphernalia, negative aesthetic impacts, and the loss of property values in close proximity to these uses.

(c) Regulation addresses negative impacts while still allowing a reasonable number of establishments to be located within the City.

(d) *Definitions.*

Alternative nicotine product. Any non-combustible product containing nicotine that is intended for human consumption, whether chewed, absorbed, dissolved, or ingested by any other means. Alternative nicotine products do not include any vapor product, tobacco product or any product regulated as a drug or device by the United States Food and Drug Administration under Chapter V of the Food, Drug, and Cosmetic Act.

Ancillary sale. A grocery store, supermarket, convenience store or similar market that uses no more than two percent (2%) of its gross floor area, or 200 square feet, whichever is less, for the display, sale, distribution, delivery, offering, furnishing, or marketing of tobacco products, vapor products, or tobacco paraphernalia. For any grocery store, convenience market, retail kiosk or similar use consisting of 250 square feet or less, "ancillary sale" shall mean not more than five (5) square feet are used for the display, sale, distribution, delivery, offering, furnishing, or marketing of tobacco products, vapor products, or tobacco paraphernalia. The display, sale, distribution, delivery, offering, furnishing, or marketing of vapor products or tobacco paraphernalia that uses more than five (5) square feet is subject to the restrictions of this Section and shall not constitute "ancillary sale" under any circumstances.

Drug paraphernalia. All equipment, products, substances, and materials of any kind which are used, intended for use, or designed for use, in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance as defined by Section 195.010.1(5), RSMo or an imitation controlled substance as defined by Section 195.010.1(21), RSMo.

Electronic cigarette or e-cigs. A device consisting of a cartridge with liquid solution containing nicotine and a battery powering a coil which heats the liquid solution into vapor.

Smoke shop ~~and tobacco store~~. Any premises dedicated to the display, sale, distribution, delivery, offering, furnishing, or marketing of tobacco, tobacco products, ~~or tobacco~~ paraphernalia, alternative nicotine products, or vapor products; provided, however, that any grocery store, supermarket, convenience store, or similar retail use that only sells conventional cigars, cigarettes, or tobacco as an ancillary sale shall not be defined as a "smoke shop and tobacco store" and shall not be subject to the restriction of this Section.

Vapor product. Any noncombustible product that employs a heating element, power source, electronic circuit, or other electronic, chemical or mechanical means, regardless of shape or size, that can be used to produce vapor from a solution or other form that may or may not contain nicotine. "Vapor product" includes any electronic cigarette, electronic cigar, electronic cigarillo,

electronic pipe, or similar product or device and any vapor cartridge or container of nicotine in a solution or other form that is intended to be used with or in an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, or similar product or device. "Vapor product" does not include any alternative nicotine product or tobacco product.

Tobacco. Any preparation of the nicotine-rich leaves of a tobacco plant, which are cured by a process of drying and fermentation for use in smoking, chewing, absorbing, dissolving, inhaling, snorting, sniffing, or ingesting by any other means into the body.

Tobacco paraphernalia. All equipment, products, substances, and materials of any kind which are used, intended for use, or designed for use, in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, storing, containing, concealing, ingesting, inhaling, or otherwise introducing into the human body tobacco or tobacco products. Does not include matches or lighters.

Tobacco product. Any substance containing tobacco leaf and or nicotine including, but not limited to, blunt wraps, cigarettes, cigars, pipe tobacco, snuff, chewing tobacco, or dipping tobacco, ~~but does not include alternative nicotine products or vapor products.~~

(e) *Nonconforming use.* A nonconforming use of land existing at the time of enactment of this Section may be continued, but shall not be extended, expanded or enlarged. Those businesses that were in legal operation at the same location as of the effective date of this ordinance shall be considered as legal nonconforming uses. An existing business shall be one that has been in continuous operation under the same business name and ownership from and after the date of enactment of this Section.

(f) *Separation requirements.* No permit shall be issued for any smoke shop business that is located within 5,280 feet of any other smoke shop business, or within 200 feet of any property used primarily for single-family residence, a two family residence, a townhouse, an apartment building; or within 500 feet of any school, day care, youth center, community center, recreational facility, park, church or religious institution, hospital, or other similar uses where children regularly gather. The separation distance shall be measured from or to the outer wall of the smoke shop business, and from or to the property line of the property containing the residential use.

The minimum separation distance shall be measured from any smoke shop business or residence, located within the city limits of Gladstone or outside and immediately adjacent to the city limits. This separation provision shall not apply to an existing business that has been in continuous operation at the same location and under the same business name and ownership from and after the date of enactment of this Section.

(g) *Buildings where located.* Each smoke shop business shall be located within a multi-tenant commercial building, housing not less than four (4) separate occupancies.

(h) *Penalty.* Any violation of any provisions of this Section by a person or business shall be subject to the penalties, fines, and enforcement provisions set forth in Section 7.100.070 of this Title.

GLADSTONE PLANNING COMMISSION MINUTES
Council Chambers February 5, 2018

1. Meeting called to Order- Roll Call- Chairman Markenson called the meeting to order at 7:00 pm.

Commissioners present were: Mike Ebenroth
Alicia Hommon
Gary Markenson, Chairman
Jennifer McGee
Katie Middleton
Kim Murch
James New
Bill Turnage
Don Ward, Chairman-elect
Larry Whitton

Absent: Chase Cookson
Shari Poindexter

Also present: RD Mallams, Mayor
Kyle Yarber, Councilmember
Jean Moore, Councilmember
Bob Baer, Assistant City Manager
Nick Pappas, Community Development Director
Cheryl Lamb, Administrative Assistant

2. Pledge of Allegiance to the United States of America.

3. Approval of Minutes.

Chairman Markenson asked if there was a motion to approve the minutes from the December 18, 2017 meeting. Mr. Turnage moved to approve the minutes. Mr. Whitton seconded. The minutes were approved, 10-0.

Chairman Markenson shared a card from Anne Alexander thanking the Planning Commission for the chocolates and card and expressing her pleasure at working with the Commission.

Chairman Markenson introduced three new members of the Commission. He called on each of them to share their life stories so the Commission could learn more about them.

Mike Ebenroth said that he had moved to Gladstone three years ago. He decided he wanted to get involved. He lives here with his wife, Darla, and they have three grown children. One of the reasons they moved was that they downsized. He works for Reese Nichols as a Realtor. He also works part time for the Kansas City Chiefs as a tour guide. He has been involved with the City of Excelsior Springs and served on the Council and various Boards and Commissions. He likes to be involved in the communities that he is associated with.

Alicia Hommon shared that she is the owner of the Laughing Place Bakery down the street. She has been a resident of Gladstone for a little over six years and fell in love with this community. She was part of the Shaping Our Future initiative and other Boards. She is very excited to stay involved as much as she can.

Kim Murch stated that he has been a resident of Gladstone since 1984. His children have all graduated from local high schools and grade schools. He has three surviving children and one that passed away at 23. She went to Maple Valley State School. He recently retired as President of a local Northland company. He is a member of the local American Legion and is on their Executive Committee. He is also a member of the Honor Guard.

Chairman Markenson welcomed them to the Planning Commission.

4. Officer Elections.

Chairman Markenson reminded everyone that a Nominating Committee was appointed at the last meeting. Bill Turnage is Chairman of the Committee and he was asked to present his committee and the slate of Officers.

Mr. Turnage reported that he and Chase (Cookson) and Katie (Middleton) compiled a slate of Officers for the present year.

Nominees:	Chairman	Don Ward
	Vice Chair	Jennifer McGee
	Advocate Chair	Shari Poindexter
	Secretary	Chase Cookson

Mr. Turnage nominated them for the positions.

Chairman Markenson asked if there was anyone who would like to speak for the nominees. None.

MOTION: By Mr. Turnage, second by Mr. Whitton, to move the election of their slate of Officers by acclamation. The motion carried (10-0).

5. Public Hearing: Special Use Permit for 1404 NE 66th Street. File #2018-001.

Ms. McGee asked to reclude herself from Item #5 because her son attends this daycare.

Chairman-elect Ward opened the Public Hearing and asked for the staff report.

Director Pappas said that the applicant tonight is Amy Cole. She applied for the Special Use Permit last year and has had it for one year for the purpose of having a daycare at her address of 1404 NE 66th Street. He reported that during that timeframe there have not been any issues pertaining to her location. She has constructed a privacy fence, since that was one of the things she wanted to complete. Director Pappas shared that he drives past her location everyday on his way to work and he has never sensed any emergency situation on Flora. That had been a major concern, but he has never witnessed that. He goes by every day at 7:30am.

Director Pappas stated that staff is requesting that the Commission approves a five (5) year Special Use Permit for Miss Cole. The same conditions will apply as they did last year. There are fourteen (14) of them. He read through them for the record.

Recommended Conditions:

1. This Special Use Permit is issued to Amy L. Cole to be used at the above noted address.
2. This Special Use Permit shall be non-transferable to any other person or company, or to any other location.
3. Any changes in operation of the business by Amy L. Cole or change in ownership shall render this Special Use Permit null and void.

4. Amy L. Cole shall maintain a Child Care License as required by the State of Missouri, Division of Family Service; copy of such license shall be supplied to the Community Development Department of the City of Gladstone.
5. If, for any reason, the State of Missouri revokes or suspends the Child Care License, this Special Use Permit shall be revoked or suspended.
6. No person other than Amy L. Cole shall be employed at this location or any other address in association with the child care operated by Amy L. Cole, except in emergency situations as required by the State Day Care Licensing.
7. The maximum number of children in care on the premises at any one time shall be limited to ten (10) full-time, non-related children.
8. Hours of operation shall be limited to 7:30am to 5:30pm, Monday through Friday.
9. Amy L. Cole must reside at this residence for this permit to be valid.
10. Amy L. Cole shall apply for and maintain all applicable State and City business and occupational licenses; copy of such business and occupational licenses shall be supplied to the Community Development Department of the City of Gladstone.
11. Amy L. Cole shall comply with all fire safety requirements made by the Fire Marshal of the City of Gladstone in addition to all fire safety requirements of any State license.
12. No structural changes shall be made to the house or property for the purpose of operating the day care other than those structural changes required by the State of Missouri or the City of Gladstone pursuant to the City Code.
13. A forty-two (42) inch fence or higher is to be maintained in good condition around the child play area as long as this operation exists.
14. This Special Use Permit is issued in accordance with the submitted site plan of the property supplied by Amy L. Cole in her application for a special use permit, and is subject to the additional conditions established by the City of Gladstone upon passage of this ordinance. Any false statements in the application or violation of these conditions or other City Code requirements may result in the cancellation of the Special Use Permit.

Director Pappas said that it was pretty basic. This is what was approved last year. Ultimately, Staff again recommends that this be renewed for a five (5) year period.

Mr. New asked if it was approved last year for one year.

Director Pappas stated that it was late last year, in December.

Mr. New inquired why it wasn't approved for a longer time frame.

Director Pappas shared that it is common practice with Special Use Permits that they are approved for one year at first. If everything goes well, they are approved for five (5) years, and if everything goes well at that point, they are approved for ten (10) years.

Mr. Ebenroth asked, regarding item #7, is ten (10) the maximum number of children that she can have at any one time.

Director Pappas confirmed that was correct.

Mr. Ebenroth inquired about the wording "non-related".

Director Pappas shared that if there were related children there could be more than ten, but this refers to non-related.

Chairman-elect Ward invited the applicant to speak to the Commission.

Ms. Cole approached the podium and stated that her name is Amy Cole and her address is 1404 NE 64th Street in Gladstone. She shared that she has been here over a year and she loves it. Since having the Special Use Permit she has received her Missouri State License and has passed her second set of sanitation and fire safety inspections in the past couple of weeks. The State Fire Marshall was at her location today. She is determined and prepared to stay in compliance at all times. That is her goal every day. She loves her school.

Ms. Middleton asked how long she had been in this business before starting this school.

Ms. Cole shared that she started in 1990, twenty-seven (27) years. Before that she was a nanny, but she started having daycare in her home in 1990.

Mr. Markenson asked how many children she actually cares for.

Ms. Cole said that she had eight (8) full time, non-related kids right now, one (1) who comes part time, and she has some nephews who are also in her daycare.

Mr. New asked what brought her from Tiger-land to Gladstone.

Ms. Cole said that she was in Columbia her whole life but moved here for her husband. His job moved him here.

Chairman-elect Ward asked if there was anyone in the audience who would like to speak for the applicant.

Jenny McGee approached the podium and stated that she lives at 6917 N Troost Avenue. She shared that, as she mentioned earlier, her son attends Amy's Daycare and they absolutely love everything about it. She said, "If you want to find someone who has a gift of getting kids to put their coats on when they absolutely don't want to put their coats and they're throwing temper tantrums and they don't want to do it, she has that touch with kids." She loves having her business in Gladstone.

Chairman-elect Ward asked if there was anyone else who wanted to speak for the applicant. None. He asked if anyone wanted to speak against the applicant. None. He then asked if there further was any further discussion. None. He closed the Public Hearing.

MOTION: By Mr. Markenson, second by Mr. New, to approve the Special Use Permit for 1404 NE 66th Street. File #2018-001.

VOTE:	Mike Ebenroth	Yes
	Alicia Hommon	Yes
	Gary Markenson	Yes
	Jennifer McGee	Recluse
	Katie Middleton	Yes
	Kim Murch	Yes
	James New	Yes
	Bill Turnage	Yes
	Don Ward	Yes
	Larry Whitton	Yes

The motion carried (9-0).

6. Public Hearing: Special Use Permit for 7412 N Oak Trafficway. File #2018-002.

Chairman-elect Ward opened the Public Hearing.

Director Pappas stated that the property owners, Tom and Mary Ann Sims, are requesting that the Special Use Permit for the property located at 7412 N Oak Trafficway, better known as Budget Rent-A-Car, be renewed. He said it was very similar to Amy Cole; this would be for a five (5) year period. There have been no notable issues with this property. Staff has not received any negative comments from the public. There are ten (10) recommended conditions in this case. He went through them as follows.

Recommended Conditions:

1. This Special Use Permit is to be issued to The Kansas City Landsmen, LLC d/b/a Budget Car and Truck Rental only with the provision that The Kansas City Landsmen, LLC d/b/a Budget Car and Truck Rental retain control of the company and will be responsible for its actions. Any change in ownership of the corporation requires the issuance of a new special use permit.
2. Flammable liquids must be stored outside of the building only and in an appropriate, secured, outside storage cabinet.
3. The structure shall be maintained according to City Code as required.
4. No noise, smoke, radiation, vibration, concussion, heat, glare, dust, fly ash, gas or other substances that are toxic, caustic, or injurious to humans or property to be produced at this site.
5. The issuance of such Special Use Permit does not relieve The Kansas City Landsmen, LLC d/b/a Budget Car and Truck Rental from following all other applicable codes and laws of the City of Gladstone or other governmental agency. This permit does not relieve Budget Car and Truck Rental from applying for all necessary electrical permits, sign permits, or occupation license. The regulations established by the adoption of City ordinances shall have precedence over any conditions established by the issuance of this permit.
6. The hours of operation shall be 7:00 AM until 6:00 PM.
7. Any exterior lighting shall be for security and business use only and directed to alleviate impact on adjacent properties.
8. All business deliveries and loading shall occur during allowed business hours only.
9. All materials, products, or other items offered for sale or lease shall not be displayed in any drive area.
10. Storage of trucks and heavy equipment shall be stored and displayed to the south of the primary building and parking area.

Director Pappas corrected that this is for a ten (10) year SUP renewal. It's not a five (5) year. It's a ten (10) year. Staff recommends that the Commission recommend approval to the Council.

Ms. Middleton inquired if it was previously for a five (5) year permit.

Director Pappas confirmed that is was.

Chairman-elect Ward asked if the applicant was present.

Applicant, Tom Sims, approached the podium and stated that his address is 1904 NE 76th Street, Gladstone, Missouri. He said that they are a good tenant. They keep the place clean and it looks good for our City. It's a lot better than a vacant lot.

Chairman-elect Ward asked if there was anyone else who wanted to speak for the applicant. None. He asked if anyone wanted to oppose the Special Use Permit. None. He then asked if there further was any further discussion. None. He closed the Public Hearing.

MOTION: By Mr. Turnage, second by Mr. New, to approve the Special Use Permit at 7412 N Oak Trafficway for ten (10) years.

VOTE:	Mike Ebenroth	Yes
	Alicia Hommon	Yes
	Gary Markenson	Yes
	Jennifer McGee	Yes
	Katie Middleton	Yes
	Kim Murch	Yes
	James New	Yes
	Bill Turnage	Yes
	Don Ward	Yes
	Larry Whitton	Yes

The motion carried (10-0).

7. Public Hearing: Revisions to the Zoning and Planning Ordinance, Section 7.135.025. File #210-003.
Chairman-elect Ward opened the Public Hearing.

Director Pappas apologized for having three Public Hearings on the same night. He said this one would be brief.

Director Pappas shared that it was brought to the attention of the City Council and City Staff that there was some ambiguity in the recently passed ordinance that was worked on last year. They are broadening some of the definitions to better encapsulate both smoke shops and vape shops, calling them the same thing. This wasn't accurately done on our last ordinance, and you can see how the ordinance has been rewritten, everything is in blue underline. Not much was added, but it does create a world of difference. In this case, he recommends that Commission approve it, unless they have questions.

Ms. Middleton asked if there are any other businesses that want to come into the City that this would affect, the way it did previously.

Director Pappas shared that, since this ordinance was passed in 2017, one business has actually come in and it is a vape shop. They thought that the ordinance applied, but under legal counsel, found that it didn't. The business was able to get an occupational license. The new ordinance would take that ability away from any new businesses that come in that are only vape shops. It would apply to vape shops.

Chairman-elect Ward asked if there were any other questions for staff. None. He asked if there was anyone in the audience who wanted to speak for the ordinance. None. He asked if there was anybody in the audience who wished to speak against. None. He closed the Public Hearing.

Chairman-elect Ward asked if there was any further discussion from the Commission. None.

MOTION: By Mr. Markenson, second by Ms. McGee, to recommend the approval of revisions in the Zoning and Planning Ordinance, Section 7.135.025.

VOTE:	Mike Ebenroth	Yes
	Alicia Hommon	Yes
	Gary Markenson	Yes
	Jennifer McGee	Yes
	Katie Middleton	Yes
	Kim Murch	Yes

James New	Yes
Bill Turnage	Yes
Don Ward	Yes
Larry Whitton	Yes

The motion carried (10-0).

8. Other Business:

a. Commission Education (handouts).

Director Pappas shared one handout which was the 2017-2018 City Council Goals. The City Council worked very hard to put them together at the end of last year. They are very good goals. They are broad, but they generate a lot of thought. He shared that he sees certain value, especially in how Gladstone moves forward. Recently, the Leadership Team completed a series of objectives that help to support the Council goals. The Community Development department will have a goal setting retreat of their own later this month. They will further flesh out the objectives and create doable action items that can be accomplished this year. He will be sharing the results of the Goal Setting Retreat with the Commission.

b. Planning and development related news.

Director Pappas stated that the Mid-America Regional Council has initiated its 2050 Transportation Plan for the region. There is a survey online at marc.org where you can choose how future improvements are made in our region. He recommended that everyone go online and take that survey to give a better spotlight to Gladstone.

Director Pappas shared that they are currently working on an update to our Code Enforcement process which will be presented to the City Council in March. There will be a number of different initiatives taking place. They have already started on some, one of them being proactive commercial code enforcement, which hasn't been done before.

Director Pappas said they are initiating an amendment to the recently approved housing study by internally drafting an implementation matrix for Council consideration by October. The previous housing study was a little generic and left some items to interpretation. He wants to have a specific implementation matrix that they can work on. The Planning Commission's work plan will be before the Commission at the next meeting. He shared that, in the next month or so, they will schedule Commissioner training with our City attorney since we have some new faces. He recommended that everyone attend.

9. Communications from City Council and Staff.

Mayor Mallams began by describing the Saturday Night Live short segments where they show Kristen Wiig, and Kristen knows that there is something exciting that's coming. She's excited and she just can't keep it to herself; she wants to let somebody know what's going to be happening. The Mayor said, "I have got to be careful because there are some great things getting ready to happen here in Gladstone, but I just can't tell you."

Mayor Mallams mentioned a dumpster outside of the QuikTrip down on 64th. He asked if anyone knows what's happening there.

Director Pappas shared that they haven't come in for any permits at this time, but it will be a laundry mat. According to the owner, a laundry mat has purchased the property to have an upscale laundry mat. There will be some changes to that property. The Commission and the Council will see the site plan revision come in as the owner wants to add on to the building. They will see that this year.

Mayor Mallams reminded the Commission they had heard about the Summit Grill that will be going in across the street at the Heights. They will be occupying all 10,000 square feet of that commercial space. Our Council is very excited about it. It will be an upscale restaurant to go along with our upscale laundry mat. They have been working on that space for several years and finally have a good tenant there.

Mayor Mallams informed the Commission that they had received the final plans on Hobby Hill Park off north Broadway. It's a thirty-three acre park and really looks great for our community. There will be several play areas for seniors. There will be a walking trail that goes around the wetlands, and several areas that people can stop for meditation, referred to as reflection nodes. Once the weather breaks, you will see movement on finishing Hobby Hill Park.

Mayor Mallams noted that Pleasant Valley Road, Phase II, will be completing as soon as the weather breaks. He shared news on the Woodbine/Kendallwood retirement center that has been closed for many years. The City is moving forward with a developer that will turn it into independent living for seniors, which is wonderful.

The Mayor shared that they are working on acquisition of another building in the downtown area that will, hopefully, be housing iWerx, a company out of North Kansas City. They will finalize that on Monday. At the Northland Innovation Campus, he said he would try to keep the politics out of it. They have worked two years on getting the University of Missouri at Rolla, the Science and Technology University, to export a graduate degree program, a doctoral degree program, to be housed out of the Northland Innovation Campus. It would be great. The number of engineers within the metropolitan area of Kansas City is large. The only place they have right now to go for advanced degrees is UMKC. The City staff has been working very, very hard with the Interim Chancellor and his administrative staff. The Governor, as you know, projected a \$70 million cut in higher education which almost equals what they cut last year. He hopes that doesn't materialize as it could then impact whether or not we get S&T over at the Innovation Campus.

The Mayor summarized by stating that a lot of good things are happening. The City staff works extremely hard. The City Council spends countless hours, and the City is doing well. He also welcomed the new members, Mike, Alicia, and Kim. He thanked them for being a part of this Commission. He said that what they do ends up coming before the Council and he appreciates their attention to detail.

Director Pappas welcomed the new members. He shared an invitation with them and everyone on the Commission to call him if they have any questions on any issues that come forward, before the meeting or in general. He would be happy to work with them on whatever the issue may be.

10. Communications from Planning Commission.

Mr. Whitton welcomed the new members.

Mr. Turnage also expressed a welcome to new members.

Mr. Murch said he was glad to be there.

Ms. Middleton dittoed the welcome.

Mr. Markenson shared the welcome.

Ms. McGee expressed thanks to the Public Safety and the Parks and Rec departments for putting on the Skating with a Cop event. Her children loved it.

Mr. New welcomed the new members and suggested a new group picture.

Ms. Hommon said she was very excited to be there.

Mr. Ebenroth expressed that it was an honor and privilege to be on the Commission. He takes it very seriously and he looks forward to working with everybody here.

11. Adjournment- Chairman-elect Ward adjourned the meeting at 7:32 pm.

Respectfully submitted:

Cheryl Lamb, Recording Secretary

Approved as corrected _____

Don Ward, Chairman-elect

Approved as submitted _____

AN ORDINANCE DIRECTING THE CITY MANAGER TO PARTICIPATE IN THE MISSOURI HIGHWAY SAFETY PROGRAM AND DIRECTING THE DIRECTOR OF PUBLIC SAFETY TO INVESTIGATE FINANCIAL ASSISTANCE AVAILABLE UNDER THE MISSOURI HIGHWAY SAFETY PROGRAM FOR TRAFFIC ENFORCEMENT AND REPORT RECOMMENDATIONS.

LEGISLATIVE FINDINGS

1. The City of Gladstone and the Missouri Highways and Transportation Commission seek to promote safety on roadways.
2. Aggressive enforcement of laws governing traffic on roadways creates a safer environment for the citizens of and the visitors to the City of Gladstone.
3. Effective enforcement of traffic laws reduces injuries and deaths on the roadway as well as property damage.
4. An agreement with Missouri Department of Transportation to participate in Missouri's Highway Safety Program is in the best interests of the residents of the City of Gladstone.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF GLADSTONE, MISSOURI AS FOLLOWS:

1. The City of Gladstone agrees to participate in Missouri's Highway Safety Program.
2. The City Manager and Director of Public Safety are directed to investigate the financial assistance available under the Missouri Highway Safety Program for Traffic Enforcement and report to the City Council with a recommendation regarding the programs.
3. The City Manager is authorized to execute the "City Council Authorization" form regarding the City's participation in the Missouri Highway Safety Program.

INTRODUCED, READ, PASSED AND ADOPTED BY THE COUNCIL OF THE CITY OF GLADSTONE, MISSOURI THIS 26th DAY OF FEBRUARY, 2018.

R.D. Mallams, Mayor

ATTEST:

Ruth Bocchino, City Clerk

First Reading: 2/26/18

Second Reading: 2/26/18



Request for Council Action

RES ☐ # City Clerk Only

BILL ☒ # City Clerk Only

ORD # City Clerk Only

Date: 2/20/2018

Department: Public Safety

Meeting Date Requested: 2/26/2018

Public Hearing: Yes ☐ Date: [Click here to enter a date.](#)

Subject: MoDOT Agreement for participation in Missouri's Highway Safety Program.

Background: The Public Safety Department receives grant funding to support enforcement of ordinances and traffic laws to improve safety on the roadways in Gladstone.

Budget Discussion: Funds are budgeted in the amount of \$ [Click here to enter amount](#) from the Choose a Fund Fund. Ongoing costs are estimated to be \$ [Click here to enter amount](#) annually. Previous years' funding was \$ [Click here to enter amount](#)

Public/Board/Staff Input: Funding is requested from the Missouri Department of Transportation for enforcement of traffic laws related to hazardous moving violations, driving under the influence, seat belt use, and ordinances related to enforcement of underage drinking. These funds are utilized to pay overtime to officers for enforcement efforts above the regular enforcement activities conducted by department personnel.

Provide Original Contracts, Leases, Agreements, etc. to: City Clerk and Vendor

Mike Hasty
Department Director/Administrator

City Attorney

City Manager



Highway Safety and Traffic Division
P.O. Box 270
Jefferson City, MO 65102
1-800-800-2358 or 573-751-4161

CITY COUNCIL AUTHORIZATION

The City Council of Gladstone Missouri and the City Manager of Gladstone Missouri have discussed the City's participation in Missouri's Highway Safety Program.

It is agreed that the City of Gladstone will participate in Missouri's Highway Safety Program.

It is further agreed that the Chief of Police will investigate the financial assistance available under the Missouri Highway Safety Program for Traffic Enforcement and report back to the Council his/her recommendations. When funding through the Highway Safety Division is no longer available, the local government entity agrees to make a dedicated attempt to continue support for this traffic safety effort.

City Manager

Date