



**CITY COUNCIL MEETING
GLADSTONE, MISSOURI
MONDAY, NOVEMBER 11, 2019**

The City Council will meet in Closed Executive Session at 7:15 pm Monday, November 11, 2019, 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(1) for Litigation and Confidential or Privileged Communications with Legal Counsel, 610.021(2) Real Estate Acquisition Discussion, and 610.021(13) Personnel Records.

OPEN STUDY SESSION: 4:20 PM

1. Board and Commission Interviews

REGULAR MEETING: 7:30 PM

TENTATIVE AGENDA

- 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 October 28, 2019, Closed City Council Meeting Minutes.**
- 6. Approval of the October 28, 2019, Regular City Council Meeting Minutes.**
- 7. CONSENT AGENDA**

RESOLUTION R-19-59 A Resolution authorizing the destruction of certain records in accordance with RSMo. Chapter 109 and applicable state retention schedules.

RESOLUTION R-19-60 A Resolution authorizing the City Manager to submit an application to the Missouri Department of Natural Resources (MODNR) for Storm Water Grant Funds in the amount of \$27,996.50.

RESOLUTION R-19-61 A Resolution authorizing the execution of a contract with Spectrum Enterprise for the installation and service of Cable Television at the Gladstone Community Center.

RESOLUTION R-19-62 A Resolution authorizing the City Manager to execute an Amendment to Exhibit A of the Depository and Banking Services Agreement between the City of Gladstone, Missouri, and Commerce Bank.

REGULAR AGENDA

8. Communications from the Audience.

9. Communications from the City Council.

10. Communications from the City Manager.

11. RESOLUTION R-19-63 A Resolution adopting a Mission Statement, Vision Statement, and Goals for the City of Gladstone, Missouri, for 2019-2020.

12. FIRST READING BILL NO. 19-48 An Ordinance authorizing the City of Gladstone to enter into an Intergovernmental Cooperation Agreement for the investment of public funds through the Missouri Securities Investment Program (MOSIP).

13. Other Business.

14. Adjournment.



**MINUTES
REGULAR CITY COUNCIL MEETING
GLADSTONE, MISSOURI
MONDAY, OCTOBER 28, 2019**

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

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

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

Mayor Suter opened the Regular City Council Meeting Monday, October 28, 2019, at 7:30 pm in the Gladstone City Council Chambers.

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

All Councilmembers were present.

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

Mayor Suter asked all to join in the Pledge of Allegiance to the Flag of the United States of America and thanked VFW Post 10906: Carla Gleaton, Stan Stoner, Joe Liles, and Charlie Cram for presenting the Colors.

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

The Agenda was approved as published.

Item No. 5. On the Agenda. Approval of the October 14, 2019, Closed City Council Meeting Minutes.

Councilman Mallams moved to approve the minutes of the October 14, 2019, Closed City Council meeting as presented. **Mayor Pro Tem Moore** seconded. The Vote: "aye", Councilman

Kyle Yarber, Councilman R.D. Mallams, Councilman Bill Garnos, Mayor Pro Tem Jean Moore, and Mayor Carol Suter. (5-0)

Item No. 6. On the Agenda. Approval of the October 14, 2019, Regular City Council Meeting Minutes.

Mayor Pro Tem Moore moved to approve the minutes of the October 14, 2019, Regular City Council meeting as presented. **Councilman Mallams** seconded. The Vote: "aye", Councilman Kyle Yarber, Councilman R.D. Mallams, Councilman Bill Garnos, Mayor Pro Tem Jean Moore, and Mayor Carol Suter. (5-0)

Item No. 7. On the Agenda. **PROCLAMATION: SMALL BUSINESS SATURDAY**

Mayor Suter presented the Proclamation to Paul Skehen, Chairman Elect, Gladstone Chamber of Commerce.

Item No. 8. On the Agenda. **PROCLAMATION: NATIONAL AMERICAN INDIAN HERITAGE MONTH**

Mayor Suter presented the Proclamation to members of the Daughters of the American Revolution.

Item No. 9. On the Agenda. **CONSENT AGENDA.**

Following the Clerk's reading:

Councilman Mallams moved to approve the Consent Agenda as published. **Mayor Pro Tem Moore** seconded. The Vote: "aye", Councilman Kyle Yarber, Councilman R.D. Mallams, Councilman Bill Garnos, Mayor Pro Tem Jean Moore, and Mayor Carol Suter. (5-0)

Councilman Mallams moved to approve **RESOLUTION R-19-56** A Resolution declaring certain city property surplus and authorizing the sale of such property held by the city to the highest bidder via online auction and/or sealed bid. **Mayor Pro Tem Moore** seconded. The Vote: "aye", Councilman Kyle Yarber, Councilman R.D. Mallams, Councilman Bill Garnos, Mayor Pro Tem Jean Moore, and Mayor Carol Suter. (5-0)

Councilman Mallams moved to approve **RESOLUTION R-19-57** A Resolution authorizing acceptance of a proposal from The Better Wash, a business located at 6902 North Oak Trafficway, Gladstone, Missouri, for car wash and cleaning services and authorizing the City Manager to sign a contract for such services. **Mayor Pro Tem Moore** seconded. The Vote: "aye", Councilman Kyle Yarber, Councilman R.D. Mallams, Councilman Bill Garnos, Mayor Pro Tem Jean Moore, and Mayor Carol Suter. (5-0)

Councilman Mallams moved to approve **RESOLUTION R-19-58** A Resolution authorizing acceptance of work under the Agreement with Jim Gallucci for the commission of two archways for installation at the Shoal Creek Trail near the entrance of Happy Rock Park, and authorizing

final payment in the amount of \$5,000.00 for Project CP1952. **Mayor Pro Tem Moore** seconded. The Vote: “aye”, Councilman Kyle Yarber, Councilman R.D. Mallams, Councilman Bill Garnos, Mayor Pro Tem Jean Moore, and Mayor Carol Suter. (5-0)

Councilman Mallams moved to **APPROVE FINANCIAL REPORT FOR THREE MONTHS ENDING SEPTEMBER 2019**. **Mayor Pro Tem Moore** seconded. The Vote: “aye”, Councilman Kyle Yarber, Councilman R.D. Mallams, Councilman Bill Garnos, Mayor Pro Tem Jean Moore, and Mayor Carol Suter. (5-0)

REGULAR AGENDA.

Item No. 10. On the Agenda. Communications from the Audience.

There were none.

Item No. 11. On the Agenda. Communications from the City Council.

Councilman Yarber stated: *“Yes, thank you. I attended a few events. On the 18th I missed an important ceremony which I think other people will mention later this evening because I attended the First Suburbs meeting, the MARC meeting. Some of the same people I saw at that meeting I then saw last week, Tuesday and Wednesday of last week; I was at a Climate Change Academy. This is the first time this has ever been offered here in the Midwest. We had some attendees traveling as far as Iowa to take part in this. Certainly a lot of people from the metropolitan area attended. This was just the first half of it; these two days. Climate change, of course, is becoming bigger and bigger news, although it has been for a long time. We are often at a loss to know what we can do on the municipal level and that is an important thing for us on the city level to begin to try to figure out. I certainly cannot recap all of the information that we went over but I just wanted to touch on just how climate change can affect health. We certainly can think in terms of extreme temperatures, but it also affects air quality so we are seeing longer periods where asthma is being affected; we are seeing extreme events and injuries that can come from floods and wildfires and things like that. We are seeing vector borne diseases; insects like mosquitoes and ticks that we used to not see in areas become more prevalent in new areas. Certainly water related illnesses; food and nutrition; with more carbon in the atmosphere we will see less nutritional value from our agricultural crops and a final health issue: mental health and well-being. We are seeing suicide rates across a large spectrum of ages increase because of the fears for the future; what the future will be like. For a long time we have seen suicide rates declining in young people but we are certainly seeing with Gen Z that they are climbing up again and the number one fear young people have is climate change. Anyway, there will be more to report but that’s heavy enough for this evening.”*

Councilman Garnos stated: *“Mayor I just wanted to mention we had a Parks and Rec Advisory Board meeting last week. Good meeting; we got an update on a lot of projects going on with Parks and Rec these days. That went well. The only other comment that I had was I was pleased with the Proclamation tonight for American Indian Heritage Month. I don’t recall us having passed a similar Proclamation since I’ve been on Council but having survived 31 winters in South Dakota, with seven Indian Reservations there, it’s a particular issue that I am familiar*

with, grew up with, I have a special perspective on, and we just do not hear concern out of our national politicians on the issue in any way. I couldn't tell you the last time I heard somebody talk about problems with Native American Reservations. And it is not a partisan issue, Counties can't deal with it, States can't deal with it, it is strictly a federal issue and it is very frustrating. I was appreciative of the recognition we could provide them tonight so thank you for the Proclamation."

Mayor Pro Tem Moore stated: *"I just wanted to say congratulations again to Mayor Suter for her receipt of the NNI Award at the breakfast last week. I had the opportunity to attend along with Councilman Mallams. It was a great event and it was a really proud time for us to see you recognized for your work in the region and in Gladstone and throughout the whole metro. Thank you again for your service and it was a great event."*

Mayor Suter stated: *"Thank you so much, you are very kind. I'll catch up on a couple of events. The Northland Regional Chamber had updates from the City of Riverside which is doing a lot of really exciting things. It doesn't come to our attention very often but they are really inventing themselves in some interesting and exciting ways. Again, an update from the developer of One North which is that piece down along the highway just by the river where the hotels are going in and the Old Chicago and all of that where it used to be the big grain silos. They're really making great progress on that piece and that is exciting activity as well. I attended the NNI meeting and I got to take my grandchildren to Friday Fright Night which was a huge success. Oh my word we had so many kids there. It was great weather and I know our staff was trying to get creative about how to manage all these people and to get people in there faster so the lines weren't too long. We thought we would be smart and come later but the lines weren't any faster later than they were earlier. Anyway, another great event and a nice safe things for kids to be able to do. Given the way the weather has turned this week, it might be the best one that kids will be at. I represented Gladstone at the MML Regional Dinner which actually had a really interesting program; one of the founders of My Sidewalk was there and talked about what he saw as the future of cities. They are a dot.com, a tech company that does software programming for cities, mainly, that has many municipal customers but many others, so he had some really interesting insight about the future for cities. Finally, I had an opportunity to get to Happy Rock and walk the new trail a bit. Eugene and I walked that; it's going to be a lovely trail. We saw the art was installed so that's great. It's very colorful and interesting and of course it's by a guy named Gallucci, my maiden name is Gallucci, so I don't think he is my cousin but closely related. Anyway, it was exciting to see that stuff getting done. I hope we are going to do a ribbon cutting in November for both the trail and the artwork."*

Item No. 12. On the Agenda. Communications from the City Manager.

City Manager Scott Wingerson stated: *"Thank you, Mayor. Shout out to the Parks, Recreation, and Cultural Arts Department for Friday Fright Night as you mentioned. Over 800 kids were served that night. There is a lot of planning, logistics, and operational details that go into something like that. 800 is a lot. It's at least a modern day record, if not a record for the event itself that has been going on for 20+ years, at least. Great deal. A shout out to the Finance Department, Community Development, General Administration, and of course the City Council. We are getting a hotel and the first visible step in that process is the groundbreaking which will*

be tomorrow at 2:30 rain or shine. That leads me to a shout out to Public Works because we practiced our snow routes and tested the equipment and made any adjustments that were necessary there which guarantees it won't snow tomorrow. All for that. Finally we would like to welcome two new Police Officers: Brenden French-Goehring and Jim Cunningham who were sworn in last week. That's important because it shows that some of our recruitment and hiring practices are helping. We are pleased about that so say hi to them if you get a chance."

Mayor Suter stated: *"Yes, I noted that, the thing with the lateral moves to get experienced officers is really helpful to our force so I was excited about that as well."*

Item No. 13. On the Agenda. PUBLIC HEARING: Final Development Plan-Woofs Play and Stay.

Mayor Suter opened the Public Hearing at 7:51 pm.

Assistant to the City Manager Austin Greer approached Council and stated: *"Good evening, Mayor and members of the City Council. The applicant is requesting a re-plat, zoning change and site plan revision for the purpose of constructing a brand new Woof's Play & Stay, which is a doggy day care and boarding facility proposed on NW Old Pike Road. This project will re-plat and rezone a property currently owned by Van Chevrolet Trust. The current zoning of this property is R-1 Single Family Residential and the applicant is asking to re-zone this property from residential to commercial. The Comprehensive Plan recommends a future land use of commercial at this location. The desired zoning of this proposed project is CP-2 Planned District, General Business. The exterior of the building will consist of a thin faux stone veneer, cement board lap siding around the entire structure, cement board siding panel, metal awning, architectural shingle roof, and an 8 foot vinyl play yard fence. Mr. Bauer and his team think the project would be better served esthetically if shingles took the place of the initial metal roof they had planned. The proposed landscaping for this site will consist of perennials, Prairie Willow shrubs, Eastern Redbud trees, Blue Grama and Little Bluestem grass. The Stormwater study complies with the Kansas City Metropolitan APWA Stormwater requirements and satisfies our City Staff. The photometric (lighting) plan complies and conforms to City Staff standards and adjacent commercial properties. City Staff recommends that the following conditions be considered if the City Council chooses to approve this project request:*

- 1. Any and all disturbed areas shall be sodded.*
- 2. All manicured grass and landscaped areas shall be irrigated and maintained in perpetuity.*
- 3. All mechanical equipment located on the roof and the ground shall be screened from public view similar in design to the rest of the structure. All screening will be reviewed via the building permit process.*
- 4. A compliant monument sign shall be used to serve the development. The monument sign will need a minimum of 240 sq. ft. of area landscaping around the sign.*
- 5. Signage compliant with the sign code shall be used. Signage shall be approved at the time of permitting.*
- 6. All exterior lighting shall be LED.*
- 7. The dumpster shall be enclosed with materials consistent with the primary building. Specific colors shall be submitted and approved as part of the building permit.*

8. *Trash service and commercial deliveries shall occur between the hours of 7:00 a.m. to 10:00 p.m.*
9. *Tractor trailers, storage containers, and other commercial vehicles shall not be parked or stored overnight on the premises.*
10. *The outdoor play area located on the north side of the building shall incorporate landscaping using a combination of eastern redbud trees, flowers and shrubs consistent in nature throughout the site.*
11. *Outside recreation for the animals in the "outdoor play yard" shall occur between the hours of 6:30 a.m. and 8:30 p.m. Monday – Sunday."*

City Staff recommends that the request be approved contingent upon the conditions listed. I would also like to thank Mr. Blake Bauer for being here tonight. Mr. Bauer does have a short presentation for the City Council this evening."

Mayor Suter asked if there were any questions for staff.

Councilman Garnos stated: *"And it was unanimous with the Planning Commission?"*

Mr. Greer stated: *"Yes, they approved it unanimously."*

Mr. Bauer approached Council and stated: *"Mayor and City Council, thank you for having me. My name is Blake Bauer. I am one of our co-owners, the CFO, and our Director of Real Estate for our company. Dave Driling is also with me today. He is our majority owner and CEO of the company. Thank you for having us here today. I'll tell you a little bit about our small company that we are growing and some of the locations that we have that you may have seen our sign in other spots. We have a Merriam location that one of our partners is actually the original owner of. We have a Manhattan location which is where our office is located. We opened locations the first of this year in Topeka and Lawrence. We bought an existing Doggy Daycare in Leawood about a year and a half ago. You will see that one at 435 and Roe, if you were to take 435 around you would see it there along the interstate. We actually just bought one this last week in South Overland Park at 151st and Metcalf so we have another one that we bought down there. Our Wichita opened, the one that is in the picture, opened today. We are growing and we have two more under development; the Wichita one in the bottom left and then this one here in Gladstone. We are growing the brand and we think that this location here in Gladstone is a perfect location to do that. A little bit about our philosophy: we have a state of the art facilities that are built thoroughly around safety and happiness around your pups. Our team members have been carefully selected and professionally trained and our management team is focused on the guest services at all times. Everybody says it, I get it, I'm going to show you some of the reasons why we actually are and why, I'm not talking about any other guests, but I wanted to show you how we follow that on a daily basis. We offer day-play night-stay grooming and kitty care at our locations. Really, this service is pretty standard for a lot of those and you might say why does a place like Woofs have kitty care as well, it's mostly because some people that have a pup will also have a cat and they don't want to leave them at home. You know a lot of people can leave a cat at home, just leave it alone for a weekend, but we also will have six to eight places where we could take cats on. It's a very small part of our business but I do point that out. The main part of that is the night stay which is the obvious. That is what has been around forever; the*

boarding. Everybody called it boarding; night stay is what we call it. The other part of that is day play. That is becoming a big, big part of the business. I will be perfectly honest, as Councilman Mallams mentioned to me earlier, is knowing where I'm from. I come from Clay Center, Kansas, a small rural town just west of Manhattan. I grew up on a farm and believe me we did not take our dogs to day play. It's a little bit foreign to me but what is happening is there are a lot more baby boomers that are traveling and have pups and there are a lot more millennials. Those are two of our biggest sectors and those people travel a lot more and the millennials also rent so then on the weekends they are gone and they don't have a yard to turn their pup out like we do ours, we can just turn ours out in the backyard and that's a way for them to drop off and honestly run out energy. If it is my dog, my pup is a lot older dog, but if he comes home after doing that, he is out for like a day. It does allow energy to get out. Here is one of the big things: standard of care. These are some of the things I'm going to tell you about, we have had lots of questions as we go through the rest of this to tell you about our business. No. 1 is the pups receive a behavioral assessment during their first visit. The first visit is on us. We want to come in and we want to check to make sure that your pup is right for us because if your pup is not right for us, I'm sorry but I'm going to tell you to go to the competitor. It's very important to keep that stress level down for those dogs because that is what keeps barking down, that is what keeps injuries down, that's what keeps the employees happier so we do that and it is very, very important to us. We also have the outdoor area with the privacy fence that I'm going to show you. It is eight foot as he mentioned, privacy fence, there is no way to look through it and it's very important, even how we do the construction on this; there is concrete all the way around so there is no digging under it and you can't see through it. That not seeing through it is for safety but a lot of it is for barking, too. If you look up any YouTube video of barking, you are going to see two dogs running a fence line barking at each other. You go open that gate and they just look at each other, right? But they are barking because they fence fight. Usually fence fighting isn't even playing. We try to limit this where they can see outside the fence, they could see somebody pulling up, they could see a car going by, we have this all the way around where it is privacy for those dogs. The other thing is the eight foot fence. I never would have guessed dogs can jump this high; but a six foot fence, they will jump. We have eight foot fences on purpose for the security of those animals to keep them in. Two major pieces to our plan. We do play music as a calming effect and the staff is trained on how to balance that excitement level. A couple of things here to show you on our facilities, and I'm sorry this font isn't showing through as well, it looks a little funky there, but the indoor and outdoor play areas, I think that is important because as you can see here we have our outdoor canine grass, we also have a pool that is covered up in the winter here, I thought those were important to show you because the dogs will be able to go inside and outdoor, here is the indoor for that same exact door at our facility in Manhattan where they can play in or out and that was on the same day that those pictures were taken so they can go in or out. We will have an air curtain. This one has flaps that are across for efficiency, but we have air curtains where the dogs will go through that to keep insects also from going in and out and keep the air at the right temperatures. We have epoxy flooring in certain areas. We also have rubber flooring in some of the major areas where the dogs play. This is to help the dogs on the pads of their feet. Play equipment outside so they can play around with the other dogs. Here is a picture of that eight foot fence right there at 435 and Roe, how that looks and you can't see those yards that are on the other side with that nice new canine grass that we have and the play equipment you can't see it from the outside. This is a couple of pictures from our security systems. We have six systems throughout the store. A lot of them are for our use and

some of them, I'll show you here in a minute, are for some of the higher end luxury suites that we have. This will show you the rubber flooring in our Topeka facility. These came out of our Topeka facility. We also have different sizes of yards here. You can see the small dogs in the middle, here is a medium dog, and then a larger dog yard. We will break those dogs apart so they are with like dogs. My pup is 14 years old and deaf. He gets with the really young ones and the non-excite ones. He is a bigger dog but he is really slow so he would be in with the little pups. We will do that to also temperament test them so that they are in with pups of like manner. This is also what I wanted to show you which is very big. We have shoreline kennels at all our facilities. Shoreline is made here right in Kansas City, Kansas. There are three major suppliers of these medical grade kennels that are made nationwide and one of them is right here in Kansas City, Kansas. We buy all of them from here in Kansas City. They will be in this facility as well. Here is the other things to show you. We have these luxury suites. This is a pup inside a luxury suite, these are the doors right here. They are little houses, 5X7ish, and you can see the door is open here. There is a TV in there, we also have a camera up in the corner where the camera will take a picture and you can log in on the app and you can see if your pup is in there. You can also log in to see if your pup is in the play areas at any time. You can go onto our app right now and see which pups are in there and playing and I think it helps guilt. I know they don't really watch TV but they do like watching it and they do get some noise in there and I think that is trying to be more like home. That is really the thing, keeping that stress level down. If we can buy a \$75.00 TV and put it in the corner playing an old movie on it during the day to keep their stress level down, those are the things that we do to help keep that pup more like home. Once again, farm kid from Clay Center, Kansas, is not used to the TV for the pup, but we do have those in all of our facilities and our facility is scheduled to look just like this with the luxury suites in it as well. Here is some of our finishes. These are the big things to show you, too. If you've gone by a doggy daycare facility somewhere here in Kansas City, maybe you have seen a really nice one, maybe you have seen one that doesn't look so nice. I wanted to show you some of our finishes which is one of the major points to being here and showing you these pictures because if somebody just tells you that they are going to, the first thing that you might hear is that I went into this place and it smelled. I went into this place and it was dirty. I went into this place and it was-name it, right? A lot of those places, if you have seen it since the '80's have drains in them and the smell is in those drains. We don't have drains where we are just washing it down. We wipe down. We have a Zamboni machine where we walk around and clean the floors. We treat this as more medical grade finish than we would to treat it like a barn. Our finishes are going to have LDT on them in the lobbies and the grooming areas. We are going to have it in the hallways as well. We are going to have epoxy flooring in the suites for helping in cleanliness, we will caulk all the edges of things so that it is sealed when we clean that off and those are very important to us to keep a clean facility. The other part of keeping a clean facility is what we are using for it. That is almost my No. 1 question every time is what do you use to clean. We use Rescue. Veterinarians and shelters use it. It's hydrogen peroxide based. It works in about an hour to fully disinfect. This is the only thing that we found that meets all the criteria that we have on cleanliness, safety, and effectiveness. I've done a lot of research on it. Henry Animal Health Research Supply Company just talks a little bit about the active ingredient being hydrogen peroxide, works in an hour, it carries the lowest EPA toxicity rating at a category 4. These are the reasons that we use it and we use it in multiple areas of our business. This is how we keep the smell down, this is how we keep cleanliness. If you take in your dog to a place before, maybe you have had to have certain shots, maybe you have to have the kennel cough, Bordetella, maybe you have to have

those things. We will require all of that. We will require that they are fixed. We will require those things when they come to ours because we will be very picky. We want to be picky with it for the safety of everybody and the employees and other people's pups that are there. Also a question I usually get is what do you do with the waste. Specifically it's double bagged and taken out with the trash. That keeps the smell down because it is picked up. It isn't washed down on the solid waste. The other waste, the liquid waste that is out of the yards is washed down and it is clean. We also keep the hair, the hair is another thing that you'll think well my dog sheds so I'm sure you have 80 dogs around there, there is going to be hair everywhere. It's very true. We actually have a brush that goes in the canine grass, think artificial turf, just specialty artificial turf, it will brush all that hair up so that we can get it off the facility. That's another thing we do to keep things clean because the hair will carry smell. So once again we are doing these things to create a better experience than maybe you have seen in the past. Finally, a little bit about the location. I'm sure you are aware of this but we are looking right there next to Van Chevrolet on Old Pike. Looking for an ingress and egress right there kind of across from where that Steak and Shake and the gas station is right there. This is a replat of this whole area. This was when we approached VT. This whole area was one plat, they said hey, no problem. You are welcome to break this apart. You have to do it so here we are and we are doing the replat and then also the rezone that allows us the commercial on that southern half of that four acres. A little bit closer just to show you is that we have the parking spots up here against the building and our lobby will be over here. We have the two play yards that we mentioned, one across the back and we also have one here on the side. The one here on the side was very important to us as you will see the orange here lobby has a window and that window will show right out to the pool and some of our larger dogs will be right there where you can see them from the lobby. That interaction for people that we are not just taking their pup back and hiding them from something is very important to us. That openness, that we are not hiding what we do is something that is important. As you look at our facility here, I want to apologize, this is a flip of what we are doing here. This is actually the East Wichita layout but I couldn't get this, we have not done our architectural plans yet for this sight because we were waiting for the replat and rezone but it will be the exact same layout that is already under construction, just a mirror image of it so just to give a little bit of visual background. The piece I wanted to show you was, we are going to have this lobby here, we carry two vestibules on purpose. One in and one out. We also don't just have two doors, we have two vestibules for pup control. This allows to make sure their pup doesn't get loose, that you have your pup when you are going in and out and the vestibules are separate for security and safety of those pups as they are passing. The other thing to show you is when they come into the lobby they are going to go right here, we will have a leasing area right here where we will leash or unleash them so they won't even be in our lobby unleashed. That's where we will leash them. When they unleash they will go to the back and they will go to their age appropriate area. One yard will be off to the side, the other yards will be off to the back. For all of our night stay we will have them here in this room here, and we will have those luxury suites that we didn't have in Clay Center, Kansas, right along the main corridor right there. If you needed any other questions our website has a lot of pictures, a lot of different information on our different stores and I'd be happy to answer any questions you might have."

Mayor Suter stated: "That is better than most human daycares. I have to say that we appreciate your interest in Gladstone for sure. I appreciate what seems to me to be an appropriate choice of location. Sometimes location is a difficult issue for folks in a built out community so I appreciate

that this seems to be an appropriate location for this kind of activity. Quite impressive what we are doing for our pets these days. The only time I ever had pets was on a farm in Ohio. We raised our kids on a farm, the dogs never came inside, or the cats, ponies, or hogs. I think we are set. Thank you so much."

Mayor Suter asked if there was anyone in the audience to speak in favor of this application.

There were none.

Mayor Suter asked if there was anyone in the audience to speak in opposition to this application.

There were none.

Mayor Suter closed the Public Hearing at 8:09 pm.

Item No. 14. On the Agenda. FIRST READING BILL NO. 19-46 An Ordinance and final development plan relating to Zoning Ordinance Regulations and the establishment of Use Districts within the City of Gladstone, Missouri.

Councilman Mallams moved Bill No. 19-46 be placed on its First Reading. **Councilman Garnos** seconded. The Vote: "aye", Councilman Kyle Yarber, Councilman R.D. Mallams, Councilman Bill Garnos, Mayor Pro Tem Jean Moore, and Mayor Carol Suter. (5-0). The Clerk read the Bill.

Councilman Mallams moved to accept the First Reading of Bill No. 19-46, waive the rule, and place the Bill on its Second and Final Reading. **Councilman Garnos** seconded. The Vote: "aye", Councilman Kyle Yarber, Councilman R.D. Mallams, Councilman Bill Garnos, Mayor Pro Tem Jean Moore, and Mayor Carol Suter. (5-0). The Clerk read the Bill.

Councilman Mallams moved to accept the Second and Final Reading of Bill No. 19-46, and enact the Bill as **Ordinance 4.496**. **Councilman Garnos** seconded.

Councilman Yarber stated: *"Mayor Suter, because of a potential conflict of interest, I will be abstaining from this vote."*

The Vote: "aye", Councilman R.D. Mallams, Councilman Bill Garnos, Mayor Pro Tem Jean Moore, and Mayor Carol Suter. Abstain: Councilman Kyle Yarber. (4-0-1)

Item No. 15. On the Agenda. FIRST READING BILL NO. 19-47 An Ordinance approving the Final Plat of Woof's Play and Stay, V T Tract LT 1 Parcel #13917000201300 (commonly known as NW Old Pike Road), and directing the appropriate officials to affix their signatures to said plat for recording.

Mayor Pro Tem Moore moved Bill No. 19-47 be placed on its First Reading. **Councilman Mallams** seconded. The Vote: "aye", Councilman Kyle Yarber, Councilman R.D. Mallams,

Councilman Bill Garnos, Mayor Pro Tem Jean Moore, and Mayor Carol Suter. (5-0). The Clerk read the Bill.

Mayor Pro Tem Moore moved to accept the First Reading of Bill No. 19-47, waive the rule, and place the Bill on its Second and Final Reading. **Councilman Mallams** seconded. The Vote: "aye", Councilman Kyle Yarber, Councilman R.D. Mallams, Councilman Bill Garnos, Mayor Pro Tem Jean Moore, and Mayor Carol Suter. (5-0). The Clerk read the Bill.

Mayor Pro Tem Moore moved to accept the Second and Final Reading of Bill No. 19-47, and enact the Bill as **Ordinance 4.497**. **Councilman Mallams** seconded.

Mayor Suter stated: *"I'm excited about this project. I think it is well placed and certainly a kind of business that is needed in the area. I'm really impressed with the quality of what is being proposed and I find this a really appropriate use for that particular piece of property. I was surprised that it was still an R-1. That seemed like an unusual zoning for that part of the city so this is an appropriate use as this is a very commercial area to turn it into more commercial use. So I'll be supporting this."*

The Vote: "aye", Councilman Kyle Yarber, Councilman R.D. Mallams, Councilman Bill Garnos, Mayor Pro Tem Jean Moore, and Mayor Carol Suter. (5-0).

Item No. 16. On the Agenda. Other Business.

There was no other business to come before the Council.

Item No. 17. On the Agenda. Adjournment.

Mayor Suter adjourned the October 28, 2019, Regular City Council meeting at 8:14 pm.

Respectfully submitted:

Ruth E. Bocchino, City Clerk

Approved as presented: ____

Approved as modified: ____

Mayor Carol J. Suter

RESOLUTION NO. R-19-59

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 11th DAY OF NOVEMBER, 2019.

Mayor Carol J. Suter

ATTEST:

Ruth E. Bocchino, City Clerk



Request for Council Action

RES ☒ # R-19-59

BILL ☐ # City Clerk Only

ORD # City Clerk Only

Date: 11/5/2018

Department: General Administration

Meeting Date Requested: 11/11/2018

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

Subject: Document Shredding Event for the City of Gladstone, Missouri, Friday, November 15, 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, Friday, November 15, 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/City Clerk
Department Director/Administrator

PW
City Attorney

SW
City Manager

RESOLUTION 19-59

EXHIBIT A

City of Gladstone

Department: Community Development

Records Destruction List - 11/11/2019

Approval Signature: _____

Date: 10/29/19

<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>
11-0020	GEBC financials, checks written, deposits, taxes, insurance	2005-2009	3/1/2018	GS056, GS007	11/11/2019		
13-0008	Property Maintenance Inspections (code enf)	Innoprise #11-01901 thru 12-00750	3/20/2018	GS049	11/11/2019		
02-144	Closed files- Williams House, tourism, closed retailer files, personnel (closed)	2006-2007	6/1/2018	GS049	11/11/2019		
02-145	Neighborhood Preservation, budget, website	2006-2007	6/1/2018	GS085	11/11/2019		
15-0023	Property Maintenance Inspections (#13-00001 to #13-01000)	2013	12/1/2018	GS049	11/11/2019		
15-0024	Property Maintenance Inspections (#13-01001 to #14-00600)	2013-2014	12/1/2018	GS049	11/11/2019		
16-0008	GEBC Nap app, 1992 beautification with photos, NAP app for 1993, GEBC meeting packets 1992-1995	1990-1995	1/1/2019	GS085	11/11/2019		
15-0022	Backflow Test Results	2014	12/1/2019	GS096	11/11/2019		
15-0002	Backflow Test	2013	1/2019	GS096	11/11/2019		

City of Gladstone
 Departm COURT
Records Destruction List

Approval Signature: 

Date: 11/6/19

<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>
13-215	NON SERIOUS	2013	6	8.046	7/1/2019		
15-205	CITATIONS	2014	3	8.046	7/1/2017		
15-221	CITATIONS	2014	3	8.046	7/1/2017		
15-223	CITATIONS	2015	3	8.046	7/1/2017		
15-224	CITATIONS	2015	3	8.046	7/1/2017		
15-226	CITATIONS	2015	3	8.046	7/1/2017		
15-228	CITATIONS	2015	3	8.046	7/1/2017		
15-229	CITATIONS	2015	3	8.046	7/1/2017		
15-231	CITATIONS	2015	3	8.046	7/1/2018		
15-232	CITATIONS	2015	3	8.046	7/1/2018		
15-237	CITATIONS	2015	3	8.046	7/1/2018		
16-202	CITATIONS	2016	3	8.046	7/1/2019		
16-203	CITATIONS	2016	3	8.046	7/1/2019		
16-204	CITATIONS	2016	3	8.046	7/1/2019		
16-205	CITATIONS	2016	3	8.046	7/1/2019		
16-206	CITATIONS	2016	3	8.046	7/1/2019		
16-209	CITATIONS	2016	3	8.046	7/1/2019		
16-210	CITATIONS	2016	3	8.046	7/1/2019		
16-212	CITATIONS	2016	3	8.046	7/1/2019		
16-213	CITATIONS	2016	3	8.046	7/1/2019		

City of Gladstone
Departm COURT
Records Destruction List

Approval Signature: _____

Date:

11/6/19

[illegible]

City of Gladstone

Department: Finance

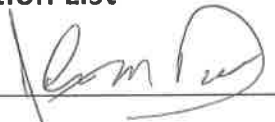
Records Destruction List

Approval Signature: [Signature] Date: 11/6/19

<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-15-343	Billing Receivables - FY13-14 Monthly Reports 7/13-06/14 from Mediclaims & Paysheet Receipts Reports 05/14-06/14	07/13-06-14	5 years including audit	Ambu 034	1/1/2019		
FD-15-344	Receipt Reports sent to Mediclaims 07/2013 through 04/2014	07/13-06-14	5 years including audit	Ambu 034	1/1/2019		
FD-18-100	Miscellaneous receipt envelopes 8/1/16 thru 6/30/17	8/1/16 thru 6/30/17	Completion of audit plus 1 year	GS 008	1/1/2019		
FD-18-100	Miscellaneous receipt envelopes 8/1/16 thru 6/30/18	8/1/16 thru 6/30/17	Completion of audit plus 1 year	GS 008	1/1/2019		
FD-18-101	Misc AR, Journals, & Account Statements for FY17	7/1/16 - 6/30/17	Completion of audit plus 1 year	GS 006 GS008 GS010	1/1/2019		
FD-18-510	Bank statements, reconciliations, deposits, and additional documentation	7/1/16 - 12/31/16	Completion of audit plus 1 year	GS 010	1/1/2019		
FD-18-511	Bank statements, reconciliations, deposits, and additional documentation	1/1/17 - 6/30/17	Completion of audit plus 1 year	GS 010	1/1/2019		
FD-17-417	Payables 06/29/16 thru 08/26/16	06/29/16-08/26/16	Completion of audit plus 1 year	GS 007	12/31/2018		
FD-17-418	Payables 08/30/16 thru 11/04/16	08/30/16-11/04/16	Completion of audit plus 1 year	GS 007	12/31/2018		
FD-17-419	Payables 11/11/16 thru 01/13/17	11/11/16-01/13/17	Completion of audit plus 1 year	GS 007	12/31/2018		
FD-17-420	Payables 01/17/17 thru 03/24/17	01/17/17-03/24/17	Completion of audit plus 1 year	GS 007	12/31/2018		
FD-17-421	Payables 03/31/17 thru 05/26/17	03/31/17-05/26/17	Completion of audit plus 1 year	GS 007	12/31/2018		
FD-17-422	Payables 06/02/17 thru 06/30/17, Sam's Club Jul16-Jan17	06/02/17-06/30/17	Completion of audit plus 1 year	GS 007	12/31/2018		
	Petty Cash Jul16-Jun17, KCPL & MGE Jul16-Nov17	07/01/16 - 11/30/17	Completion of audit plus 1 year	GS 007	12/31/2018		

<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>
FD-17-423	KCPL & MGE Dec 2016-Jun 2017 VISA Jun 16- Oct 16	12/2016 - 06/30/17	Completion of audit plus 1 year	GS 007	12/31/2018		
FD-17-424	VISA Nov 16 - Jun 17	11/01/16 - 06/30/17	Completion of audit plus 1 year	GS 007	12/31/2018		

City of Gladstone
 Department: General Administration
Records Destruction List

Approval Signature:  Date: 11/6/19

<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>
54	B&C Banquet 2005; B&C Interviews 04-06, City Council Travel 2006	2005-2006	1 year after expiration	GS044	July 2011 (was not found at destruction time)		
138	Melinda Mehaffy ED files	2015-2018	1 Year	GS012	2019		
139	Melinda Mehaffy ED files	2015-2018	1 Year	GS012	2019		
140	Melinda Mehaffy ED files	2015-2018	1 Year	GS012	2019		
153	Mutual Aid Agreements-Fire; Antenna Leases, Capital Improvement Sales Tax	1977-1996	5 years after completion	GS060	2019		
156	Bids, KCMO Annexation, Fountain Committee Amphitheater, City Hall Construction 1980	Various	5 years after completion	GS055	2019		
157	Cable TV	1976-2000	Expiration/Cancellation after 5 years	0022	2019		

39 Boxes -

marked in Red - Not sure if downstairs or if already shredded from prior yrs

City of Gladstone Personnel/ Payroll Records Retention					
	EFF 11/99 PERSONNEL WAS MOVED TO GENERAL ADMINISTRATION.				
	PERSONNEL BOXES NOW MARKED GA-(YR)-4(DISIGNATES PERSONNEL)				
	AND THE BOX NUMBER. BOXES ARE MARKED WITH BLUE TAPE.				
Box #	Description	Date Span of Record	City Destroy/Perm Date	State Retention Period	Retention Number
HR-00-417	FEDERAL INCOME TAX 2000/STATE WITHHOLDING 2000/KC EARNINGS TAX 1997/FEDERAL INCOME TAX 1997/FEDERAL 941S 1997/FEDERAL INCOME TAX 1996/STATE WITHHOLDINGS 1997/STATE WITHHOLDING 1996/STATE WITHHOLDING 1999/FEDERAL INCOME TAX 1999/KC EARNINGS TAX 1999/EMPLOYMENT REPORTS 1999/UNEMPLOYMENT WAGE REPORTS 1997/MO. DIV. EMPLOYMENT SECURITY PROTESTED CLAIMS (1987-1988)/1999 - W-2S/1996 W-2S AND ANNUAL REPORTS/FEDERAL INCOME TAX 1998/1998 KC EARN TAX RECORDS/STATE WITHHOLDING 1998/UNEMPLOYMENT CLAIMS PROTESTED 1998/EMPLOYMENT REPORTS 1998W-2 RETURNED 1997	1987-2000 W2 Fed/State Tax Unemployment	2005 2005 2002	5 yrs 5 yrs 2 yrs after last action	GS033-W2 GS034- Fed/state tax GS090- unemployment
HR-00-417	1998 Unemployment Reports/Claims Protested, 1998 State Withholding Reports	1998	See above		See above
HR-00-417	1998 Fed Income Tx Returns, 1998 KC Earnings Reports	1998	See above		See above
GA-00-435	2000 Occupational Health Survey	Not a record	--	--	--
GA-00-440	MARCIT Annual Reports 1994/95/97/98, Purchase Policy, Travel Policy, Investment Policy, Bylaws, Financial Stmts 1995/96/97/98, 1995 Minutes	1994/1998	2000	Retain routine clerical manuals until superceded updated or no longer needed. Retain one copy of all other policy docs permanently	GS047- policy/procedure
GA-05-503	Organizational Health Survey Box 1	Not a record	--	--	--
GA-05-504	Organizational Health Survey Box 2	Not a record	--	--	--

11/7/19 *Cueled*

GA-06-626	Benefit Payments (2005 Principal, Jefferso Pilot, MARCIT, Delta, Humana, Standard, LAGERS, KC Earnings 2000-2005, St Withholding 2001-2003, Random Drugs 2002/2003)	2000-2005	2010	Completion of audit Retain positive results 5 yrs. Negative results 1 yr. 5 yrs	GS007-a/p GS043-drug testing GS034-fed/state tax
HR-07-628	LAGERS Actuarial 1981-1999	1981-1999	2000	Destroy when superseded or obsolete	GS019-vendor files
HR 07-632	2007 Payroll Registers #5 and 6	2007	2012	5 yrs	GS068-pr
HR 07-642	LAGERS Annual Financial Report for 1999-2000; New Directions Utilization Report 2000-04; Ins. Premium & COBRA 1987-1999; COBRA Adm.; Misc.; Property Liability Ins.; 1998 Job Class.; Disb. Journal for Benefits	1998-2004	2005 2007	Destroy when superseded or obsolete 3 yrs after obsolete or superseded	GS019-Vendor files GS063-pdc compensation records
HR 07-666-	W-2 FILES 2004-2005	2004-2005	2010	5 yrs	GS033-w2
HR 07-667	W-2 FILES 2001-2002-2003	2001-2003	2008	5 yrs	GS033-w2
HR-08-699	CONTRACT ADMINISTRATOR SELECTION FILES 2008	2008	2009	1 year after position filled	GS062
HR-08-707	CONDREY PAY STUDY	2005-2006	2009	3 yrs after obsolete or superseded	GS063-pdc compensation records
HR-08-708	CONDREY PAY STUDY	2005-2006	2009	3 yrs after obsolete or superseded	GS063-pdc compensation records
HR-09-732	H.T.E. Report Accrual Reg 05-08/ June 2006 Monthly Accrual Register/LAGERS Report / 1995-EEOC Report Payroll /Payroll 23 2008 Pay date 11-05-08 Reports	1995-2006-2008	2015 2013-PR 2011-EEOC	5 yrs 3 yrs	GS068-pr records GS030-eeoc
HR-10-800	ADP 2008 PR and TAXES	2008	2016	5 yrs	GS068-pr records

HR-12-870	W-2'S- 2004-2010	2004-2010	2015	5 yrs	GS033-w2
HR- 13- 891	2011 – 2012 Budget Worksheets	2011-2013	2014	Completion of audit	GS004-budget prep
HR-13-898	KCMO SNOW REMOVAL, RFF/INTERIM COUNSELOR 2011, WORKMENS COMP & ADP, SELECTION FILES, DRAFT OF COUNCIL REVIEW, OPEN ENROLLMENT 2011, CC SPECIALIST 9/13, RECORDS CLERK 10/13, CITY ATTORNEY 2011	2011	2015	Announcement, test and rating records-3 yrs. Applications/resumes-6 months. Background-1 yr after position filled	GS062-recruit
HR-13-899	2010 DRIVING RECORDS, MID FISCAL, BUDGET 2011/2012, LOSS CONTROL RECORDS	2005-2007	2015	Completion of audit	GS004-budget prep
HR-15-216	PR Maintenance files: PR#8 4/16/14 (3/19/14-4/1/14); PR#5 3/5/14 (2/5/14-2/18/14); PR#11 5/28/14 (4/30/14-5/13/14)	2014	2019	5 yrs	GS068-pr
HR-15-217	PR Maintenance files: PR#2 1/22/14 (12/25/13-1/7/14); PR#4 2/19/14 (1/22/14-2/4/14); PR#9 4/30/14 (4/2/14-4/15/14)	2014	2019	5 yrs	GS068-pr
HR-15-226	2007 PR #11 registers	2007	2012	5 yrs	GS068-pr
HR-15-227	2008 H.T.E. PR #14	2008	2013	5 yrs	GS068-pr
HR-15-228	Harrassment training, FLSA, 96 Pay Class	1996	3 yrs	Program materials 3 yrs	GS064-train records
HR-15-229	Insurance Open Enrollment information and documents – 2011/12; 2012/13; 2013/14; 2014/15; 2015/16	2011-2016	2019	Minutes, agendas, reports retain 3 years; Other materials, DCA	GS085-meeting records-internal
HR-15-230	PR Maintenance files: PR#23 (10/15/14-10/28/14); PR#25 12/10/14 (11/12/14-11/25/14); 2014 - Reconcilliations	2014	2019	5 yrs	GS068-pr
HR-15-231	PR Maintenance files: PR#17 8/20/14 (07/23/14-08/05/14); PR#18 09/03/14 (08/06/14-08/19/14); PR#24 11/26/14 (10/29/14-11/11/14)	2014	2019	5 yrs	GS068-pr
HR-15-236	Old PR Maintenance files: Pay Date 8/16/14, 7/11/12 Register and 7/25/12 Register	2014	2019	5 Yrs	GS068-pr

HR-15-240	PR Maintenance Files: PR#07 (04/02/14), #10 (05/14/14), #15 (07/23/14)	2014	2019	5 yrs	GS068-pr
HR-15-241	PR Maintenance files: PR#14 (07/09/14), #13 (06/25/14), #08 (03/19/14)	2014	2019	5 yrs	GS068-pr
HR-15-242	PR Maintenance files: PR#13 06/25/14 h.t.e. reports, #08 03/19/14 h.t.e. reports, #03 02/05/14 h.t.e reports, #01 01/08/14 h.t.e. reports, #26 12/24/14, #26 12/24/13 h.t.e. reports	2013-2014	2019	5 yrs	GS068-pr
HR-15-243	PR Maintenance files: PR#03 02/05/14, #01 01/08/14, #26-1 12/31/13 adp only additional payroll, #26 12/24/13	2013-2014	2019	5 yrs	GS068-pr
HR-15-245	PR Maintenance files: PR#23 11/12/14, #22 10/29/14, #19 09/17/14	2014	2019	5 yrs	GS068-pr
HR-16-248	Classification Manual WC Renewal Questionnaire 7/98 -6/99, 7/1/97-7/1/98 , WC Audit Questionnaire Actual Payroll Renewal 7/1/96 – 7/1/97, WC Renewal FY 96, 95, 94 WC FY 94/Self Insured/Claims Trust , WC renewal FY 92, 90 Audit 88-89, Renewal 7/1/87-7/1-88, Statistical Reports/ Experience Reports/Billing, 2001 Loss Control Program /Playground Inspection	1987 - 2001		3 yrs after obsolete or superseded Retain until cancelled plus 6 calendar years.	GS063-pdc compensation records GS056-ins pol records
HR-16-249	Open Enrollment 2004-2005, Open Enrollment 2003-2004 Insurance Enrollment Forms 2003-04, Open Enrollment 05-06	2003-2006	2009	Minutes, agendas, reports retain 3 years; Other materials, DCA	GS085-meeting records-internal
HR-16-250	2005 PDQ, PDQ, EHIBIT A Employee Handbook, Safety Manuals, Excellence and Thanks	2000-2005	2008	3 yrs after obsolete or superseded Retain routine clerical manuals until superseded, updated, or no longer needed for reference. Retain one copy of all other policy documentation permanently.	GS063-pdc compensation records GS047-policy and procedure files
HR-16-256	Flex Link Health Insurance July 88-89, Insurance Waivers, 2006 Applicant File, 2005 WC, 2004 WC	88-2006	2016	Retain until cancelled plus 6 calendar years 3 yrs after obsolete or superseded	GS056-ins pol records GS063-pdg

HR-16-262	GRANT INFO. Cyber crimes 2012-2015, EUDL 2014-2015, DNR Reimbursement 2012, Trail Grant 2009-2010 PS Grant 2010- Oct 2015, EUDC 2009-2015, MO DOT, FF/EMS/DOJ/ ADP, DRUG TASK FORCE, TIGER II	2009-2015	2018	Retain final reports permanent. Retain other records 3 yrs.	GS040-grant records
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Department: Parks, Recreation & Cultural Arts

Approval Signature: [Signature] Date: 11-6-19

Date: _____

1101

[illegible]

PS 1

City of Gladstone

Department: Public Safety**Records Destruction List**Approval Signature: m. J. Hardy Date: 11/6/2019

<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>
PS 13-06	EMS Reports 130000001-130000699	2013	5 Years	AMBU 017	2018		
PS 13-07	EMS Reports 130000700-130001399	2013	5 Years	AMBU 017	2018		
PS 13-08	EMS Reports 130001400-130002199	2013	5 Years	AMBU 017	2018		
PS 13-09	EMS Reports 130002200-130002899	2013	5 Years	AMBU 017	2018		
PS 13-10	EMS Reports 130002900-130003459	2013	5 Years	AMBU 017	2018		
PS 14-14	2013 Payroll - Pay Periods 1-14	12/12/12-06/25/13	5 Years	GS 066	2019		
PS 14-22	2013 Payroll - Pay Periods 15-26	06/26/13-12/10/14	5 Years	GS 028	2019		
PS 14-23	P/FF, Prof. Standards, Police, Reserve CO Applications	10/2013-06/2014	5 Years	GS 062	2019		
PS 15-13	2014 Sunshine Law Requests	2014	3 Years	GS 066	2018		

PS 15-14	2014 Sunshine Law Requests	2014	3 Years	GS 066	2018		
PS 15-50	2011 Applications (PO, P/FF etc)	2011	5 Years	GS 062	2016		
PS 17-06	2015 Records Requests	2015	3 Years	GS 066	2019		
PS 17-07	2015 Records Requests	2015	3 Years	GS 066	2019		
PS 17-33	Cancelled Warrants	08/2016-04/2017	1 Year	POL 012	2019		
PS 17-34	EMS Reports 110000001-110000699	2011	5 Years	AMBU 017	2016		
PS 17-35	EMS Reports 110000700-110001299	2011	5 Years	AMBU 017	2016		
PS 17-36	EMS Reports 110001300-110001899	2011	5 Years	AMBU 017	2016		
PS 17-37	EMS Reports 110001900-110002549	2011	5 Years	AMBU 017	2016		
PS 17-38	EMS Reports 110002550-110003156	2011	5 Years	AMBU 017	2016		
PS 17-41	Dispatch Voice Logged Tapes	1996-2004	1 Year	PSAP004	2006		
PS 17-42	Dispatch Voice Logged Tapes	1996-2004	1 Year	PSAP004	2006		
PS 17-53	EMS Reports 120000000-120000599	2012	5 Years	AMBU 017	2017		
PS 17-54	EMS Reports 120000600-120001199	2012	5 Years	AMBU 017	2017		

PS 17-55	EMS Reports 120001200-120001799	2012	5 Years	AMBU 017	2017		
PS 17-56	EMS Reports 120001800-120002399	2012	5 Years	AMBU 017	2017		
PS 17-57	EMS Reports 120002400-120002999	2012	5 Years	AMBU 017	2017		
PS 17-58	EMS Reports 120003000-120003340	2012	5 Years	AMBU 017	2017		
PS 18-05	Vehicle Tows and Lockouts	2015-2016	1 Year	POL 002	2018		
PS 18-06	False Alarms and Solicitor Permits	2013-2016	5 Years	POL 002	2018		
PS 18-07	2012 Arrest/Booking Sheets	2012	5 Years	POL 006	2018		
PS 18-08	2012 Arrest/Booking Sheets	2012	5 Years	POL 006	2018		
PS 18-09	2012 Arrest/Booking Sheets	2012	5 Years	POL 006	2018		
PS 18-10	2012 Arrest/Booking Sheets	2012	5 Years	POL 006	2018		
PS 18-11	2012 Arrest/Booking Sheets	2012	5 Years	POL 006	2018		
PS 18-12	2012 Arrest/Booking Sheets	2012	5 Years	POL 006	2018		
PS 18-13	2012 Arrest/Booking Sheets	2012	5 Years	POL 006	2018		
PS 18-14	2012 Arrest/Booking Sheets	2012	5 Years	POL 006	2018		

PS 18-15	2012 Arrest/Booking Sheets	2012	5 Years	POL 006	2018		
PS 18-20	Juvenile Arrest/Booking Sheets	1996-2012	5 Years	POL 006	2018		
PS 18-36	2015 Liquor Permit Applications	2015	Years After Expiration	GS 050	2019		
PS 18-37	2015 Liquor Permit Applications	2015	Years After Expiration	GS 050	2019		
PS 18-39	2014 Personnel Orders (L.E., Support & Fire)	2014	5 Years	POL 008	2019		
PS 18-42	2013 Arrest/Booking Sheets	2013	5 Years	POL 006	2018		
PS 18-43	2013 Arrest/Booking Sheets	2013	5 Years	POL 006	2018		
PS 18-44	2013 Arrest/Booking Sheets	2013	5 Years	POL 006	2018		
PS 18-45	2013 Arrest/Booking Sheets	2013	5 Years	POL 006	2018		
PS 18-46	2013 Arrest/Booking Sheets	2013	5 Years	POL 006	2018		
PS 18-47	2013 Arrest/Booking Sheets	2013	5 Years	POL 006	2018		
PS 18-48	2013 Arrest/Booking Sheets	2013	5 Years	POL 006	2018		
PS 18-49	2013 Arrest/Booking Sheets	2013	5 Years	POL 006	2018		
PS 18-50	2013 Arrest/Booking Sheets	2013	5 Years	POL 006	2018		

PS 18-51	2013 Arrest/Booking Sheets	2013	5 Years	POL 006	2018		
PS 18-52	2013 Arrest/Booking Sheets	2013	5 Years	POL 006	2018		
PS 18-53	2013 Arrest/Booking Sheets	2013	5 Years	POL 006	2018		
PS 18-54	2013 Arrest/Booking Sheets	2013	5 Years	POL 006	2018		
PS 18-55	2013 Arrest/Booking Sheets	2013	5 Years	POL 006	2018		
PS 18-56	2013 Arrest/Booking Sheets	2013	5 Years	POL 006	2018		
PS 18-57	2013 Arrest/Booking Sheets	2013	5 Years	POL 006	2018		
PS 18-60	2000-2006 Personnel Orders (L.E., Support & Fire)	2000-2006	5 Years	POL 008	2018		
PS 18-61	Tac Team Training and MPR	2005-2010	5 Years	POL 008	2018		

RESOLUTION NO. R-19-60

A RESOLUTION AUTHORIZING THE CITY MANAGER TO SUBMIT AN APPLICATION TO THE MISSOURI DEPARTMENT OF NATURAL RESOURCES (MODNR) FOR STORM WATER GRANT FUNDS IN THE AMOUNT OF \$27,996.50

WHEREAS, under the terms of the Missouri Clean Water Law, Section 644, Revised Statutes of Missouri, the State of Missouri has authorized the making of loans and/or grants to authorized applicants to aid in the construction of specific public projects; and

WHEREAS, the City of Gladstone is eligible for storm water grant funds in the amount \$27,996.50; and

WHEREAS, the Environmental Management Advisory Committee (EMAC) has recommended that these grant funds be used in the construction of storm water improvements in the vicinity of Northeast 76th Street and North Tracy Avenue as identified in the City's Capital Improvements Program.

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 and file an application with the State of Missouri for grant aid in the construction of storm water improvements in the vicinity of Northeast 76th Street and North Tracy Avenue; and

FURTHER, THAT, the City Manager of the City of Gladstone, Missouri is hereby authorized to furnish such information as MODNR may reasonably request in connection with the application which is herein authorized, to sign all necessary documents on behalf of the City, to furnish such assurances to MODNR as may be required by law or regulation, and to receive payment on behalf of the City.

INTRODUCED, READ, PASSED AND ADOPTED BY THE COUNCIL OF THE CITY OF GLADSTONE, MISSOURI, THIS 11th DAY OF NOVEMBER 2019.

Mayor Carol J. Suter

ATTEST:

Ruth E. Bocchino



Request for Council Action

RES ☒ # R-19-60

BILL ☐ # City Clerk Only

ORD # City Clerk Only

Date: 11/5/2019

Department: Public Works

Meeting Date Requested: 11/11/2019

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

Subject: Missouri Department of Natural Resources Storm Water Grant Funds

Background: The City of Gladstone is eligible for \$27,996.50 in storm water grant funds through the Missouri Department of Natural Resources. These funds are can be used for storm water control plans, studies, and construction projects. Each eligible recipient is required to form a Storm Water Coordinating Committee or similar entity to prioritize eligible projects. This grant opportunity was recently presented to the Environmental Management Advisory Committee (EMAC) and it was their unanimous recommendation to use the funds for the Northeast 76th Street and North Tracy Avenue Storm Water Project budgeted in the Capital Improvements Plan. The application is due by November 30, 2019 and the grant funds must be used within one year.

Budget Discussion: Funds are budgeted in the amount of \$90,000 in the CIST Fund. Ongoing costs are estimated to be \$ N/A annually. Previous years' funding was \$0

Public/Board/Staff Input: The Missouri Department of Natural Resources is requiring the City to pass a resolution to secure these funds. Staff recommends approval of this resolution.

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

Tim Nebergall
Department Director/Administrator

PC
City Attorney

SW
City Manager

RESOLUTION NO. R 19-61

A RESOLUTION AUTHORIZING THE EXECUTION OF A CONTRACT WITH SPECTRUM ENTERPRISE FOR THE INSTALLATION AND SERVICE OF CABLE TELEVISION AT THE GLADSTONE COMMUNITY CENTER.

WHEREAS, staff has evaluated other cable television service providers and recommend this vendor and service to the City Council.

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 for cable television service with Spectrum Enterprise in the amount of \$29,500 for a three year term.

FURTHER, THAT, funds in the total amount of \$29,500 are hereby authorized for such purpose from the Community Center Park Sales Tax Fund.

INTRODUCED, READ, PASSED AND ADOPTED BY THE COUNCIL OF THE CITY OF GLADSTONE, MISSOURI, THIS 11th DAY OF NOVEMBER, 2019.

Mayor Carol J. Suter

ATTEST:

Ruth E. Bocchino, City Clerk



Request for Council Action

RES ☒ # R-19-61

BILL ☐ # City Clerk Only

ORD # City Clerk Only

Date: 11/4/2019

Department: Parks & Recreation

Meeting Date Requested: 11/11/2019

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

Subject: Community Center Spectrum Cable Television Service

Background: Approximately 5 years ago, analog service provided by Time Warner Cable was discontinued. It was cost prohibitive at the time to have TWC bring digital service to the center. Therefore, staff made the recommendation to install Direct TV which has not been well received by Community Center Patrons. The service routinely "drops" channels and service is lost during rain storms. Due to the competitive market, construction cost has recently decreased to bring digital service to the community center.

Budget Discussion: Funds are budgeted in the amount of \$ 29,500 from the CCPT Fund. Ongoing costs are estimated to be \$ 9,000 annually. Previous years' funding was \$6,348/year

Public/Board/Staff Input: Staff has evaluated and concluded that Spectrum will provide an upgraded experience for community center patrons. Construction cost to bring Spectrum Service to the center is \$2,500 with a three year agreement totaling \$27,000. It is believed that the increase in monthly cost will have an overall positive effect on the retention of community center members.

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

Justin Merkey
Department Director/Administrator


City Attorney


City Manager

RESOLUTION NO. R-19-62

A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE AN AMENDMENT TO EXHIBIT A OF THE DEPOSITORY AND BANKING SERVICES AGREEMENT BETWEEN THE CITY OF GLADSTONE, MISSOURI, AND COMMERCE BANK.

WHEREAS; the City and Commerce Bank have reviewed the services provided and the fees charged for services as set forth in Exhibit A of the Agreement and determined that it is necessary to update the services and fees stated in Exhibit A to reflect changes in services offered by Commerce and utilized by the City.

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 negotiate and execute an amendment to Exhibit A of the Depository and Banking Services Agreement between the City of Gladstone and Commerce Bank.

INTRODUCED, READ, PASSED AND ADOPTED BY THE COUNCIL OF THE CITY OF GLADSTONE, MISSOURI, THIS 11TH DAY OF NOVEMBER, 2019.

Mayor Carol J. Suter

Attest:

Ruth E. Bocchino, City Clerk



Request for Council Action

RES ☒ # R-19-62

BILL ☐ # City Clerk Only

ORD # City Clerk Only

Date: 11/6/2019

Department: Finance

Meeting Date Requested: 11/11/2019

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

Subject: Banking Contract Amendment

Background: The partnership between the City of Gladstone and Commerce Bank began in 2006. Consultants were hired to provide technical expertise in RFP development and to facilitate the bidding process to find a partner that would best suit the City's needs. Since that time, city staff and staff from Commerce Bank have had regular meetings, at least yearly, to discuss the needs of both parties in the areas of security, convenience, professional education, product mix, and procedure. An amendment to the agreement was executed in 2016 to merge the multiple agreements with Commerce into one contract, along with a minimal pricing adjustment. Since the last contract amendment, the relationship between staff and Commerce has grown with the introduction of brokered CD's, paying a higher yield than collateralized CD's, and the use of a rewards program earning the City almost \$10,000 per year. With the dynamic changes in technology, security, and interest rates, the cost of doing business has increased since 2016. A second amendment to the contract has been proposed by Commerce Bank that would essentially lock in the same 2016 pricing until 2021 with minor changes. The changes would increase the estimated baking fees from an average of \$33,500 to \$35,300 or an increase of \$1,800 per year. Commerce is also proposing a decrease of interest paid on the operating account. The decrease in interest income from Commerce can be mitigated by investing idle cash with MOSIP or purchasing additional CD's. Staff is recommending the approval of the banking contract amendment.

Budget Discussion: Funds are budgeted in the amount of \$ 33,500 from the General Fund. Ongoing costs are estimated to be \$ 35,300 annually. Previous years' funding was \$33,500

Public/Board/Staff Input: Amendment and resolution to follow

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

Dominic Accurso
Department Director/Administrator

PC
City Attorney

SW
City Manager



Northland Business Banking
1 Liberty Bell Circle Suite 200, LB-2
Liberty, MO 64068

November 4, 2019

Mr. Dominic Accurso
Director of Finance
City of Gladstone, Missouri
7010 N Holmes St
Gladstone, MO 64118

Dominic,

Based on your recent approval to continue banking services with Commerce Bank, this letter confirms a two (2) year extension of banking services between Commerce Bank and the City of Gladstone, with an additional one (1) year renewal at the agreement of both parties. Commerce Bank agrees to honor the pricing reflected in our RFP response with the changes as reflected below.

Below is information and details regarding the changes for each department:

Treasury Services:

- The pricing for The City of Gladstone's treasury services will remain in effect until the end of the contract period, September 1, 2021, with the addition of charging for the repo sweep maintenance fee of \$150.00 per month.
- The treasury services agreements currently in effect with the City of Gladstone does not require updates other than signatures by both parties on this letter.

Capital Markets Services:

- Commerce Bank will provide a repo sweep at 80% of IOER (Index on Excess Reserves as published by the St. Louis Federal Reserve - <https://fred.stlouisfed.org/series/IOER>)

City of Gladstone, Missouri

Commerce Bank

By: _____
Signature Date

By: _____
Signature Date

Title

Title of Bank Officer

RESOLUTION R-19-63

A RESOLUTION ADOPTING A MISSION STATEMENT, VISION STATEMENT, AND GOALS FOR THE CITY OF GLADSTONE, MISSOURI FOR 2019-2020.

WHEREAS, the Council of the City of Gladstone believes that developing and implementing goals is a critical component in successfully managing the municipal resources entrusted to them; and

WHEREAS, the Council of the City of Gladstone recognizes that clearly articulated goals provide a valuable communication tool between a City government and its constituents; and

WHEREAS, the Council of the City of Gladstone is committed to implementing policies and allocating resources to promote these goals.

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

THAT, the following Mission Statement, Vision Statement, and Goals are adopted for the City of Gladstone, Missouri:

MISSION STATEMENT

“The City Council, Boards, Commissions, and City Staff are inspired and invested to enhance Gladstone’s quality of life and sense of community through innovative and effective leadership and inclusive citizen engagement.”

GLADSTONE VISION

- Invested in becoming an even more welcoming and inclusive community.
- A vibrant commercial center with revitalized corridors at North Oak and Antioch Road and an innovative financial strategy that encourages economic development.
- A diverse quality housing stock that encourages community investment, provides opportunities to age in place, and becomes a destination to raise families.
- Innovative transportation alternatives that promote mobility in the community and the region.
- Stature and reputation of Gladstone strengthened and maintained. Gladstone is a recognized leader and provides innovative contribution to regional issues.
- A continued strong and innovative partnership with schools and other entities that help us ensure a high quality of life.
- An inspiring sense of place with a clear identity including an emphasis on arts and culture. You know you are in Gladstone.

- A strong commitment to public safety and City infrastructure investment.
- An inspired, innovative, and invested City staff.
- Cooperative relationships with citizens highlighted by inclusive citizen engagement and participation.

Based on the Mission and Vision, the City Council establishes the following goals:

2020 CITY COUNCIL GOALS

- I. Promote Gladstone as a safe place with a focus on crime reduction, traffic enforcement, and the recruitment and retention of high quality police officers.
- II. Monitor and adjust as necessary the proactive residential code enforcement program established in 2019. Begin a new commercial code enforcement program focused on education and responsiveness.
- III. Research and develop an innovative housing strategy designed to meet the needs of our diverse residents, encourage residential density, promote investment, and preserve and increase housing values.
- IV. Continue commitment to downtown and commercial corridors through innovative strategies.
- V. Continue implementation of parks, cultural arts, facilities, streets, sidewalks, stormwater, and potable water master plans.
- VI. Continue the process of updating the Comprehensive Plan and develop an overall historic preservation structure and development plan for Atkins-Johnson Farm and Museum.
- VII. Implement Shaping Our Future facilities recommendations.
- VIII. Continue developing a unified messaging strategy.

INTRODUCED, READ, PASSED AND ADOPTED BY THE COUNCIL OF THE CITY OF GLADSTONE, MISSOURI, THIS 11th DAY OF NOVEMBER 2019.

Mayor Carol J. Suter

ATTEST:

Ruth E. Bocchino, City Clerk



Request for Council Action

RES ☒ # R-19-63

BILL ☐ # City Clerk Only

ORD # City Clerk Only

Date: 11/7/2019

Department: General Administration

Meeting Date Requested: 11/11/19

Public Hearing: Yes ☐ Date:

Subject: A Resolution adopting a Mission Statement, Vision Statement, and Goals for the City of Gladstone, Missouri, for 2019-2020.

Background: On 10/30/19, City Council members and staff met in the City's annual Goal Setting session to discuss progress made on last year's goals and to establish new goals for 2019-2020. As part of the session, revisions were also suggested to the City's Mission and Vision Statements. The proposed Resolution adopts these Goals as well as the revised Mission and Vision Statements.

Budget Discussion: Funds are budgeted in the amount of \$ 0 from the GENERAL fund. Ongoing costs are estimated to be \$ 0 annually. Previous years' funding was \$0

Public/Board/Staff Input: Staff recommends adoption of the goals and Mission and Vision Statements

Provide Original Contracts, Leases, Agreements, etc. to:

Bob Baer
Assistant City Manager

PC
City Attorney

SW
City Manager

AN ORDINANCE AUTHORIZING THE CITY OF GLADSTONE TO ENTER INTO AN INTERGOVERNMENTAL COOPERATION AGREEMENT FOR THE INVESTMENT OF PUBLIC FUNDS THROUGH THE MISSOURI SECURITIES INVESTMENT PROGRAM (MOSIP).

WHEREAS, the City of Gladstone is a City of the third class and a political subdivision of the State of Missouri, organized and existing under the Constitution and laws of the states; and

WHEREAS, Article VI, Section Sixteen of the Constitution of Missouri provides that any municipality or political subdivision of the state may cooperate under contract to provide a common service as provided by law; and

WHEREAS, Sections 70.210 – 70.320 RSMo. provide that political subdivisions, including cities, towns and villages, may jointly exercise their authority to provide a common service so long as the subject and purposes of such contract are within the scope of the powers of each such participating subdivision; and

WHEREAS, the City Council of the City of Gladstone, Missouri, deems it to be in the best interest of the City and its citizens to enter into an intergovernmental cooperation agreement for the investment of public funds through the Missouri Securities Investment Program.

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

Section 1.

The City Council of the City of Gladstone hereby authorizes the City to enter into the amended and restated Missouri Securities Investment Program Intergovernmental Cooperation Agreement, in substantially the form attached to this Ordinance and marked Exhibit A (the "Agreement") submitted to and reviewed by the governing body of the City, a copy of which shall be filed with the minutes of the meeting at which this Ordinance is adopted, with such changes therein as shall be approved by the representatives of the City executing the Agreement, such representatives signatures thereon being conclusive evidence of their approval thereof.

Section 2.

The Mayor and the Clerk of the City are hereby authorized and directed to execute and attest, respectively, and deliver the Agreement for and on the behalf of and as the act and deed of the City.

Such officers are further authorized to execute and attest, respectively, such other documents, certificates and instruments and to take and perform such further acts on behalf of the City as may be necessary or desirable to carry out and comply with and give effect to the intent of this Ordinance and the Agreement.

Section 3.

The City hereby authorizes the investment and withdrawal of its available funds from time to time in accordance with the terms of the agreement and the following officers are hereby designated as having full power and authority to invest and withdraw invested funds of the City as provided in the Agreement

Scott Wingerson

City Manager

Print Name

Title

Signature

Dominic Accurso

Director of Finance

Print Name

Title

Signature

Section 4.

The members of the City Council and officers of the City are hereby authorized to serve as members of the Board of Directors of the Missouri Securities Investment Program if elected or appointed under the provisions of the Agreement.

Section 5.

The City shall, and the officers and agents of the City are hereby authorized and directed to, take such action, expend such funds and execute such other documents, certificates and instruments as may be necessary or desirable to carry out and comply with and perform the duties of the City with respect to the Agreement.

Section 6.

This Ordinance shall be in force and effect from and after its passage by the City Council and approved by the Mayor.

INTRODUCED, READ, PASSED, AND ADOPTED BY THE COUNCIL OF THE CITY OF GLADSTONE, MISSOURI, THIS 11th DAY OF NOVEMBER, 2019.

Mayor Carol J. Suter

ATTEST:

Ruth Bocchino, City Clerk

1st Reading: November 11, 2019

2nd Reading: November 11, 2019



Request for Council Action

RES ☐ # City Clerk Only

BILL ☒ # 19-48

ORD # 4.498

Date: 11/5/2019

Department: Finance

Meeting Date Requested: 11/11/2019

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

Subject: Investing with Missouri Securities Investment Program (MOSIP)

Background: Adding an option to invest City funds with MOSIP was discussed at an Open Study Session at the October 28th City Council meeting. This would give the City an additional “tool” to invest idle cash as well as an option in diversifying the City’s investment portfolio. The MOSIP Liquid Series investment is paying about 45 basis points more than our operating account and 25 basis points higher than a 12 month CD. By entering into the agreement with MOSIP, the City is not obligated to invest any funds nor will the City incur any costs.

Budget Discussion: Funds are budgeted in the amount of \$ from the Fund. Ongoing costs are estimated to be \$ annually. Previous years’ funding was \$

Public/Board/Staff Input: Memo, contracts, and ordinance to follow

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

Dominic Accurso
Department Director/Administrator

PC
City Attorney

SW
City Manager



MISSOURI SECURITIES INVESTMENT PROGRAM

NEW INVESTOR APPLICATION

Questions? Call 1-877-696-6747

Instructions: Complete this application to become a new Investor in MOSIP. This application must be included with all other required documentation and certifications in order to be accepted and processed by the MOSIP Client Services Group. Please fax or mail this completed application to your MOSIP Representative at the fax number or address listed at the bottom of this application.

INVESTOR INFORMATION: (All fields in this section must contain Investor information ONLY.)

CSGV2016.11

Investor Name: City of Gladstone **Phone #:** (816) 423-4121
(Name to appear on Program records)

Legal Name: _____ **Fax #:** (816) 436-2228
(Name as filed with the IRS, if different from above)

Mailing Address: 7010 N. Holmes Street **Fiscal Year End:** June 30
Street Address (Use legal address if street address is P.O. Box) (Month and Day)

Gladstone MO 64118 Clay **Contact Name:** Dominic Accurso
City State Zip County ☐ Mr. ☐ Ms. ☐ Mrs.

TAXPAYER IDENTIFICATION NUMBER (TIN):

Note: If the information required by this section is not provided, the current IRS Backup Withholding Rate of taxable dividends, capital gains and proceeds of redemptions and exchanges will be imposed under federal tax regulations.

TIN : 44 - 6005624 **Form of Organization:** Municipality
(Taxpayer Identification Number) (e.g., Political Subdivision, 501(c)(3) organization, etc.)

Tax Status: ☐ I have not been notified by the IRS that I am currently subject to Backup Withholding.
☒ I am an exempt recipient.
☐ I am neither a citizen nor a resident of the United States.

INVESTOR CERTIFICATION: (A representative of the Investor should read, complete, sign and date this section.)

- I. It is hereby certified that the Entity named above adopted the attached **Ordinance/Resolution** at a duly convened meeting of the governing body of the Entity held on the 11th day of November, 2019, and that such resolution or ordinance is in full force and effect on the date of this application, and that such resolution or ordinance has not been modified, amended or rescinded since its adoption. (Please attach the Ordinance/Resolution to this document.)
- II. It is hereby certified that the Entity has received a copy of the **Information Statement** of the Program and the **Intergovernmental Cooperation Agreement** of the Program and agrees to be bound by the terms of such documents.
- III. The information, authorizations, resolutions and certifications set forth in this New Investor Application shall remain in full force and effect until the Program receives written notification of a change.

X

Authorized Signature

Dominic Accurso

Print or Type Name of Authorized Signatory

Date

Director of Finance

Title/Position

REQUIRED DOCUMENTATION: (Please include the following documents with this application.)

- W-9 (Name on W-9 must match IRS records)
- Ordinance/Resolution

PROGRAM USE ONLY: (Please fax or mail this document to your MOSIP Representative for their signature below.)

X

MOSIP Representative Signature

Date

Any document received by email will not be accepted. Please send by fax or mail.

FAX TO: MOSIP Client Services Group
1-888-535-0120**MAIL TO:** MOSIP Client Services Group
P.O. Box 11760
Harrisburg, PA 17108-1760**PROGRAM USE ONLY**

V2016.11	DATE	INITIALS
Processed		
Confirmed		



MISSOURI SECURITIES INVESTMENT PROGRAM

CONTACT RECORD

Questions? Call 1-877-696-6747

Instructions: Complete this form to establish a new Contact and/or EON User with the Program.**CONTACT TYPE:** (Please select a contact type.)Contact Type: ☒ Person *Individual to be established as a Contact.☐ Group

(Group Name)

*Group of individuals that can only be established as a Statement Recipient.

CONTACT INFORMATION: (Please fill this section out completely. If this Contact is a group, please fill out the second line of this section only.)First Name: Dominic Last Name: Accurso Title: Director of Finance
☐ Mr. ☐ Ms. ☐ Mrs.Email: dominica@gladstone.mo.us Phone: (816) 423-4121 Ext. Mobile: Fax: **TRUSTEE INFORMATION:** (If applicable, please enter the name of the Trustee.)Trustee Name: **EON USER INFORMATION:** (Please fill this section out completely.) *Group contacts will not be permitted EON access.Preferred/Current EON Username: (The MOSIP Client Services Group will contact you if your preferred Username is unavailable.)Please select and answer one of the security questions below. Your answer to the selected question will be required to reset your password.

- ☐ What is the name of your first pet?
- ☐ What was the color of your first car?
- ☐ In what city was your Mother born?
- ☐ What is the middle name of your oldest child?
- ☐ What is your Mother's maiden name?
- ☐ What is the name of the street you grew up on?
- ☐ What was your childhood nickname?

Your answer:

***Note:** Your access to the Easy Online Network (EON) will be completed by the MOSIP Client Services Group. You will receive an email from the EON Administrator (eonadministrator@pfm.com) confirming when your access is setup. The email will contain a temporary password for your initial login. You can login by visiting the MOSIP website at www.mosip.org. You will be prompted to change this password after you login. If you have any questions, please contact the MOSIP Client Services Group at 1-877-696-6747.

SIGNATURE: (Please sign inside the box below for future verification purposes.)

Contact Signature

Dominic Accurso

Print or Type Name of Contact

Date

**This form only establishes the individual above as a Contact in the records of the Program. It does not give access to Investor accounts or establish a statement recipient. Please submit the MOSIP Permissions Form to associate the Contact above to an Investor, assign permissions, and establish the individual as a statement recipient.*

Any document received by email will not be accepted. Please send by fax or mail.

FAX TO: MOSIP Client Services Group
1-888-535-0120MAIL TO: MOSIP Client Services Group
P.O. Box 11760
Harrisburg, PA 17108-1760

PROGRAM USE ONLY

V2015.12	DATE	INITIALS
Processed		
Confirmed		



MISSOURI SECURITIES INVESTMENT PROGRAM

ACCOUNT APPLICATION

Questions? Call 1-877-696-6747

Instructions: Use this application to open an Account with MOSIP. If this is your entity's first Account in MOSIP, you must include a completed MOSIP New Investor Application for this form to be processed. Please fax or mail this completed Application to the MOSIP Client Services Group at the fax number or address listed at the bottom of page 2 of this Application. The new Account will be opened and available to receive deposits after all completed documentation and signatures have been reviewed and accepted.

MOSIP ACCOUNT #: _____

(Program Use Only)

INVESTOR INFORMATION: (Please complete all fields in this section.)

CSGV2017.06

Investor Name: City of Gladstone

(Name that appears on Program records)

TIN: -

(Taxpayer Identification Number)

Account Title: General Fund

(New Account name to display on Program records and Statements)

Is this account being set up for bond proceeds? ☒ No ☐ Yes (If yes, please complete the MOSIP Bond Issue Information – Schedule A and send with this document.)**Pay dividends by reinvestment in:** ☒ This Account ☐ Other MOSIP Account: _____

(Account Number or Account Name)

INVESTMENT OPTIONS: (Please select the investment option(s) that your Entity may invest in.)

As a Contact authorized to make investment decisions for the Entity listed above, I certify that the selected investments below are permitted investments for the moneys to be invested.

☒ **MOSIP Liquid Series** ☒ **MOSIP TERM**

Note: I hereby acknowledge that the investment option(s) selected above should be added to the pre-established Account listed in the Investor Information section. Any Contact(s), their permission(s), and the banking instructions on record with this Account should not be altered in any way. _____ (Initial only if you are adding an investment option to a pre-established Account.)

SERVICES: (Please select the services that your Entity is interested in. A representative from the Client Services Group will contact you to discuss.)☐ **ACH Purchase/Redemption** ☐ **Wire Purchase/Redemption** ☐ **MOSIP Checking**

Note: If a wire/ACH banking instruction is not established for this Account and the monies invested must be distributed to the Entity listed above, the Program reserves the right to distribute this Account's balance and any accrued dividend via check. Should such an event occur, the check will be sent to the Investor's address on record.

CONTACT PERMISSIONS: (Please complete the information below to add or update each Contact's permissions for this Account.)

1.	CONTACT INFORMATION: (Contact must be previously established with the Program.)	CONTACT PERMISSIONS: (Please select all permissions that apply.)
	<p>Contact Name: <u>Dominic Accurso</u> First and Last Name (Print)</p> <p>Mailing Address: _____ Agency Name (If Applicable) <u>7010 N. Holmes Street</u> Address <u>Gladstone</u> <u>MO</u> <u>64118</u> City State Zip</p>	<p>For the new Program Account being established, this Contact may:</p> <ul style="list-style-type: none"><input checked="" type="checkbox"/> View Account information.<input checked="" type="checkbox"/> Initiate transactions.<input checked="" type="checkbox"/> Open and close Accounts.<input checked="" type="checkbox"/> Change banking instructions and Account information.<input checked="" type="checkbox"/> Assign permissions to and establish other Contacts.<input checked="" type="checkbox"/> Receive statements <input checked="" type="checkbox"/> Electronic (EON) or <input type="checkbox"/> Paper. <p><small>*Contact must be on record. All new Contacts must complete a Contact Record form.</small></p>
2.	<p>Contact Name: <u>Scott Wingerson</u> First and Last Name (Print)</p> <p>Mailing Address: _____ Agency Name (If Applicable) <u>7010 N. Holmes</u> Address <u>Gladstone</u> <u>MO</u> <u>64118</u> City State Zip</p>	<p>For the new Program Account being established, this Contact may:</p> <ul style="list-style-type: none"><input checked="" type="checkbox"/> View Account information.<input checked="" type="checkbox"/> Initiate transactions.<input checked="" type="checkbox"/> Open and close Accounts.<input checked="" type="checkbox"/> Change banking instructions and Account information.<input type="checkbox"/> Assign permissions to and establish other Contacts.<input type="checkbox"/> Receive statements <input checked="" type="checkbox"/> Electronic (EON) or <input type="checkbox"/> Paper. <p><small>*Contact must be on record. All new Contacts must complete a Contact Record form.</small></p>
3.	<p>Contact Name: _____ First and Last Name (Print)</p> <p>Mailing Address: _____ Agency Name (If Applicable) _____ Address _____ City State Zip</p>	<p>For the new Program Account being established, this Contact may:</p> <ul style="list-style-type: none"><input checked="" type="checkbox"/> View Account information.<input type="checkbox"/> Initiate transactions.<input type="checkbox"/> Open and close Accounts.<input type="checkbox"/> Change banking instructions and Account information.<input type="checkbox"/> Assign permissions to and establish other Contacts.<input type="checkbox"/> Receive statements <input checked="" type="checkbox"/> Electronic (EON) or <input type="checkbox"/> Paper. <p><small>*Contact must be on record. All new Contacts must complete a Contact Record form.</small></p>

General Fund

(New Account name to display on Program records)

(Taxpayer Identification Number)

4. CONTACT INFORMATION: (Contact must be previously established with the Program.)	CONTACT PERMISSIONS: (Please select all permissions that apply.)
<p>Contact Name: _____ First and Last Name (Print)</p> <p>Mailing Address: _____ Agency Name (If Applicable)</p> <p>_____ Address _____</p> <p>_____ City _____ State _____ Zip _____</p>	<p>For the new Program Account being established, this Contact may:</p> <p><input checked="" type="checkbox"/> View Account information.</p> <p><input type="checkbox"/> Initiate transactions.</p> <p><input type="checkbox"/> Open and close Accounts.</p> <p><input type="checkbox"/> Change banking instructions and Account information.</p> <p><input type="checkbox"/> Assign permissions to and establish other Contacts.</p> <p><input type="checkbox"/> Receive statements <input checked="" type="checkbox"/> Electronic (EON) or <input type="checkbox"/> Paper.</p> <p><small>*Contact must be on record. All new Contacts must complete a Contact Record form.</small></p>

5. CONTACT INFORMATION: (Contact must be previously established with the Program.)	CONTACT PERMISSIONS: (Please select all permissions that apply.)
<p>Contact Name: _____ First and Last Name (Print)</p> <p>Mailing Address: _____ Agency Name (If Applicable)</p> <p>_____ Address _____</p> <p>_____ City _____ State _____ Zip _____</p>	<p>For the new Program Account being established, this Contact may:</p> <p><input checked="" type="checkbox"/> View Account information.</p> <p><input type="checkbox"/> Initiate transactions.</p> <p><input type="checkbox"/> Open and close Accounts.</p> <p><input type="checkbox"/> Change banking instructions and Account information.</p> <p><input type="checkbox"/> Assign permissions to and establish other Contacts.</p> <p><input type="checkbox"/> Receive statements <input checked="" type="checkbox"/> Electronic (EON) or <input type="checkbox"/> Paper.</p> <p><small>*Contact must be on record. All new Contacts must complete a Contact Record form.</small></p>

OPTIONAL DOCUMENTATION: (In addition to this form, the following documents are optional.)

- Contact Record (New Contacts Only)
- ACH Setup Instructions
- Wire Setup Instructions

CERTIFICATION & SIGNATURE: (Please have a Contact per Program records who is authorized to open new Accounts sign below.)

The Contact signing below has full authorization to open Accounts on behalf of the Investor listed above and should meet one the following criteria:

- For a current Investor, this section must be signed by a Contact who is currently authorized to open Accounts per Program records; or
- For a new Investor, this section must be signed by the Contact who signed the certification section of the New Investor Application.

The Program reserves the right to request proof of authority in the form of election certification, board minutes, resolutions, fiduciary trusts agreement, etc. when opening Accounts and assigning permissions with the Program.

Dominic Accurso

Print or Type Name of Authorized Signatory



Authorized Signature

Director of Finance

Title/Position

Date

PROGRAM USE ONLY: (Please fax or mail this document to the Client Services Group for their signature below.)



MOSIP Representative Signature

Date



Principal Approval Signature

Date

Any document received by email will not be accepted. Please send by fax or mail.

FAX TO: MOSIP Client Services Group
1-888-535-0120

MAIL TO: MOSIP Client Services Group
P.O. Box 11760
Harrisburg, PA 17108-1760

PROGRAM USE ONLY

V2017.06	DATE	INITIALS
Processed		
Confirmed		