

CITY OF LEBANON
CITY COUNCIL MEETING MINUTES
February 13, 2023

BE IT REMEMBERED that the Council of the City of Lebanon, Missouri, met in Regular Session on February 13, 2023, at 6:00 p.m. in the Council Chambers at City Hall located at 401 South Jefferson.

ROLL CALL AND DECLARATION OF A QUORUM

Upon roll call, the following Officers were present: Gib Adkins, Ken Eldridge, Sheila Mitchell, Jonathan Reagan, Chuck Jordan, Bob Garner, and Mayor Carr. Absent: Jeff Mutchler and Randy Wall.

A quorum was declared.

Staff members and others in attendance: City Administrator Mike Schumacher, Public Works Administrator Richard Shockley, Police Chief Bryan Arnold, Fire Chief Sam Schneider, Finance Director Kat Gill, Human Resource Director Kathy Milliken, Park Director John Shelton, Code Administrator Joe Berkich, Planning & Zoning Manager Christina Wagner, Purchasing Agent Jessica Meiners, Communications Manager Derek Gean, Assistant City Administrator/City Clerk Laina Starnes, and City Counselor Chris Allen.

INVOCATION AND PLEDGE OF ALLEGIANCE

Invocation was given by Don Anderson of Union Mission Church, followed by the pledge of allegiance.

PUBLIC COMMENTS

None.

DISCUSSIONS AND PRESENTATIONS

Ronald McDonald House Week Proclamation

Mayor Carr read the following proclamation aloud for which he proclaimed February 13th through February 19, 2023, as "Ronald McDonald House Week."

WHEREAS, Springfield's two Ronald McDonald House® Programs have provided a "home away from home" and an invaluable source of hope and comfort for families of seriously-ill and injured children who must travel far from home for medical treatment; and

WHEREAS, the two Ronald McDonald Houses, located in Springfield, Missouri, allows their guests to maintain close contact with their seriously ill children by providing a secure and supportive environment at no required cost; and

WHEREAS, the Ronald McDonald House near Cox South and the House at Mercy Kids has served the needs of 692 Laclede County families, 552 of which are residents of Lebanon, Missouri; and

WHEREAS, on Tuesday, January 24, 2023, 69 McDonald's Restaurants and various other locations, will begin showing their support by asking customers to "Share their Heart" by "adopting" a \$1, \$5 and \$20 to Ronald McDonald House Charities of the Ozarks through the Share a Heart Campaign; and

WHEREAS, the following generous sponsors have provided sponsorship funding and underwritten the costs for the Share a Heart Campaign: McDonald's of the Ozarks; Great Southern Bank; ColorGraphic Printing; Mid-Am Metal Forming; and KY3 Television; and

WHEREAS, McDonald's of Lebanon is participating in the Share a Heart Campaign, which will continue through February 28, 2023.

NOW THEREFORE, I, Mayor Jared Carr, on behalf of the City of Lebanon, do hereby proclaim February 13th through February 19th, 2023 as

"RONALD McDONALD HOUSE WEEK"

In Witness Whereof, I have hereunto set my hand and caused the seal of the City of Lebanon to be affixed this 13th day of February 2023.

CONSENT AGENDA

Jordan moved and Adkins seconded that the Council approve the Consent Agenda as follows.

- Approval of Minutes
 - i. January 23, 2023, Council Meeting
 - ii. February 2, 2023, Work Session
 - iii. February 2, 2023, Closed Session
- Approval of Warrants
- December Financials
- Approval of the Quarterly Investment Report
- Parade Permits
 - i. Wagons for Warriors Parade
- Disposition of Records-List is attached and made part of the permanent record.

Motion carried as follows: Yea: (6) Adkins, Eldridge, Mitchell, Reagan, Jordan, and Garner; Nay: (0) None; Abstain: (0) None; Absent: (2) Mutchler and Wall.

PUBLIC HEARING

Jordan moved and Garner seconded that the Council move out of Regular Session and into Public Hearing. Motion carried as follows: Yea: (6) Eldridge, Mitchell, Reagan, Jordan, Garner, and Adkins; Nay: (0) None; Abstain: (0) None; Absent: (2) Mutchler and Wall.

Final Plat of Carrie's Subdivision

Code Administrator Joe Berkich stated the property owner wished to plat 14 acres of Lebanon Acreage, which were remnants of other subdivisions, into one lot so a single family dwelling could be built. He also stated this plat would not jeopardize future development.

There were no public comments.

Final Plat of Timbers Phase 3 Subdivision

Code Administrator Joe Berkich advised the property owner requested to plat Timbers Phase 3 Subdivision to construct two-unit apartment buildings with 64 total units.

There were no public comments.

Replat Part of Lots Four, Five, and Six of Block Two Booton's First Addition

Code Administrator Joe Berkich reported these lots were originally platted to build 4-plexes but the project didn't work out. So, the property owner requested a replat to construct single family housing.

There were no public comments.

Replat of Heritage Baptist Temple to include Lebanon Acreage and Vacate Greenleaf Ave from Lynn Street to Clark Street

Code Administrator Joe Berkich advised the property owner requested to replat the property to add Lebanon Acreage and to vacate a portion of Greenleaf Avenue from Lynn Street to Clark Street. He added that the City would maintain the easements.

There were no public comments.

Replat of Lot 12 Suribachi Hills

Code Administrator Joe Berkich reported the property owner requested to replat Lot 12 of Suribachi Hills Subdivision to add Lebanon Acreage. He said the owner planned to build a home by the lake on the added property which would have an entrance off Lot 12.

There were no public comments.

Replat of Lot Two of Livingston Subdivision

Code Administrator Joe Berkich advised the property owner wished to replat Lot 2 of Livingston Subdivision into two lots.

There were no public comments.

Mitchell moved and Jordan seconded that the Council move out of Public Hearing and back into Regular Session. Motion carried as follows: Yea: (6) Mitchell, Reagan, Jordan, Garner, Adkins, and Eldridge; Nay: (0) None; Abstain: (0) None; Absent: (2) Mutchler and Wall.

COUNCIL BILL NO. 6438- FINAL PLAT, CARRIE'S PLACE SUBDIVISION

An Ordinance by the City Council of the City of Lebanon, Laclede County, Missouri, (hereinafter referred to as "City") approving and accepting the Final Plat of Carrie's Place Subdivision to the City of Lebanon, Laclede County, Missouri.

Jordan moved and Mitchell seconded that the Council approve the first reading of Council Bill No. 6438 and that it be passed to the second reading. Motion carried as follows: Yea: (6) Reagan, Jordan, Garner, Adkins, Eldridge, and Mitchell; Nay: (0) None; Abstain: (0) None; Absent: (2) Mutchler and Wall.

Adkins moved and Eldridge seconded that the Council approve the second and final reading of Council Bill No. 6438 and that the roll be called for the approval and passage of said bill. Motion carried as follows: Yea: (6) Jordan, Garner, Adkins, Eldridge, Mitchell, and Reagan; Nay: (0) None; Abstain: (0) None; Absent: (2) Mutchler and Wall.

Mayor Carr declared Council Bill No. 6438 duly passed and approved and that it be entered among City Records as Ordinance No. 6685.

COUNCIL BILL NO. 6439- FINAL PLAT, TIMBERS PHASE 3 SUBDIVISION

An Ordinance by the City Council of the City of Lebanon, Laclede County, Missouri, (hereinafter referred to as "City") approving and accepting the Final Plat of Timbers Phase 3 Subdivision to the City of Lebanon, Laclede County, Missouri.

Eldridge moved and Jordan seconded that the Council approve the first reading of Council Bill No. 6439 and that it be passed to the second reading. Motion carried as follows: Yea: (6) Garner, Adkins, Eldridge, Mitchell, Reagan, and Jordan; Nay: (0) None; Abstain: (0) None; Absent: (2) Mutchler and Wall.

Jordan moved and Mitchell seconded that the Council approve the second and final reading of Council Bill No. 6439 and that the roll be called for the approval and passage of said bill. Motion carried as follows: Yea: (6) Adkins, Eldridge, Mitchell, Reagan, Jordan, and Garner; Nay: (0) None; Abstain: (0) None; Absent: (2) Mutchler and Wall.

Mayor Carr declared Council Bill No. 6439 duly passed and approved and that it be entered among City Records as Ordinance No. 6686.

COUNCIL BILL NO. 6440- FINAL PLAT, GD HOMES SUBDIVISION

An Ordinance by the City Council of the City of Lebanon, Laclede County, Missouri, (hereinafter referred to as "City") approving and accepting the Final Plat of GD Homes Subdivision, being a Replat of Part of Lots Four, Five, and Six Block Two of Booton's First Addition to the City of Lebanon, Laclede County, Missouri.

Eldridge moved and Adkins seconded that the Council approve the first reading of Council Bill No. 6440 and that it be passed to the second reading. Motion carried as follows: Yea: (6) Eldridge, Mitchell, Reagan, Jordan, Garner, and Adkins; Nay: (0) None; Abstain: (0) None; Absent: (2) Mutchler and Wall.

Reagan moved and Jordan seconded that the Council approve the second and final reading of Council Bill No. 6440 and that the roll be called for the approval and passage of said bill. Motion carried as follows: Yea: (6) Mitchell, Reagan, Jordan, Garner, Adkins, and Eldridge; Nay: (0) None; Abstain: (0) None; Absent: (2) Mutchler and Wall.

Mayor Carr declared Council Bill No. 6440 duly passed and approved and that it be entered among City Records as Ordinance No. 6687.

COUNCIL BILL NO. 6441- FINAL PLAT, REPLAT OF HERITAGE BAPTIST TEMPLE OF LEBANON SUBDIVISION TO INCLUDE LEBANON ACREAGE AND VACATE GREENLEAF AVE FROM LYNN ST. TO CLARK ST.

An Ordinance by the City Council of the City of Lebanon, Laclede County, Missouri, (hereinafter referred to as "City") approving and accepting the Final Plat of Replat of Heritage Baptist Temple of Lebanon Subdivision, to include Lebanon Acreage and vacate Greenleaf Avenue from Lynn Street to Clark Street.

Eldridge moved and Mitchell seconded that the Council approve the first reading of Council Bill No. 6441 and that it be passed to the second reading. Motion carried as follows: Yea: (6) Reagan, Jordan, Garner, Adkins, Eldridge, and Mitchell; Nay: (0) None; Abstain: (0) None; Absent: (2) Mutchler and Wall.

Reagan moved and Adkins seconded that the Council approve the second and final reading of Council Bill No. 6441 and that the roll be called for the approval and passage of said bill. Motion carried as follows: Yea: (6) Jordan, Garner, Adkins, Eldridge, Mitchell, and Reagan, Nay: (0) None; Abstain: (0) None; Absent: (2) Mutchler and Wall.

Mayor Carr declared Council Bill No. 6441 duly passed and approved and that it be entered among City Records as Ordinance No. 6688.

COUNCIL BILL NO. 6442- FINAL PLAT, REPLAT OF LOT 12 OF SURIBACHI HILLS

An Ordinance by the City Council of the City of Lebanon, Laclede County, Missouri, (hereinafter referred to as "City") approving and accepting the Final Plat of Replat of Lot 12 of Suribachi Hills to the City of Lebanon, Laclede County, Missouri, currently known as 300 Rosenthal Drive, to add Lebanon Acreage.

Eldridge moved and Jordan seconded that the Council approve the first reading of Council Bill No. 6442 and that it be passed to the second reading. Motion carried as follows: Yea: (6) Garner, Adkins, Eldridge, Mitchell, Reagan, and Jordan; Nay: (0) None; Abstain: (0) None; Absent: (2) Mutchler and Wall.

Jordan moved and Adkins seconded that the Council approve the second and final reading of Council Bill No. 6442 and that the roll be called for the approval and passage of said bill. Motion carried as follows: Yea: (6) Adkins, Eldridge, Mitchell, Reagan, Jordan, and Garner; Nay: (0) None; Abstain: (0) None; Absent: (2) Mutchler and Wall.

Mayor Carr declared Council Bill No. 6442 duly passed and approved and that it be entered among City Records as Ordinance No. 6689.

COUNCIL BILL NO. 6443- FINAL PLAT, REPLAT OF LOT TWO OF LIVINGSTON SUBDIVISION

An Ordinance by the City Council of the City of Lebanon, Laclede County, Missouri, (hereinafter referred to as "City") approving and accepting the Final Plat of Replat of Lot Two of Livingston Subdivision to the City of Lebanon, Laclede County, Missouri.

Mitchell moved and Reagan seconded that the Council approve the first reading of Council Bill No. 6443 and that it be passed to the second reading. Motion carried as follows: Yea: (6) Eldridge, Mitchell, Reagan, Jordan, Garner, and Adkins; Nay: (0) None; Abstain: (0) None; Absent: (2) Mutchler and Wall.

Jordan moved and Garner seconded that the Council approve the second and final reading of Council Bill No. 6443 and that the roll be called for the approval and passage of said bill. Motion carried as follows: Yea: (6) Mitchell, Reagan, Jordan, Garner Adkins, and Eldridge; Nay: (0) None; Abstain: (0) None; Absent: (2) Mutchler and Wall.

Mayor Carr declared Council Bill No. 6443 duly passed and approved and that it be entered among City Records as Ordinance No. 6690.

COUNCIL BILL NO. 6444- AGREEMENT, ARCHIVE MANAGEMENT SOFTWARE FOR SOCIAL MEDIA RECORDS, ARCHIVESOCIAL, LLC

An Ordinance by the City Council of the City of Lebanon, Laclede County, Missouri, (hereinafter referred to as "City") authorizing and directing the Mayor and City Clerk to enter into and execute an Agreement with ArchiveSocial, LLC to provide Archive Management Software for Social Media Records.

Eldridge moved and Jordan seconded that the Council approve the first reading of Council Bill No. 6444 and that it be passed to the second reading. Motion carried as follows: Yea: (6) Reagan, Jordan, Garner, Adkins, Eldridge, and Mitchell; Nay: (0) None; Abstain: (0) None; Absent: (2) Mutchler and Wall.

Adkins moved and Reagan seconded that the Council approve the second and final reading of Council Bill No. 6444 and that the roll be called for the approval and passage of said bill. Motion carried as follows: Yea: (6) Jordan, Garner, Adkins, Eldridge, Mitchell, and Reagan; Nay: (0) None; Abstain: (0) None; Absent: (2) Mutchler and Wall.

Mayor Carr declared Council Bill No. 6444 duly passed and approved and that it be entered among City Records as Ordinance No. 6691.

COUNCIL BILL NO. 6445- APPROVAL, CHANGE ORDER NO. 2 WITH BRINKOETTER'S IRON WORKS FOR ADDITIONAL WORK TO THE DOWNTOWN ARCHES AND AUTHORIZING THE PURCHASE OF CLAM SHELL BASES FROM TERRACAST PRODUCTS, LLC; BOTH FOR THE GATEWAY ARCHES IN THE DOWNTOWN BUSINESS DISTRICT

An Ordinance by the City Council of the City of Lebanon, Laclede County, Missouri, (hereinafter referred to as "City") authorizing and directing the Mayor and City Clerk to enter into and execute Change Order No. 2 between the City and Brinkoetter's Iron Works for additional necessary work to the Downtown Arches and authorizing the purchase of Clam Shell Bases from Terracast Products, LLC; both for the Gateway Arches over Commercial Street in the Downtown Business District.

Jordan moved and Garner seconded that the Council approve the first reading of Council Bill No. 6445 and that it be passed to the second reading. Motion carried as follows: Yea: (6) Garner, Adkins, Eldridge, Mitchell, Reagan, and Jordan; Nay: (0) None; Abstain: (0) None; Absent: (2) Mutchler and Wall.

Eldridge moved and Garner seconded that the Council approve the second and final reading of Council Bill No. 6445 and that the roll be called for the approval and passage of said bill. Motion carried as follows: Yea: (6) Adkins, Eldridge, Mitchell, Reagan, Jordan, and Garner; Nay: (0) None; Abstain: (0) None; Absent: (2) Mutchler and Wall.

Mayor Carr declared Council Bill No. 6445 duly passed and approved and that it be entered among City Records as Ordinance No. 6692.

COUNCIL BILL NO. 6446- SURPLUS OF ONE (1) 2000 DODGE 1/2 TON TRUCK, ONE (1) 2005 CHEVROLET TRUCK AND ONE (1) 2004 FORD TAURUS AND AUTHORIZING THE PURCHASE OF ONE (1) 2023 CHEVROLET 2500 4WD TRUCK FOR THE STREET DEPARTMENT AND ONE (1) 2023 CHEVROLET 2500 4WD TRUCK FOR THE WASTEWATER DEPARTMENT, BOTH FROM ED MORSE CHEVROLET AND AUTHORIZING THE PURCHASE OF ONE (1) 2022 FORD ESCAPE FWD FOR PUBLIC WORKS FROM ED MORSE FORD INC.

An Ordinance by the City Council of the City of Lebanon, Laclede County, Missouri, (hereinafter referred to as "City") declaring as Surplus One (1) 2000 Dodge 1/2 Ton Truck, One (1) 2005 Chevrolet Truck and One (1) 2004 Ford Taurus and authorizing the purchase of One (1) 2023 Chevrolet 2500 4WD Truck for the Street Department and One (1) 2023 Chevrolet 2500 4WD Truck for the Wastewater Department, both from Ed Morse Chevrolet and authorizing the purchase of One (1) 2022 Ford Escape FWD for Public Works from Ed Morse Ford Inc.

Eldridge moved and Jordan seconded that the Council approve the first reading of Council Bill No. 6446 and that it be passed to the second reading. Motion carried as follows: Yea: (6) Eldridge, Mitchell, Reagan, Jordan, Garner, and Adkins; Nay: (0) None; Abstain: (0) None; Absent: (2) Mutchler and Wall.

Mitchell moved and Reagan seconded that the Council approve the second and final reading of Council Bill No. 6446 and that the roll be called for the approval and passage of said bill. Motion carried as follows: Yea: (6) Mitchell, Reagan, Jordan, Garner Adkins, and Eldridge; Nay: (0) None; Abstain: (0) None; Absent: (2) Mutchler and Wall.

Mayor Carr declared Council Bill No. 6446 duly passed and approved and that it be entered among City Records as Ordinance No. 6693.

COUNCIL BILL NO. 6447- APPROVING SURPLUS OF ITEMS IN VARIOUS CITY DEPARTMENTS AND DISPOSITION OF SAID ITEMS

An Ordinance by the City Council of the City of Lebanon, Laclede County, Missouri, (hereinafter referred to as "City") declaring as Surplus Items which have been removed from service in various City Departments and Divisions and approving for the disposition of said items.

Jordan moved and Garner seconded that the Council approve the first reading of Council Bill No. 6447 and that it be passed to the second reading. Motion carried as follows: Yea: (6) Reagan, Jordan, Garner, Adkins, Eldridge, and Mitchell; Nay: (0) None; Abstain: (0) None; Absent: (2) Mutchler and Wall.

Eldridge moved and Reagan seconded that the Council approve the second and final reading of Council Bill No. 6447 and that the roll be called for the approval and passage of said bill. Motion carried as follows: Yea: (6) Jordan, Garner, Adkins, Eldridge, Mitchell, and Reagan; Nay: (0) None; Abstain: (0) None; Absent: (2) Mutchler and Wall.

Mayor Carr declared Council Bill No. 6447 duly passed and approved and that it be entered among City Records as Ordinance No. 6694.

COUNCIL BILL NO. 6448- AGREEMENT, DISPOSITION OF RECORDS, STERICYCLE

An Ordinance by the City Council of the City of Lebanon, Laclede County, Missouri, (hereinafter referred to as "City") authorizing and directing the Mayor and City Clerk to enter into and execute an Agreement between the City and Stericycle for the disposition of records.

Eldridge moved and Mitchell seconded that the Council approve the first reading of Council Bill No. 6448 and that it be passed to the second reading. Motion carried as follows: Yea: (6) Garner, Adkins, Eldridge, Mitchell, Reagan, and Jordan; Nay: (0) None; Abstain: (0) None; Absent: (2) Mutchler and Wall.

Jordan moved and Garner seconded that the Council approve the second and final reading of Council Bill No. 6448 and that the roll be called for the approval and passage of said bill. Motion carried as follows: Yea: (6) Adkins, Eldridge, Mitchell, Reagan, Jordan, and Garner; Nay: (0) None; Abstain: (0) None; Absent: (2) Mutchler and Wall.

Mayor Carr declared Council Bill No. 6448 duly passed and approved and that it be entered among City Records as Ordinance No. 6695.

COUNCIL BILL NO. 6449- LEASE AGREEMENT, CITY OWNED PROPERTY LOCATED BEING 214 W. COMMERCIAL STREET, TRUE CONSTRUCTION, INC.

An Ordinance by the City Council of the City of Lebanon, Laclede County, Missouri, (hereinafter referred to as "City") authorizing and directing the Mayor and City Clerk to enter into and execute a Lease Agreement between the City and True Construction, Inc. for the use of City owned property located behind 214 W. Commercial Street.

Jordan moved and Eldridge seconded that the Council approve the first reading of Council Bill No. 6449 and that it be passed to the second reading. Motion carried as follows: Yea: (6) Eldridge, Mitchell, Reagan, Jordan, Garner, and Adkins; Nay: (0) None; Abstain: (0) None; Absent: (2) Mutchler and Wall.

Adkins moved and Garner seconded that the Council approve the second and final reading of Council Bill No. 6449 and that the roll be called for the approval and passage of said bill. Motion carried as follows: Yea: (6) Mitchell, Reagan, Jordan, Garner, Adkins, and Eldridge; Nay: (0) None; Abstain: (0) None; Absent: (2) Mutchler and Wall.

Mayor Carr declared Council Bill No. 6449 duly passed and approved and that it be entered among City Records as Ordinance No. 6696.

COUNCIL BILL NO. 6450-AMENDING THE CITY CODE IN REGARD TO MARIJUANA.

An Ordinance of the City of Lebanon, Missouri, amending the City Code in regard to Marijuana.

Eldridge moved and Garner seconded that the Council approve the first reading of Council Bill No. 6450 and that it be passed to the second reading. Motion carried as follows: Yea: (6) Reagan, Jordan, Garner, Adkins, Eldridge, and Mitchell; Nay: (0) None; Abstain: (0) None; Absent: (2) Mutchler and Wall.

Second Reading scheduled for February 27, 2023.

COMMENTS

City Administrator Mike Schumacher- asked the Mayor and Council to save the date of April 12, 2023 for the Vietnam Veterans Pinning Ceremony.

Councilman Adkins- commented that the water tower lit in red for the KC Chiefs looked awesome.

Councilwoman Mitchell- asked for the 2023 Council Retreat date be added to the meeting/event calendar before it gets close so plans could be made.

Councilman Reagan- thanked the City for acknowledging the passing of his father.

Councilman Jordan- thanked staff for the meeting/event calendar the Council was provided.

Mayor Carr- stated he was sorry to hear of the passing of Councilman Reagan's father. He said Howard Reagan was always friendly and nice and was a vital part of the Veterans Memorial Board.

CLOSED SESSION

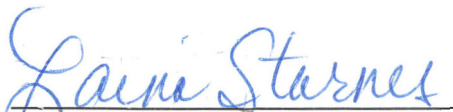
Jordan moved and Garner seconded that the Council move out of Regulars Session and into Closed Session pursuant to RSMo 610.021 (1) to discuss legal matters. Motion carried as follows: Yea: (6) Jordan, Garner, Adkins, Eldridge, Mitchell, and Reagan; Nay: (0) None; Abstain: (0) None; Absent: (2) Mutchler and Wall.

Council moved into Closed Session at 6:59 pm and returned to Regular Session at 7:29 pm.

ADJOURNMENT

Mayor Carr declared the meeting adjourned at 7:29 pm.

ATTEST:



City Clerk Laina Starnes



Mayor Carr
Minutes Approved February 27, 2023

Dept./Divison	Location	Retention Code	Item Type	Disposition Date	Item Description
Airport	Front Walkway	GS 010	FY 2019 airport administrative reports	06/30/19	Monthly airport activity
Airport	Front Walkway	GS 010	FY 2020 Airport administrative reports	12/31/20	July 1, 2019 - January 2020
City Clerk	Laina's Office	POL 025/022/013/001	Various files	6/30/2021	Years 2008 - 2011
City Clerk	Laina's Office	GS 058/059/012/012.1	Various files	6/30/2022	Years 2008 - 2017
City Clerk	Laina's Office	GS 050	Firework/parade permits	6/30/2020	Years 2015 - 2018
City Clerk	Laina's Office	GS 066	Sunshine law requests	6/30/2021	Years 2015 - 2018
City Clerk	Lacey's Office	GS050	Downtown Business Licenses	12/31/2021	Years 2011-2013, 2017-2019
City Clerk	Lacey's Office	GS050	Trash Licenses	06/31/2021	Years 2012-2019
City Clerk	Lacey's Office	GS050	Itinerant Vendor Licenses	12/31/2021	Years 2016-2019
City Clerk	Lacey's Office	GS050	Peddler/Solicitor Permit	12/31/2021	Years 2018-2019
City Clerk	Lacey's Office	GS050	Taxi Cab Business Permits	12/31/2021	Years 2012-2015, 2018-2019
City Clerk	Lacey's Office	GS050	Taxi Cab Drivers Permits	12/31/2020	Years 2014, 2015, 2017, 2018
City Clerk	Lacey's Office	GS050	Tattoo Permits	12/31/2017	Years 2013-2015
City Clerk	Lacey's Office	GS050	Pawn Broker License	12/31/2016	Years 2012, 2014
City Clerk	Lacey's Office	GS050	Liquor License	06/31/2021	Years 2018-2019
Civic Center	Civic Center	1401/1403/1404	Rental contracts, rental agreements	06/31/2021	Yrs 1993 - 2016
Civic Center	Civic Center	1401/1403/1404/GS 007	Office supply invoices, rental contracts, rental agreements, invoices	06/31/2021	Yrs 1999 - 2016
Civic Center	Civic Center	1401/1403/1404	Rental contracts, rental agreements	06/31/2021	Yrs 2000 - 2016
Civic Center	Civic Center	1401/1403/1404/GS 007	Civic center building reservations, COIs, reservation calendar, invoices	06/31/2021	Yrs 1999 - 2016
Civic Center	Civic Center	1401/1403/1404/GS 07/0001	Accident report files, invoices, rental agreements and contracts	06/31/2021	Yrs 2000 - 2016
Code Administration	Front Wall	GS 040	Grant records	6/30/2004	CDBG Project 96-ND-819
Code Administration	Front Wall	GS 048	Franchise tax	6/30/2004	2001 - 2003
Code Administration	D2	GS 113	Inspection Info	6/30/2006	Applebees and Red Fox Motel
Code Administration	E Side Wall	GS 123	2001 City inspections	6/30/2006	
Code Administration	Front Wall	GS 058	2001 lawsuits	6/30/2007	
Code Administration	E Side Wall	GS 052/GS 123	2003 Home inspections, building permits, contractor registration, building permits	6/30/2008	

Dept./Divison	Location	Retention Code	Item Type	Disposition Date	Item Description
Code Administration	E Side Wall	GS 052/GS 123	2004 Home inspections, contractor licenses	6/30/2009	
Code Administration	E Side Wall	GS 052/GS 123	2005 Home inspections, BP applications, contractor licenses	6/30/2010	
Code Administration	Front Wall	GS 052	Building permits	6/30/2010	Various permits from 1998 - 2008
Code Administration	E Side Wall	GS 052/GS 123	2006 Home inspections, contractor registration, permit apps	6/30/2011	
Code Administration	E Side Wall	GS 052/GS 123	2007 Home inspections, permit apps, contractor registration	6/30/2012	
Code Administration	Front Wall	GS 050	Permits	6/30/2012	From 2010
Code Administration	E Side Wall	GS 052/GS 123	2008 Home inspections	6/30/2013	
Code Administration	E Side Wall	GS 052/GS 123	2009 Contractor registration, building permit apps, home inspections	6/30/2014	
Code Administration	Front Wall	GS 123	Inspections	6/30/2014	2008 - 2009
Code Administration	E Side Wall	GS 052/GS 123	2010 Home inspections, inspection receipts	6/30/2015	
Code Administration	E Side Wall	GS 113	2009 - 2011 Closed compliance cases	6/30/2016	
Code Administration	E Side Wall	GS 052/GS 123	2011 Inspections, registrations	6/30/2016	
Code Administration	E Side Wall	GS 052/GS 123	2012 Inspection, receipts, contractor registration	6/30/2017	
Code Administration	E Side Wall	GS 113	2012 Violation laws	6/30/2017	
Code Administration	Front Wall	GS 052	Building permits	6/30/2017	Various permits from 1985 - 2012
Code Administration	E Side Wall	GS 052	2013 Building permits	6/30/2018	
Code Administration	E Side Wall	GS 052/GS 123	2013 Contractor registration, insp. Receipts,	6/30/2018	
Code Administration	E Side Wall	GS 052/GS 123	2014 Contractor registration, inspection receipts, inspections	6/30/2019	
Code Administration	Front Wall	007/008	Accounts payable and receivable paperwork from the Nelson Education Center	6/30/2019	Building sold in 2014
Code Administration	E2	GS 052/GS 123	2015 Contractor registrations, inspection charges, inspection receipts, work orders	6/30/2020	
Code Administration	E2	GS 052/GS 123	2016 Inspection receipts, schedules, mowing orders, registration	6/30/2021	
Finance	Front Walkway	747.1	Tax collected/tax affidavits 2012-2013	06/30/12	Various sales and commercial tax affidavits 2012-2013
Finance	Front Walkway	GS 076	Insurance claims/finance folders 2010-2011	12/31/12	Finance folders, meeting agendas, auction 2010-2011
Finance	Front Walkway	GS 010	Bank statements 2011-2012	06/30/13	Mid-Missouri bank statements 2011-2012
Finance	Front Walkway	GS 055	Finance bids/RFPs/RFOs 2011-2012	06/30/14	Various bids 2011-2012
Finance	Front Walkway	GS 040	Finance folders 2011-2012	06/30/14	Finance folders 2011-2012

Dept./Divison	Location	Retention Code	Item Type	Disposition Date	Item Description
Finance	Front Walkway	GS 055	Finance bids 2013-2014	06/30/14	Various bids 2013-2014
Finance	Front Walkway	GS 007	Accounts payable warrants 2015-2016	06/30/14	Misc vendors
Finance	Front Walkway	GS 008	Accounts payable warrants 2015-2016	06/30/15	Misc vendors
Finance	Front Walkway	GS 009	Accounts payable warrants 2015-2016	06/30/15	Misc vendors
Finance	Front Walkway	GS 010	Accounts payable warrants 2015-2016	10/30/15	Misc vendors
Finance	Front Walkway	GS 011	Accounts payable warrants 2015-2016	12/31/15	Misc vendors
Finance	Front Walkway	GS 010	F.Y. 2018 banking records	06/30/16	FY 2018 banking records July 1, 2017 - June 30, 2018
Finance	Front Walkway	GS 008	Cash collections misc.	06/30/16	Cash collections misc. July 1, 2014 - June 30, 2015
Finance	Front Walkway	1602	Utility applications 2006 - 2008	06/30/17	Utility aps 2006 - 2008
Finance	Front Walkway	GS 008	July 1, 2012 - June 30, 2013	12/31/17	July 1, 2012 - June 30, 2013
Finance	Front Walkway	1602/1603	Applications/arrangements	12/31/17	July 1, 2011 - June 30, 2012
Finance	Front Walkway	1602/1603	Applications/arrangements	06/30/18	Date range: Nov 2010 - Jun 2011
Finance	Front Walkway	1602	Utility payment stubs	06/30/18	Fiscal Yr 2008 - 2009; February 2009
Finance	Front Walkway	1602	Utility applications 2008 - 2009	06/30/18	Utility apps 2008 - 2009
Finance	Front Walkway	GS 076	Finance folders/insurance claims	06/30/18	Finance folders/insurance claims November 2009 - October 2010
Finance	Front Walkway	GS 007	Accounts payable warrants	06/30/18	Misc vendors
Finance	Front Walkway	GS 007	Accounts payable warrants	06/30/18	Misc vendors
Finance	Front Walkway	747.1/0749	FY 2016 tax affidavits	06/30/18	Tax affidavits from July 1, 2015 - June 30, 2016
Finance	Front Walkway	GS 008	Daily cash collections registers	06/30/18	Jan 1, 2017 - June 30, 2017
Finance	Front Walkway	GS 010	FY 2018 airport administration	06/30/18	Monthly airport activity
Finance	Front Walkway	GS 007	Accounts payable warrants	06/30/18	Misc vendors FY 2014-2015
Finance	Front Walkway	GS 008	Accounts payable warrants	06/30/18	Misc vendors FY 2014-2015
Finance	Front Walkway	GS 009	Accounts payable warrants	06/30/18	Misc vendors FY 2014-2015
Finance	Front Walkway	GS 010	Accounts payable warrants	06/30/18	Misc vendors FY 2014-2015
Finance	Front Walkway	GS 011	Accounts payable warrants	06/30/18	Misc vendors FY 2014-2015
Finance	Front Walkway	GS 012	Accounts payable warrants	06/30/18	Misc vendors FY 2014-2015

Dept./Divison	Location	Retention Code	Item Type	Disposition Date	Item Description
Finance	Front Walkway	1602	Utility payment stubs	06/30/18	Date range: November 2018
Finance	Front Walkway	1602	Utility payment stubs	06/30/18	Date range: Septemeber, 2018
Finance	Front Walkway	1602	Utility payment stubs	06/30/18	Date range: February 2019
Finance	Front Walkway	1602	Utility payment stubs	06/30/18	Date range: July 2018
Finance	Front Walkway	GS 010	FY 2018 Administrative reports	06/30/18	July 1, 2017 - June 30, 2018
Finance	Front Walkway	GS 010	FY 2017 Adminsitrative reports	06/30/18	July 1, 2016 - June 30, 2017
Finance	Front Walkway	1602	Utility payment stubs	06/30/18	Date range: December 2018
Finance	Front Walkway	1602	Utility payment stubs	06/30/18	Date range: January 2019
Finance	Front Walkway	GS 007	Accounts payable check reports	06/30/18	FYE 2014, 7/1/13- 6/30/14
Finance	Front Walkway	1602	Utility payment stubs	06/30/18	Date range: May 2019
Finance	Front Walkway	1602	Utility payment stubs	06/30/18	Date range: March 2019
Finance	Front Walkway	GS 010	FY 2019 administrative reports	06/30/18	July 1, 2018 - June 30, 2019
Finance	Front Walkway	1602	Utility payment stubs	06/30/18	Date range: April 2019
Finance	Front Walkway	1602	Utility payment stubs	06/30/18	Date range: October 2018
Finance	Front Walkway	GS 010	FY 2019 Banking records	06/30/18	Banking records July 1, 2018 - June 30, 2019
Finance	Front Walkway	GS 010	FY 2019 administrative reports	06/30/18	Administrative reports July 1, 2018 - June 30, 2019
Finance	Front Walkway	GS 007	Accounts payable warrants	07/01/18	Misc vendors
Finance	Front Walkway	GS 040	Grant records	07/02/18	July 1, 2011 - June 30, 2012
Finance	Front Walkway	GS 040	Grant records	07/03/18	November 1, 2009 - October 31, 2010
Finance	Front Walkway	GS 028	Timesheets	10/30/18	July 2014 - December 2014
Finance	Front Walkway	717	FY 2016 journal entries	12/31/18	July 1, 2015 - June 30, 2016
Finance	Front Walkway	717	FY 2016 journal entries	12/31/18	July 1, 2015 - June 30, 2016
Finance	Front Walkway	GS 028	Timesheets	06/30/19	January - June 2015
Finance	Front Walkway	GS 08	Claims and certifications	06/30/19	July 1, 2011 to June 30, 2012
Finance	Front Walkway	GS 007	Accounts payable warrants	06/30/19	FYE 6/30/14
Finance	Front Walkway	GS 007	Accounts payable warrants	06/30/19	FYE 6/30/2013

Dept./Divison	Location	Retention Code	Item Type	Disposition Date	Item Description
Finance	Front Walkway	GS 007	Accounts payable warrants	06/30/19	FYE 6/30/13
Finance	Front Walkway	GS 007	Accounts payable warrants	06/30/19	FYE 6/30/2013
Finance	Front Walkway	GS 007	Accounts payable warrants	06/30/19	FYE 6/30/2013
Finance	Front Walkway	GS 007	Accounts payable warrants	06/30/19	FYE 6/30/2013
Finance	Front Walkway	GS 055	Bids	06/30/19	July 1, 2012 - June 30, 2013
Finance	Front Walkway	GS 007	Accounts payable warrants	06/30/19	FYE 6/30/2014
Finance	Front Walkway	GS 007	Accounts payable warrants	06/30/19	FYE 6/30/2014
Finance	Front Walkway	GS 007	Accounts payable warrants	06/30/19	FYE 6/30/2013
Finance	Front Walkway	GS 007	Accounts payable warrants	06/30/19	FYE 6/30/2013
Finance	Front Walkway	GS 007	Accounts payable warrants	06/30/19	FYE 6/30/2013
Finance	Front Walkway	GS 007	Accounts payable warrants	06/30/19	FYE 6/30/2013
Finance	Front Walkway	GS 008	Cash collections misc.	06/30/19	July 1, 2016 - June 30, 2017
Finance	Front Walkway	GS 008	Cash collections misc.	06/30/19	July 1, 2017 - June 30, 2018
Finance	Front Walkway	1602/1603	Applications and arrangements	06/30/19	July 1, 2018 - June 30, 2019
Finance	Front Walkway	1602	Utility payment stubs	06/30/19	Jun-18
Finance	Front Walkway	GS 008	Cash collections misc.	06/30/19	July 1, 2016 - June 30, 2017
Finance	Front Walkway	GS 008	Cash collections misc.	06/30/19	July 1, 2017 - June 30, 2018
Finance	Front Walkway	GS 008	Daily cash collection registers	10/30/19	July 1, 2017 - Decmeber 30, 2016
Finance	Front Walkway	747.1	Taxes collected/tax affidavits	12/31/19	July 1, 2011 - June 30, 2012
Finance	Front Walkway	GS 007	Accounts payable warrants	12/31/19	Misc vendors
Finance	Front Walkway	GS 007	Accounts payable warrants	12/31/19	Misc vendors
Finance	Front Walkway	GS 007	Accounts payable warrants	12/31/19	Misc vendors
Finance	Front Walkway	GS 007	Accounts payable warrants	06/30/20	Misc vendors
Finance	Front Walkway	GS 007	Accounts payable warrants	06/30/20	Misc vendors
Finance	Front Walkway	GS 076	Cash collections journal entries	06/30/20	July 2013 - December 2013
Finance	Front Walkway	GS 076	Cash collections journal entries	06/30/20	January 2014 - June 2014

Dept./Divison	Location	Retention Code	Item Type	Disposition Date	Item Description
Finance	Front Walkway	GS 076	Journal entries	06/30/20	September 2012 - June 2013
Finance	Front Walkway	GS 076	Journal entries	06/30/20	FYE 6/30/2011
Finance	Front Walkway	GS 007	Accounts payable warrants	06/30/20	Misc vendors
Finance	Front Walkway	GS 20/1610	Meter books/city meter books/misc	06/30/20	Meter books cycles 3 and 4
Finance	Front Walkway	1610	Meter books	06/30/20	Meter books cycles 1 and 2
Finance	Front Walkway	1610	Meter books	06/30/20	July 2018 to June 2019
Finance	Front Walkway	1610	Meter books	06/30/20	July 2018 to June 2019
Finance	Front Walkway	1610	Meter books	06/30/20	Meter books cycles 1 and 2
Finance	Front Walkway	1610	Meter books	06/30/20	Meter books cycles 2 and 3
Finance	Front Walkway	1610	Meter books	06/30/20	Meter books cycles 2 and 3
Finance	Front Walkway	1602	Meter books/utility adjustments/misc	06/30/20	Meter books cycle 4
Finance	Front Walkway	1610/020	Meter books	06/30/20	Meter books cycle 3
Finance	Front Walkway	1610/020	Meter books/utility adjustments/misc	06/30/20	Meter books cycle 3
Finance	Front Walkway	1610/020	Meter books/utility adjustments/misc	06/30/20	Meter books cycle 3
Finance	Front Walkway	1610	Meter books	06/30/20	Meter books cycles 2 and 3
Finance	Front Walkway	1610	Meter books	06/30/20	Meter books cycles 1 and 2
Finance	Front Walkway	747	Taxes collected/tax affidavits	06/30/20	July 2013 to June 2014
Finance	Front Walkway	GS 008	Utility adjustments	06/30/20	July 2014 to June 2015
Finance	Front Walkway	GS 008	Utility adjustments/internal audit of adjustments	06/30/20	July 2016 to June 2017
Finance	Front Walkway	GS 008	Utility adjustments/internal audit of adjustments	06/30/20	July 2015 to June 2016
Finance	Front Walkway	GS 008	Utility adjustments/internal audit of adjustments	06/30/20	July 2017 to June 2018
Finance	Front Walkway	GS 007	Accounts Payable Warrants	06/30/20	Vendors TH Rogers - Misc X,Y,Z
Finance	Front Walkway	GS 007	Accounts Payable Warrants	12/31/20	Vendors Misc A - Copy Products
Finance	Front Walkway	GS 007	Accounts Payable Warrants	12/31/20	Vendors Misc P - Misc T
Finance	Front Walkway	717	FY 2017 Journal Entries	12/31/20	July 1 , 2016 - June 30, 2017
Finance	Front Walkway	GS 010	FY 2020 Administrative Reports	12/31/20	July 1. 2018 to June 30, 2019

Dept./Divison	Location	Retention Code	Item Type	Disposition Date	Item Description
Finance	Front Walkway	717	FY 2017 Journal Entries	12/31/20	July 1, 2016 - June 30, 2017
Finance	Front Walkway	1602	Utility payment stubs	06/30/21	Date range: September 2019
Finance	Front Walkway	1602	Utility payment stubs	06/30/21	Date range: April 2020
Finance	Front Walkway	1602	Utility payment stubs	06/30/21	Date range: March 2020
Finance	Front Walkway	1602	Utility payment stubs	06/30/21	Date range: October 2019
Finance	Front Walkway	1602	Utility payment stubs	06/30/21	Date range: July 2019
Finance	Front Walkway	1602	Utility payment stubs	06/30/21	Date range: November 2019
Finance	Front Walkway	1602	Utility payment stubs	06/30/21	Date range: August 2019
Finance	Front Walkway	1602	Utility payment stubs	06/30/21	Date range: May 2020
Finance	Front Walkway	1602	Utility payment stubs	06/30/21	Date range: February 2020
Finance	Front Walkway	1602	Utility payment stubs	06/30/21	Date range: January 2020
Finance	Front Walkway	1602	Utility payment stubs	06/30/21	Date range: December 2019
Finance	Front Walkway	1602	Utility payment stubs	06/30/21	Date range: June 2020
Finance	Front Walkway	GS 007	Accounts payable warrants	06/30/21	Vendors: Verizon
Finance	Front Walkway	GS 007	Accounts payable warrants	06/30/21	Vendors: Lebanon Ready - O Reilly
Finance	Front Walkway	GS 007	Accounts payable warrants	06/30/21	Vendors: Mastercard, Visa, Cintas (?)
Finance	Front Walkway	GS 008	Misc. cash collections	06/30/21	July 1, 2017 to June 30, 2018
Finance	Front Walkway	GS 008	Misc. cash collections	06/30/21	July 1, 2017 to June 30, 2018
Finance	Front Walkway	GS 008	Misc. cash collections	06/30/21	July 1, 2017 to June 30, 2018
Finance	D1	GS 008	Cash collections	06/30/21	January 1, 2020 to June 30, 2020
Finance	D1	GS 008	Cash collections	06/30/21	July 1. 2019 to December 31. 2019
Finance	D1	GS 008	Cash collections	06/30/21	July 1, 2019 to June 30, 2020
Finance	D1	GS 008	Cash collections	06/30/21	July 1, 2019 to June 30, 2020
Finance	D1	GS 008	Cash collections	06/30/21	July 1, 2019 to June 30, 2020
Finance	D1	GS 008	Cash collections	06/30/21	July 1, 2019 to June 30, 2020
Finance	D1	GS 008	CC and web receipts collection register	06/30/21	January 1, 2020 to June 30, 2020

Dept./Divison	Location	Retention Code	Item Type	Disposition Date	Item Description
Finance	D1	GS 008	CC and web receipts collection register	06/30/21	July 1, 2019 to December 2019
Finance	D1	GS 055	2018 Bids	06/30/21	5 years after contract expiration for accepted bids, 3 yrs for rejected bids
Finance	D1	GS 055	2017 Bids	06/30/21	5 years after contract expiration for accepted bids, 3 yrs for rejected bids
Finance	D1	GS 055	2014 - 2015 Bids	12/31/21	5 years after contract expiration for accepted bids, 3 yrs for rejected bids
Finance	D1	GS 055	2019 Bids	12/31/21	5 years after contract expiration for accepted bids, 3 yrs for rejected bids
Finance	D1	GS 055	2015 - 2016 Bids	12/31/21	5 years after contract expiration for accepted bids, 3 yrs for rejected bids
Finance	B2	GS 008	Utility adjustments	12/31/21	Internal audit of adjustments July 2013 to June 2014
Finance	B2	GS 008	GL collections/daily postings	12/31/21	November 1, 2009 - April 30, 2010
Finance	B1	GS 007	Accounts payable warrants	12/31/21	Vendors: Bankcard services July - Dec
Finance	B1	747.1/749	Accounts receivable records	12/31/21	July 1, 2020 - June 30, 2021
Finance	B1	GS 055	Bids	12/31/21	July 1, 2019 - June 30, 2020
Finance	B1	GS 055	Bids	12/31/21	July 1, 2018 - June 30, 2019
Finance	B1	GS 055	Bids	12/31/21	July 1, 2018 - June 30, 2019
Finance	B1	GS 055	Bids	12/31/21	July 1, 2019 - June 30, 2020
Finance	B1	GS 055	Bids	12/31/21	July 1, 2018 - June 30, 2019
Finance	B1	GS 055	Bids	12/31/21	July 1, 2019 - June 30, 2020
Finance	B1	GS 055	Bids	12/31/21	July 1, 2019 - June 30, 2020
Finance	B1	747.1/749	FY 2020 Accounts receivable records	12/31/21	Monthly registerss July 2019 - June 2020
Finance	B1	747.1/749	FY 2020 Accounts receivable records	12/31/21	Monthly registerss July 2019 - June 2020
Finance	B1	GS 010	FY 2020 Banking records	12/31/21	July 1, 2019 - June 30, 2020
Finance	B1	GS 010	FY 2020 Airport administrative reports	12/31/21	February 1, 2020 to June 30, 2020
Finance	B1	GS 007	Accounts payable warrants	12/31/21	Vendors: Misc. M - Misc. S
Parks Department	A1	GS 008	Ball park concessions, civic center daily recap, sports desk daily recap	06/30/13	Nov 2007 - Oct 2008
Parks Department	A1	GS 008	Ball park concessions, civic center daily recap, sports desk daily recap, pools recap	06/30/15	Nov 2009 - Oct 2010
Street Dept.	B2	GS 084	Lebanon load tickets	6/30/2012	2007 ice storm monitoring tickets
Water Dept.	C2	GS 058	Public Water District litigation	6/30/2018	Litigation documents

Dept./Divison	Location	Retention Code	Item Type	Disposition Date	Item Description
Water Dept.	D2	GS 058	Public Water District litigation	6/30/2018	Litigation documents
Water Dept.	C2	GS 058	Public Water District litigation	6/30/2018	Litigation documents
Water Dept.	C2	GS 058	Public Water District litigation	6/30/2018	Litigation documents
Water Dept.	C2	GS 058	Public Water District litigation	6/30/2018	Litigation documents
Water Dept.	Front Wall	GS 058	Public Water District litigation	6/30/2018	Litigation documents