

DEC 1, 2025 *T.N*

Posted On _____

**REGULAR BOARD OF ALDERMEN
MEETING scheduled for Tuesday,
December 2, 2025, has been cancelled. Next
Regular Board of Aldermen Meeting will be
held on :**

**Tuesday
December 16, 2025
7:00 P.M.
At
Cleveland City Hall
209 W. Main Street**

BILLS/ORDINANCES ON AGENDA ARE AVAILABLE FOR PUBLIC VIEW

**CITY OF CLEVELAND, MISSOURI
BOARD OF ALDERMEN MEETING
AGENDA**

**December 16, 2025 - 7:00 p.m.
209 W. Main Street, Cleveland MO, 64734**

CALL MEETING TO ORDER/ROLL CALL

PLEDGE OF ALLEGIANCE

CONSENT AGENDA:

- 1. APPROVAL OF MINUTES OF REGULAR MEETING OF NOVEMBER 18, 2025**
- 2. REVIEW OF THE EXPENSE REPORT**

COMMENTS FROM THE PUBLIC

NEW BUSINESS:

Approval of Document Destruction Lists #30: In accordance with the Missouri Municipal Records Manual retention schedule.

UNFINISHED BUSINESS: None

INTRODUCTION/ADOPTION OF RESOLUTIONS/ORDINANCES (Roll Call):

Bill No. 596- Forgo Annual Municipal Elections in Accordance with Section 115.124 RSMO.

Bill No. 597- Use Tax on Ballot

REPORT OF OFFICERS—MEMBERS—COMMITTEES

Mayor Roberson
Alderman Walker
Alderman Williams
Alderman Goben
Alderman Hull
Alderman Muller
Alderman B. Hull

ADJOURNMENT

EXECUTIVE SESSION

The Cleveland Board of Aldermen may enter an executive session during this meeting if such action is approved by a majority of the Aldermen present, with quorum, to discuss legal or privileged matters under Section 610.021(1) to discuss matters pertaining to the leasing, purchase or sale of real estate, according to Missouri statute 610.021.2, and to discuss matters pertaining to personnel actions under Section 610.021(3) and that the record be closed.

T.N.
Posted On DEC 15 2025

CITY OF CLEVELAND, MISSOURI
Regular Board of Aldermen Meeting
DATE: December 16, 2025

PLEASE PRINT YOUR NAME AND ADDRESS BELOW:

Heider Newz

CITY OF CLEVELAND

209 W. MAIN CLEVELAND, MO 64734

REGULAR BOARD OF ALDERMEN MEETING

December 16, 2025

Mayor Roberson called the meeting to order at 7:00 p.m.

ROLL CALL FOR ALDERMEN IN ATTENDANCE: B. Hull, Hull, Muller, Williams, Walker, Goben

PUBLIC IN ATTENDANCE: Haider Nawaz

CITY EMPLOYEES IN ATTENDANCE: City Clerk Nawaz, Chief of Police Vick

PLEDGE OF ALLEGIANCE: Recited by all in presence.

CONSENT AGENDA:

- 1. APPROVAL OF MINUTES OF REGULAR MEETING OF NOVEMBER 18, 2025**
- 2. REVIEW OF THE EXPENSE REPORT (Attachment 1)**

Mayor Roberson asked for comments and questions for the consent agenda. No questions or objections were stated; the consent agenda was unanimously approved.

Comments from Public: Haider Nawaz gave a shout out to the City for holding an excellent “Holiday Lighting” event on November 29, 2025; attendance was good; food was good and there were many happy faces of children getting toys from Santa. Haider Nawaz stated that all the decorated houses around town look beautiful.

NEW BUSINESS:

Approval of Document Destruction Lists #30: City Clerk submitted Records Destruction Lists #30 (Attachment 2). Listed documents were past the retention period in accordance with the Missouri Municipal Records Manual retention schedule.

Alderman Muller moved that the City Clerk/Custodian of Records is hereby authorized to have the records and documents shredded or recycled as per the records destruction list #30, submitted to the Board on December 16, 2025. Seconded by Alderman Hull. Motion passed unanimously.

6 ayes; Muller, Hull, B. Hull, Williams, Walker, Goben
0 nays

Hiring Police Officer: Chief Vick introduced Gary Kerley, a former Grandview police officer for fifteen years; has known Chief Vick for the past 23-years and has a real estate business. Chief Vick informed that Kerley has reinstated the POST certification; recommended hiring Kerley for up to 20-hours a week shift. Chief Vick stated that the said position is within the budget. In response to Alderman Hull’s question, Chief Vick stated after the training period, their shifts would be overlapping. Upon Seargent Shepherdson’s return Kerley will assume 20-hours a month shift.

Alderman Muller moved to hire Gary Kerley for the position of part-time Police Officer, up to and no more than 20-hours a week, starting salary \$17.00 per hour; review to follow the 90-days probation period. Hiring date effective from Thursday, December 18, 2025. Seconded by Alderman Williams. Motion passed unanimously.

6 ayes; Muller, Hull, Walker, Williams, Goben, B. Hull
0 nays

Central Square Program: Alderman Muller stated that he received input from some other cities' police department personnels who are using the Central Square program; it is a very useful program as long as it is running properly; seems like there are still some glitches. Alderman Muller hoped that all the system glitches are removed before Cleveland Police Department starts to use the said program.

Questions/Comments Reference to the Meeting Held on November 18, 2025: Alderman Goben asked if the complaints about the Chief of Police were about doing his job? Mayor Roberson answered in affirmative and stated that is why body cameras are a good thing for the police and complainants' protection. Alderman Williams stated that he found the bylaws for the Lazy Y Subdivision and thanked Alderman Muller for the guidance. Mayor Roberson stated that he has brought the GL correction mentioned by Alderman Hull to the Accounting Clerk's attention.

INTRODUCTION/ADOPTION OF RESOLUTIONS/ORDINANCES (Roll Call)

Bill No. 596: AN ORDINANCE OF THE CITY OF CLEVELAND, MISSOURI TO DETERMINE WHETHER TO FORGO ANNUAL MUNICIPAL ELECTIONS FOR A PERIOD OF SIX YEARS IF THE NUMBER OF CANDIDATES FILING EQUAL THE NUMBER OF SEATS UP FOR ELECTION IN ACCORDANCE WITH SECTION 115.124 RSMo.

Points of Discussion: (1) Concern about the Write-in opportunity. (2) Concern about the lack of advance education for the said Bill 596. (3) Opportunity to save election costs. (4) Ask other municipalities about their experience of this. Following discussion, it was decided to take Bill No. 596 off the agenda.

Bill No. 597: AN ORDINANCE OF THE CITY OF CLEVELAND, MISSOURI, IMPOSING A USE TAX FOR GENERAL REVENUE PURPOSES AT THE RATE EQUAL TO THE TOTAL LOCAL SALES TAXES IN EFFECT FOR THE PRIVILEGE OF STORING, USING OR CONSUMING WITHIN THE CITY ANY ARTICLE OF TANGIBLE PERSONAL PROPERTY PURSUANT TO THE AUTHORITY GRANTED BY AND SUBJECT TO THE PROVISIONS OF SECTIONS 144.600 THROUGH 144.761 RSMO; PROVIDING FOR THE USE TAX TO BE REPEALED, REDUCED OR RAISED IN THE SAME AMOUNT AS ANY CITY SALES TAX IS REPEALED, REDUCED OR RAISED; AND PROVIDING FOR SUBMISSION OF THE PROPOSAL TO THE QUALIFIED VOTERS OF THE CITY FOR THEIR APPROVAL AT THE GENERAL ELECTION CALLED AND TO BE HELD IN THE CITY ON TUESDAY, APRIL 7, 2026.

Discussion held. Alderman Muller stated that imposition of "Use Tax" has been discussed in past and he is in favor of it. Alderman Williams stated he is in favor and recommended an aggressive education plan to make the voters understand the intent. Alderman Hull suggested mailer from the City. Mayor and Alderman Goben cautioned "City can educate but not advocate". Mayor Roberson stated that City Attorney would be asked to review the City mailer and Missouri Municipal League (MML) can also provide guidance.

Alderman Muller moved to do the first reading of Bill No. 597 in its entirety. Seconded by Alderman B. Hull. Motion passed unanimously.

6 ayes; Hull, Goben, Muller, B. Hull, Williams, Walker
0 nays

Alderman Muller did the first reading of Bill No. 597 in its entirety.

Alderman Muller moved to approve the first reading of Bill No. 597 in its entirety. Seconded by Alderman Hull. Motion passed.

5 ayes; Hull, Muller, B. Hull, Williams, Walker
1 nay; Goben

Alderman Muller moved to do the second reading of Bill No. 597 by title only. Seconded by Alderman Williams. Motion passed.

5 ayes; Hull, Muller, B. Hull, Williams, Walker
1 nay; Goben

Second reading of Bill No. 597 by title only was done by Alderman Muller.

Alderman Muller moved to accept the second reading of Bill No. 597 by title only. Seconded by Alderman Walker. Motion passed.

5 ayes; Hull, Muller, B. Hull, Williams, Walker
1 nay; Goben

Alderman Muller moved to adopt Bill No. 597: **An ordinance of the City of Cleveland, Missouri, imposing a use tax for general revenue purposes at the rate equal to the total local sales taxes in effect for the privilege of storing, using or consuming within the City any article of tangible personal property pursuant to the authority granted by and subject to the provisions of Sections 144.600 through 144.761 RSMo; providing for the use tax to be repealed, reduced or raised in the same amount as any city sales tax is repealed, reduced or raised; and providing for submission of the proposal to the qualified voters of the City for their approval at the General election called and to be held in the City on Tuesday, April 7, 2026., as Ordinance No. 025-008.** Seconded by Alderman Williams. Motion passed.

Roll Call Votes, 5 ayes: Muller, aye; B. Hull, aye; Hull, aye; Walker, aye; Williams, aye
1 nay: Goben

REPORT OF OFFICERS—MEMBERS—COMMITTEES

Alderman Walker: Nothing to report currently.

Alderman Williams: Nothing to report currently.

Alderman Goben: Nothing to report currently.

Alderman B. Hull: Nothing to report currently.

Alderman Muller/ Financial Advisor: Reported:

1. Rolled over a CD of \$75,000 at 3.750%. Alderman Muller reported that over the one-year City has earned \$1,500.00 in interest from the investment CDs, which equates to a little over 4%.
2. Alderman Muller informed that City has \$298,000 in General Fund and \$ 110,000 in water fund available for disbursements.
3. City has received November 2025 financial report from the CPA; City is mostly within the projected budget, only exception is that sales tax at this point is 39% whereas by December sales tax is usually 50%. City should be OK as long as there are no unplanned expenses.
4. Noticed that the financial reports for General Fund in November and October showed no value for equipment and assets. He will have the accounting clerk investigate that.
5. Completed the cut-out deer and trees decorations for the Main Street. City Clerk thanked Alderman Muller for the said decorations.

Alderman Hull: Thanked Alderman Muller for watching out for the City's financial picture and investments; said it is very helpful. Alderman Muller stated that he enjoys doing accounting and watching over investments as one of his retirement hobbies.

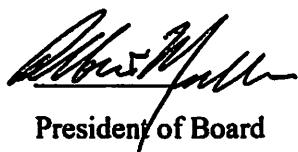
City Clerk: City Clerk informed that filing for April 7, 2026, Municipal Elections opened on Tuesday, December 9, 2025. Closing date for the filing will be Tuesday, December 30, 2025.

Snow Removal: Discussion held about the performance of the last snowplow through the City; effectiveness of salting; wintertime removal of the rubber speed humps from E. Walnut Street, etc.

Mayor Roberson: Thanked the Board members for their service to the City and stated that we may not agree all the time, but we all take stand for what is best for the City. Mayor wished Happy New Year and a Merry Christmas to all.

ADJOURNMENT: Alderman Williams moved to adjourn at 8:09 pm. Seconded by Alderman Walker. Motion passed unanimously.

6 ayes; Muller, Hull, Walker, Williams, Goben, B. Hull
0 nays



President of Board



City Clerk, Nawaz

January 6, 2026

Date of Approval

1:06 PM

12/16/25

Accrual Basis

CITY OF CLEVELAND, MISSOURI
Expenses by Vendor With Class For Board Review
November 18 through December 16, 2025

Type	Date	Num	Split	Memo	Class	Account	Amount
Alert 360							
Bill	12/08/2025	10403...	12000 · Gener...	Camera's for City	POLICE...	37250 · Dues & Subscriptions - Police	156.00
Total Alert 360							156.00
ALLSTATE FIRE MISSOURI							
Bill	11/18/2025	2679	12000 · Gener...	Fire Extinguisher inspection	GENER...	18350 · Sundry - General	114.33
Total ALLSTATE FIRE MISSOURI							114.33
Brenna Zellar							
Bill	12/08/2025	11131...	12000 · Gener...	Cleaning on 11/13 and 12/04/2025	GENER...	17905 · Office Cleaning - General	80.00
Total Brenna Zellar							80.00
CASS CO. SHERIFF'S OFFICE							
Bill	12/15/2025	11731...	12000 · Gener...	June through November 2025	POLICE...	38570 · Prisoner Housing	375.00
Total CASS CO. SHERIFF'S OFFICE							375.00
Charter Communications							
Bill	12/02/2025	15214...	12000 · Gener...	Business Internet	GENER...	18550 · Telephone - General	53.33
Bill	12/02/2025	15214...	12000 · Gener...	Business Internet	WATER...	28550 · Telephone - Water/Sewer	53.33
Bill	12/02/2025	15214...	12000 · Gener...	Business Internet	POLICE...	38550 · Telephone - Police	53.33
Total Charter Communications							159.99
EVERGY							
Bill	12/10/2025	10312...	12000 · Gener...	for service dates 10/31/2025 to 11/30/2025	GENER...	18300 · Street Lighting	673.14
Bill	12/10/2025	10312...	12000 · Gener...	for service dates 10/31/2025 to 11/30/2025	GENER...	18700 · Utilities - General	153.16
Bill	12/10/2025	10272...	12000 · Gener...	N/S 244,902A W Main,24326 Tower Dr,24960 S State Rt...	WATER...	28700 · Utilities - Water/Sewer	692.97
Total EVERGY							1,519.27
FNBO							
Bill	12/02/2025	8102	12000 · Gener...	Bikes for Lighting Ceremony	GENER...	18350 · Sundry - General	205.84
Bill	12/02/2025	8102	12000 · Gener...	Rolls of Stamps	WATER...	27930 · Postage - Water/Sewer	185.75
Bill	12/02/2025	8102	12000 · Gener...	Vonage Business	GENER...	18550 · Telephone - General	44.24
Bill	12/02/2025	8102	12000 · Gener...	Vonage Business	WATER...	28550 · Telephone - Water/Sewer	44.24
Bill	12/02/2025	8102	12000 · Gener...	Vonage Business	POLICE...	38550 · Telephone - Police	44.23
Bill	12/02/2025	3892	12000 · Gener...	Papertowels and toilet paper	GENER...	17900 · Office Supplies - General	16.17
Bill	12/02/2025	3892	12000 · Gener...	Papertowels and toilet paper	WATER...	27900 · Office Supplies & Expense....	16.18
Bill	12/02/2025	3892	12000 · Gener...	Papertowels and toilet paper	POLICE...	37900 · Office Supplies - Police	16.18
Bill	12/02/2025	3892	12000 · Gener...	Diggers, walmart,DG for lighting Ceremony	GENER...	18350 · Sundry - General	256.02
Total FNBO							828.85
G-B CONSTRUCTION							
Bill	12/08/2025	4618	12000 · Gener...	Snow Plowed Roads on 12/01/2025	GENER...	18260 · Snow Removal	1,600.00
Total G-B CONSTRUCTION							1,600.00

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CITY OF CLEVELAND, MISSOURI
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November 18 through December 16, 2025

Type	Date	Num	Split	Memo	Class	Account	Amount
Kevin Bussard							
Bill	11/26/2025	112025	12000 · Gener...	exposed manhole behind Jassies,, dug ditch at lagoon,cle...	WATER...	27150 · Capital Improvements - Water	1,535.00
Total Kevin Bussard							1,535.00
LAGERS							
Bill	12/10/2025	112025	12000 · Gener...	Tasneam, Dana and Robert	GENER...	17700 · LAGERS - General	1,110.83
Total LAGERS							1,110.83
LLOYD HAROLD							
Bill	11/26/2025	2175	12000 · Gener...	3rd street lift station. tightened the connections associated...	WATER...	28120 · Water System Repairs	348.75
Total LLOYD HAROLD							348.75
LSCV CPA'S							
Bill	12/02/2025	92413	12000 · Gener...	Accounting for November and preparing October Financi...	GENER...	17800 · Legal/Accounting - General	333.33
Bill	12/02/2025	92413	12000 · Gener...	Accounting for November and preparing October Financi...	WATER...	27800 · Legal/Accounting - Water/Se...	333.33
Bill	12/02/2025	92413	12000 · Gener...	Accounting for November and preparing October Financi...	POLICE...	37800 · Legal/Accounting - Police	333.34
Total LSCV CPA'S							1,000.00
MIKE KEITH INSURANCE, INC							
Bill	12/15/2025	WC54...	12000 · Gener...	2026-2027 membership renewal	GENER...	17250 · Dues & Subscriptions - Gene...	200.00
Total MIKE KEITH INSURANCE, INC							200.00
MISSION COMMUNICATIONS, LLC							
Bill	12/08/2025	20161...	12000 · Gener...	for Tower and Tower Valve, Lift Stations and Lagoon	WATER...	27245 · Contract Labor - Water/Sewer	3,308.40
Total MISSION COMMUNICATIONS, LLC							3,308.40
MISSOURI MUNICIPAL LEAGUE							
Bill	12/02/2025	10510...	12000 · Gener...	Renewal fee for 2026	GENER...	17250 · Dues & Subscriptions - Gene...	509.50
Total MISSOURI MUNICIPAL LEAGUE							509.50
MISSOURI RURAL WATER ASSOCIATION							
Bill	11/26/2025	2026	12000 · Gener...	2026 Membership Dues	WATER...	27250 · Dues & Subscriptions - Wtr/...	325.00
Total MISSOURI RURAL WATER ASSOCIATION							325.00
POSTMASTER							
Bill	12/10/2025	12 mo...	12000 · Gener...	12 month for the PO Box 68	GENER...	17250 · Dues & Subscriptions - Gene...	54.00
Bill	12/10/2025	12 mo...	12000 · Gener...	12 month for the PO Box 68	WATER...	27250 · Dues & Subscriptions - Wtr/...	54.00
Bill	12/10/2025	12 mo...	12000 · Gener...	12 month for the PO Box 68	POLICE...	37250 · Dues & Subscriptions - Police	54.00
Total POSTMASTER							162.00
Pyramid Time Systems							
Bill	12/01/2025	04117...	12000 · Gener...	New time card system	GENER...	17900 · Office Supplies - General	112.42
Bill	12/01/2025	04117...	12000 · Gener...	New time card system	WATER...	27900 · Office Supplies & Expense....	112.42

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12/16/25

Accrual Basis

CITY OF CLEVELAND, MISSOURI
Expenses by Vendor With Class For Board Review
November 18 through December 16, 2025

Type	Date	Num	Split	Memo	Class	Account	Amount
Bill	12/01/2025	04117...	12000 · Gener...	New time card system	POLICE...	37900 · Office Supplies - Police	112.43
Total Pyramid Time Systems							337.27
Randy E. Maynard							
Bill	12/01/2025	112025	12000 · Gener...	For the month of November 2025	WATER...	27850 · Mileage - Water/Sewer	78.75
Total Randy E. Maynard							78.75
RON JONES							
Bill	12/02/2025	25-11...	12000 · Gener...	Business License and Electrical trench inspection	GENER...	17245 · Contract Labor - General	90.00
Total RON JONES							90.00
RUBINS, KASE, HAGER, & CAMBIANO							
Bill	12/03/2025	112025	12000 · Gener...	Preperation and appearance for November court, pre-neg...	POLICE...	37800 · Legal/Accounting - Police	3,200.00
Total RUBINS, KASE, HAGER, & CAMBIANO							3,200.00
Schulte Supply Inc.							
Bill	11/20/2025	S1236...	12000 · Gener...	3 3/4x3/4 couplersfor water line repair	WATER...	28120 · Water System Repairs	131.07
Total Schulte Supply Inc.							131.07
Spire							
Bill	12/02/2025	111222	12000 · Gener...	209 and 211	GENER...	18700 · Utilities - General	160.66
Total Spire							160.66
SUMNER ONE							
Bill	12/08/2025	44633...	12000 · Gener...	Overage on color for period 11012025 to 11302025	GENER...	17245 · Contract Labor - General	14.43
Total SUMNER ONE							14.43
Tribune & Times							
Bill	12/08/2025	40426	12000 · Gener...	Filing fee for paper	GENER...	17980 · Publishing - General	48.88
Total Tribune & Times							48.88
Verizon Wireless							
Bill	12/02/2025	61292...	12000 · Gener...	Randy's Cell phone	WATER...	28550 · Telephone - Water/Sewer	73.21
Bill	12/02/2025	61292...	12000 · Gener...	Avl's	POLICE...	38550 · Telephone - Police	148.10
Total Verizon Wireless							221.31
WASTE MANAGEMENT							
Bill	12/08/2025	19457...	12000 · Gener...	1 yard dumpster and 96 toter recycle	GENER...	18650 · Trash - General	74.27
Total WASTE MANAGEMENT							74.27
WEX BANK							
Bill	12/10/2025	04960...	12000 · Gener...	Fuel for the month of November 2025	POLICE...	37440 · Vehicle Fuel Expense - Police	111.02

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Accrual Basis

CITY OF CLEVELAND, MISSOURI
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November 18 through December 16, 2025

Type	Date	Num	Split	Memo	Class	Account	Amount
Total WEX BANK							111.02
TOTAL							17,800.58



RECORDS DESTRUCTION FORM#30 SHRED

DATE	RECORD NAME	BRIEF DESCRIPTION	RETENTION PERIOD
2016-2019	Insurance Policies	Insurance 2016-2017-2018-2019- - MOPERM	MRM (0026) Insurance Policies Files consist of signed original copies of all insurance policies, including property, flood insurance, workers' compensation, motor vehicle and liability policies. 5 Years After Expiry-Destroy
2012	Correspondence General	Survey about the City Lake Park Development	GS-012 Letters, Memoranda, E-mail Correspondence that pertains to routine matters handled in accordance with existing policies and procedures. May include: incoming and outgoing letters, memoranda, notes, 1 year Destroy
2000	Correspondence General	State Emergency Management Agency- Flood Plain Correspondence(2000) MML2017-2023. Governor's Office 2006.	GS-012 Letters, Memoranda, E-mail Correspondence that pertains to routine matters handled in accordance with existing policies and procedures. 1 year Destroy
2017	Correspondence General	Census Bureau. Zoning Members' appointment letters State Auditor 2006-2023	GS-012 Letters, Memoranda, E-mail Correspondence that pertains to routine matters handled in accordance with existing policies and procedures. May include: incoming and outgoing letters, memoranda, notes, acknowledgements, notices, non-Sunshine requests for information or publications, enclosures, and attachments. 1 year Destroy
2022	Contract	Waste Management MARC Agreements 2018-2024 CPA-Judy Franklin-2007 Affiliated Management- Collection Co.2001 Telmed1998 City Hall Cleaning-R. Zielinski 2004	GS-060 May include contracts, exhibits, bid documents, change orders and amendments, leases, agreements and significant related correspondence. 3 years after expiration.

1997	Funding Application	Starr Park Lazy Y Subdivision-(Rejected)	GS-040 Documents the application, Retain unsuccessful grant applications 1 year after rejection
1995-2011-2017	Banking Records	Department of Revenue's gas tax, motor vehicle tax, Auto Deposit to Citizens bank (1995) Citizens Bank Letters of Credit 2011-2017	MRM 0714- Banking and Investment Records Account Statements, Deposit books, Deposit and Withdrawal Slips, Cancelled checks, Check Registers, Passbooks, Statements and Receipts for Interest Income; Monthly Statements Completion of audit plus 1 year Destroy
2012-2018	Bid Records	Trash bids 2018 Termite bid 2018 City Hall- LOWES Windows 2017-Heating/Cooling 2013 JCI Aerator2013-mowing2012-CPA 2014(financial Stmt.) Alert 360 Camera 2023	GS 055- Bids and Quotes File, Bids and Specs. Documents the publicizing, evaluation, and awarding of quoted bids to vendors and other individuals or organizations. Provides recorded evidence of accepted and rejected bids. Accepted, destroy 5 years after contract expiration -Rejected, destroy when 3 years old or on completion of audit whichever is later.
2014/2023	Technical Manual	OptiPlex 9030 City Clerk Computer 2014 Discontinued- Alert 360 Cameras Discontinued Time Card System (2016)	GS39- Technical Manuals, Specifications, and Warranties Owners manuals and warranties for government-owned vehicles and equipment. Retain manuals until disposition of vehicle or equipment. Retain warranties until expiration. Destroy
2004-2005	Invoices/ Accounts Payable Records	Water District #2 invoices 2004-2005-	GS 007 or MRM 0701 Accounts Payable Records Invoices, Vouchers, Warrants, Billing Records, Refund File Records documenting payment of bills for goods and services received. Completion of audit* Destroy
2008	Agreements	Unisource sales Agreement 2008 Mowing2003-2004-Sam Peek	GS 060 Memorandum of Understanding Official agreements enforceable by law to acquire services, equipment, or maintenance. 3 years after expiration.
2006-2007	Financial Statements	MO Department of Revenue Local Sales Tax and Fuel Tax, Motor sales Tax (2006- 2007)	MRM- 0714 Revenues from various sources. May also include quarterly, semiannual and an Annual financial statement— 5 years, or permanent if not included in audit reports file. Monthly or quarterly reports or statements need only be

			retained one year if included on annual financial statement.
1977-1988	Tax Levy Hearing	Tax Levy Hearing 1977-1988	MRM 0037 Resolutions and ordinances may relate to a variety of subjects such as new appointments, contract and agreement amendments, tax levies, alcohol licenses, zoning and many other issues relevant to municipal. 1 year if recorded in minutes. Keep permanent copies of resolution to approve Tax Levy for the record.

Prepared by: City Clerk Tasneam Nawaz Date: December, 2025

Submitted by: Tasneam Nawaz Date: December 16, 2025

Approved by the Board of Aldermen Date: December 16, 2025

Tasneam Nawaz
Signature, City Clerk

Witnessed By: _____

COA: Completion of Audit

MS: Municipal Schedule

GS: General Schedule

MRM: Missouri Records Manual