CONSENT AGENDA

The attached items are listed on the Consent Agenda

A Consent Agenda allows the City Council to consider and approve routine items of business without discussion. Any member of the City Council, the City staff or the public may request removal of any item from the consent agenda and that it be considered under the Regular Agenda if discussion or debate of the item is desired. Items not removed from the consent agenda will stand approved upon motion by any Councilmember, second and unanimous vote to approve the consent agenda as published or modified

Items removed from the Consent Agenda will be considered at the beginning of New Business

CITY OF CAMERON
MINUTES
February 27, 2023

REGULAR SESSION

Roy Estes	P
Dennis M. Clark	P
Becky Curtis	P
Julie Ausmus	P
Alexander Williams	P

The City Council of the City of Cameron, Missouri met in Regular Session on Tuesday, the 27th day of February 2023, at 6:00 p.m. at Cameron City Hall. Mayor Roy Estes led the Pledge of Allegiance to the flag of the United States of America.

Mayor Roy Estes presided with the following Councilmembers present: Dennis M. Clark, Becky Curtis, Julie Ausmus and Alexander Williams. Absent: None.

Present were City Manager Rasmussen, Utility Director Johnson, Community Development Director Wymes, Police Chief Bashor, Sergeant Miller, Fire Chief O'Donnell, Attorney for the City Padraic Corcoran and City Clerk Shellie J. Blades.

PUBLIC PARTICIPATION WITH COUNCIL

Caleb Eads – Mr. Eads relayed that he injured his ankle last year when his foot jammed into the bottom of the pool when he came off the slide. Mr. Eads provided his medical report to the Council. A guard named Emily took the report at the pool and staff was very attentive. Mr. Eads stated he was surprised that the incident didn't get reported to the City.

CONSENT AGENDA

Motion was made by Councilmember Ausmus and seconded by Councilmember Williams to approve the Consent Agenda. Motion passed unanimously.

a. Motion to approve the Minutes of the February 6, 2023 Regular Session.

City Clerk Blades clarified that the liquor license approved at the last meeting for the YMCA's Piccadilly Auction was not utilized because the caterer had not applied for the required State of Missouri permit.

APPOINTMENTS

Mo-Kan Regional Council: Mayor Estes appointed Mike Russell to the Mo-Kan Regional Council to replace the vacancy created by Mark Garges' relocation. The appointment was approved with a vote of five in favor and zero opposed.

Cemetery Board: The Cemetery Board met on February 13th and recommended the appointments of Pat Jones and Janet Leitterman to the Board to fill the vacancies left by the retirement of Dorothy McCool and Vera Lou Newell. There being no objections, the appointments will appear on the next regular agenda for decision.

Community Center Board: The Cameron Community Center Board met on February 13th and recommended reappointing Tom Hamlet and Kelly Smith to the Board. The Board also recommended the new appointments of Brandi Miller and Paula Gimson to fill the vacancies left by the exit of Ralph Ensign and Jack Barnes. There being no objections, the appointments will appear on the next regular agenda for decision.

CITY MANAGER'S REPORT

Assistant City Manager Johnson:

- ✓ Assistant City Manager Johnson informed Council that one of the HVAC units at City Hall had to be replaced last week and a replacement awning has been ordered for the drive-thru due to it being damaged by weather and a delivery truck snagging it. These repairs have exhausted the capital projects budget for City Hall for this fiscal year.
- ✓ Robert Wilson and Accounting Solutions has been onsite with staff this past week finishing up the City's annual audit. We anticipate an audit presentation for Council at the March 20th meeting.
- ✓ Staff has been working to process the City's new credit card payment processing system. Staff evaluated several different vendors and PayStar was able to meet our requirements and capable of integrating with existing software. With this new system, beginning March 1st, customers paying by credit, debit or eCheck will pay the associated service fees with those transactions. Customers may still pay by cash, check, or the City's automatic bank payment program for no additional charges. A new website portal and phone pay number will be active on March 1st and customers will have to update their information if they had saved the previous vendors information to their computer or phone.
- ✓ Mayor Estes asked if there has been roof leaking issues at City Hall. Director Johnson replied that yes, there have been some buckets catching drops in offices during heavy rain.

UNFINISHED BUSINESS

Bill 2023-5, **AN ORDINANCE AUTHORIZING A MANAGEMENT AGREEMENT FOR THE CAMERON AQUATIC FACILITY BY AND BETWEEN THE CITY OF CAMERON, MISSOURI, THE CAMERON PARK BOARD AND MIDWEST POOL MANAGEMENT** was read by title on second reading by City Clerk Blades. Copies of said Bill 2023-5 were available for the public. Motion was made by Councilmember Ausmus and seconded by Councilmember Curtis to pass said bill on second reading by Roll Call. Discussion. City Manager Rasmussen relayed that the questions asked at the last meeting have been answered and a memo detailing that information was provided to the Park Board and included in the packets.

Regarding the increased costs, Midwest Pool will now be responsible for winterizing & un-winterizing the pool. The chemical costs are also a new responsibility of the contractor and the City's chemical costs have skyrocketed in the last year. Also, additional labor was identified as being needed as compared to last year. Regarding complaints and reports not being received in a timely manner, the communication for that has been clarified and will be rectified for the upcoming season. Those reports will be provided to the City Manager on a weekly basis. Councilmember Curtis inquired about specific events and situations from the previous season regarding injuries and supplies and Crissy Withrow from Midwest Pool Management provided responses. Councilmember Curtis inquired about a 3rd-party audit. Ms. Withrow stated that was not included in the agreement, they will do internal audits but they are willing to add that at a later time if the City or Park Board desires for an addition $4,500. That decision will need to be made before May 1st. Councilmember Curtis inquired about manager and staff discipline issues. Ms. Withrow responded that language has been added for the City to request removal of employees. Ms. Withrow further relayed information about their discipline point system and that these issues were discussed at Park Board meetings. The chain-of-command for staff was discussed. Pay and incentives for pool staff during the last season was discussed. "Aye": Councilmembers: Estes, Clark, and Ausmus. "Nay:" Councilmembers Curtis and Williams. The Mayor thereupon declared said bill duly adopted and said bill was numbered **ORDINANCE 6268**, was thereupon signed by the Mayor and attested by the City Clerk.

Bill 2023-6, **AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CAMERON, MISSOURI, UPDATING THE COMPREHENSIVE FEE SCHEDULE FOR REGULATING AND ASSESSING FEES AND SERVICE CHARGES; AMENDING THE CITY OF CAMERON ZONING ORDINANCE IN CONFLICT WITH THE FEE SCHEDULE; PROVIDING AN EFFECTIVE DATE FOR APPLICABLE CHANGES; AND AUTHORIZING FUTURE UPDATES TO THE FEE SCHEDULE BE MADE BY RESOLUTION** was read by title on second reading by City Clerk Blades. Copies of said Bill 2023-6 were available for the public. Motion was made by Councilmember Ausmus and seconded by Councilmember Williams to pass said bill on second reading by Roll Call. Discussion. City Clerk Blades explained that, once again, the Comprehensive Fee Schedule Exhibit was updated after the Council Packet went out. The Park Board met on February 23rd and approved the Aquatic Center Fees which were subsequently added to the fee schedule. The updated fee scheduled was then emailed to Council and updated to the Council Packet available for public inspection on the website. "Aye": Councilmembers: Estes, Clark, Curtis, Ausmus and Williams. "Nay" none. The Mayor thereupon declared said bill duly adopted and said bill was numbered **ORDINANCE 6269**, was thereupon signed by the Mayor and attested by the City Clerk.

NEW BUSINESS

Bill 2023-8, **AN ORDINANCE OF THE CITY OF CAMERON, MISSOURI, AUTHORIZING THE PARTICIPATION IN THE MISSOURI FIREFIGHTERS CRITICAL ILLNESS TRUST AND POOL, AND FURTHER AUTHORIZING THE CITY MANAGER TO EXECUTE SUCH DOCUMENTS AS MAY BE NECESSARY FOR THE CITY OF CAMERON'S PARTICIPATION THEREIN** was read by title by City Clerk Blades. Copies of said Bill 2023-8 were available for the public. Motion was made by Councilmember Ausmus and seconded by Councilmember Clark to pass said bill on first reading. Discussion. City

Clerk Blades explained that the legislature approved the creation of this cancer pool last year. The pool covers 17 different types of cancer that are prevalent for firefighters. The pool offers quick payouts without invasive investigations. It also places a cap on a fire department's losses and has affordable rates. The City's insurance carrier, MIRMA, will reimburse the City 65% of the premium expense this year and 50% for each year thereafter. To be eligible a fireman must have five years of service with a department and be under 70 years of age. A firefighter must have a medical exam but the City is not required to provide or keep these records. The City does now require a pre-employment physical for firemen which was indicated would satisfy this requirement. Fire Chief O'Donnell added that there are $100k/$200k/$300k coverage levels. Departments must meet minimum training levels and have additional requirements that must be met. If a firefighter does have a claim, they still have the ability to file a worker's compensation claim through MIRMA. Motion carried unanimously.

Motion was made by Councilmember Ausmus and seconded by Councilmember Williams to suspend the rules and place said bill on second reading by Roll Call vote. Discussion. City Clerk Blades stated this Bill was placed on the agenda for first reading, but if there are no objections, she is requesting a full reading so that there is no delay in joining the pool and also if this Bill is completed there is no need to have another Council Meeting next Monday as scheduled. . "Aye": Councilmembers: Estes, Clark, Curtis, Ausmus and Williams. "Nay" none. The Mayor thereupon declared said bill duly adopted and said bill was numbered **ORDINANCE 6270**, was thereupon signed by the Mayor and attested by the City Clerk.

Resolution 2023-4, **A RESOLUTION FOR THE CITY OF CAMERON, MISSOURI, TO ACCEPT A PROPOSAL FOR A T770 T4 BOBCAT COMPACT TRACK LOADER FROM K.C. BOBCAT** was read by title by City Clerk Blades. Copies of said Resolution 2023-4 were available for the public. Motion was made by Councilmember Ausmus and seconded by Councilmember Williams to pass Resolution 2023-4. Discussion. Utility Director Johnson relayed that the City sold Electric Department property to NW Electric awhile back and they are now ready to close on the transaction. The Electric Department must now move its stored supplies out of the generator building. The wire will be moved to the old water plant building which has a gravel floor and a skid/track loader is needed for this. Bids were obtained from all the area vendors. Purchase of this equipment was intended to be requested next year, however, the new bucket truck which was approved for purchase has been delayed in delivery from this June to June of 2024. The Electric Department is requesting using the funds budgeted for the new bucket truck be used to purchase the skid loader this year and the bucket truck purchase will be funded in next year's budget. Also of note, the bucket truck manufacturers are currently taking orders for 2027 delivery dates. The new bucket truck which is scheduled to be requested in 2026 may need to be considered for ordering sooner than expected. Mayor Estes asked if a new Electric Department building would have concrete floors. Director Johnson stated that a site plan is being developed for a future Electric Department campus (to be developed in phases). The department needs to retain more inventory on-hand due to supply chain issues. Resolution 2023-4 passed with a unanimous voice vote.

**6:49 p.m. – Councilmember Ausmus briefly exited the Council Chamber.*
**6:51 p.m. – Councilmember Ausmus rejoined the Council meeting.*

Resolution 2023-5, **A RESOLUTION OF THE CITY OF CAMERON, MISSOURI, ACCEPTING THE BIDS FOR THE PENCE ROAD HAY GROUND LEASE AND AUTHORIZING THE CITY MANAGER TO ENTER INTO AGREEMENTS FOR SAME** was read by title by City Clerk Blades. Copies of said Resolution 2023-5 were available for the public. Motion was made by Councilmember Ausmus and seconded by Councilmember Williams to pass Resolution 2023-5. Discussion. City Clerk Blades explained that last year all the hay and row crop properties were advertised for bid. No bid was received at that time for the Pence Road site behind Wal-Mart. This year a bid event was held for that property alone and CJ Bottorff submitted the best bid for $1200 for the season. The agreement was amended to reduce the number of years the agreement may be renewed so that all the properties will be up for rebidding at the same time in the future. Resolution 2023-5 passed with a unanimous voice vote.

PUBLIC PARTICIPATION WITH COUNCIL

None.

MISCELLANEOUS-STAFF

Fire Chief O'Donnell:

- ✓ Provided Council an update on the building improvement to the Public Safety Building. Roof repairs have been completed for $110,000 which was split between the Police and Fire Department sales taxes. The Police Department side of the roof was completely replaced and the Fire Department side only required minor repairs. The building has some deterioration on the north side and additional repairs will be made to address those issues in the near future. Also the signage on the building which has been plagued with bird's nests from the beginning is being replaced.
- ✓ Updated Council that the City's ISO rating will stay at a '5'. The City was very close to achieving a '4' rating and staff will continue to work toward this goal. Completion of the waterline will effect our rating and may be enough to effect the desired change in the future.

City Clerk Blades:

- ✓ Thanked Council for the opportunity to attend the Missouri Municipal League Legislative Conference last week and detailed the event and some of the upcoming legislation being considered which is of note to the municipal governments. The City Clerk & Councilmember Curtis attended a hearing at the Capitol on the City's hotel/motel tax and the response to the issue was very favorable to both the City's legislation (HB180) and the overall Bill (HB181) to eliminate the requirement of cities of a certain population having to request permission from the legislature to place hotel tax initiatives on their ballots.

MISCELLANEOUS-COUNCIL

Councilmember Curtis:

- ✓ Was appreciative of being able to attend the MML Legislative Conference and the Committee hearing. The Committee was tired of all the hotel/motel tax legislation.
- ✓ Congratulated the Cameron wrestlers!

Councilmember Clark:

- ✓ Congratulated the wrestlers as well.
- ✓ Thanked Fire Chief O'Donnell for his continued work on the City's ISO rating. Noted that the Fire Department's 1 ½ minute response time and less than 6 minute on-scene time to calls is very impressive.

Councilmember Williams:

- ✓ Stated that St. Munchin's Catholic Church has a fish fry every Friday during Lent for $12 and it is fabulous.
- ✓ Noted that the Dragon wrestling team is a Cameron thing and the rest of the state is taking notice.

Councilmember Ausmus:

- ✓ Thanked Council for the opportunity to attend the MML Legislative Conference. Stated that the vote on HB180 (Cameron's transient tax) will likely be voted on this session and the all-encompassing transient tax bill, HB181 will likely not be voted on until next year.

Mayor Estes:

- ✓ Stated he was very proud of Cameron's wrestlers and he enjoyed watching them grow up.
- ✓ Go Chiefs!
- ✓ Relayed that it was great seeing everyone in the community out today enjoying the weather and noted that things are really 'greening-up' south of here.

On motion made by Councilmember Ausmus and seconded by Councilmember Clark, Council adjourned to Executive Session at 7:08 p.m. by roll call vote to discuss Attorney-Client Communications & Real Estate [RSMo 610.021(1)(2)]. "Ayes:" Councilmembers Estes, Clark, Curtis, Ausmus & Williams. "Nay:" none.

* * * * * * *

There being no further business on motion made by Councilmember Estes and seconded by Councilmember Ausmus, the meeting was adjourned at 7:20 p.m. by unanimous voice vote.

APPROVED:

_____

Mayor Roy Estes

ATTEST:

_____

City Clerk

CONSENT AGENDA ITEM

TO: Mayor and City Council

FROM: Shellie J. Blades, City Clerk

DATE: March 20, 2023

RE: Liquor License – Retail Liquor by the Drink Picnic

Issue:

Gayle Drummond of the Cameron Chamber of Commerce has applied and submitted the required documents for a RBDP Liquor License for the Chamber of Commerce's Annual Banquet to be held on Friday, April 14, 2023 at the Cameron Regional YMCA, 1903 N. Walnut in Cameron beginning at 6:00 p.m. As always, the City of Cameron liquor license is only valid in conjunction with the appropriate State liquor licenses.

Recommendation:

Staff recommends approval.

RESOLUTION 2023-7

CONSENT AGENDA ITEM

TO: Mayor and City Council

FROM: Shellie J. Blades, City Clerk

DATE: March 20, 2023

RE: Records Destruction

Issue:
Each year records become available for destruction according to the Missouri Municipal Records Retention Manual. This Manual is made available to us by the Missouri Secretary of State's Office and is updated on an annual basis by the Missouri Local Records Board. This year, as in previous years, staff has located records that no longer possess administrative, legal, fiscal or historical significance and therefore are eligible for destruction. The process frees up space for current and future records as well as un-cluttering file cabinets, which will benefit in researching existing records. Once the destruction has taken place, you will receive a "Certification of Records Destroyed" from me, thereby establishing a permanent list of the destroyed records. The Police Department has also asked that their eligible records be destroyed according to the Records Retention Manual (Exhibit B). Records of the City's former Municipal Court which are available for destruction have been identified in Exhibit C. The remaining court records have been transferred to the Associate Division.

Recommendation:
Staff recommends approval of this resolution for records destruction.

Resolution 2023-7

A RESOLUTION AUTHORIZING THE CITY CLERK OF THE CITY OF CAMERON, MISSOURI TO DESTROY CERTAIN RECORDS IN ACCORDANCE WITH APPLICABLE RETENTION SCHEDULES

WHEREAS, the 73rd General Assembly passed the law establishing Records Management and Archives Services as a division of the Office of Secretary of State; and

WHEREAS, Senate Bill No. 376 passed by the 76th General Assembly extended the Records Management Law to local governments of Missouri, which law gave the Secretary of State responsibility for implementation of the program; and

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

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

Section 1. The City of Cameron adopts the Missouri Municipal Records Manual as set forth by the Secretary of State.

Section 2. The City Clerk, on recommendation of the appropriate Department Heads, is hereby authorized and directed to destroy the records listed on Exhibit "A" (Administration), Exhibit "B" (Police Department), and Exhibit "C" (Municipal Court) attached hereto and made apart hereof.

Section 3. Upon completion, the City Clerk is requested to provide the City Council certificates, attesting to the execution of this directive.

Passed and approved this 20th day of March 2023.

_____
Mayor Roy Estes

ATTEST:

_____
City Clerk

EXHIBIT A
Administration Records Destruction List 2023

File Name	Creation	Retention	Discard	Retention Schedule
Lower Level Vault				
Accounts Payable Invoices	2016-17	5	2023	**GS 007**
Accounts Payable Posting Journals	2016-17	5	2023	**GS 007**
Bank Receipts	2017	5	2023	
Bank Rec	2017	5	2023	
Business Licenses	2019-20	2	2023	**GS 055**
Cigarette Tax	2015-16	5	2022	
Code Enforcement Records	2016-17	5	2023	
County Tax Registers	2016	6	2023	**753**
Daily Tally Sheets	2017	5	2023	**GS 011**
Miscellaneous Receipts (Franchise)	2016-17	5	2023	
General Ledger Journal Entries	2016-17	5	2023	**703**
Paid Tax Receipts	2017	6	2023	**753**
Payroll Reports	2017	5	2023	**GS 068**
Utility bill registers	2016-17	5	2023	**GS 007**
Utility bill stubs	2017	5	2023	**GS 011**
Tax Supplements and Abatements	2015-16-17	5	2023	**753**
Delinquent Taxes	2015-2016	6	2023	
Municipal Court Financials	2017	5	2023	
Bank Statements	2018-19	3	2023	
Hangar Rent	2017	5	2023	
ATV, UTV, golf cart permits	2019	3	2023	
Payroll work papers	2016-17	5	2023	
Card Services Reports	2017	5	2023	
UB Adjustments	2017	5	2023	
ACH Credit Card UB	2017	5	2023	
LAGERS misc. paperwork	1999-2007		2023	
COBRA notices	?-2002		2023	
1996 COP’s Water Treatment Plant	1996		2023	
Liquor License	2017		2023	
Bid Files				
Color Copy Machine	2012	10	2023	**GS 055**
Electric Department Brush Chipper	2012	10	2023	**GS 055**
Janitorial Bid for City Hall and Police Department	2012	10	2023	**GS 055**
Auditor Bids	2012	10	2023	**GS 055**
Ag Hay Ground Bids	2012	10	2023	**GS 055**
Public Safety Building Generator	2012	10	2023	**GS 055**
Sidewalk Repair Bid	2012	10	2023	GS 055
8th Street Improvement Bid	2012	10	2023	**GS 055**
Walnut Street Improvement Bid	2012	10	2023	**GS 055**
Curb and Gutter/Sidewalk Bid	2007	10	2023	**GS 055**

EXHIBIT A
Administration Records Destruction List 2023

File Name	Creation	Retention	Discard	Retention Schedule
Alpha Files				
Air Show/Fly-in information	2012	10	2023	
Arkansas Electric capital credit			2023	
Attorney General Complaint (Watson)		10	2023	
City Audit correspondence	2016-17	5	2023	
Certificates of Insurance – outside companies	2020	2	2023	1304
Certificates of Insurance –City covered	2020	2	2023	
Correspondence – Misc. Outside sources	2020	2	2023	GS 012
Thank you's	2020-21	1	2023	
Financial Disclosures	2017	5	2023	
Marcit/MPR conference Info 2010/2011			2023	
Mediacom	2017	5	2023	
MML	2017	5	2023	
NITRO		10	2023	
Policies - obsolete			2023	
Pothole list			2023	
Press Releases	2019	3	2023	
Project Exempt Certificates			2023	
Recall Notices		3	2023	
Vehicle Inspections (old)	2012-2017	10	2023	
Surveys responded to	2017	5	2023	
Requests for Information	2017	5	2023	GS066
Parade/Street Closure applications	2020	2	2023	
Parks Special Event/Field Use applications	2020	2	2023	
Contract Files				
Alliance Water Resources	2012	10	2023	GS 060
Band Contract	2012	10	2023	GS 060
Bank Midwest – Fire Pumper Truck	2012	10	2023	GS 060
Beckett Gas	2012	10	2023	GS 060
Community Partnership Lease	2012	10	2023	GS 060
Fire Protection Agreement	2012	10	2023	GS 060
Imaging Solutions ARC-260	2012	10	2023	GS 060
Manion Complete Concrete	2012	10	2023	GS 060
Missouri Department of Corrections – Puppies for Parole	2012	10	2023	GS 060
Missouri Emergency Mgt SEMA Communications Grant		10	2023	GS 060
Missouri department of Transportation – MRUA		10	2023	GS 060
O'Grady, Gary – hay ground lease pound	2012	10	2023	GS 060
Parton, Paul	2012	10	2023	GS 060
Pitney Bowes Folder/Inserter	2012	10	2023	GS 060
RSM McGladrey	2012	10	2023	GS 060
Snyder & Associates – McElwain Drive Extension	2012	10	2023	GS 060
Snyder & Associates – Airport	2012	10	2023	GS 060

EXHIBIT A
Administration Records Destruction List 2023

File Name	Creation	Retention	Discard	Retention Schedule
Stearmen Aviation	2012	10	2023	GS 060
Tennis Court Resurfacing	2012	10	2023	GS 060
Tri-County Health		10	2023	GS 060
US Bureau of Alcohol, Tobacco and Firearms		10	2023	GS 060
Utt, Jerald – hay ground North landfill	2012	10	2023	GS 060
YMCA pool contracts	2011-12	10	2023	GS060
Legal				
Accident Reports	2017	5	2023	GS 0052.1
Incident Reports	2017	5	2023	GS 0052.1
Claims – denied	2012	10	2023	
Personnel Drawer				
Job Applications – not hired	2019	3	2023	
I-9 – 3 years past termination		3	2023	
Payroll direct deposit				
Work Comp – Rae Flinn – dog bite	2012	10	2023	1110
Work Comp – Corey Sloan – knee	2012	10	2023	1110
Work Comp – Katie Story – dog bite	2012	10	2023	1110
Work Comp – Gerald Ike Taylor – index finger	2012	10	2023	1110
Employee Insurance info – Nue Synergy	2015-2016	5	2023	GS 056
Employee Insurance info - United Healthcare	2016	5	2023	GS 056
Employee Insurance info – The Standard	2016	5	2023	GS056
Employee Insurance info – Blue Cross & Blue Shield	2016	5	2023	GS056
Employee Insurance info – Delta Dental	2015	5	2023	GS056
Employee Insurance info - Assurant	2014	5	2023	GS056
URM information	2014-2016	5	2023	GS056

EXHIBIT B

CAMERON POLICE DEPARTMENT

RECORDS DESTRUCTION LIST

The records listed below will be destroyed as part of the annual records destruction resolution:

YEAR	RECORD TYPE	RETENTION RULE	
2017	Public /Media Weekly Reports	5 years	POL 008
2017	Court Docket Sheets	5 years	POL 008
2017	Case File Log	5 years	POL 008
2017	Fuel Log	5 years	POL 008
2017	Subpoenas	1 year	POL 009
2017	Property Forms	1 year	POL 002
2017	Discovery/Records Requests	3 years	GS 066

2017 CASE FILES

Case files from 2017 were evaluated for retention, destruction, and removal to long-term storage for the first time with the 2023 Records Destruction Resolution. Records are retained and moved to long-term storage for the following reasons.:

- **(E)** Held for Evidence
- **(F)** Class A Felonies are permanent records (POL 001)
- **(H)** Historical significance (ex: officer involved incident, etc.)
- **(J)** Juvenile victims of sex crime cases must be retained for 30 years after the victim reaches 18 years of age (POL 001)
- **(M)** Case still has an active entry in the MULES system (ex: stolen gun entry) (MSHP CJIS Policy)
- **(P)** Preservation letter on file for case (an attorney has requested the record be retained) (Rule 26 of Federal Rules of Civil Procedure)

Most other case files must only be retained until disposition of the criminal court case up to three years for other misdemeanor and felony cases if no charges are filed, or up to seven years for felony traffic Accident.

ALL 2017 case files will be destroyed EXCEPT for the case files listed below. The following case files are the only cases from 2017 which will be moved to long term storage:

CASE	REASON RETAINED	
2017-0001	(E)	Drugs
2017-0004	(E)	Drugs
2017-0013	(E)	Drugs
2017-0014	(E)	Domestic Assault
2016-0016	(H)	Death Investigation
2017-0038	(E)	Drugs
2017-0041	(P)	Domestic/DWI/MVA
2017-0044	(H)	Death Investigation
2017-0050	(E)	Drugs
2017-0056	(H)	K-9-Assist Other Agency
2017-0066	(E)	Child Molestation

EXHIBIT B

2017-0069	(H)	Missing Person-Located Deceased
2017-0076	(E)	DWI/Alcohol
2017-0085	(E)	Child Molestation
2017-0088	(E)	Drugs
2017-0096	(E)	Harassment
2017-0097	(E)	Drugs
2017-0116	(E)	Drugs
2017-0117	(E)	Assault
2017-0118	(E)	Shoplifting
2017-0125	(E)	Drugs
2017-0126	(E)	Forgery-Counterfeiting
2017-0129	(E)	Drugs
2017-0137	(H)	K-9-Assist Other Agency
2017-0138	(H)	Assist Other Agency-Homicide
2017-0148	(E)	Domestic Assault
2017-0152	(F)	Assault-Knife
2017-0158	(E)	Sexual Assault
2017-0159	(E)	Shoplifting
2017-0168	(E)	Drugs
2017-0174	(E)	Assist Other Agency
2017-0175	(E)	Weapons-Unlawful Use
2017-0177	(E)	Assault 2nd Degree
2017-0179	(E)	Child Molestation
2017-0190	(H)	Death Investigation
2017-0192	(E)	Accident
2017-0195	(E)	Drugs
2017-0201	(E)	Drugs
2017-0204	(E) (P)	DWI/Alcohol
2017-0212	(E)	Drugs
2017-0216	(E)	Drugs
2017-0217	(E)	Assault 4th Degree
2017-0223	(E)	Drugs
2017-0224	(E)	Stealing
2017-0229	(E)	Surrendered Firearm
2017-0231	(E)	Endanger Welfare of Child
2017-0233	(E)	Domestic Assault
2017-0234	(E)	Death Investigation
2017-0238	(E)	Assault 4th Degree
2017-0240	(E) (P)	Harassment 1st Degree
2017-0244	(E)	Obstruct-Tampering with Witness
2017-0257	(E)	Drugs
2017-0261	(E)	Drugs
2017-0272	(H)	Accident
2017-0273	(E) (H)	Death Investigation
2017-0275	(J)	Child Molestation
2017-0283	(E)	Endanger Welfare of Child
2017-0285	(E)	Drugs

EXHIBIT B

2017-0286	(E)	Attempted or Threats to Attempt Suicide
2017-0292	(E)	Drugs
2017-0297	(E)	Domestic Assault
2017-0321	(E)	Drugs
2017-0323	(E)	Drugs
2017-0326	(E)	Drugs
2017-0331	(E)	Drugs
2017-0336	(E)	DWI/Physical Injury
2017-0340	(E)	Drugs
2017-0342	(E)	DWI/Alcohol
2017-0348	(E)	Drugs
2017-0352	(E)	Weapons-Unlawful Possess/Transport/Man/Sale Illegal
2017-0353	(E)	Property Damage
2017-0354	(E)	Burglary
2017-0362	(E)	Minor in Possession
2017-0369	(H)	Death Investigation
2017-0373	(E)	Drugs
2017-0387	(E)	Drugs
2017-0389	(E)	Drugs
2017-0392	(E)	Endanger Welfare of Child
2017-0403	(E)	Drugs
2017-0406	(E)	Steal Motor Vehicle
2017-0409	(E)	Drugs
2017-0415	(H)	Accident-DWI
2017-0424	(E)	Drugs
2017-0425	(E)	Drugs
2017-0426	(E)	Drugs
2017-0428	(E) (J)	Rape
2017-0429	(E) (J)	Rape
2017-0431	(E)	Shoplifting
2017-0435	(M)	Steal from Motor Vehicle
2017-0443	(M)	Steal from Motor Vehicle
2017-0449	(E)	Drugs
2017-0452	(M)	Steal from Motor Vehicle
2017-0459	(E)	Drugs
2017-0461	(E) (J)	Rape
2017-0465	(E)	Stealing
2017-0474	(E)	Burglary
2017-0483	(E)	Drugs
2017-0484	(E)	Stealing
2017-0485	(E)	Obstruct-Resisting by Fleeing
2017-0487	(E) (J)	Sexual Assault Misconduct
2017-0490	(E)	Burglary
2017-0491	(E)	Stealing
2017-0506	(E)	Obstruct-Resist/Interfere with Fel Arrest
2017-0510	(E)	DWI
2017-0518	(E)	Drugs

EXHIBIT B

2017-0527	(E)	Shoplifting
2017-0535	(E)	Terrorist Threat
2017-0537	(E)	Drugs
2017-0543	(E)	Drugs
2017-0549	(E)	Shoplifting
2017-0552	(E)	Drugs
2017-0558	(E)	Domestic Assault
2017-0560	(H)	Death Investigation
2017-0564	(E)	Drugs
2017-0566	(E)	Drugs
2017-0579	(E)	Abuse/Neglect of Child
2017-0583	(E)	Drugs
2017-0586	(E)	Assault
2017-0594	(E)	Drugs
2017-0597	(E)	Drugs
2017-0604	(E)	Drugs
2017-0611	(E)	Drugs
2017-0614	(E)	Drugs
2017-0618	(E)	Shoplifting
2017-0632	(E)	Abuse/Neglect of Child
2017-0633	(E)	Shoplifting
2017-0635	(E)	Shoplifting
2017-0640	(J)	Sexual Assault
2017-0642	(E)	Shoplifting
2017-0655	(E)	Domestic Assault
2017-0660	(E)	Drugs
2017-0662	(E)	Drugs
2017-0663	(H)	Assist Other Agency-SWAT
2017-0676	(E)	Drugs
2017-0677	(E)	Stealing
2017-0686	(E)	Domestic Assault
2017-0687	(F) (H)	Assault on Officer
2017-0690	(E)	Drugs
2017-0691	(E) (F) (J)	Child Molestation
2017-0694	(E)	Burglary
2017-0695	(E)	DWI/Drugs
2017-0697	(E)	Shoplifting
2017-0709	(H)	Assist Other Agency-Missing Person-Not Located
2017-0715	(E) (F)	Assist Other Agency-Rape
2017-0716	(E)	Drugs
2017-0717	(E) (H)	Death Investigation
2017-0718	(E)	Assault
2017-0721	(E)	Drugs
2017-0722	(E)	Drugs
2017-0727	(E)	Drugs
2017-0733	(E)	Stealing
2017-0744	(E)	Shoplifting

EXHIBIT B

2017-0745	(E)	Shoplifting
2017-0749	(E) (F)	Drugs
2017-0751	(E)	Accident
2017-0752	(E)	Domestic Assault
2017-0758	(E)	Shoplifting
2017-0766	(E)	Drugs
2017-0770	(E)	Drugs
2017-0771	(E)	Drugs
2017-0779	(H)	Assist Other Agency-SWAT
2017-0788	(E)	Drugs
2017-0793	(E)	Drugs
2017-0795	(E)	Drugs
2017-0817	(E)	Stealing
2017-0820	(E)	Drugs
2017-0827	(E)	Drugs
2017-0833	(E)	Drugs
2017-0835	(E)	Forgery-Counterfeiting
2017-0842	(E)	Drugs
2017-0848	(E)	Vicious Animal
2017-0860	(E)	Endanger Welfare of Child
2017-0868	(E)	Domestic Assault
2017-0871	(E)	Stealing
2017-0872	(E)	Drugs
2017-0874	(E)	Forgery-Counterfeiting
2017-0887	(E)	Littering
2017-0900	(E)	Drugs
2017-0906	(E)	Attempted or Threats to Attempt Suicide
2017-0908	(E)	Drugs
2017-0913	(E)	Fraud
2017-0915	(E)	Embezzlement
2017-0922	(E)	Drugs
2017-0923	(E)	Accident
2017-0924	(E)	Drugs
2017-0928	(E)	Shoplifting
2017-0932	(E)	Drugs
2017-0933	(H)	Assist Other Agency-Arson
2017-0934	(E)	Drugs
2017-0942	(E)	Drugs
2017-0945	(E)	Drugs
2017-0958	(E)	Drugs
2017-0963	(E)	Drugs
2017-0970	(E)	Drugs
2017-0979	(E)	Obscenity
2017-0983	(E)	Drugs
2017-1004	(E)	Drugs
2017-1008	(E)	Property Damage
2017-1013	(E)	Weapons-Unlawful Use

EXHIBIT B

2017-1015	(H)	Assist Outside Agency-SWAT
2017-1056	(E)	Drugs
2017-1059	(E)	Drugs
2017-1063	(E)	Steal Motor Vehicle
2017-1070	(E)	Drugs
2017-1076	(E)	Drugs
2017-1085	(E)	Weapons-Unlawful Use
2017-1088	(E)	Drugs
2017-1091	(E)	Drugs
2017-1093	(E)	Accident
2017-1096	(J)	Sexual Misconduct
2017-1107	(E) (J)	Child Molestation
2017-1109	(E)	Drugs
2017-1117	(E) (F)	Drugs
2017-1126	(E)	Drugs
2017-1127	(E)	Drugs
2017-1132	(E)	Drugs
2017-1137	(E)	Drugs
2017-1141	(F) (J)	Statutory Rape
2017-1143	(E)	DWI/Alcohol
2017-1147	(E)	Drugs
2017-1148	(E)	Drugs
2017-1154	(E)	Drugs
2017-1157	(E)	Drugs
2017-1170	(E)	Tampering
2017-1174	(E)	Drugs
2017-1176	(E)	Property Damage
2017-1178	(E)	Health/Solvents
2017-1182	(E)	Stealing
2017-1184	(E)	Burglary
2017-1196	(E)	Drugs
2017-1226	(E)	Drugs
2017-1229	(E)	Health/Purchase by Minor
2017-1240	(E)	Forgery-Counterfeiting
2017-1249	(E)	Steal Motor Vehicle
2017-1252	(E)	Drugs
2017-1258	(E)	Shoplifting
2017-1264	(E)	Abuse/Neglect of Child
2017-1267	(E)	Drugs
2017-1270	(E)	Drugs
2017-1277	(E)	Accident
2017-1280	(E)	Death Investigation
2017-1283	(E)	Drugs
2017-1291	(E)	Drugs
2017-1292	(E)	Drugs
2017-1294	(E)	Drugs
2017-1295	(E)	Property Damage

EXHIBIT B

2017-1299	(E)	Sexual Misconduct
2017-1305	(E)	Drugs
2017-1307	(E)	Drugs
2017-1310	(E)	Drugs
2017-1311	(E)	Drugs
2017-1323	(E)	Drugs
2017-1324	(E)	Drugs
2017-1325	(E)	Trespass
2017-1326	(E)	Drugs
2017-1327	(E)	Drugs
2017-1331	(E)	Drugs
2017-1334	(E)	Drugs
2017-1338	(E)	Assist Other Agency
2017-1340	(J)	Rape
2017-1341	(E)	Death Investigation
2017-1342	(E)	Shoplifting
2017-1350	(E)	Shoplifting
2017-1365	(E)	Drugs
2017-1366	(E)	Drugs
2017-1367	(H)	Death Investigation

Cameron Police Department records that are available for destruction include the 2005 case files numbered 2005-0497 to 2005-1255, this also includes Admin – Historical Arrest Records 2005-A001 to 2005-A090. These cases were found to be eligible for destruction EXCEPT for the following cases which area being stored permanently or until such time as they become eligible for destruction.

2005-	**Reason**
0535	D
0538	J
0570	D
0679	F
0682	J
0699	F
0734	F
0776	D
0780	D
0855	D
0878	D
0916	D
1043	F
1246	D

Cameron Police Department records that are available for destruction include the 2006 case files numbered 2006-0001 to 2006-1203, this also includes Admin – Historical Arrest Records 2006-A001 to 2005-A040. These cases were found to be eligible for destruction EXCEPT for the following cases which area being stored permanently or until such time as they become eligible for destruction.

2006-	**Reason**
0048	F

EXHIBIT B

0299 J

Cameron Police Department records that are available for destruction include the 2007 case files numbered 2007-0001 to 2007-1379, this also includes Admin – Historical Arrest Records 2007-A001 to 2007-A029. These cases were found to be eligible for destruction EXCEPT for the following cases which are being stored permanently or until such time as they become eligible for destruction.

2007-	Reason	2007-	Reason
0021	D	0686	J
0063	F	0688	F
0200	F	0718	D
0206	J	0754	F
0207	J	0787	D
0214	D	0797	F
0231	F	0876	D
0298	D	0899	F
0431	D	0964	F
0509	F	1053	D
0510	D	1289	H
0519	F	1379	H
0628	O/J		

Cameron Police Department records that are available for destruction include the 2008 case files numbered 2008-0001 to 2008-1313, this also includes Admin – Historical Arrest Records 2008-A001. These cases were found to be eligible for destruction EXCEPT for the following cases which are being stored permanently or until such time as they become eligible for destruction.

2008-	Reason	2008-	Reason
0022 –	J	1278 -	J
0023 -	J		
0041 -	D		
0088 -	D		
0104 –	D		
0137 -	D		
0187 -	J		
0205 -	D		
0378 -	D		
0395 -	D		
0410 -	D		
0512 -	J		
0624 -	D		
0664 -	D		
0679 -	J		
0716 -	J		
0726 –	D		
0862 –	F		
1006 -	D		
1037 -	D		
1043 -	D		

EXHIBIT B

1071 - D

Cameron Police Department records that are available for destruction include the 2009 case files numbered 2009-0001 to 2009-1450, this also includes Admin – Historical Arrest Records N/A. These cases were found to be eligible for destruction EXCEPT for the following cases which are being stored permanently or until such time as they become eligible for destruction.

2009- Reason	2009- Reason
0028 - D	0880 - J
0147 - J	0904 - F
0207 - F	1011 - D
0221 - D	1030 - J
0313 - F	1135 - F/J
0331 - F/J	1237 - D
0440 - F/J	1329 - D
0457 - D	1357 - F/J
0478 - F/J	
0527 - F/J	
0528 - F/J	
0659 - D	
0689 - F	
0690 - D	
0859 - F	
0862 - D	
0869 - F	

Cameron Police Department records that are available for destruction include the 2010 case files numbered 2010-0001 to 2010-1348, this also includes Admin – Historical Arrest Records N/A. These cases were found to be eligible for destruction EXCEPT for the following cases which are being stored permanently or until such time as they become eligible for destruction.

2010- Reason	2010- Reason
0099 - F	
0363 - F	
0383 - F	
0457 - D	
0490 - F	
0536 - F	
0630 - F	
0696 - J	
0799 - F/D	
0805 - D	
0834 - F	
1046 - F	
1053 - D	
1140 - F/D	
1150 - D	
1162 - F	
1172 - D	

EXHIBIT B

Cameron Police Department records that are available for destruction include the 2011 case files numbered 2011-0001 to 2011-1340, this also includes Admin – Historical Arrest Records N/A. These cases were found to be eligible for destruction EXCEPT for the following cases which are being stored permanently or until such time as they become eligible for destruction.

2011- Reason

0025 - F
0083 - F
0307 - F
0311 - D
0333 - F
0434 - F
0456 - F
0807 - F

Cameron Police Department records that are available for destruction include the 2011 case files numbered 2012-0001 to 2012-1354, this also includes Admin – Historical Arrest Records N/A. These cases were found to be eligible for destruction EXCEPT for the following cases which are being stored permanently or until such time as they become eligible for destruction.

2012- Reason

0051 - F
0745 - J
0839 - D
0961 - D
1180 - D
1237 - J
1325 - D

EXHIBIT B

POLICE RECORDS DESTRUCTION AUTHORIZATION

The following records have met their retention schedule and are recommended for disposal under RSMo 109.230 subsection 4. These records are to be destroyed. The Cameron Police Records Department requests that this action be recorded in the City Council Minutes with the record series and inclusive dates.

YEAR	RECORD TYPE	RETENTION RULE	
2017	Public /Media Weekly Reports	5 years	POL 008
2017	Court Docket Sheets	5 years	POL 008
2017	Case File Log	5 years	POL 008
2017	Fuel Log	5 years	POL 008
2017	Subpoenas	1 year	POL 009
2017	Property Forms	1 year	POL 002
2017	Discovery/Records Requests	3 years	GS 066

(See attached list of files being transferred to long-term storage.
All remaining 2017 files will be destroyed.)

Tena Christmas

Tena Christmas, Records Administrator

Rick Bashor

Rick Bashor, Chief of Police

EXHIBIT C
Cameron Municipal Court
Records Destruction List

YEAR	TYPE OF DOCUMENTS	YEARS TO RETAIN	BOX #	DESTRUCTION YEAR
1999	COURT CASES	3	9	2003
1999	COURT CASES	12	10	2012
2006	COURT CASES	3	17	2010
2006	COURT CASES	3	18	2010
2007	COURT CASES	3	15	2011
2007	COURT CASES	3	16	2011
2007-2010	DISMISSED	1	13	2012
2011	COURT CASES	3	14	2015
2011	DISMISSED	1	8	2013
2012-2013	DISMISSED	1	5	2015
2013-2014	DISMISSED	1	6	2016
2014	COURT CASES	3	1	2018
2014	COURT CASES	3	2	2018
2015-2016	DISMISSED	1	4	2018
2017	COURT CASES	3	UPSTAIRS	2021
2017	COURT CASES	3	UPSTAIRS	2021
	NUMBERED TICKETS		7	
2003-2009	FINANCIAL JOURNAL	5	20	2015
2005-2010	BANK STATEMENTS	5	19	2016
2006-2011	RECEIPT BOOKS	5	12	2017
2009-2010	JIS RECEIPT REPORTS	5	11	2016
2009-2014	CHECK STUBS	5	3	2020
2018	FINANCIAL REPORT	5	21	2024