

MINUTES OF A REGULAR MEETING OF THE MARCELINE CITY COUNCIL  
**June 21, 2016**

The Marceline City Council met in regular session on June 21, 2016 at 5:30 p.m. in the Council Chambers of City Hall, Mayor Jeri Holt presiding. Council members present were: Sallie Buck, John Carver, Natalie Wellman, and Tyson Brammer. Staff attending: City Attorney Jeff Elson, City Manager Robert V. "Bob" Green, City Clerk Lindsay Krumpelman, Water/Wastewater Superintendent Kevin Wiggins, Police Chief Bob Donelson, Electric Superintendent Dean Gauthier, and Street Superintendent Ed Ewigman. Also in attendance were: Linda Linebaugh, Donald "Lefty" St. Clair, and Reporter Chris Houston.

Mayor Jeri Holt led the assembly in the Pledge of Allegiance. The meeting was called to order at 5:30 p.m. by Mayor Holt.

**APPROVAL OF THE MINUTES, AND FINANCIAL REPORTS:**

Councilman Brammer moved to approve the financials and minutes as presented. Councilman Carver seconded the motion. The motion carried unanimously.

**APPOINTMENTS TO BOARDS AND COMMITTEES**

Recreation and Parks: After discussion by the Council, Mayor Holt appointed Leslie Thornburg to the open seat on the Recreation and Parks Board for a three year term.

City Manager Robert V. Green reported to the Council there is an open seat on the Housing Authority Board due to the passing of Duane Dorrell. Mayor Holt spoke highly of Duane Dorrell and his contributions to the Council, Housing Authority Board, and to the community.

**REPORTS OF COUNCIL, OFFICERS, BOARDS AND COMMITTEES**

City Department Updates: Electric Superintendent Dean Gauthier reported that he, City Manager Green, Bob Harbour and Ameren met about how the substation poles will be set. He stated his department works on whatever comes their way and that they have a lot of projects in line. Council inquired on what caused the outage the previous evening. Superintendent Gauthier reported that Ameren UE's transmission line went down. They attempted to fire up the generators, but received a call from Ameren to open the circuits and had to shut them down. Superintendent Gauthier went on to explain that Ameren broke our switch and they had to send a crew out to fix it. Superintendent Gauthier recommended we try to go back to a manual start-up for the generators instead of continuing with the hi-tech way. Superintendent Gauthier reported the outage on the Sunday before was due to a sparrow hawk flying into the substation. He went on to explain the system is designed to protect itself so if there is an error, the system will shut down. City Manager Green commended the electric crew for working to get the City back up.

Water/Wastewater Superintendent Kevin Wiggins reported when the power came back on the pine mobile lift station blew fuses and that Jeff Harper from Hauser Electric will be here tomorrow to look at it. He informed the Council the chlorine leak detector is in need of repair at the Water Plant and they are waiting on a part to fix it. He went on to state a VFD at the sewer plant went down and the City may need to purchase a new one. He reported there were three water leaks in the last few weeks. Superintendent Wiggins reported that water consumption has increased from 500,000 to 800,000 gallons per day. PWSD #3 is taking 450,000 - 550,000 gallons of that amount. He concluded by stating that the Raw Water Grant is 95% complete and they are just waiting on computers and software. Councilwoman Wellman inquired about the leaks. Superintendent Wiggins reported that the leaks are caused by the ground moving.

Street Superintendent Ed Ewigman informed the Council his departments have been mowing and working on the trail grant project. They have poured approximately 2,200 feet of concrete for the trail. He went on to report that the curb and gutter and paving projects may start the week after the 4th of July and they will be done simultaneously.

Police Chief Bob Donelson reported his department's case load has been steady. He reported that MOREnet should be completing the Wiimax project in about a month. Police Chief Donelson informed the Council the police department is targeting different areas for traffic enforcement each week. The area selected is then posted on Facebook. He concluded by stating that his department provided assistance to the incident in Brookfield, and that his officers handled themselves well. Councilwoman Wellman stated she appreciated the officers being there and cautioned the police department on posting the areas where increased traffic enforcement will occur. Councilman Holt inquired about the issue brought up by Jim Payden at the last meeting. Police Chief Donelson reported that the individual agreed to keep the vehicle on his property and it is there when they check. Councilwoman Buck inquired if the department was still working on the nuisance ordinance. Police Chief Donelson reported they are and that they have a few cases in court next week. He stated they do try to work with the individuals on the issue.

City Clerk Lindsay Krumpelman reported the City has two youths assisting her with the Record Retention project through a Green Hills Regional Planning Commission youth employment program. Green Hills pays their salaries, and the City provides a job and supervision. She reported she is really impressed with their work to this point and she has a list of documents that are beyond their retention value for the Council to consider destroying to present later in the meeting. She provided a quick update on the pool project, stating the final stages of design need to be complete before the final budget number and contract can be finalized.

City Manager Robert V. Green that they have met with Elster concerning automatic read electric and water meters and will be having a similar meeting on the 23rd with Itron. He reported that the summer school kids have been down at the Country Club Lake with the Conservation Department and were on the lake canoeing. He reported that on June 15th there was a remote broadcast for the BAM event. City Manager Green informed the Council that he was spoke at the Miss Marceline and Miss Linn County pageant. He reported he and Peter Whitehead went to KC to visit with the architects concerning the V.A. Home initiative to discuss how we can garner more attention to it. City Manager Green stated he Superintendent Ed Ewigman and Darrell Gardner met with Adam Barnett to look over the sidewalk site at Ripley Park Pond and Barnett's crew poured it yesterday and today. He concluded by reporting on the Bond meeting held at City Hall with financial advisor L.J. Hart. Councilwoman Buck inquired if BAM was a success. City Manager Green responded it was, but that the cyclists were here earlier than expected due to the heat. Mayor Holt inquired about the fence at the cemetery. Superintendent Ewigman responded he is waiting on a phone call.

#### **CITIZENS PARTICIPATION:**

Linda Linebaugh stated she was impressed with the progress on the trail and hopeful that once it is complete the City could work on the boat ramp. She inquired about the progress on the demolition of dilapidated houses. Mayor Holt responded it was the first item under New Business.

Donald "Lefty" St. Clair stated the power outage caused them a stressful night because his wife is on oxygen 24/7 and they had to drive around to charge the batteries. He wanted to know what kind of provisions there were for situations like that. The Council and City Staff discussed the situation. It was recommended to call 911 if they are in that situation, as the police have small oxygen bottles in their cars and the Fire Department has a portable generator.

#### **OLD BUSINESS:**

##### Pool Project:

a. *Topographic Survey Agreement:* City Clerk Krumpelman reported that Larkin received two proposals for the Topographic Survey, one from Allstate Consultants in the amount of \$1,400.00 and one from Shafer, Kline & Warren for \$3,300.00. Councilwoman Buck moved to introduce Bill No. 16-06.022 for the first reading. Councilman Brammer seconded the motion. The motion carried. City Clerk Krumpelman read the bill by title only. Councilwoman Buck moved that Bill No. 16-06.022 be read for a second and final time by title only. The motion was seconded by Councilman Brammer. The motion carried. City Clerk Krumpelman read the bill a second time by title only. Councilwoman Buck moved Bill No. 16-06.022 be approved. Councilman Brammer

seconded the motion. The following roll call vote carried the motion: Councilwoman Buck – yes, Councilman Brammer – yes, Councilwoman Wellman – yes, Councilman Carver – yes, and Mayor Holt – yes. This bill was assigned Ordinance Number 16-06.22.

b. *Geotechnical Services Agreement*: held for closed session

c. *Arizon Structures Agreement*: held for closed session

Solid Waste/Recycling Agreement: There was discussion on the clause added to allow Walsworth Community Center to continue collecting recyclables at their location, as it serves not only the residents of Marceline, but members in the community who reside outside City limits. City Attorney Jeff Elson went over the clause added by Advance Disposal. He reported all the City's requested changes to the contract are implemented. Councilman Carver moved to introduce Bill No. 16-06.025 for the first reading. Councilwoman Buck seconded the motion. The motion carried. City Clerk Krumpelman read the bill by title only. Councilman Carver moved that Bill No. 16-06.025 be read for a second and final time by title only. The motion was seconded by Councilwoman Wellman. The motion carried. City Clerk Krumpelman read the bill a second time by title only. Councilman Carver moved Bill No. 16-06.025 be approved. Councilwoman Wellman seconded the motion. The following roll call vote carried the motion: Councilman Carver – yes, Councilwoman Wellman – yes, Mayor Holt – yes, Councilman Brammer – yes, and Councilwoman Buck – yes. This bill was assigned Ordinance Number 16-06.23.

#### **NEW BUSINESS:**

Demolition of Houses Proposals: City Clerk Krumpelman reported that there is \$40,000.00 budgeted for this line item. She reported that an estimated \$3,146.00 has or will be expensed for recording fees, title searches, and testing of the properties, leaving \$36,854.00 to be used for the actual demolition and any remediation needed for the properties. The Council reviewed and discussed the bids received for the demolition of the dilapidated structures (list attached). Councilwoman Buck moved to accept the proposal from Truitt's Dirt Works for the demolition of all eight (8) properties in the amount of \$28,000.00. Councilman Carver seconded the motion. The motion carried unanimously.

Addition to Municipal Code - Title II, Section 245.030: There was discussion on the addition to the municipal code that would prohibit the operation of a motor vehicle on municipal property or a public park in any area designated as a trail, walkway, or a walking or jogging trail, but not limited to the pedestrian trail located within the Marceline Country Club Lake. City Attorney Elson reported the verbiage authorizing and directing the City Manager to install the appropriate signage is there so we do not have to come back to amend the ordinance for each item. Councilman Carver moved to introduce Bill No. 16-06.026 for the first reading. Councilwoman Buck seconded the motion. The motion carried. City Clerk Krumpelman read the bill by title only. Councilman Carver moved that Bill No. 16-06.026 be read for a second and final time by title only. The motion was seconded by Councilwoman Wellman. The motion carried. City Clerk Krumpelman read the bill a second time by title only. Councilman Carver moved Bill No. 16-06.026 be approved. Councilwoman Buck seconded the motion. The following roll call vote carried the motion: Councilman Carver – yes, Councilwoman Wellman – yes, Councilwoman Buck – yes, Mayor Holt – yes, and Councilman Brammer – yes. This bill was assigned Ordinance Number 16-06.24.

Liquor Licenses: City Clerk Krumpelman presented the list of annual liquor license renewals to the Council for approval. Councilman Brammer moved to approve all the liquor license applications. Councilman Carver seconded the motion. The motion carried unanimously.

Record Retention: City Clerk Krumpelman provided the background on the Record Retention project. She presented a list (attached) of records to be destroyed as they are past their retention requirement based on the Secretary State's Retention Schedule, which the City adopted. There was some discussion. Councilwoman Buck moved to approve the destruction of the records as presented. Councilwoman Wellman seconded the motion. The motion carried unanimously.

Budget Amendment: This bill was held due to sections of it needing to be decided before the amendment can be finalized.

At 7:12 pm Councilwoman Buck moved to adjourn to Executive Session pursuant to RSMo 610.021 Paragraphs (2) Real Estate and (12) Contracts and to include Street Superintendent Ed Ewigman. Councilman Carver seconded the motion. The following roll call vote carried the motion: Councilwoman Buck – yes, Councilman Carver – yes, Councilwoman Wellman– yes, Mayor Holt – yes, and Councilman Brammer – yes.

Upon returning from executive session, Councilwoman Buck moved to introduce Bill No. 16-06.023 for the first reading. Councilman Brammer seconded the motion. The motion carried. City Clerk Krumpelman read the bill by title only. Councilwoman Buck moved that Bill No. 16-06.023 be read for a second and final time by title only. The motion was seconded by Councilman Brammer. The motion carried. City Clerk Krumpelman read the bill a second time by title only. Councilwoman Buck moved Bill No. 16-06.023 be approved. Councilman Brammer seconded the motion. The following roll call vote carried the motion: Councilwoman Buck – yes, Councilman Brammer – yes, Mayor Holt – yes, Councilman Carver – yes, and Councilwoman Wellman – yes. This bill was assigned Ordinance Number 16-06.25.

With no further business, Councilman Brammer moved to adjourn the meeting. Councilman Carver seconded the motion. The motion carried unanimously and the meeting adjourned at 7:56 pm.

Recorded by City Clerk Lindsay Krumpelman.  
Approved on July 19, 2016 by Marceline City Council.

Record Name	Code Name	Code	Date	Year End/ Expiration/ COA	Retention (Yrs)	Retention Note	Destroy Date	Disposition
Bankruptcy Account Dec 91-Jan 97	Accounts Receivable Records	GS 008	1/31/1997	1998	0	completion of audit	1998	destroy
Collection Agency Accounts Dec 97-July 98	Accounts Receivable Records	GS 008	7/31/1998	1999	0	completion of audit	1999	destroy
Customer Card Account Files FY 88-97	Customer Account Card File	M1602	10/31/1997	1998	5	0	2003	destroy securely
Close Out Reports March 05-June 05	Receipts	GS 011	6/30/2005	2006	0	completion of audit	2006	destroy
Close Out Reports Nov 05-March 06	Receipts	GS 011	3/31/2006	2007	0	completion of audit	2007	destroy
Bill Calculations Nov 07	Accounts Receivable Records	GS 008	11/30/2007	2008	0	completion of audit	2008	destroy
06-08 Journal Entries	Subsidiary Ledgers	GS 006	12/31/2008	2009	0	completion of audit	2009	destroy
Bill Calculation Nov 08	Accounts Receivable Records	GS 008	11/30/2008	2009	0	completion of audit	2009	destroy
Bill Calculations Dec 08	Accounts Receivable Records	GS 008	12/31/2008	2009	0	completion of audit	2009	destroy
Bill Calculations Sept 08	Accounts Receivable Records	GS 008	9/30/2008	2009	0	completion of audit	2009	destroy
Bill Calculations Feb 08	Accounts Receivable Records	GS 008	2/30/2008	2009	0	completion of audit	2009	destroy
Bill Calculations Jan 08	Accounts Receivable Records	GS 008	1/31/2008	2009	0	completion of audit	2009	destroy
Bill Calculations June 08	Accounts Receivable Records	GS 008	6/30/2008	2009	0	completion of audit	2009	destroy
Bill Calculations May 08	Accounts Receivable Records	GS 008	5/31/2008	2009	0	completion of audit	2009	destroy
Bill Calculations Oct 08	Accounts Receivable Records	GS 008	10/31/2008	2009	0	completion of audit	2009	destroy
Bill Calculations April 08	Accounts Receivable Records	GS 008	4/31/2008	2009	0	completion of audit	2009	destroy
Bill Calculations March 08	Accounts Receivable Records	GS 008	3/31/2008	2009	0	completion of audit	2009	destroy
Bill Calculations Aug 08	Accounts Receivable Records	GS 008	8/31/2008	2009	0	completion of audit	2009	destroy
Billing Deposit Report Dec 07-Feb 08	Subsidiary Ledgers	GS 006	2/30/2008	2009	0	completion of audit	2009	destroy
Aging Report Nov 07-Oct 08	Accounts Receivable Records	GS 008	10/31/2008	2009	0	completion of audit	2009	destroy
Bill Adjustment Nov 08	Accounts Receivable Records	GS 008	11/30/2008	2009	0	completion of audit	2009	destroy
Bill Adjustments March 08-Nov 08	Accounts Receivable Records	GS 008	11/30/2008	2009	0	completion of audit	2009	destroy
Bill Adjustments March 08-Oct 08	Accounts Receivable Records	GS 008	10/31/2008	2009	0	completion of audit	2009	destroy
Utility Recon Report Aug 09-Oct 09	Subsidiary Ledgers	GS 006	10/31/2008	2009	0	completion of audit	2009	destroy
Account Balance Report Nov 07-Oct 08	Subsidiary Ledgers	GS 006	10/31/2008	2009	0	completion of audit	2009	destroy
Bad Debt Payments Feb 07-Aug 08	Accounts Receivable Records	GS 008	8/31/2008	2009	0	completion of audit	2009	destroy
Penalty Audit Report Nov 07-Oct 08	Accounts Receivable Records	GS 008	10/21/2008	2009	0	completion of audit	2009	destroy
Cut Off Reports Nov 06-Oct 08	Accounts Receivable Records	GS 008	10/27/2008	2009	0	completion of audit	2009	destroy
Bill Calculations Oct 09	Accounts Receivable Records	GS 008	10/31/2009	2010	0	completion of audit	2010	destroy
Bill Calculations Aug 09	Accounts Receivable Records	GS 008	8/31/2009	2010	0	completion of audit	2010	destroy
Bill Calculations July 09	Accounts Receivable Records	GS 008	7/31/2009	2010	0	completion of audit	2010	destroy

Bill Calculations Nov 09	Accounts Receivable Records	GS 008	11/30/2009	2010	0	completion of audit	2010	destroy
Bill Calculations Sept 09	Accounts Receivable Records	GS 008	9/30/2009	2010	0	completion of audit	2010	destroy
Bill Calculations July 10	Accounts Receivable Records	GS 008	7/31/2010	2010	0	completion of audit	2010	destroy
Bill Calculations Dec 09	Accounts Receivable Records	GS 008	12/31/2009	2010	0	completion of audit	2010	destroy
Bill Calculations May 09	Accounts Receivable Records	GS 008	5/31/2009	2010	0	completion of audit	2010	destroy
Bill Calculations April 09	Accounts Receivable Records	GS 008	4/30/2009	2010	0	completion of audit	2010	destroy
Bill Calculations June 09	Accounts Receivable Records	GS 008	6/30/2009	2010	0	completion of audit	2010	destroy
Bill Calculations Feb 09	Accounts Receivable Records	GS 008	2/30/2009	2010	0	completion of audit	2010	destroy
Bill Calculations Nov 08-Oct 09	Accounts Receivable Records	GS 008	10/31/2009	2010	0	completion of audit	2010	destroy
Bill Calculations March 09	Accounts Receivable Records	GS 008	3/31/2009	2010	0	completion of audit	2010	destroy
Bill Calculations July 09	Accounts Receivable Records	GS 008	7/31/2009	2010	0	completion of audit	2010	destroy
Bill Calculations Jan 09	Accounts Receivable Records	GS 008	1/31/2009	2010	0	completion of audit	2010	destroy
Billing Deposit Report June 09- Sept 09	Subsidiary Ledgers	GS 006	9/30/2009	2010	0	completion of audit	2010	destroy
Aging Report Dec 08-Oct 09	Accounts Receivable Records	GS 008	10/31/2009	2010	0	completion of audit	2010	destroy
Bill Adjustments April 09-Oct 09	Accounts Receivable Records	GS 008	10/31/2009	2010	0	completion of audit	2010	destroy
Bill Adjustments Nov 08-Feb 09	Accounts Receivable Records	GS 008	10/31/2009	2010	0	completion of audit	2010	destroy
Account Balance Report Aug 09-Oct 09	Accounts Payable Records	GS 007	2/30/2009	2010	0	completion of audit	2010	destroy
Utility Recon Report Nov 07-Oct 09	Subsidiary Ledgers	GS 006	10/31/2009	2010	0	completion of audit	2010	destroy
Utility Recon Report Nov 08-Aug 09	Subsidiary Ledgers	GS 006	8/31/2009	2010	0	completion of audit	2010	destroy
Account Balance Report Nov 08-Aug 09	Subsidiary Ledgers	GS 006	8/31/2009	2010	0	completion of audit	2010	destroy
Sales Tax Report	Accounts Payable Records	GS 007	10/31/2009	2010	0	completion of audit	2010	destroy
Statement Summaries	Accounts Receivable Records	GS 008	10/31/2009	2010	0	completion of audit	2010	destroy
Bad Debt Payments Nov 08-Sept 09	Accounts Receivable Records	GS 008	9/30/2009	2010	0	completion of audit	2010	destroy
Penalty Audit Reports Nov 08-Oct 09	Accounts Receivable Records	GS 008	10/31/2009	2010	0	completion of audit	2010	destroy
Cut Off Reports Nov 08 Oct 09	Accounts Receivable Records	GS 008	10/31/2009	2010	0	completion of audit	2010	destroy
Cash Collections 2004-2005	Real Estate Tax Records	M0749	2/30/2005	2005	6	completion of audit	2011	destroy
Bill Calculations March 10	Accounts Receivable Records	GS 008	3/31/2010	2011	0	completion of audit	2011	destroy
Bill Calculations June 10	Accounts Receivable Records	GS 008	6/30/2010	2011	0	completion of audit	2011	destroy
Bill Calculations Sept 10	Accounts Receivable Records	GS 008	9/30/2010	2011	0	completion of audit	2011	destroy
Bill Calculations April 10	Accounts Receivable Records	GS 008	4/30/2010	2011	0	completion of audit	2011	destroy
Bill Calculations Nov 10	Accounts Receivable Records	GS 008	11/30/2010	2011	0	completion of audit	2011	destroy
Bill Calculations Dec 10	Accounts Receivable Records	GS 008	12/31/2010	2011	0	completion of audit	2011	destroy
Bill Calculations Nov 09-Sept 10	Accounts Receivable Records	GS 008	9/30/2010	2011	0	completion of audit	2011	destroy
Bill Calculations Feb 10	Accounts Receivable Records	GS 008	2/30/2010	2011	0	completion of audit	2011	destroy

Bill Calculations Oct 10	Accounts Receivable Records	GS 008	10/31/2010	2011	0	completion of audit	2011	destroy
Bill Calculations May 10	Accounts Receivable Records	GS 008	5/31/2010	2011	0	completion of audit	2011	destroy
Bill Calculations Aug 10	Accounts Receivable Records	GS 008	8/31/2010	2011	0	completion of audit	2011	destroy
Bill Calculations Jan 10	Accounts Receivable Records	GS 008	1/31/2010	2011	0	completion of audit	2011	destroy
Billing Deposit Report Jan 10-May 10	Subsidiary Ledgers	GS 006	5/31/2010	2011	0	completion of audit	2011	destroy
Aging Report Nov 09-Oct 10	Accounts Receivable Records	GS 008	10/31/2010	2011	0	completion of audit	2011	destroy
Bill Adjustments March 10	Accounts Receivable Records	GS 008	3/31/2010	2011	0	completion of audit	2011	destroy
Bill Adjustments April 10-Oct 10	Accounts Receivable Records	GS 008	10/31/2010	2011	0	completion of audit	2011	destroy
Bill Adjustments Nov 09-Feb 10	Accounts Receivable Records	GS 008	2/30/2010	2011	0	completion of audit	2011	destroy
Utility Recon Report Nov 09-Oct 10	Subsidiary Ledgers	GS 006	10/31/2010	2011	0	completion of audit	2011	destroy
Account Balance Report Nov 09-Oct 10	Subsidiary Ledgers	GS 006	10/31/2010	2011	0	completion of audit	2011	destroy
Draft Posting Register	Banking and Investment Records	GS 010	10/31/2009	2010	1	plus completion of audit	2011	destroy
Penalty Audit Report Nov 09-Oct 10	Accounts Receivable Records	GS 008	10/21/2010	2011	0	completion of audit	2011	destroy
Refund Check Register Nov 07-Dec 08	Customer Service Deposit File	M1603	12/31/2008	2009	2	completion of audit	0	destroy
Cut Off Reports Nov 09-Oct 10	Accounts Receivable Records	GS 008	10/21/2010	2011	0	completion of audit	2011	destroy
Journal Entries FY10-11	Subsidiary Ledgers	GS 006	10/31/2011	2012	0	completion of audit	2012	destroy
Cash Collections Nov 05- March 06	Real Estate Tax Records	M0749	3/31/2006	2006	6	completion of audit	0	destroy
Cash Collections April 06- July 06	Real Estate Tax Records	M0749	7/31/2006	2006	6	completion of audit	0	destroy
Bill Calculations June 11	Accounts Receivable Records	GS 008	6/30/2011	2012	0	completion of audit	2012	destroy
Bill Calculations Nov 10-Sept 11	Accounts Receivable Records	GS 008	9/30/2011	2012	0	completion of audit	2012	destroy
Bill Calculations Jan 11	Accounts Receivable Records	GS 008	1/31/2011	2012	0	completion of audit	2012	destroy
Bill Calculations Feb 11	Accounts Receivable Records	GS 008	2/30/2011	2012	0	completion of audit	2012	destroy
Bill Calculations July 11	Accounts Receivable Records	GS 008	7/31/2011	2012	0	completion of audit	2012	destroy
Bill Calculations Aug 11	Accounts Receivable Records	GS 008	8/31/2011	2012	0	completion of audit	2012	destroy
Bill Calculations April 11	Accounts Receivable Records	GS 008	4/30/2011	2012	0	completion of audit	2012	destroy
Bill Calculations Oct 11	Accounts Receivable Records	GS 008	10/31/2011	2012	0	completion of audit	2012	destroy
Bill Calculations May 11	Accounts Receivable Records	GS 008	5/31/2011	2012	0	completion of audit	2012	destroy
Bill Calculations March 11	Accounts Receivable Records	GS 008	3/31/2011	2012	0	completion of audit	2012	destroy
Bill Calculations Sept 11	Accounts Receivable Records	GS 008	9/30/2011	2012	0	completion of audit	2012	destroy
Billing Deposit Report 2010-2011	Subsidiary Ledgers	GS 006	12/31/2011	2012	0	completion of audit	2012	destroy
Bill Adjustments April 11-Oct 11	Accounts Receivable Records	GS 008	10/31/2011	2012	0	completion of audit	2012	destroy
Bill Adjustments Nov 10-April 11	Accounts Receivable Records	GS 008	4/30/2011	2012	0	completion of audit	2012	destroy
Utility Recon Report Nov 10-Oct 11	Subsidiary Ledgers	GS 006	10/31/2011	2012	0	completion of audit	2012	destroy
Account Balance Report Nov 10-July 11	Subsidiary Ledgers	GS 006	7/31/2011	2012	0	completion of audit	2012	destroy

Account Balance Report Aug 11-Oct 11	Subsidiary Ledgers	GS 006	10/31/2011	2012	0	completion of audit	2012	destroy
Work Orders June 08-Oct 08	Work Orders	GS 020	10/31/2008	2009	3		2012	destroy
Work Orders Nov 07-May 08	Work Orders	GS 020	5/31/2008	2009	3		2012	destroy
Penalty Audit Reports Nov 10-Oct 11	Accounts Receivable Records	GS 008	10/21/2011	2012	0	completion of audit	2012	destroy
Reund Check Register Nov 08- Oct 09	Customer Service Deposit File	M1603	10/31/2009	2010	2		2012	destroy
Delinquent Tax Records 2005	Delinquent Tax Report Files	M0745	10/31/2005	2006	6	except certificate of red	2012	destroy
Cut Off Reports 2011	Accounts Receivable Records	GS 008	10/31/2011	2012	0	completion of audit	2012	destroy
A/P Ceck Register FY 10-11	Accounts Payable Records	GS 007	10/31/2011	2012	0	completion of audit	2012	destroy
Bill Calculations Dec 11	Accounts Receivable Records	GS 008	12/31/2011	2012	0	completion of audit	2012	destroy
Bill Calculations Nov 11	Accounts Receivable Records	GS 008	11/30/2011	2012	0	completion of audit	2012	destroy
Cash Collections FY Aug 07-Oct. 07	Real Estate Tax Records	M0749	10/31/2007	2007	6		2013	destroy
Cash Collections FY May 07- July 07	Real Estate Tax Records	M0749	7/31/2007	2007	6		2013	destroy
Cash Collections Nov. 06-April 07	Real Estate Tax Records	M0749	4/30/2007	2007	6		2013	destroy
Cash Collections Nov 07- Dec 07	Real Estate Tax Records	M0749	12/31/2007	2007	6		2013	destroy
Bill Calculations Nov 11-Dec 12	Accounts Receivable Records	GS 008	12/31/2012	2013	0	completion of audit	2013	destroy
Billing Deposit Report Jan 12	Subsidiary Ledgers	GS 006	1/31/2012	2013	0	completion of audit	2013	destroy
Aging Report Nov 11-Dec 12	Accounts Receivable Records	GS 008	12/31/2012	2013	0	completion of audit	2013	destroy
Bill Adjustment Nov 11-Nov 12	Accounts Receivable Records	GS 008	11/30/2012	2013	0	completion of audit	2013	destroy
Utility Recon Report Nov 2011-Jan 2012	Subsidiary Ledgers	GS 006	1/31/2012	2013	0	completion of audit	2013	destroy
Account Balance Report Jan 11-Jan 12	Subsidiary Ledgers	GS 006	1/31/2012	2013	0	completion of audit	2013	destroy
Work Orders Aug 09-Oct 09	Work Orders	GS 020	10/31/2009	2010	3		2013	destroy
Work Orders May 09-Aug 09	Work Orders	GS 020	8/20/2009	2010	3		2013	destroy
Work Orders Oct 08-April 09	Work Orders	GS 020	4/30/2009	2010	3		2013	destroy
Refund Check Register Nov 09-Sept 10	Customer Service Deposit File	M1603	9/30/2010	2011	2		2013	destroy
Delinquent Tax Records 2006	Delinquent Tax Report Files	M0745	10/31/2006	2007	6	except certificate of red	2013	destroy
Tax Changes 2006	Real Estate Tax Records	M0749	10/31/2006	2007	6		2013	destroy
Bill Calculations Aug 12-Aug 12	Accounts Receivable Records	GS 008	8/31/2012	2013	0	completion of audit	2013	destroy
Bill Calculations April 12	Accounts Receivable Records	GS 008	4/30/2012	2013	0	completion of audit	2013	destroy
Bill Calculations May 12-June 12	Accounts Receivable Records	GS 008	6/1/2012	2013	0	completion of audit	2013	destroy
Bill Calculations May 12	Accounts Receivable Records	GS 008	5/31/2012	2013	0	completion of audit	2013	destroy
Bill Calculations Sept 12-Nov 12	Accounts Receivable Records	GS 008	11/1/2012	2013	0	completion of audit	2013	destroy
Bill Calculations Feb 12	Accounts Receivable Records	GS 008	2/30/2012	2013	0	completion of audit	2013	destroy
Bill Calculations March 12	Accounts Receivable Records	GS 008	3/31/2012	2013	0	completion of audit	2013	destroy
Bill Calculations Jan 12	Accounts Receivable Records	GS 008	1/31/2012	2013	0	completion of audit	2013	destroy



Bill Calculations July 12-Aug 12	Accounts Receivable Records	GS 008	8/1/2012	2013	0	completion of audit	2013	destroy
A/P Direct Item Register FY 12-13	Accounts Payable Records	GS 007	10/31/2013	2014	0	completion of audit	2014	destroy
A/P Check Register FY12-13	Accounts Payable Records	GS 007	10/31/2013	2014	0	completion of audit	2014	destroy
A/P Dept. Register FY12-13	Accounts Payable Records	GS 007	10/31/2013	2014	0	completion of audit	2014	destroy
Account Aging Report FY12-13	Accounts Receivable Records	GS 008	10/31/2013	2014	0	completion of audit	2014	destroy
Utility G/L FY12-13	Accounts Receivable Records	GS 008	10/31/2013	2014	0	completion of audit	2014	destroy
Account Balance FY12-13	Accounts Payable Records	GS 007	10/31/2013	2014	0	completion of audit	2014	destroy
Account Listing FY12-13	Accounts Payable Records	GS 007	10/31/2013	2014	0	completion of audit	2014	destroy
Journal Entries FY11-12 12-13	Subsidiary Ledgers	GS 006	10/31/2013	2014	0	completion of audit	2014	destroy
Cash Collections Jan. 08- March 08	Real Estate Tax Records	M0749	3/31/2008	2008	6	completion of audit	2014	destroy
Cash Collections Aug 08- Oct 08	Real Estate Tax Records	M0749	10/31/2008	2008	6		2014	destroy
Cash Collections March 08- July 08	Real Estate Tax Records	M0749	7/31/2008	2008	6		2014	destroy
Cash Collections Feb 08- April 08	Real Estate Tax Records	M0749	4/30/2008	2008	6		2014	destroy
Cash Collections May 08- July 08	Real Estate Tax Records	M0749	7/31/2008	2008	6		2014	destroy
Cash Collections July 08- Oct 08	Real Estate Tax Records	M0749	10/31/2008	2008	6		2014	destroy
Cash Collections Nov 07- Jan 08	Real Estate Tax Records	M0749	1/31/2008	2008	6		2014	destroy
Cash Collections Feb 08-April 08	Real Estate Tax Records	M0749	4/30/2008	2008	6		2014	destroy
Cash Collections May 08- July 08	Real Estate Tax Records	M0749	7/23/2008	2008	6		2014	destroy
Work Orders May 10-Oct 10	Work Orders	GS 020	10/31/2010	2011	3		2014	destroy
Work Orders Nov 09-May 10	Work Orders	GS 020	5/31/2010	2011	3		2014	destroy
Purchase Orders FY 09-10 Box 1	Purchasing Records	GS 009	10/31/2010	2011	3	plus completion of audit	2014	destroy
Purchase Orders FY 09-10 Box 2	Purchasing Records	GS 009	10/31/2010	2011	3	plus completion of audit	2014	destroy
Refund Check Register Nov 10-Oct 11	Customer Service Deposit File	M1603	10/31/2011	2012	2		2014	destroy
Deposit Listing Nov 07-Oct 08	Payroll Records	GS 068	10/31/2008	2009	5		2014	destroy security
Real Estate Taxes 2007	Real Estate Tax Records	M0749	10/31/2007	2008	6		2014	destroy
Meter Sheet 2008	Meter Books	M1610	10/31/2008	2009	5		2014	destroy
Bill Calculations June 13-July 13	Accounts Receivable Records	GS 008	7/30/2013	2014	0	completion of audit	2014	destroy
Bill Calculations Feb 13-May 13	Accounts Receivable Records	GS 008	5/29/2013	2014	0	completion of audit	2014	destroy
Bill Calculations Dec 12-Jan 13	Accounts Receivable Records	GS 008	1/30/2013	2014	0	completion of audit	2014	destroy
Bill Calculations Aug 13-Nov 13	Accounts Receivable Records	GS 008	11/26/2013	2014	0	completion of audit	2014	destroy
Utility General Ledger FY13-14	Accounts Receivable Records	GS 008	10/31/2014	2015	0.	completion of audit	2015	destroy
Utility Account Balance FY13-14	Accounts Receivable Records	GS 008	10/31/2014	2015	0	completion of audit	2015	destroy

Account Aging Report FY13-14	Accounts Receivable Records	GS 008	10/31/2014	2015	0	completion of audit	2015	destroy
A/P Direct Item Register FY 13-14	Accounts Payable Records	GS 007	10/31/2014	2015	0	completion of audit	2015	destroy
A/P Check Register FY13-14	Accounts Payable Records	GS 007	10/31/2014	2015	0	completion of audit	2015	destroy
A/P Dept. Register FY13-14	Accounts Payable Records	GS 007	10/31/2014	2015	0	completion of audit	2015	destroy
Purchasing Orders A-Ha FY10-11	Purchasing Records	GS 009	10/31/2011	2012	3	plus completion of audit	2015	destroy
Purchasing Orders Hb-Z FY10-11	Purchasing Records	GS 009	10/31/2011	2012	3	plus completion of audit	2015	destroy
Acct. List. FY13-14	Accounts Payable Records	GS 007	10/31/2014	2015	0	completion of audit	2015	destroy
Cash Collections Sept. 09- Oct. 09	Real Estate Tax Records	M0749	10/31/2009	2009	6	0	2015	destroy
Cash Collections Nov 08- Jan 09	Real Estate Tax Records	M0749	1/31/2009	2009	6	0	2015	destroy
Cash Collections June 09- Aug 09	Real Estate Tax Records	M0749	8/31/2009	2009	6	0	2015	destroy
Cash Collections Feb. 09- March 09	Real Estate Tax Records	M0749	3/31/2009	2009	6	0	2015	destroy
Cash Collections April 09- May 09	Real Estate Tax Records	M0749	5/31/2009	2009	6	0	2015	destroy
Cash Collections Sept 09- Oct 09	Real Estate Tax Records	M0749	10/30/2009	2009	6	0	2015	destroy
Cash Collections Nov 08- Jan 09	Real Estate Tax Records	M0749	1/30/2009	2009	6	0	2015	destroy
Cash Collections Nov08- April 09	Real Estate Tax Records	M0749	4/24/2009	2009	6	0	2015	destroy
Cash Collections Sept 09-Oct 09	Real Estate Tax Records	M0749	10/30/2009	2009	6	0	2015	destroy
Cash Collections April 09-July 09	Real Estate Tax Records	M0749	7/17/2009	2009	6	0	2015	destroy
Cash Collections July 09- Sept 09	Real Estate Tax Records	M0749	9/14/2009	2009	6	0	2015	destroy
Cash Collections Aug 09-Sept 09	Real Estate Tax Records	M0749	9/24/2009	2009	6	0	2015	destroy
Cash Collections Feb 09-April 09	Real Estate Tax Records	M0749	4/24/2009	2009	6	0	2015	destroy
Meter Books	Meter Books	M1610	10/31/2009	2010	5	0	2015	destroy
Work Orders June 11-Aug 11	Work Orders	GS 020	8/23/2011	2012	3	0	2015	destroy
Work Orders Nov 10-May 11	Work Orders	GS 020	5/30/2011	2012	3	0	2015	destroy
Work Orders Aug 11-Oct 11	Work Orders	GS 020	10/25/2011	2012	3	0	2015	destroy
Refund Check Register Nov 11-Jan 12	Customer Service Deposit File	M1603	1/31/2012	2013	2	0	2015	destroy
Deposit Listing Nov 08-Oct 09	Payroll Records	GS 068	10/31/2009	2010	5	0	2015	destroy securely
Tax Payments Jan 08-Spt 08	Real Estate Tax Records	M0749	9/16/2008	2009	6	0	2015	destroy
Cash Collections 07-08	Real Estate Tax Records	M0749	10/31/2008	2009	6	0	2015	destroy
Bill Calculations May 14-July 14	Accounts Receivable Records	GS 008	7/31/2014	2015	0	completion of audit	2015	destroy
Bill Calculations Dec 13-Feb 14	Accounts Receivable Records	GS 008	2/6/2014	2015	0	completion of audit	2015	destroy
Bill Calculations Aug 14-Oct 14	Accounts Receivable Records	GS 008	10/31/2014	2015	0	completion of audit	2015	destroy