

Records Commission
Motion Summary
July 10, 2013

Members Present: City Manager Tom Homan, City Attorney Darren Shulman, April Nelson, Finance Director Dean Stelzer, and Executive Assistant Michele Kohler

Meeting was called to order by Chairman Tom Homan at 2:30 p.m.

1. Approval of the Motion Summary of the December 1, 2010 meeting as recorded and transcribed.

MOTION: Ms. Nelson moved to approve the minutes as to form since it has been couple years since we have met. Seconded by Chairman Homan. All in favor. Motion passed by 4-0 vote.

2. Review of Changes to the current Schedules of Retention and Disposition Certificates

MOTION: Mr. Nelson moved to approve the Schedules of Retention and Disposition Certificates as presented by the City Attorney. Seconded by Mr. Stelzer. All in favor. Motion passed by 4-0 vote.

3. Review and Approve Schedule of Copy Costs

MOTION: Mr. Stelzer moved to recommend the Schedule of Copy Costs to be included in the Fee Ordinance to be presented to City Council. Seconded by Ms. Nelson. All in favor. Motion passed by 4-0 vote.

4. Next Meeting Date: October 23, 2013 at 2:30 p.m.

Members agreed to meet on the proposed date.

5. Adjournment

Chairman Homan adjourned the meeting at 2:50 p.m.



Tom Homan, Chairman



Elaine McCreary
Clerk