

**RECORDS COMMISSION  
MOTION SUMMARY  
December 16, 2019**

ITEM 1. Roll Call

Chairman Homan called the meeting to order at 10:39 p.m.

Members Present: Michele Richards, Dean Stelzer, Finance Director and Tom Homan, City Manager

Members Absent: Darren Shulman, City Attorney

ITEM 2. Approval of the Motion Summary for the meeting held November 19, 2018, as recorded and transcribed.

**Motion:** Ms. Richards moved to approve the Motion Summary from November 19, 2018, seconded by Mr. Stelzer. Motion approved by a 3-0 vote.

ITEM 3. Review of Proposed Changes to the Current Schedules of Retention and Disposition for Police Department

**Motion:** Ms. Richards motioned to approve the retention schedule as submitted, seconded by Mr. Stelzer. Motion approved by a 3-0 vote.

ITEM 4. Review of Proposed Changes to the Current Schedules of Retention and Disposition for Oak Grove Cemetery

**Motion:** Ms. Richards motioned to approve the retention schedule as submitted, seconded by Mr. Stelzer. Motion approved by a 3-0 vote.

ITEM 5. Member Comments

ITEM 5. Next Meeting Date: To Be Established

It was discussed having a meeting towards the beginning of summer.

ITEM 8. Adjournment

**Motion:** Chairman Homan moved to adjourn the Records Commission meeting. The Records Commission meeting adjourned at 10:51 a.m.



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Chairman

*Elaine McCloskey*  

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Elaine McCloskey, Clerk