CITY OF NORTH RIDGEVILLE

RECORDS COMMISSION MEETING MINUTES
JUNE 20, 2012

Chairman Mayor David Gillock called the meeting to order at 2:04 P.M. in the Mayor's Conference Room at North Ridgeville City Hall, 7307 Avon Belden Road.

Present was Chairman, Mayor David Gillock; Law Director, Andrew Crites; Deputy Auditor, Teresa Machovina; Resident Appointee, Sandy Hall and Secretary, Tara L. Peet, CMC.

Also present was Safety Service Director, Jeffry Armbruster, Gene Kleinholz and Karen Sigsworth.

Minutes from the December 12, 2011 Record's Commission Meeting
Mayor Gillock asked for any changes or additions to the meeting minutes. No discussion was offered. The Mayor stated the minutes were approved as submitted.

Approval of RC-1
Mrs. Peet stated the RC-1 is a one-time disposal of old Township records dating back from 1834-1971. She further stated once approved by OHS and the State Auditor, that will allow the City to get the process started on turning the records over to the local historical society for permanent custody.

Approval of RC-2's
Mrs. Peet discussed the changes to the All City General RC-2. Mrs. Peet asked for any discussion on the changes. No discussion was offered. Mrs. Hall moved to approve the schedule as submitted. The motion was seconded by Mayor Gillock. No discussion was offered on the motion. The motion was carried by voice vote, 4-0.

Mrs. Peet discussed the changes to the Board of Zoning & Building Appeals RC-2. Mrs. Peet asked for any discussion on the changes. No discussion was offered. Mrs. Machovina moved to approve the schedule as submitted. The motion was seconded by Mr. Crites. No discussion was offered on the motion. The motion was carried by voice vote, 4-0.

Mrs. Peet discussed the changes to the Building Department RC-2. Mrs. Peet asked for any discussion on the changes. No discussion was offered. Mr. Crites moved to approve the schedule as submitted. The motion was seconded by Mayor Gillock. No discussion was offered on the motion. The motion was carried by voice vote, 4-0.

Mrs. Peet discussed the changes to the Cemetery-Clerk of Council RC-2. Mrs. Peet asked for any discussion on the changes. Mayor Gillock asked the reasoning for the retention period on the Cemetery maps. Mrs. Peet stated she would discuss it with Deputy Clerk, Donna Tjotjos. Mayor Gillock changed the retention for paper to "until superseded" and the electronic to "permanent". Mr. Crites moved to

approve the schedule as amended. The motion was seconded by Mayor Gillock. No discussion was offered on the motion. The motion was carried by voice vote, 4-0.

Mrs. Peet discussed the changes to the Civil Service RC-2. Mrs. Peet asked for any discussion on the changes. Mayor Gillock asked what a trait report was. Mrs. Peet stated it was an assessment used in the hiring process for police and fire. Mrs. Peet stated she would find out more specifically what the record was and get back to the Mayor. Mr. Crites moved to approve the schedule as amended. The motion was seconded by Mayor Gillock. No discussion was offered on the motion. The motion was carried by voice vote, 4-0.

Mrs. Peet discussed the changes to the Clerk of Council RC-2. Mrs. Peet asked for any discussion on the changes. Mr. Crites suggested changing the By-laws electronic retention period to read: "keep one copy of each permanently". Mayor Gillock suggested changing the electronic retention period for meeting preparation sheets to read the same as the paper retention. Mr. Crites moved to approve the schedule as amended. The motion was seconded by Mrs. Machovina. No discussion was offered on the motion. The motion was carried by voice vote, 4-0.

Mrs. Peet discussed the changes to the Fire Department RC-2. Mrs. Peet asked for any discussion on the changes. Mrs. Machovina noted that the schedule number for recreational fire permits wasn't updated. Mrs. Peet stated she would change it to read 2012-01 and make vehicle maintenance records read 2012-02. Mayor Gillock moved to approve the schedule as amended. The motion was seconded by Mr. Crites. No discussion was offered on the motion. The motion was carried by voice vote, 4-0.

Mrs. Peet discussed the newly created French Creek Wastewater Treatment Plant RC-2. Mrs. Peet asked for any discussion on the changes. Mr. Crites suggested changing Drawings: subdivisions, city maps, sewer, maps, and plans electronic retention to read: "10 years from date of approval or completion. Mrs. Machovina moved to approve the schedule as amended. The motion was seconded by Mr. Crites. No discussion was offered on the motion. The motion was carried by voice vote, 4-0.

Mrs. Peet discussed the changes to the Office of Older Adults RC-2. Mrs. Peet asked for any discussion on the changes. No discussion was offered. Mr. Crites moved to approve the schedule as submitted. The motion was seconded by Mrs. Machovina. No discussion was offered on the motion. The motion was carried by voice vote, 4-0.

Mrs. Peet discussed the changes to the Planning Commission RC-2. Mrs. Peet asked for any discussion on the changes. No discussion was offered. Mayor Gillock moved to approve the schedule as submitted. The motion was seconded by Mr. Crites. No discussion was offered on the motion. The motion was carried by voice vote, 4-0.

Mrs. Peet discussed the changes to the Police Department RC-2. Mrs. Peet asked for any discussion on the changes. Mr. Crites suggested changing vehicle disposition forms from one year to two years. Mr. Crites moved to approve the schedule as amended. The motion was seconded by Mrs. Machovina. No discussion was offered on the motion. The motion was carried by voice vote, 4-0.

Mrs. Peet discussed the changes to the Safety Service Director's RC-2. Mrs. Peet asked for any discussion on the changes. No discussion was offered. Mr. Crites moved to approve the schedule as submitted. The motion was seconded by Mayor Gillock. No discussion was offered on the motion. The motion was carried by voice vote, 4-0.

Mrs. Peet discussed the changes to the Service Department RC-2. Mrs. Peet asked for any discussion on the changes. Mayor Gillock asked what a sewer storm deposit was. Mrs. Peet stated she would find out

and get back to the Mayor. Mr. Crites moved to approve the schedule as submitted. The motion was seconded by Mrs. Hall. No discussion was offered on the motion. The motion was carried by voice vote, 4-0.

Mrs. Peet discussed the changes to the Treasurer's Office RC-2. Mrs. Peet asked for any discussion on the changes. Mrs. Machovina moved to approve the schedule as submitted. The motion was seconded by Mr. Crites. No discussion was offered on the motion. The motion was carried by voice vote, 4-0.

Mrs. Peet discussed the changes to the Utilities Department RC-2. Mrs. Peet asked for any discussion on the changes. Mr. Crites moved to approve the schedule as submitted. The motion was seconded by Mrs. Hall. No discussion was offered on the motion. The motion was carried by voice vote, 4-0.

Approval of the transfer of records to the North Ridgeville Historical Society

Mrs. Peet discussed the procedural process for transferring custody of city records. Mrs. Hall made a motion to approve the transfer of township records to the North Ridgeville Historical Society. The motion was seconded by Mr. Crites.

Adjournment

Chairman Gillock asked for any further discussion. No further discussion was offered. Chairman Gillock adjourned the meeting at 2:48 P.M.

These meeting minutes were approved on this _____ day of _____, 2012.

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Tara L. Peet, CMC
Assistant Clerk of Council – Secretary