



Public Records Commission

Meeting Minutes

May 1, 2018 4:30 pm Village Hall

Call to Order:

Chair Spalding called the meeting to order at 4:30 pm.

Roll Call:

- a. Sloan Spalding, Council, Chair – present
- b. Mitch Banchefsky, City Attorney - present
- c. Bethany Staats, Finance Director – arrived after start of meeting
- d. Glenn Redick, Resident Member - present

City staff present: Jennifer Mason, Clerk, Anita Mercer and Lauren Johnson (Police Dept.)

Annual Organizational Meeting:

Confirm Chair – Mayor Sloan Spalding was confirmed as Chair per city code.

Elect Vice Chair – Chair Spalding moved to name Glenn Redick as Vice Chair. Law Director Mitch Banchefsky seconded and all voted in favor of naming Glenn Redick as Vice Chair.

Elect Secretary – Chair Spalding moved to name Mitch Banchefsky as Secretary. Vice Chair Redick seconded and all voted in favor of naming Mitch Banchefsky as Secretary.

Establish date, time, and location for 2018 meetings – Chair Spalding recommended and the Commission agreed to request that Clerk Mason poll Commission members and then confirm a date for the next meeting on or near November 6, 2018 at 4:30 p.m.

Minutes of Last Meeting:

Glenn Redick moved to approve the November 8, 2017 meeting minutes. Mitch Banchefsky seconded, and all present voted in favor to approve the minutes.

Old Business:

None.

New Business:

Police Department: Anita Mercer

RC-1 One-Time Disposal of Obsolete Records

Anita Mercer described the car seatbelt check forms listed on the RC-1 and explained to the commission that the city stopped doing these checks over 5 years ago. Chair Spalding asked if the Commission Members had any questions. Hearing none, Chair Spalding moved to approve the destruction of the listed records. Glenn Redick seconded, and all present voted in favor to approve the motion.

RC-2 Records Retention Schedule

Anita Mercer reviewed the documents listed on the RC-2 forms with the commission. She and commission discussed the purpose of the Domestic Violence Lethality Screen for First Responders which described how violent a person may be. She and the commission also discussed the purpose for the Inmate Property Forms and BCI Correction forms.

Chair Spalding asked if the Commission Members had any further questions. Hearing no questions, Chair Spalding moved to approve the destruction of the listed records. Glenn Redick seconded, and all present voted in favor to approve the motion.

RC-3 Certificate of Records Disposal

Anita Mercer reviewed the forms to be destroyed with the commission. All documents met the requirements of the approved records retention schedule. Chair Spalding asked if the Commission Members had any questions. Hearing no questions, Mitch Banchefsky moved to approve the destruction of the listed records. Glenn Redick seconded, and all present voted in favor to approve the motion.


Next Meeting:

The Commission agreed to have Clerk Mason poll the members to set a date and time for the next meeting in November 2018.

Adjournment:

Mayor Spalding made a motion to adjourn the meeting, which was seconded by Mitch Banchefsky at 4:55 p.m.


Sloan Spalding, Chair


Mitch Banchefsky, Secretary


Date