

RECORDS COMMISSION MEETING

MINUTES – JULY 08, 2020

Ms. Ogg called the Records Commission meeting to order at 11:05 a.m. on Wednesday, July 08, 2020, in City Council Chambers.

On roll call by the clerk, the following members of council were present:

City Attorney Michael Bivens
City Auditor Dan Miller
City Council Clerk Julie Ogg
Community Representative Lenora Miller

NEW BUSINESS

Ms. Ogg distributed the agenda for July 08, 2020 and the minutes from December 12, 2019.

There was a review of the minutes from the December 12, 2019 meeting.

The following items were discussed:

RC 2 documents that have been approved since last meeting were distributed to members.

The date for the next bulk shred is to be in October of 2020. Ms. Ogg will contact all Department Heads and Assistants by email about new shred date and get the number of boxes each will have for shred day. Auditor Miller advised the shred day should be on a week day so overtime will be at a minimum. Ms. Ogg will contact Shred It for a quote and complete a Purchase Order prior to the shred day.

Ms. Miller contacted Employment for Seniors to see if they will want to collaborate with the city on a community shred it day. Her POC Carol has left Employment for Seniors. The new Executive Director is Natalie Zimmerman and her Assistant is Vanessa. She is awaiting a return phone call from Director Zimmerman.

The next meeting will be scheduled for December 2020. Ms. Ogg will send out meeting date and time.

Having nothing further, Auditor Miller moved to adjourn, Ms. Miller seconded the motion, and the meeting adjourned at 11:12 a.m.

Respectfully submitted,

Julie A. Ogg, Records Commission Clerk