

Records Commission  
Minutes of June 6, 2023

The meeting was called to order at 6:00 p.m. by Chairman Allan Baer.

Members present: Jordan Daugherty, Allan Baer and Kevin Heban. Others present: Jennifer Herman. Absent: Fred Ortner

Motion by Kevin Heban, seconded by Jordan Daugherty to approve the minutes of the June 7, 2022, meeting as presented. Motion passed 3-0.

Motion by Kevin Heban, seconded by Jordan Daugherty to appoint Allan Baer as Chairperson of the Records Commission for 2023. Motion passed 3-0.

The Commission reviewed the items on the retention list. Kevin made a motion to accept the current retention schedule, seconded by Jordan. Motion passed 3-0

Next item of business were any additions to the record retention list. Should the Memorial Tree planting forms be added to the retention list. Kevin Heban said he would check to see if these were items that needed to be added or not. The Coronavirus Relief Fund Payment Records should be added to the retention list since it was suggested by the State. Jennifer will take care of getting that added to the retention list. Motion by Kevin, seconded by Allan to approve the addition to the retention list. Motion passed 3-0.

Allan asked for any other business. There were none.

Commission decided that the next scheduled Records Commission meeting would be June 4, 2024, at 6:00 p.m.

Motion by Jordan, seconded by Kevin to adjourn the meeting. Motion carried and the meeting adjourned at 6:10 p.m.

Respectfully submitted,

Jennifer Herman  
Zoning Clerk