

THE CITY OF HURON, OHIO
Proceedings of the Huron City Council
Work Session Meeting Tuesday, October 23, 2018 at 5:30p.m.

A work session meeting of the City Council of the City of Huron, Ohio was called to order by Mayor Brad Hartung on Tuesday, October 23, 2018 at 5:30p.m. in the Council Room of Huron City Hall, 417 Main Street, Huron, Ohio.

The following members of Council were present: Rick Schaffter, Trey Hardy, Christine Crawford, Brad Hartung, Joe Dike, and Sam Artino. Members absent: Glen Ginesi.

City administration/staff present: City Manager Andy White, Law Director Laura Alkire, Interim Finance Director Mike Spafford, and Management Services Coordinator ~ Clerk of Council Christine Gibboney.

New Business

Records Retention- Public Records

Mayor Hartung referenced Ms. Crawford's inquiry regarding the need to discuss protocol/procedure relative to City Council records and records retention, suggesting that if Council members are interested, the city could arrange for a training seminar(s) for members as well as department managers. A brief discussion on required elected officials training ensued with information on upcoming training opportunities distributed. It was also noted that the training can be done online; Ms. Crawford noted she would do the training. Ms. Crawford noted her interest in pursuing having the state come in for additional trainings on record retention; explaining she is forwarding emails/texts to her city email account. Mr. White recommended creating a policy and agreeing that members should be using their city email accounts for city business and commented text messaging was not recommended. Discussion ensued relative to city emails and the ability to retrieve emails according to the retention schedules as well as general discussion on records requests, records in existence, overly broad requests, the definition of what constitutes a public record, and the internal process for fulfilling records requests. Ms. Crawford inquired about Council members' emails and/or text messages and the process if a records request was received for these records, how are these retrieved if they exist, or what happens if a member says they don't exist but the matter is pursued? Ms. Alkire noted the emails may be retrieved from the city server, as for text messages, the member would be asked to provide these voluntarily, but a subpoena could be issued for the records. Mr. White explained that in some municipalities there are dedicated personnel for records management, advising that in the city, requests may be received by various employees, referred to administration for review and directed to departments as needed. Ms. Alkire provided an example of a recent request for emails from five years ago, and the process to search for such a document which may require a more extensive search through the server. A discussion ensued regarding ever-changing technology, public records via social media sites, and the complexities of retention for these types of records. A review of the approved records retention schedule of City Council ensued, with discussion that the schedule will need to be reviewed and updated to address items such as emails and other types of records. A brief discussion regarding where to begin with preparing a records schedule ensued with the recommendation of beginning with an inventory of documents/media received or generated by members and a reference to the state suggested retention schedule information was made. The Mayor noted he would like to look at having the audio of all work sessions and regular meetings posted to the website. Discussion ensued on the topic of audio recordings and it was noted that changes to the records retention schedule would be needed. The consensus of members agreed in having audio available on the website.

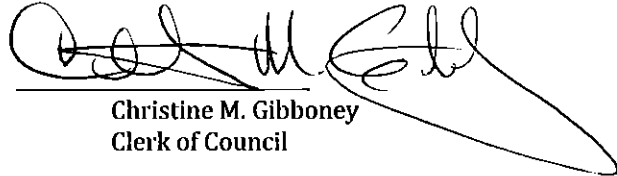
Ms. Alkire explained the state offers several seminars that can be arranged for a work session meeting that she believes would be helpful and suggested that Council may wish to discuss establishing a goal for continuing education and setting up seminars and/or training sessions through the state on this topic and perhaps bring in the Ohio Ethics Commission as well if desired. She explained that some seminars through the Auditor's office require a minimum of 35 registrations, and suggested in addition to Council members and Department Managers, that the city could open this up to local officials in the area, noting that to set a seminar requires a 90 day notice. In conclusion, it was determined to have administration make inquiry to the state regarding scheduling a seminar/training for a time during the first quarter of 2019 and following

this seminar, members could establish policy for Council members and retention schedules can be updated as needed.

Other Matters

Mr. White referenced the email sent by Mr. Artino relative to discussing the topic of litigation in open session versus executive sessions. Ms. Alkire advised that administration would be providing an update this evening on the lawsuit filed by OPC in the regular meeting, but advised that there will be times that executive sessions will be recommended in order to have strategic discussions regarding the litigation.

The work session meeting of October 23, 2018 adjourned at 6:05p.m.



Christine M. Gibboney
Clerk of Council