



# City of Gahanna

Office of the Clerk of Council  
200 South Hamilton Road  
Gahanna, Ohio 43230

## Meeting Minutes Committee of the Whole

*Thomas R. Kneeland, Chair, Karen J. Angelou, Ryan P. Jolley, Brian D. Larick,  
Jamie Leeseberg, Stephen A. Renner, Michael Schnetzer*

*Kimberly McWilliams, CMC, Clerk of Council*

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Tuesday, October 14, 2014

7:00 PM

Council Committee Rooms

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### ROLL CALL

**Present** 7 - Ryan P. Jolley, Thomas R. Kneeland, Brian D. Larick, Jamie Leeseberg, Michael Schnetzer, Karen J. Angelou, and Stephen A. Renner

### ITEM FROM COUNCIL -

#### 1. Records Process

Kneeland called the October 14, 2014 meeting to order at 7:00pm; first item on the agenda is the records process. Larick inquired the status of the records management software from the Council office and Legal; Larick clarified the last he had heard the schedule for records was Legal and Council in 2014 with Police Department, HR, possibly IT or Court in 2015. Chair clarified possible 2016 for Service with other departments to be determined. Larick mentioned records training as a possible concern; noted a half-day training in Newark on the 17th and another in Delaware; these are the last two existing free trainings throughout the state for the year. Stinchcomb mentioned possible in-house trainer may be available, could be more efficient than having employees travel. Gaydos and others have already scheduled for the Delaware training. McWilliams stated previous kickoff meeting identified film migration, index fields and association fields moving forward; vendor will be submitting a pilot for us to test; back filing was also discussed. Same meeting occurred with Police Department today; vendor will follow a similar route and produce a customized packet for appropriate Police Department strategy. McWilliams estimates the time- line to be available after a 2 hour meeting with IT and application setup. Larick inquired if the records application is a client that has to be loaded on the computers or if it simply requires internet access. Kneeland and Gaydos confirmed it is a client. Leeseberg cautioned back filing may be the most time consuming and important part unaddressed. Larick wished to clarify the question is "will the back filing will be done during, after, or independent of the records digitization process"; Larick leaned toward independently assessing back filing as each department participates in the records process. Kneeland confirmed the meeting members suggested an independent

coordination of back filing from each department; it will permit a clearer sweep of back filing. McWilliams also clarified the current plan is training our staff while back filing in tandem through the vendor. Larick inquired if we are implementing the back filing or paying the vendor to back file? McWilliams clarified our facilities do not have the bandwidth for back filing. Larick inquired if McWilliams could send out an email and come back to the committee if needed; the contents of the email would be a proposal with segmented costs; McWilliams replied that will be satisfactory, but Police Department will be the final piece, as she as not amassed all of their figures.

## ITEMS FROM THE CLERK -

McWilliams introduced the new Sr. Deputy Clerk of Council Christopher Weisenberger; his background work experience, and education

### [2014-0148](#)

#### Clerk of Council Supporting Documents

#### 1. **Transfer of Location (TFOL) from Hoggys to L&F Brewing Company, LLC dba 101 Beer Kitchen**

McWilliams identified first agenda matter; liquor permit for a transfer of location from Hoggies on Johnstown Rd. to L&F Brewing Company at 397 Stoneridge Ln; Police Department has no issues with this transfer; Leeseberg clarified this will be a motion resolution; McWilliams confirmed. Kneeland recommended consent agenda; no opposition

**RECOMMENDATION: Motion Resolution; consent agenda.**

#### 2. **Reengage Stoneridge, LLC dba Grapevine Pizza - New Permit**

McWilliams identified the second agenda item; a new liquor permit for a change of ownership; Reengage Stoneridge; Police Department also has no issues with this permit; Kneeland recommended consent agenda; no opposition

**RECOMMENDATION: Motion Resolution; consent agenda.**

## Chris Weisenberger, Reporting