



CITY OF
FORESTPARK

City Council Agenda Item

Subject: Council Approval of Use of Summary Minutes in Lieu of Verbatim Minutes–
Executive

Submitted By: City Manager

Date Submitted: August 29, 2023

Work Session Date: September 5, 2023

Council Meeting Date: September 5, 2023

Background/History:

The Open Meetings Act further requires that minutes of Council meetings be prepared and available for public inspection. However verbatim minutes are not required under the Open Meetings Act. Instead the Open Meetings Act provides that the minutes “shall be promptly recorded and such records shall be open to public inspection once approved as official by the agency or its committee, but in no case later than immediately following its next regular meeting” and that such minutes “shall, at a minimum, include the names of the members present at the meeting, a description of each motion or other proposal made, the identity of the persons making and seconding the motion or other proposal, and a record of all votes. The name of each person voting for or against a proposal shall be recorded.”

It is proposed that the City of Forest Park discontinue the preparation of verbatim minutes of its public meetings and begin to utilize summary or action minutes meeting the minimum requirements of the Open Meetings Act. The use of summary or action minutes will reduce the chance for confusion or mistake in the preparation of minutes. Additionally, City Council meetings will continue to be audio and/or video recorded.

Cost: \$ N/A

Budgeted for: _____ **Yes** _____ **No**

Financial Impact:

Action Requested from Council:

Approval of the resolution approving summary minutes.