

# Memo

**To:** Mayor Hall

**From:** Sanya Vitale

**cc:** City Council

**Date:** March 21, 2023

**Re:** Two Meetings per Month

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Commissioners Sullivan and Danger have requested a discussion on having two business meetings per month.

The recommendations of the Clerk and City Manager are as follows:

1. Meetings occur on 2<sup>nd</sup> and 4<sup>th</sup> Mondays of the month
2. Meetings occur at an earlier hour (5:30pm or 6:00pm for example)
3. Meetings should be business meetings so that the Council can take action and approve bills at each meeting