



Executive Summary

City Council Workshop

AGENDA ITEM: Meeting Minutes -Structure and Content

PREPARED BY: Mike DeLuca, Council Member

RECOMMENDED ACTION: Discussion

Summary:

Minutes of Council meetings and workshops have become far more narrative over the past few months than the Council ever intended. This is partially caused by using AI to write the story instead of listening to and capturing the summary of the discussion. Meeting minutes are starting to resemble stories, and in several cases, they haven't been accurately reviewed or proofread. The narratives have also included attempts to characterize the intent of the discussion instead of simply stating what was said. In some cases the intent has been inaccurately portrayed.

Actions for consideration

- 1) Consider eliminating AI as a source of meeting recording
- 2) Minutes should summarize the discussion without referencing or characterizing the speaker's intent.
- 3) Minutes should make reference to the theme of the discussions, not individual discussion view points
- 4) Minutes must be accurate and more attention to

Exhibits

- A. 01-26-26 City Council Business Meeting Minutes
- B. 01-26-26 City Council Workshop Meeting Minutes
- C. 02-09-26 Public Hearing for TIF District Meeting Minutes
- D. 02-09-26 City Council Workshop Meeting Minutes
- E. 01-26-26 City Council - Workshop Minutes – revised version 03-03-26
- F. 02-09-26 City Council - Workshop Minutes - revised version 03-03-26
- G. 01-26-26 City Council - Business Meeting Minutes - revised version 03-03-26
- H. 03-09-26 City Council - Workshop Minutes Example