

PLANNING MEMO

TO: Planning Commissioners
Glenn Steckman, City Manager
FROM: Erin Reinders
RE: Planning Commission Training
DATE: June 4, 2024

This month's training topic will be *Managing the Meeting*, and the associated video. This is session 2 of 6, according to our plan. We will be watching the video together, and discussing our key takeaways. Details are outlined below. There is no PDF associated with the video to share.

Essential Skills Training Topics - [Managing the Meeting](#) (30 Minutes). Watch as seasoned veterans share best practices for managing commission public meetings and hearings. Learn tips to establish a welcoming, civil, and ethical process while allowing robust citizen engagement.