



To: Mayor and City Council
From: Dylan Mulfinger
Subject: City Administrator Agenda Memo
Date: 11/24/2025

A law adopted in the 2025 set a requirement for all new elected officials and those appointed to governmental bodies to complete a training on the responsibilities and requirements for open meetings and open records laws. The training must be completed within 90 days of an official taking the oath of office or assuming the duties of their office. A list of approved dates and times can be found below. Please let me know which class would work best into your schedule as soon as possible so we are able to enroll you into an approved class.

Iowa Public Information Board

November 19, 2025 12:00PM – 2:00PM

Iowa League of Cities

November 19, 2025 10:30AM – 12:00PM

December 2, 2025 5:00PM – 6:30PM

December 16, 2025 1:30PM – 3:00 PM