



Agenda Item Executive Summary

Resolution for Approval to Release for Public

Item Name	Inspection the Closed Session Minutes as Specified in the Resolution	Committee or Board	Board
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BUDGET IMPACT

<i>Amount:</i>	N/A	<i>Budgeted:</i>	N/A
<i>List what fund:</i>	N/A		

EXECUTIVE SUMMARY

The Open Meetings Act requires that all public bodies keep minutes of all meetings open or closed. The minutes of Closed Session are only made available after the public body has determined that it is no longer necessary to protect the public interest or the privacy of an individual by keeping them confidential. The verbatim record (recording) of all Closed Session must be maintained at least 18 months after the completion of the meeting. The verbatim record may be destroyed only after the public body has approved the content of the minutes and that the minutes meet the criteria of the Open Meetings Act for proper minutes.

The Public Body will be provided with copies of the minutes recommended for release for their review prior to discussion of the item. Should for any reason the meetings recommended for release and the recording for destruction be determined to remain closed those minutes will be collected following the meeting and continued to be held in confidence and the recordings maintained accordingly.

ATTACHMENTS (PLEASE LIST)

ACTION REQUESTED

- For Discussion Only
- Resolution
- Ordinance
- Motion:

MOTION: I MOVE TO APPROVE RESOLUTION 2025-__R, A RESOLUTION FOR APPROVAL TO RELEASE FOR PUBLIC INSPECTION THE CLOSED SESSION MINUTES AND THE DESTRUCTION OF THE VERBATIM RECORDINGS FOR THE SAME AFTER THE EIGHTEEN MONTH REQUIRED RETENTION PERIOD

Staff:	Rachel Windgassen, Administrative Assistant	Date:	11/19/25
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