

**RS 9. A. 1/16/24
Presentation**

Council Minutes

January 16, 2024



Council Minutes

Minutes are the written record of a public body's actions that documents the who, when, where, and what of the body's deliberations and decisions.

- Required by state law and the city code.

Ultimately the minutes belong to the body hosting the meeting and the entire body has the final say about what is included in the minutes through their formal motion to approve the minutes.



Council Minutes

Key Best Practices

- Detailed discussions... we summarize!
- Personal remarks... we summarize!

Where to find the minutes!

- <https://www.milwaukieoregon.gov/meetings>
- <https://www.milwaukieoregon.gov/cityrecorder/digital-archives>



Council Minutes

September 12, 2023, City Council Study Session

- Pulled from Consent Agenda

- Motion to Approve or Move to February 6 Consent Agenda?



Questions?

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