

# Meeting Minutes: Council Planning Committee

Date: Wednesday, August 16, 2023  
Location: 1600 University Avenue W., Suite 8 Saint Paul, MN 55104  
**As provided by MN Stat. 13D.021, the meeting was held electronically.**

## Attendance

### Committee Members

| Council Member | Attendance |
| --- | --- |
| Nichole Villavicencio | Excused |
| Andrew Christensen | Present |
| Myrna Peterson | Present |
| Quinn Nystrom | Present |

### Staff

* David Dively
* Shannon Hartwig

Meeting called to order at 10:05 am

## Approval of Minutes and Agenda

**Action:** Myrna Peterson motioned for approval of the approval of the agenda for the August 16, 2023, meeting, Quinn Nystrom seconded the motion. All in favor. Roll call vote 3/3 members present, 1 member absent.

A motion was made by Myrna Peterson to approve the July 19, 2023, minutes. Quinn Nystrom seconded the motion. All in favor. Roll call vote 3/3 members present, 1 member absent.

## Setting meetings for full council meeting planning

Meeting agendas will be built two days in the council planning meetings. A meeting to review the agendas will be set two days prior to a fc meeting.

## 2024 Council and Staff retreat

Discussion on developing a plan for a council and staff retreat. Staff will begin working on gathering the information as for dates, expenses, and location.

## Set Full Council Meeting Agenda Templates – Adding motions or action items to agendas.

The group discussed adding the motions to the agenda when they are sent out. Shannon will add the motions to agenda items on the full council meeting agendas.

## Action Steps/Follow Up

Zoomgov account needs to be activated.

Meeting adjourned 10:37 am

Submitted By: Shannon Hartwig