

# Memorandum

**REPORT TO:** Study Commission

**FROM:** Caeleb Heinen, Recording Secretary  
Mike Maas, Ex Officio

**SUBJECT:** Approval of Study Commission Minutes

**MEETING DATE:** September 17, 2025

**AGENDA ITEM TYPE:** Citizen Advisory Board/Commission

**RECOMMENDATION:** **Consider the Motion:** *I move to approve the Study Commission meeting minutes from August 20, 2025 and September 4, 2025.*

**STRATEGIC PLAN:** 1.1 Outreach: Continue to strengthen and innovate in how we deliver information to the community and our partners.

**BACKGROUND:** Attached are the written minute summaries from the previous two meetings. Future meeting minutes ought to be approved at the next schedule Study Commission meeting.

All past meeting recordings are available for review on the City's [Meeting Videos page](#).

**UNRESOLVED ISSUES:** None identified

**ALTERNATIVES:** As per the Study Commission

**FISCAL EFFECTS:** None

Attachments:

[08-20-25 Study Commission Meeting Minutes.docx](#)

[09-04-25 Study Commission Meeting Minutes.docx](#)

Report compiled on: September 12, 2025