

Type of Minutes Taken

City	Near Verbatim	Summary	Executive	Notes from Clerk
Ramsey	X			Committee meetings tend to be done more in summary
Oak Grove		X		Clerk stated they do not do the “he said/she said” type minutes although their City Attorney says their minutes are more detailed than they need to be
Champlin			X	No notes from the Clerk, however Ramsey staff reviewed some minutes and the regular CC meetings seem to be done more in the Executive Style while the work sessions are more near verbatim to summary.
Big Lake		X		Clerk stated the minutes are done in summary – definitely not verbatim. They have 3 to 4 sentences about the topic and then the motion.
Brooklyn Park		X		Clerk stated the minutes are done in summary except more detailed for persons who speak at public hearings.
Bethel		X		
Columbia Heights	X			Clerk stated minutes are about ¾ verbatim – leaving out petty comments.
Dayton	X			Clerk stated minutes taken show a lot of the discussion
Fridley	X			
Blaine		X		Clerk stated they do summary style and only put verbatim within the minutes if a Councilmember directs the minute taker to include their statements verbatim. On less controversial items, the minutes are fairly abbreviated but when it is an item that is contentious, they ask that the minute taker put more detail into the minutes related to that item but they are still not verbatim. She noted verbatim would be extremely costly and could be a problem when people say things that could be misconstrued or troublesome. On the other hand, summary minutes are sometimes debated because what the minute taker understands and summarizes may not be completely what the speaker

				meant or hoped to convey. They have each department head that attends the meeting review their portion of the minutes for their items to make sure the minutes reflect the gist of what was discussed prior to it being sent on to Council for approval.
Elk River		X		Clerk stated they try to put Council comments in as a whole rather than he said/she said type statements unless there is a real disagreement on things. The only time they do things more verbatim is if it is a possible lawsuit or actual lawsuit issue.
Osseo		X		Clerk stated they have “general minutes”, covering the basic conversation or questions along with responses. If someone repeats themselves or says basically the same thing using different words, it’s only recorded once. Any reasons a Councilmember voters different from the rest of them is especially noted for the record.
St. Francis	X	X		Clerk stated the minutes vary, depending on the topic. They try to do a summary but sometimes it is close to verbatim.