**City of (name)**

**Regular City Council Meeting**

**(date & time)**

**Meeting Minutes**

1. **Call to Order**
2. **Roll Call**
   * **Council present:**
   * **Council absent/excused:**
   * **Council absent/unexcused:**
   * **Staff present:**
   * **Public present:**
3. **Approval of Agenda**
4. **Public Comment**
5. **Approval of Previous Meeting Minutes**
6. **Reports**
   * (list each department & discuss each report, including but not limited to…)
   * **Manager/Administrator report**:
   * **Water/Wastewater utility report**:
   * **Monthly financial report**:
7. **Public Hearings**
8. **Old Business**
9. **New Business**
10. **Adjourn**

Attested:

Mayor (enter name) Date

City Clerk (enter name) Date