

**I. Call to Order**

Members Present: Liz Edsell, Doug Johnson, Gerry Myers, Prashant Singh, Eric Covey, Sam Myers

City Staff Present: Jim Duncan

Guests Present: Tori Cleland (School Board)

Call to Order by: Liz Edsell @ 5:33 PM

Minutes Recorded by: Eric Covey

**II. Public Comment**

None

**III. Approve Meeting Minutes From February 4, 2020**

Decision: Unanimous

Motion by: Liz

Second: Gerry

This item (approval of the February 4th meeting draft minutes) was moved to the next Commission meeting.

**IV. Finalize Fact Sheet**

Decision: Unanimous

Motion by: Gerry

Second: Liz

The final section of the fact sheet was discussed, along with minor language changes on Fact Sheet, by Liz, Doug, Prashant, Gerry, Tori, Sam and Jim. Gerry moved (and Liz seconded) to approve the fact sheet for use with the discussed changes. All voting members were in favor.

**V. Outreach Plan**

Liz opened the discussion on the included memo. Liz, Eric, Gerry, Sam, Doug and Jim discussed the process of meeting with stakeholder groups. Liz, Gerry, Sam, Tori, Eric and Jim discussed the need for translation and interpretation services. The process for event reporting following stakeholder meetings was discussed by Liz, Prashant, Tori, Gerry, Doug, Eric and Sam. Outreach to stakeholder groups and public meetings was discussed.

The whole group brainstormed stakeholder groups and outreach opportunities. March 17th was set as a soft goal for the first of these stakeholder meetings.

## **VI. Adjourn**

Decision: Unanimous

Motion by: Gerry

Second: Liz

Time: 7:02 PM