**Regular Meeting Minutes of Month Day, Year**

**ABC Board Meeting**

The Regular meeting of the ABC Board was called to order at 7:00 PM by Chairperson First Name Last Name at the Location. Present were: List all board members. A quorum was established. Also present were: Clerk, Public Works Director and any other officers or staff. Guest included: This is where you would list all the people who signed in to the meeting.

Board Member X moved to approve the agenda as submitted or corrected. Board Member Y seconded the motion. All voted in favor and motions carried.

Board Member X moved to approve the minutes dated (Last meeting date) as submitted or corrected. Board Member Y seconded the motion. All voted in favor and motions carried.

Public Comment or Formal Complaints

Guest A stated his cat was missing and later was found with a bullet hole in it. He was not very happy about it.

Staff Reports

Financial Report

Clerk presented the following items to the board:

 List Items or reports

Public Works/Operator Report

First Name Last Name, Public Works Director, gave the following report:

 List Discussion Items here

Manager Report

Manager X gave the following report

Legal Report

None

Old Business

* 1. Items from last meeting

 Motion: If any

 Public Comment

 Vote

New Business

* 1. New Items to be discussed

Motion: If any

Public Comment

Vote

Board Member X moved to adjourn the meeting at <Time> PM. Board Member Y seconded motion. All voted in favor and motion carried.

Attest: Approved By:

Clerk/Treasurer/Secretary Chairperson/Mayor

(SEAL)