

AMARGOSA VALLEY TOWN BOARD

AGENDA ITEM SUMMARY

More Complete Town Board Minutes

Discuss providing more detailed meeting minutes that document substantive public comments, Board discussions, motions, decisions, and actions without requiring residents to specifically ask that their comments be included in the minutes.

Thursday
10/22/2026
6:30

AMARGOSA VALLEY TOWN BOARD

AGENDA ITEM REQUEST

Requested by: Cindy Bedient

Date submitted: 9/27/26

Phone/Email: cindybedient5@gmail.com

Requested meeting date: _____

AGENDA ITEM TITLE

More Complete Town Board Meeting Minutes

REQUESTED AGENDA WORDING

Discussion and possible action regarding establishing a policy for more detailed Town Board meeting minutes that accurately document substantive public comments, Board discussion, motions, decisions, and actions without requiring a speaker to specifically request that their statement be included in the minutes.

REASON FOR REQUEST

More complete minutes would provide residents with a clearer public record of the issues discussed at Town Board meetings and the positions and concerns presented to the Board.

ACTION REQUESTED

Consider establishing a policy or procedure for preparing more detailed meeting minutes while complying with Nevada Open Meeting Law and applicable public-record requirements.

Signature: Cindy Bedient

Date: 9/27/26

FOR TOWN OFFICE USE

Received by: Mick Cottino

Date received: 9/28 Time: 9:56

Signature/Initials: m

SUPPORTING EXAMPLES

Recording Public Comments in Meeting Minutes

The purpose of this agenda request is to eliminate the need for residents to specifically say **“Please put this in the minutes”** each time they speak.

Residents may forget to make that request. A consistent procedure in which the clerk records the speaker and a fair summary of substantive public comments would provide a more complete public record.

This request is **not asking for a word-for-word transcript of every meeting**. It is asking that substantive public comments be routinely summarized in the minutes without requiring the resident to make a special verbal request.

EXAMPLES FROM OTHER PUBLIC BODIES

Nye County Board of County Commissioners – Nevada

Nye County meeting records provide examples of public speakers being identified and the substance of comments being reflected in meeting records. This is particularly relevant because Amargosa Valley is within Nye County.

Pahrump Community Library Board – Nevada

Meeting minutes provide examples of individual public speakers being identified and summaries of their comments being recorded during public-comment portions of meetings.

City of Reno – Nevada

Reno public-meeting procedures provide for public comments and written comments to become part of the meeting record without requiring a resident to use the specific words “put this in the minutes.”

PROPOSED AMARGOSA VALLEY PRACTICE

Amargosa Valley should consider establishing a consistent procedure in which:

- Residents are **not required to say “please put this in the minutes.”**
- The minutes identify public speakers when appropriate.
- The minutes provide a **fair and meaningful summary of substantive comments** concerning Town business and agenda items.
- Written comments submitted for a meeting are appropriately identified and retained with the meeting record in accordance with applicable requirements.
- The same procedure is applied consistently to residents rather than depending upon whether an individual remembers to specifically request inclusion.

PURPOSE

A resident's substantive comments should not be left out of the meeting record simply because the resident forgot to say **“put this in the minutes.”**

A consistent procedure would create a more complete record of community concerns, questions and comments while avoiding the burden of producing a word-for-word transcript of every meeting.

REFERENCES

Nye County, Nevada – Board of County Commissioners meeting agendas, minutes and public records.

Pahrump Community Library District, Nevada – Board meeting minutes.

City of Reno, Nevada – Public meeting agendas, minutes and public-comment procedures.

NRS 241.035 Public meetings: Minutes; aural and visual reproduction; transcripts.

1. Each public body shall keep written minutes of each of its meetings, including:

(a) The date, time and place of the meeting.

(b) Those members of the public body who were present, whether in person, by use of a remote technology system or by means of electronic communication, and those who were absent.

(c) The substance of all matters proposed, discussed or decided and, at the request of any member, a record of each member's vote on any matter decided by vote.

(d) The substance of remarks made by any member of the general public who addresses the public body if the member of the general public requests that the minutes reflect those remarks or, if the member of the general public has prepared written remarks, a copy of the prepared remarks if the member of the general public submits a copy for inclusion.

(e) Any other information which any member of the public body requests to be included or reflected in the minutes.

§ Unless good cause is shown, a public body shall approve the minutes of a meeting within 45 days after the meeting or at the next meeting of the public body, whichever occurs later.

2. Minutes of public meetings are public records. Minutes or an audio recording of a meeting made in accordance with subsection 4 must be made available for inspection by the public within 30 working days after adjournment of the meeting. A copy of the minutes or audio recording must be made available to a member of the public upon request at no charge. The minutes shall be deemed to have permanent value and must be retained by the public body for at least 5 years. Thereafter, the minutes may be transferred for archival preservation in accordance with [NRS 239.080](#) to [239.125](#), inclusive. Minutes of meetings closed pursuant to:

(a) Paragraph (a) of subsection 1 of [NRS 241.030](#) become public records when the public body determines that the matters discussed no longer require confidentiality and the person whose character, conduct, competence or health was considered has consented to their disclosure. That person is entitled to a copy of the minutes upon request whether or not they become public records.

(b) Paragraph (b) of subsection 1 of [NRS 241.030](#) become public records when the public body determines that the matters discussed no longer require confidentiality.

(c) Paragraph (c) of subsection 1 of [NRS 241.030](#) become public records when the public body determines that the matters considered no longer require confidentiality and the person who appealed the results of the examination has consented to their disclosure, except that the

public body shall remove from the minutes any references to the real name of the person who appealed the results of the examination. That person is entitled to a copy of the minutes upon request whether or not they become public records.

3. All or part of any meeting of a public body may be recorded on audiotape or any other means of sound or video reproduction by a member of the general public if it is a public meeting so long as this in no way interferes with the conduct of the meeting.

4. Except as otherwise provided in subsection 8, a public body shall, for each of its meetings, whether public or closed, record the meeting on audiotape or another means of sound reproduction or cause the meeting to be transcribed by a court reporter who is certified pursuant to [chapter 656](#) of NRS. If a public body makes an audio recording of a meeting or causes a meeting to be transcribed pursuant to this subsection, the audio recording or transcript:

(a) Must be retained by the public body for at least 3 years after the adjournment of the meeting at which it was recorded or transcribed;

(b) Except as otherwise provided in this section, is a public record and must be made available for inspection by the public during the time the recording or transcript is retained; and

(c) Must be made available to the Attorney General upon request.

5. The requirement set forth in subsection 2 that a public body make available a copy of the minutes or audio recording of a meeting to a member of the public upon request at no charge does not prohibit a court reporter who is certified pursuant to [chapter 656](#) of NRS from charging a fee to the public body for any services relating to the transcription of a meeting.

6. A court reporter who transcribes a meeting is not required to provide a copy of any transcript, minutes or audio recording of the meeting prepared by the court reporter directly to a member of the public at no charge.

7. Except as otherwise provided in subsection 8, any portion of a public meeting which is closed must also be recorded or transcribed and the recording or transcript must be retained and made available for inspection pursuant to the provisions of subsection 2 relating to records of closed meetings. Any recording or transcript made pursuant to this subsection must be made available to the Attorney General upon request.

8. If a public body makes a good faith effort to comply with the provisions of subsections 4 and 7 but is prevented from doing so because of factors beyond the public body's reasonable control, including, without limitation, a power outage, a mechanical failure or other unforeseen event, such failure does not constitute a violation of the provisions of this chapter.

(Added to NRS by [1977, 1099](#); A [1989, 571](#); [1993, 449, 2638](#); [2005, 978, 1404](#); [2013, 323, 733](#); [2015, 1060](#); [2019, 3625](#); [2023, 1149](#))