

MEMORANDUM

TO: Mayor and City Council

FROM: Eric Mongan, City Planner

SUBJECT: COUNCILOR SUBCOMMITTEE APPOINTMENT FOR PLANNING COMMISSION, HISTORIC PRESERVATION COMMISSION, URBAN FORESTRY COMMITTEE, AND BUDGET COMMITTEE INTERVIEWS

DATE: November 9, 2022

Background:

December 31, 2021 the Planning Commission, Historic Preservation Commission, Urban Forestry Committee, and Budget Committee have member positions that have reached the end of their three year terms. The following are the positions that need to be filled.

- Planning Commission has two positions that need to be filled. Each position is for three years starting January 1, 2023 expiring December 31, 2025.
- Historic Preservation Commission has three positions that need to be filled. Two of the positions are due to term expirations and the third is due to the resignation of Debra Monsive. For the two positions open due to term expirations, the appointments will be for three years starting January 1, 2023 and expiring December 31, 2025. For the position vacated by Ms. Monsive the appointment will be for the remainder of that term, which expires December 31, 2023.
- Urban Forestry Commission has two positions that need to be filled. Each position is for three years starting January 1, 2023 expiring December 31, 2025.
- Budget Committee has three positions that need to be filled. Each position is for three years starting January 1, 2023 expiring December 31, 2025.

The positions will be advertised in the Cottage Grove Sentinel on November 17th, 24th, and December 1st and on the City's website. The recruitment will close for applications on December 9, 2022.

The Council is being asked to appoint three interview subcommittees to interview applicants applying for the Planning Commission, Historic Preservation Commission, Urban Forestry Committee, and Budget Committee. Staff will return to City Council with the interview subcommittees' recommendations on January 9, 2023

Recommendation:

City Council appoint three subcommittees to interview applicants applying for the Planning Commission, Historic Preservation Commission, Urban Forestry Committee, and Budget Committee.

Cost:

Advertising in the Cottage Grove Sentinel


Richard Meyers, City Manager
Eric Mongan, City Planner