



REQUEST FOR COUNCIL ACTION

MEETING DATE: May 16, 2022
PREPARED BY: Human resources
AGENDA ITEM: Recruitment approval for community and economic development administrative secretary

PREVIOUS ACTIONS:
None

RECOMMENDED COUNCIL ACTION:

Motion to authorize staff to begin the recruitment process for the vacant community and economic development administrative secretary position in the community and economic development department due to the retirement of Cindy Brown, which has been accepted effective July 1, 2022.

COMMENTS:

Cindy Brown has served as the administrative secretary for the Community and Economic Development Department since 2017. Prior to that, Cindy worked within the Administration Department. Cindy began her career with the City of Maple Grove in June, 2002 and will have dedicated 20 years of service upon her retirement. Cindy is a valued member of staff, and her hard work and dedication will be missed.

ATTACHMENTS:
None