



REQUEST FOR COUNCIL ACTION

MEETING DATE: May 1, 2023
PREPARED BY: Human resources
AGENDA ITEM: Recruitment approval for administrative assistant I

PREVIOUS ACTIONS:
None

RECOMMENDED COUNCIL ACTION:

Motion to authorize staff to begin the recruitment process for the administrative assistant I position in the Community and Economic Development Department due to the retirement of Cindy Brown, which has been accepted and is effective May 26, 2023.

COMMENTS:

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. We wish her the best of luck in her retirement.

ATTACHMENTS:
None