



Memo

To: Honorable Mayor Armitage; City Council
From: Erin LaPere, City Manager
Date: January 12, 2022
Re: Staff report on meeting date change for Planning Commission and Parks Advisory Board

Background

The City Council annually approves meeting dates for the year to be published in accordance with the Open Meetings Act for all public bodies of the City. At the time of approval, a special election in May was not scheduled however since that time we have received notice that the schools have submitted a matter for consideration and a special election will be held on May 3rd. The current meeting schedule has the Planning Commission meeting in the Council Chambers and the Parks Advisory Board meeting in the Community Room on that evening. Both locations will be needed for voting purposes and the meetings need to be rescheduled. Additionally, the August Primary will be held on August 2nd which conflicts with the scheduled Planning Commission meeting. Due to the expected voter turnout, we are recommending rescheduling that meeting as well.

The Planning Commission bylaws state that when the meeting date conflicts with an election, the Commission will meet the following week. The Parks Advisory Board has indicated they anticipate a quorum of their membership will be available the following week. Therefore, both May meetings can be rescheduled to Tuesday, May 10th at 7pm, and the August Planning Commission meeting can be rescheduled to Tuesday, August 9th at 7pm.

I have attached a revised schedule detailing this change for Council's review.

Recommendation

Administration recommends Council approve this meeting change.

Financial Impacts

None.

Suggested Motion

City Council approves the change in meeting date to May 10th and August 9th for the Planning Commission and to May 10th for the Parks Advisory Board due to the conflict with elections scheduled for May 3rd and August 2nd.

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attachment