



**REQUEST FOR COMMISSION ACTION
CITY OF INDEPENDENCE**

August 13, 2020

Department Administration

Director Approval Kelly Passauer

AGENDA ITEM Consider authorizing the Mayor to sign joint letters with the Planning Commission thanking recent past members.

SUMMARY RECOMMENDATION Authorize the Mayor to sign joint letters.

BACKGROUND On August 4, 2020 the Planning Commission authorized the Chair to sign joint letters with the City Commission thanking past members. City staff will work with the Chair of the Planning Commission to finalize the letters with some additional personalization, however, the general draft is as follows:

Dear _____:

This letter is to thank you for your many years of faithful service to the citizens of Independence as a member of the Planning Commission. You have spent countless hours reviewing materials and participating in meetings, and we want you to know that your contributions do not go unrecognized.

Thank you again for your leadership and efforts to make Independence a better place to live, work, and visit.

Sincerely,

Andy McLenon, Chair
Planning Commission

Leonhard Cafilisch, Mayor
City Commission

BUDGET IMPACT N/A

SUGGESTED MOTION I move to authorize the Mayor to sign joint letters with the Planning Commission thanking recent past members for their service on the Planning Commission.

SUPPORTING DOCUMENTS N/A