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# MEMO

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**TO:** Members of the City Council

**FROM:** Ann H. Campbell, Mayor

**DATE:** November 6, 2015

**SUBJECT:** Appointment to Fill Vacancy on the Parks and Recreation Commission

Alisa Frandsen, member of the Parks and Recreation Commission, has submitted her resignation from the Commission. Since Alisa's term of office does not expire until April 1, 2016, an appointment needs to be made to fill this vacancy.

Therefore, I request that the City Council approve the appointment of Sarah Litwiller to fill the unexpired term of office on the Parks and Recreation Commission.

AHC/jlr