




Town of Dundee

Town Hall

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MEMORANDUM

TO: Mayor and Commission
FROM: Ken Cassel, Town Manager 
RE: Monthly Commission Meetings

I have noticed there is a significant amount of time, effort and money spent on preparing for two commission meetings a month with very little gain.

With two meetings a month the staff has no time between the meetings to do the follow-up from the prior meeting to have a response for the Manager let alone for the Commission. The staff is in full gear preparing for the next meeting; therefore, all the time is spent preparing for meetings versus follow up and accomplishing the necessary task.

Therefore, it is recommended to the Commission that we move to once-a-month commission meetings on the second Tuesday at the regular time.

We will still have workshops and other meetings as necessary to address emergency issues. However, the intent is to provide a predictable framework for meeting schedules and timeframes for submissions to the staff and the public.

This change should also push staff, developers and others to think further ahead and be proactive not reactionary. Therefore, allowing for more complete and fully vetted information to be presented to the commission and the public.