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**CITY OF ROCHESTER HILLS**



Susan Galeczka, City Council Liaison

DATE: February 17, 2005

TO: CDV Members

RE: Open Space Ad Hoc Committee

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Per the direction of the Community Development & Viability Committee, the Clerk's Office has advertised for residents to serve on an Ad Hoc Committee for Open Space. This advertisement was posted for Public viewing on the City's Web Page, Channel 55/10, at the Rochester Hills Library and at City Hall.

Attached for your review are five (5) Candidate Questionnaires that have been received to date. As additional questionnaires are received, they will be forwarded on to CDV Committee Members.

For your convenience, also attached is a copy of Article VIII, Committees, of the By Laws and Rules of Procedures that set forth the criteria for creating an Ad Hoc Committee. The first step to creating this committee is for CDV to adopt a resolution establishing the Ad Hoc Committee. The resolution should contain the following:

- Charge of the Committee
- Expected results
- Membership & terms
- Administrative Staff involvement.

The second step would then to appoint members.

As always if you have any questions or concerns, please feel free to contact me.