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**The City of Vadnais Heights**  
800 East County Road  
Vadnais Heights, MN 55127

## *Memorandum:*

TO: Mayor Gunderson and City Council Members

FROM: Tim Sandvik, Assistant City Administrator

DATE: January 21, 2020

SUBJECT: Request for a Leave of Absence - Montain

### **Recommended Council Action**

Approve a leave of absence for Matthew Montain from his Fire Department part-time duties effective January 6, 2020.

### **Background**

Mr. Montain has requested a leave of absence from his Vadnais Heights Fire Department part-time duties due to his hiring in a full-time position with VHFD. Fire Chief Leier and I have reviewed the request and recommend approval.