



CITY COUNCIL MEETING

AGENDA ITEM

Prepared By: <i>Allie Polsfuss, City Administrator on behalf of the Personnel Committee</i>	Meeting Date: <i>January 5, 2026</i>	Item Name: <i>City Administrator Performance Review Summary</i>
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BACKGROUND

City Administrator Allie Polsfuss has been in her role since July 1, 2025 and underwent her 6 month performance evaluation.

OVERVIEW

On December 1, 2025, the City Council met with Allie Polsfuss to review her performance in the City Administrator role over the past six months. The evaluation was completed by five council members and four direct reports and copy of the performance review was provided to the City Council. The meeting was closed in accordance with State Statute 13D.05, Sub 3(a.). The summary of the meeting as required by state statute is below.

The performance review was completed by four direct reports and five City Council members. The compiled results of the review were positive, with all categories "Meeting or Exceeding" expectations. Based on the results of the performance review and City Administrator Employment Contract, Polsfuss is eligible for a step increase on January 1, 2026.

STAFF RECOMMENDATION

Approve the summary of the City Administrator 6-month performance review.