



MEMO

To: Brian McGuire – Police & Fire Commission
From: Daron J Haugh – City Administrator
Subject: 2025 Annual Evaluations
Date: 2025-09-25

It's time to begin our annual staff evaluations. I need all evaluations submitted to me by September 26, 2025, except for those for Chief Zilisch and Fire Chief Lenorud.

For those two positions, I'm asking the PFC to complete their annual evaluations by October 08, 2025. Here's how the process should work: each PFC member should send their individual reviews to Brian McGuire. Brian will compile these into an overall evaluation and forward it to Daron, who will use it to finalize the City wage budget. The PFC can go into closed session at the regularly scheduled meeting in October to finish the evaluation process with both Chief Zilisch and Fire Chief Lenorud.

Please let me know if you have any questions about the process.