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MEMORANDUM

TO: CITY COUNCIL
FROM: CHARLES NICKOLAY, MAYOR
SUBJECT: JOSHUA TETZLAFF CITY ADMINISTRATOR ANNUAL REVIEW
DATE: AUGUST 13, 2026

On August 3rd, the City Council held a closed session to do the annual review of City Administrator Josh Tetzlaff. Based on the evaluations from each City Council member, Josh was given a rating of 3.74 out of a possible 5. There were 10 criteria topics used for this evaluation. This is an improvement from the previous year which was 3.475. This is a satisfactory rating which means Josh meets Council expectations, and is on the high end of the scale towards an Exceptional Rating of 4.

The Council felt Josh did a great job of running the city and accomplishing some high visible goals for the city. Some examples are the completion of the new police station along with the purchase of the New Day Church building which will be the new city hall. He also has built a very strong staff that does a great job of supporting the needs of our growing community.

We also discussed some goals and areas that need to be improved on over the next year.

Recommendation

Based on his review, I am making a motion to move him to step 7 on the salary matrix, and this increase becomes effective on his anniversary date of August 30, 2026.