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MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: JOSHUA TETZLAFF, CITY ADMINISTRATOR
SUBJECT: APPOINTMENT OF CONSULTING PROFESSIONIALS
DATE: DECEMBER 29, 2025

According to City Charter Section 3.05, the City Council shall make appointments of various positions. When those positions are contract in nature and subject to change on a yearly basis, it is prudent for the City Council review any proposed changes and re-appoint those positions. When the positions are filled by City employees, yearly re-appointment isn't necessary, since each employee's continuing employment with the City acts as a continuous appointment to their position. Positions that the City utilizes contract employees include City Engineer and Financial Advisor.

The firm Short Elliott Henrickson (SEH) has been appointed as the City Engineer and Municipal State Aid Street (MSAS) Engineer since May 2009. While the MSAS is being covered as a separate agreement, in 2022 the City went through an interview process with three engineering firms and chose SEH of those three firms to receive continuing engineering services and to act as the City Engineer. City staff anticipates that Chris Knutson with SEH would primarily work with the City.

In 2024, Ehlers Public Finance Advisors was chosen as the City's financial advisor. Ehlers has helped the City with debt service, budgeting, and investing advice. City staff anticipates that Rebecca Kurtz and Keith Dahl with Ehlers would continue to be the primary contacts for the City.

Recommendation

Staff recommends continuing with Short Elliott Hendrickson as City Engineer and Ehlers Public Financial Advisors as Financial Advisor.