



118 Central Avenue North, New Prague, MN 56071  
phone: 952-758-4401 fax: 952-758-1149

---

---

## MEMORANDUM

---

---

**TO:** HONORABLE MAYOR AND CITY COUNCIL  
**FROM:** JOSHUA TETZLAFF, CITY ADMINISTRATOR  
ROBIN PIKAL, FINANCE DIRECTOR  
**SUBJECT:** COMPENSATION STUDY REVIEW  
**DATE:** APRIL 29, 2025

---

The RFP for Compensation Study services was sent out on Friday, April 11<sup>th</sup>. To keep the process moving forward in a timely manner, staff would like to know which Councilmember will be reviewing the proposals with Josh and Robin and then sitting in on the interviews.

Please note the timeline of events below:

Send out Request for Qualifications	.....	Friday, April 11 <sup>th</sup> , 2025
Notification of Intent to Respond Due	.....	Friday, April 25 <sup>th</sup> , 2025
Pre-Proposal Questions Due	.....	Friday, May 2 <sup>nd</sup> , 2025
Answers to Questions Distributed	.....	Friday, May 9 <sup>th</sup> , 2025
Proposals Due from Interested Parties	.....	Friday, May 23 <sup>rd</sup> , 2025
Probable Interview Dates	.....	Week of June 2 <sup>nd</sup> , 2025
Approval by City Council	.....	Monday, June 16 <sup>th</sup> , 2025

### **Recommendation**

Staff recommends selecting the Councilmember that will review proposals and also conduct interviews with finalists.