



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

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## MEMORANDUM

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**TO:** CITY COUNCIL  
**FROM:** DUANE J. JIRIK, MAYOR  
**SUBJECT:** CITY ADMINISTRATOR ANNUAL REVIEW  
**DATE:** AUGUST 14, 2024

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On Monday, August 5, 2024, the City Council met in closed session to conduct an annual review of Josh Tetzlaff, the City Administrator. At this meeting, the City Council shared with Josh their thoughts on how the year has gone, discussing both highlights and challenges.

It was acknowledged that the tax levy confusion was ultimately the fault of Mr. Tetzlaff as the City Administrator, though the response to fix the mistake swiftly was done correctly. It was also shared that outside of that incident, morale seems to be high with employees, projects continue to get done, and that Mr. Tetzlaff seems well regarded throughout the community.

### **Recommendation**

It is after this review, I propose that we move Mr. Tetzlaff to Step 6 of Grade 19, which is \$155,272, effective August 30, 2024. I also propose that we move the annual review process to January so that it better aligns with the City's calendar. This would mean the next review would take place January 2026.