



Memorandum

To: Mayor Nelson and Members of the City Council

From: Daniel R. Buchholtz, ICMA-CM, Administrator, Clerk/Treasurer

Date: March 11, 2026

Subject: Public Works Maintenance Worker Vacancy

Following the resignation of Public Works Maintenance Worker Austin Becker, effective March 5, 2026, the Public Works Department currently has a vacancy in the Maintenance Worker position. In addition, the department is presently operating with one employee out on a worker's compensation claim, leaving the department short two employees.

Given the operational demands placed on the Public Works Department and the importance of maintaining service levels for the community, it is important that this vacancy be addressed as quickly as possible.

Staff will be providing a recommendation at Monday's City Council meeting regarding a promotion to fill the Public Works Maintenance Worker position. Advancing a qualified internal candidate would allow the City to fill the position quickly while minimizing disruption to departmental operations.

Additional information regarding the recommended promotion will be provided as part of the agenda materials for the meeting.

Recommendation:

Staff will present a recommendation to fill the vacancy at the March 16, 2026 City Council meeting.

If you have any questions, please do not hesitate to contact me at 763-784-6491.