



Memorandum

To: Mayor Nelson and Members of the City Council

From: Daniel R. Buchholtz, MMC, Administrator, Clerk/Treasurer

Date: October 30, 2023

Subject: City Administrator Performance Evaluation Statement

Here is the public statement that is required to be read the meeting after which a closed session is held to conduct a performance evaluation.

“The City Council went into closed session to conduct a performance evaluation on the City Administrator’s job performance. An evaluation was given by the Council. The evaluation focused on various performance areas. The City Council, as a whole, believes the City Administrator’s job performance meets or exceeds the job requirements of the position and that he is serving the City of Spring Lake Park well.”