



Memorandum

To: Mayor Nelson and Members of the City Council

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

Date: April 27, 2021

Subject: Jennifer Gooden resignation

The City has received a letter of resignation from Jenny Gooden on Monday, April 26. Her resignation is effective on May 7. I am grateful for the contributions Jenny has provided the City over her eight years of employment with the City and I wish her well in her next opportunity.

Staff requests the City Council accept Jenny Gooden's resignation.

Staff is in the process of reevaluating the Executive Assistant position as it relates to the needs of the Administration Department. Once we have put together a new job description, we will present it to the City Council for approval and proceed with recruitment of the position.

If you have any questions, please don't hesitate to contact me at 763-784-6491.