



# Memorandum

---

**To:** Mayor Nelson and Members of the City Council  
**From:** Daniel R. Buchholtz, MMC, Administrator, Clerk/Treasurer  
**Date:** February 1, 2023  
**Subject:** Work session

Staff is requesting a work session be scheduled for Monday, February 13 at 5:30pm.

The following is the proposed agenda for the work session:

1. Statement of Values
2. City Hall update
3. Council Reports
4. Administrator Reports

If you have an item you would like included with the agenda, please let me know so we can begin to assemble agenda materials.