



Memorandum

To: Mayor Nelson and Members of the City Council

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

Date: May 8, 2023

Subject: Ratification of Counter-offer for Administrator, Clerk/Treasurer

As you are aware, I was offered a position with another city in the Twin Cities metropolitan area. In discussing the job offer with Mayor Nelson, the possibility of a counter-offer was discussed to retain me in Spring Lake Park. Mayor Nelson and I are pleased to inform you that a tentative agreement was reached, pending City Council approval.

The tentative agreement is as follows:

- Change the classification grade for the Administrator, Clerk/Treasurer position from Grade 20 to Grade 21. There is a 4% increase in-between grades.
- Provide five weeks of vacation. I currently receive 4 weeks of vacation. This additional week of vacation would essentially treat me as an employee with 20 years of service.

I am so proud of the work that we have done in Spring Lake Park over the past 10+ years. I am extremely excited for the City Hall renovation/expansion project, Sanburnol Drive reconstruction project with the City of Blaine, implementing the new accounting software, and addressing the blighted property at 8064 Garfield Street.

I thank each of you for your continued support and look forward to working with you for many years to come.

If you have any questions, please do not hesitate to contact me at 753-784-6491.