



Memorandum

To: Mayor Nelson and Members of the City Council

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

Date: February 10, 2021

Subject: Administrator Report

1. Work continues on implementing recommendations from the Cultural Assessment process conducted by Dr. Herreid. In Administration, we are having twice a month staff meetings where we share project information, goals and expectations for our Department and provide support for each other. At suggestion of a staff member, we have set aside a day where we have lunch together as a Department to create a sense of collegiality. The first one we did was on February 1 and was well received. Dr. Herreid recently met with Chief Ebeltoft and the Sergeants to go over the findings of the Cultural Assessment as it relates to the Police Department.
2. I am the chair of the North Metro TV Cable Commission Operations Committee for 2021. The chair rotates among the 7 cities by alphabetical order. Mayor Nelson was elected Chair of the NMTV Cable Commission for this year.
3. Staff met with representatives from WSB to kickoff the Parks Master Plan meeting. Accountant Barker and I also met with Ann Antonsen from Baker Tilly to kick off the Classification and Compensation Study.
4. The 2021A GO Improvement Refunding Bond closes on February 17, 2021.
5. One of the tobacco licensees that received a civil violation for failing a tobacco compliance check has appealed their ticket. We are presenting evidence to a hearing officer. I will inform you of the hearing officer's decision.

Have a good weekend!

