



Memorandum

To: Mayor Nelson and Members of the City Council

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

Date: September 12, 2024

Subject: Authorize Hiring Process for Recreation Director position

The City's current Recreation Director, Kay Okey, has announced her intent to retire, with her official retirement date set for March 3, 2025. In recognition of her many years of service, we are preparing for a smooth transition as she steps down from her role.

In order to ensure continuity of operations and to allow for a comprehensive transfer of institutional knowledge, we would like to initiate the recruitment process for a new Recreation Director. Our goal is to have the new hire in place with some overlap before Kay Okey's retirement, allowing for a seamless transition period.

Staff recommends the Council authorize the recruitment and selection process for a new Recreation Director, with the intent to have the position filled by late 2024/early 2025 to ensure a proper transition.

If you have any questions, please do not hesitate to contact me at 763-784-6491.