



Memorandum

To: Mayor Nelson and Members of the City Council

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

Date: August 26, 2024

Subject: Authorize Public Works Hiring Process

As a result of the recent resignation of Travis Betz, a vacancy has arisen in the Public Works Department for a Maintenance Worker position. This role is critical to the department's operations, particularly in maintaining the City's infrastructure, including streets, parks, and public facilities.

To ensure continued effective service delivery and to minimize any disruption in Public Works operations, I am seeking authorization from the City Council to initiate the hiring process to fill this vacancy. This process will include posting the job, conducting interviews, and making a recommendation for hire.

Given the essential nature of this position and the workload demands within the department, it is recommended that the City Council authorize staff to proceed with the hiring process for a Public Works Maintenance Worker.

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