



Memorandum

To: Mayor Nelson and Members of the City Council

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

Date: August 28, 2024

Subject: Schedule City Administrator Performance Evaluation

It is that time of year again for the City Council to conduct my annual performance evaluation. I would like to schedule it for the September 16, 2024 City Council meeting.

Evaluation forms and my self-evaluation have been submitted to you under separate cover.

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