



Memorandum

To: Mayor Nelson and Members of the City Council

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

Date: September 3, 2026

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 21, 2026 City Council meeting.

Evaluation forms and my self-evaluation will be provided to the City Council at the September 8, 2026 meeting. Councilmembers are asked to complete the evaluation form and bring it to the September 21 Council meeting to assist in facilitating a productive discussion of my performance over the past year.

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