



Memorandum

To: Mayor Nelson and Members of the City Council

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

Date: January 28, 2021

Subject: Administrator Report

1. Contract for the Classification and Compensation Survey has been signed with Baker Tilly. Staff is coordinating the kickoff of this project in the next two weeks.
2. A website update committee has been formed to help guide the upcoming website redesign project. Executive Assistant Goodin will be leading that committee.
3. Chief Ebeltoft and I have begun putting together an outline for the Chief of Police selection process. Once that is put together, we will have the City Council review the process and provide staff with the authorization to proceed.
4. Administration staff is working to implement recommendations from the Cultural Assessment. A team agreement has been formulated and is being reviewed by Admin staff. Administration staff had a departmental meeting on January 25.
5. Planning Commission met on January 25. Officers remain Hans Hansen as Chair and Jeff Bernhagen as Vice Chair.

Have a great weekend.

