

MEMORANDUM

To: Honorable Mayor and City Councilmembers

From: David Schaps, Assistant City Attorney

Re: City Administrator Employment Agreement

Date: April 13, 2022

Please allow this memorandum serve as an update to the City Council regarding the City Administrator hiring process.

Pursuant to City Council direction at their March 31, 2022 special meeting, our office engaged in discussions with Kate Thunstrom regarding an employment agreement to serve as City Administrator. The agreement is based upon the term sheet that was reviewed and approved by the Council, and includes the standard and customary language generally found in this type of agreement.

Ms. Thunstrom has had the opportunity to review the contract and has indicated she is in agreement with its terms. Our office has also performed the requisite background/reference checks on Ms. Thunstrom, and there are no issues or concerns.

Our office recommends approval of the employment agreement as attached.

Council Action Requested:

Motion and Second to approve the employment agreement for City Administrator with Kate Thunstrom as presented, and to authorize the Mayor and City Clerk to sign the agreement with Ms. Thunstrom.

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