



Agenda Memorandum

Agenda Item - X.B

City Council Meeting
August 21, 2023

Subject: Personnel - Hiring Update

Prepared By: Claire Baartman

Background of Issue:

Recommendation

The City has posted advertisements to hire for the City Administrator, Administrative Assistant and Public Works Equipment Operator Position. The City has began accepting applications for these three positions.

City Administrator Weiland, with a final date of September 8th, is working towards assuring a smooth transition. A full scale memo outlining the status of current projects will be provided to the staff and City Council. Administrator Weiland is also working towards providing Tammy, Claire and Clarence with all information needed to continue operations generally handled by City Administration. The intent is to make sure that the existing staff and council can continue to operate in the interim and to assure that whomever steps into the City Administrator Chair has clear directions for current happenings within City Hall and the community.

ATTACHMENTS: