

## Administration

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## MEMORANDUM

**TO:** Mayor Doyle and City Council  
**FROM:** Bryan T. Kaenrath, City Administrator  
**DATE:** September 21, 2020  
**RE:** **Administrator's Report**

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### Personnel Updates

The interview committee to select our next Building/Codes Department Director will be convening next week to begin the process of filling Dick Lambert's position. We will also begin interviews for our new HR Director later this week. Lastly, interviews have just concluded in the Planning & Economic Development Department for our new City Planner.

### Public Works Facility

A reminder, we have extended an invitation out to the Council to come for a tour of the new facility the first week of October. If you have not done so already and would like to join a tour, please respond to the invitation email with your availability.

### Elections

Absentee ballots for the November election will be available on or about October 5<sup>th</sup>. We will again also be utilizing the drop box on the Cutts Ave side of City Hall as another means to return your ballot. We are currently at about 5000 absentee ballot requests according to City Clerk Michele Hughes.

### City Administrator Open Office Hours

As I have done in my previous positions, I would like to begin offering the public an opportunity to attend a monthly City Administrator's "Open Office Hours" session to come and speak to me about anything on their mind and ask me about any questions or concerns they may have regarding City government or services. Complaints and constructive feedback are also gladly accepted! I have in the past always found these sessions useful as another forum for public input and to stay well connected with the real concerns of our citizens. **The first session will be scheduled for October 27<sup>th</sup> from 3-5pm in the City Hall Auditorium.**

### Dyer Library Board of Trustees

The Dyer Library will be having their annual meeting later this week and I'm very happy to announce that I will be joining their Board of Trustees. Our Library holds a very important place in our community, and I look forward to becoming more involved and contributing to the discussion and mission of the institution.