



AGENDA MEMO

Needs Legal Review: Yes
Meeting Date: March 28, 2022
Agenda Item: Personal Services Contract – PK Consulting, Interim City Administrator
Presented By: Marla Keethler, Mayor

Action Required

Authorization for mayor to sign Personal Services Contract with PK Consulting (Paul Koch) for consulting services as Interim City Administrator beginning March 29, 2022 through July 30, 2022 at \$75 per hour which includes all expenses.

Proposed Motion

Move to authorize the mayor to sign Personal Services Contract with PK Consulting (Paul Koch) for consulting services as Interim City Administrator beginning March 29, 2022 through July 30, 2022 at \$75 per hour which includes all expenses.

Explanation of Issue

Pat Munyan's last day with the city will be April 20, 2022. Due to some previously scheduled vacation, it is necessary to bring a consultant on board to provide administrative services as Interim City Administrator as soon as possible so that there is a small amount of overlap with the remaining time that Pat Munyan will be in the office.

The attached personal services contract provides for consulting services at \$75 per hour and includes all expenditures. The contract specifies that this is not an employment contract. Information regarding PK Consulting and Paul Koch's experience is also attached.

Staff/Administration Recommendation

Administration recommends authorizing the mayor to sign Personal Services Contract with PK Consulting (Paul Koch) for consulting services as Interim City Administrator beginning March 29, 2022 through July 30, 2022 at \$75 per hour which includes all expenses.