

Watertown City Council

February 24, 2026

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| Agenda Item: | Step Movement for Dan Tolsma |
| Request for Action: | Approve Step Movement for City Administrator Dan Tolsma |
| Employee/Dept.: | Administration |

Background:

City Administrator Dan Tolsma is eligible for step movement based on a satisfactory review of his performance upon his one-year work anniversary. the

The City Council met on February 10th to conduct a performance review for Dan Tolsma. At that meeting there was consensus to recommend that Dan be moved to Step 7 of Grade 17 of the approved pay scale. Step movements have been approved and accounted for in the approved 2026 budget.

Budget Impact:

N/A

Funding Source:

General fund

Recommendation:

N/A

Motion Type:

Simple majority vote of members present.

Requested Action/Motion:

"I move to approve the step movement for Dan Tolsma to Grade 17, Step 7 retroactively to his one-year work anniversary date of January 6, 2026."

Attachments:

None