



# Memorandum

*Office of the Village Manager*

**TO:** Honorable President Narsh and Village Council  
**FROM:** Darwin D. P. McClary, Village Manager  
**DATE:** April 6, 2024

**RE:** **2024 VILLAGE MANAGER AND CLERK/TREASURER PERFORMANCE EVALUATIONS**

Village Council is scheduled to complete the Village Manager and Clerk/Treasurer evaluations at your April 22, 2024, regular meeting. The evaluation meetings will be held in closed session at the request of the employees in accordance with the Michigan Open Meetings Act. Council will utilize the evaluation form already distributed by email to complete the Clerk's evaluation and will utilize the new form finalized by the Village Manager Performance Evaluation Tool Development Committee at its April 2 meeting. The new form is attached.

The committee has developed the following schedule and process for completing the evaluations:

1. Forms distributed to Village Council on Monday, April 8, 2024.
2. Council members will complete the evaluation forms and submit them in sealed envelopes to the Village offices no later than 6:30 PM on Monday, April 15, 2024. Clerk/Treasurer Stout will forward the sealed envelopes, as well as the village staff 360 evaluations of the Village Manager to President Narsh.
3. The Village Manager Performance Evaluation Tool Development Committee (excluding the Village Manager) will meet during the week of April 15 to open and review the evaluations and prepare a summary of the evaluation ratings and comments for presentation to Village Council, Village Manager, and Clerk/Treasurer on April 22.
4. Village Council will conduct the evaluations in closed session on Monday, April 22. Copies of the completed individual council evaluations and evaluation summary reports will be provided to the Village Manager and Clerk/Treasurer for their information and review. Only the committee's summary report of village staff 360 evaluations will be provided to the Village Manager so as to maintain the anonymity of individual staff evaluations.
5. Village Council will hold a second evaluation meeting on Monday, May 13 in closed session to review the evaluation data and discuss with the Village Manager and Clerk/Treasurer performance goals. The Village Manager and Clerk/Treasurer will also provide written responses to the Village Council on the evaluation results and proposed performance goals.

6. Village Council will formally announce the overall ratings for the Village Manager and Clerk/Treasurer at your May 27 meeting and formally adopt the performance goals for 2024-25.
7. **PLEASE NOTE:** The committee has determined that each council member **MUST** identify themselves on their completed evaluation forms and **MUST** provide an explanation of the reasons for any ratings of 0, 1, or 2 in any category as well as specific suggestions as to how the employee may improve their scores in those areas. Failure to provide this information could result in the Village Council omitting those ratings from overall evaluation scores.