



## **COUNCIL ACTION SUMMARY SHEET**

**MEETING DATE:** May 13, 2024

**TOPIC** Periodic Performance Evaluation – Village Clerk

### **BACKGROUND BRIEF:**

Village Council is scheduled to complete the Village Clerk's annual performance evaluation pursuant to the Village Clerk's employment agreement. The Village Clerk has requested a closed meeting of the Council to conduct the evaluation in accordance with Section 8(1)(a) of the Michigan Open Meetings Act.

Attached is a copy of the Village Clerk's letter of request for a closed session, and the Village Clerk's employment agreement.

### **SUMMARY OF PREVIOUS COUNCIL ACTION:**

None

### **FINANCIAL IMPACT:**

None

### **RECOMMENDED MOTION:**

To convene into closed session for the purpose of considering the periodic performance evaluation of the Village Clerk in accordance with Section 8(1)(a) of the Michigan Open Meetings Act, Public Act 267 of 1976, as amended.