



COUNCIL ACTION SUMMARY SHEET

MEETING DATE: May 28, 2024

TOPIC Periodic Performance Evaluation – Village Manager

BACKGROUND BRIEF:

Village Council is scheduled to complete the Village Manager's annual performance evaluation pursuant to Section 8 of the Village Manager's employment agreement. The Village Manager 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. Village Council received copies of the performance evaluation form by E-mail on March 20. The Village Manager has also requested that Village employees complete a 360-degree evaluation of his performance, with evaluations to be submitted directly to the Clerk/Treasurer for distribution to Council.

Attached is a copy of the Village Manager's letter of request for a closed session, Village Manager's employment agreement, and the Council's FY 2023-24 adopted goals and objectives for the information of Council.

SUMMARY OF PREVIOUS COUNCIL ACTION:

04/22/2024 – Council removed performance evaluation from agenda due to absence of some council members.

05/13/2024 – Council convened into closed session and then reconvened into open session and moved the evaluation to Council's May 28, 2024, meeting.

FINANCIAL IMPACT:

None

RECOMMENDED MOTION:

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