



COUNCIL ACTION SUMMARY SHEET

MEETING DATE: May 12, 2025

TOPIC Consider Periodic Personnel Evaluation of Village Manager – MCL 15.268(1)(a)

BACKGROUND BRIEF:

Village Council is scheduled to convene into closed session to consider the periodic personnel evaluation of the Village Manager as requested by the Manager in accordance with the Village Manager's employment agreement and Section 8(1)(a) of the Michigan Open Meetings Act, Public Act 267 of 1976, as amended, being MCL 15.268(1)(a).

The Village Council established an ad hoc Village Manager Performance Evaluation Committee to establish the 2025 evaluation process and to open and tabulate the results of the 360° evaluations. The Committee met on April 24 to complete its work and provided confidential copies of the evaluation results to Council and the Manager on April 28.

Council is scheduled to complete the evaluation and to announces the result of the evaluation at Council's May 27 regular meeting.

Attached are copies of the relevant section of the Michigan Open Meetings Act, Village Manager employment agreement, and Village Manager's request for closed session.

SUMMARY OF PREVIOUS COUNCIL ACTION:

04/28/25 – Council convened into closed session and received the evaluation summary results and rater comments from Council Members and department heads.

FINANCIAL IMPACT:

None

RECOMMENDED MOTION:

#1 – To convene into closed session pursuant to Section 8(1)(a) of the Michigan Open Meetings Act, Public Act 267 of 1976, as amended, being MCL 15.268(1)(a) for the purpose of considering the periodic personnel evaluation of the Village Manager as requested by the Village Manager.

#2 – To reconvene into open session.