



CITY OF MARSHALL AGENDA ITEM REPORT

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| Presenter: | Sheila Dubs |
| Meeting Date: | Tuesday, November 22, 2022 |
| Category: | NEW BUSINESS |
| Type: | INFO |
| Subject: | Consider a motion to go into closed session pursuant to Minn. Stat. Section 13D.05 subd 3(a) for the City Administrator’s performance evaluation |
| Background Information: | <p>A Special Meeting has been scheduled from 4:45 – 5:15 p.m. on Tuesday, November 22, 2022, to review the performance of the City Administrator. The Council may consider a motion to go into closed session for this purpose. No action related to the evaluation may be taken during closed session.</p> <p><i>In accordance with Minn. Stat. § 13D.05, subd.3(a), a public body may close a meeting to evaluate the performance of an individual who is subject to its authority. The public body must identify the individual to be evaluated prior to closing a meeting. At its next open meeting, the public body must summarize its conclusions regarding the meeting. A meeting must also be open at the request of the individual who is the subject of the meeting.</i></p> <p>A compiled annual performance evaluation was provided to each member of the City Council prior to this meeting. Sharon has also received a copy of the evaluation.</p> <p>For reference purposes, the City Administrator job description and a copy of the employment agreement between the City and Sharon was also provided.</p> <p>Mayor Byrnes will summarize the conclusions of the evaluation during the regular meeting that follows, on Tuesday, November 22, 2022.</p> |
| Fiscal Impact: | Sharon is compensated at Step H on the wage schedule, at \$157,580.80 annually. In accordance with the employment agreement, future compensation increases are determined by the Council, in its sole discretion, after each performance evaluation. Council approval of a step increase to Step I would reflect an annual salary of \$162,760.00, which would be retroactive to November 16, 2022. |
| Alternative/ Variations: | |
| Recommendations: | No action may be taken at this meeting. |