



CITY OF MARSHALL AGENDA ITEM REPORT

Presenter:	Sheila Dubs
Meeting Date:	Tuesday, November 14, 2023
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>This Special Meeting has been scheduled to review the performance of the City Administrator.</p> <p>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 in advance of this meeting. Sharon has also received a copy of the evaluation.</p> <p>Mayor Byrnes will summarize the conclusions of the evaluation during the regular meeting that follows, on Tuesday, November 14, 2023.</p>
Fiscal Impact:	Sharon is compensated at Step I on the wage schedule, at \$167,648 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 J would reflect an annual salary of \$173,014.40, which would be effective to November 16, 2023.
Alternative/ Variations:	
Recommendations:	No action may be taken at this meeting.