



CITY OF MARSHALL
Special Meeting
A g e n d a
Tuesday, November 22, 2022 at 4:45 PM
344 W Main St., City Hall

CALL TO ORDER

ADJOURN TO CLOSED SESSION

1. 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

RECONVENE TO SPECIAL MEETING

ADJOURNMENT

Disclaimer: These agendas have been prepared to provide information regarding an upcoming meeting of the Common Council of the City of Marshall. This document does not claim to be complete and is subject to change.

**CITY OF MARSHALL
AGENDA ITEM REPORT**

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.