



AGENDA ITEM #10.2

REPORT TO CITY COUNCIL

Report Prepared by: Nancy Malecha

Date: September 3, 2019

Subject: City Administrator's Annual Performance Review

Report: September 28th will be my four year anniversary as City Administrator. Last year, the Mayor prepared a form for the Council to complete and set a deadline date for Council Members to submit the form back to her.

Per Minnesota Statute 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 shall identify the individual to be evaluated prior to closing a meeting. At its next open meeting, the public body shall summarize its conclusions regarding the evaluation. A meeting must be open at the request of the individual who is the subject of the meeting.

For the purpose of my annual performance review, the Council may want to consider doing this at the end of the October 1st City Council Meeting. I am not requesting that this meeting be open per M.S. 13D.05, Subd. 3(a).

Council Action Requested: Council consensus to place the annual performance review for Nancy Malecha, City Administrator, on the October 1st City Council Meeting agenda as a closed session in accordance with Minnesota Statute 13D.05, subd. 3(a).