

AGENDA
MAPLEWOOD CITY COUNCIL
MANAGER WORKSHOP
5:15 P.M. Monday, March 26, 2012
Council Chambers, City Hall

A. CALL TO ORDER

B. ROLL CALL

C. APPROVAL OF AGENDA

D. UNFINISHED BUSINESS

E. NEW BUSINESS

1. City Manager Performance Evaluation
 - a. Declaration of Intent to Close Meeting

F. ADJOURNMENT

WORKSHOP AGENDA REPORT

TO: City Council
FROM: Chuck Bethel, City Attorney for HR/Labor Relations
SUBJECT: City Manager Performance Review
DATE: March 21, 2012

INTRODUCTION/SUMMARY

Jim Antonen, the City Manager, is now completing his third year of service (he started March 9, 2009); it is time to do an annual review of his performance. I have provided you with performance evaluation forms earlier this month to use at this workshop as a tool to measure the performance of the City Manager for the past year. The forms provided have been revised since our last annual review to allow for additional verbal input on the Manager's performance. At the workshop, I will be available to briefly summarize each subject to be reviewed if desired, and then you may proceed with your discussion and evaluation of that subject.

Finally, pursuant to Minnesota Statute 13D.05 Subd.3 (a) you may close this workshop to conduct your evaluation. The statute reads in relevant part:

“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.”

You did choose to close the annual review workshop last year. I believe the idea was that a closed session would allow for a more free flow of discussion. Remember that if you choose to close the workshop for the evaluation, that upon re-opening the meeting and/or at the next council meeting the conclusions reached during the evaluation must be summarized for the record in that next open meeting.

Attachments:

1. Evaluation Form [provided to the Council previously]