

**BEMIDJI CITY COUNCIL
SPECIAL MEETING
Minutes/Summary
July 7, 2005**

Pursuant to due call and notice, a special meeting of the City Council of the City of Bemidji, Beltrami County, Minnesota, was held on Thursday, July 7, 2005, at 5:30 p.m. in the Conference Room of City Hall, Mayor Lehmann presiding.

Upon roll call, the following Councilmembers were declared present: Hellquist, Lehmann, Meuers, Markeson, Johnson, Downs, Erickson.

Mayor Lehmann stated that the purpose of the meeting was to review Manager's evaluation.

Motion by Erickson, second Hellquist, to close the meeting for the purpose of evaluating the City Manager in accordance with Minnesota Statute 13d.05, Subd. 3. Motion passed by unanimous vote.

Attorney Felix explained the guidelines for closing the meeting. The discussion while the meeting is closed must stay on the City Manager's evaluation. Other topics discussed require the meeting to be re-opened. At this time, Felix left the meeting.

CITY MANAGER EVALUATION SUMMARY

The following is a summary of the City Manager David Minke's performance. Overall the Council is satisfied with Minke's performance. Council noted that Minke does well with planning, organization, work-related duties, job knowledge and technical skills.

Goals/Objectives:

- Attend a couple of workshops to improve communication.
- Provide a weekly update to the Council on current issues that may come before them.
- Expand work sessions to all Mondays where more than one relevant topic may be discussed.
- Encouraged to participate in a service group, i.e., Lions, Rotary.

The next review will be in December 2005. Council discussed including staff in the review process. Minke will provide a packet to the Council from ICMA for staff to evaluate a manager.

Motion by Meuers, second by Markeson, to open the meeting at 7:03 p.m. Motion carried.

COMPENSATION

Mayor recommended that based on the Council's satisfaction of Minke's performance that his salary be increased to Step 16E in December 2, 2005 (anniversary date).

Motion by Hellquist, second by Markeson, to increase the City Manager's pay to Step 16E retroactive to June 2, 2005. Motion passed by unanimous vote.

ADJOURN

There being no further business, motion by Downs, second by Meuers, to adjourn the meeting. Motion carried. Meeting adjourned at 7:50 p.m.

Respectfully submitted,

Kay Murphy-Schuett
Deputy City Clerk