

**City of Ramsey**  
**Agenda**  
**City Council Work Session**  
**Tuesday October 15, 2013**  
**5:30 pm**  
**Lake Itasca Room 7550 Sunwood Drive NW**

- 1. Call to Order**
- 2. Topics for Discussion**
  1. Discussion Regarding the Annual Performance Review of the City Administrator, an Individual Who is Subject to the City Council's Authority
- 3. Topics for Future Discussion**
- 4. Mayor/Council/Staff Input**
- 5. Adjournment**

**CC Work Session**

2. 1.

**Meeting Date:** 10/15/2013**By:** Colleen Lasher, Administrative  
Services

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**Information****Title:**

Discussion Regarding the Annual Performance Review of the City Administrator, an Individual Who is Subject to the City Council's Authority

**Purpose/Background:**

Mr. Kurt Ulrich was hired as the City Administrator on September 17, 2007. As per Mr. Ulrich's Employment Agreement with the City, a 360 degree performance evaluation was conducted. The evaluation period covered September 18, 2012 through September 17, 2013. The Mayor and Mr. Ulrich met previously and discussed the evaluation.

The results of the evaluation will be provided at a closed meeting on October 15, 2013. Mr. Ulrich will meet with the full City Council to discuss his performance and receive feedback. At his discretion, Mr. Ulrich may choose to open this meeting to the public.

Minnesota Statute 13D.05, Subd. 3a states that "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."

Please note that both the performance evaluation and the City Councils' discussion regarding Mr. Ulrich's performance are private and may not be discussed outside of the October 15, 2013, closed session. As per state statute, the City Council's comments regarding Mr. Ulrich's performance will be summarized at an open meeting.

**Notification:**

To date, Mr. Ulrich's performance evaluations have included feedback from 1) the City Council, 2) direct reports, and 3) Mr. Ulrich. However, this year the City Council directed staff to broaden the performance evaluation to include input from key community partners as a means to get feedback from outside the organization. The feedback from the the key community partner's evaluation will be presented at the meeting.

**Funding Source:**

There is no funding required.

**Recommendation:**

Not applicable / discussion only.

**Action:**

There is no action needed at this time. A resolution will be brought forward for City Council action at the next regular meeting.

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**Attachments**

*No file(s) attached.*

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## Form Review

**Inbox**

Kurt Ulrich  
Colleen Lasher (Originator)  
Kurt Ulrich  
Form Started By: Colleen Lasher  
Final Approval Date: 10/10/2013

**Reviewed By**

Kathy Schmitz  
Colleen Lasher  
Kurt Ulrich

**Date**

10/10/2013 11:01 AM  
10/10/2013 12:46 PM  
10/10/2013 03:46 PM  
Started On: 10/08/2013 01:48 PM