



# MINUTES

## VILLAGE MANAGER PERFORMANCE EVALUATION AD HOC COMMITTEE

Monday, March 31, 2025

1:00 PM

Village Hall – 21 East Church Street, Lake Orion, MI 48362

(248) 693-8391 ext. 102

### 1. Call to Order

The March 31, 2025, Village Manager Performance Evaluation Ad Hoc Committee was called to order at 1:00 PM by Village Manager Darwin McClary.

### 2. Roll Call and Determination of Quorum

PRESENT

Council member Carl Cyrowski

Council member Nancy Moshier

Council member George Dandalides

STAFF PRESENT

Village Manager Darwin McClary

Clerk/Treasurer Sonja Stout

### 3. Call to the Public

None.

### 4. Other Items

#### A. Election of Committee Chair and Secretary

**MOTION** made by Council member Cyrowski, Seconded by Council member Moshier to elect Council Member George Dandalides to serve as Chair of the Village Manager 2025 Performance Evaluation Ad Hoc Committee.

**VOTING YEA:** Cyrowski, Dandalides, McClary, Moshier

**VOTING NAY:** None

**MOTION:** Carried

**MOTION** made by Council member Moshier, Seconded by Council member Cyrowski to elect Village Staff, Sonja Stout, to serve as Secretary of the Village Manager 2025 Performance Evaluation Ad Hoc Committee.

**VOTING YEA:** Cyrowski, Dandalides, McClary, Moshier

**VOTING NAY:** None

**MOTION:** Carried

**Council Member George Dandalides began Chairing the meeting.**

**B. Discussion on 2025 Village Manager Performance Evaluation Process**

The committee discussed establishing a timeline, selecting evaluation tools, and defining the process for the Village Manager's evaluation.

Council Member Dandalides proposed using a performance evaluation form from another municipality. However, the committee ultimately decided to use the previous year's form, prioritizing simplicity and brevity.

**MOTION** made by Village Manager Darwin McClary, Seconded by Council member Moshier to continue to use the performance evaluation tool that was used last year for the Village Manager.

**VOTING YEA:** Cyrowski, Dandalides, McClary, Moshier

**VOTING NAY:** None

**MOTION:** Carried

There was also debate over whether evaluators should include their names on the evaluation. It was decided to retain the name section at the top of the form and add an additional space at the bottom.

**MOTION** made by Council member Cyrowski, Seconded by Council member Dandalides to ensure that evaluators from the Village Council include their names on their performance reviews.

**VOTING YEA:** Cyrowski, Dandalides, McClary, Moshier

**VOTING NAY:** None

**MOTION:** Carried

The committee also deliberated on whether to include a compensation section in the evaluation and whether staff, department heads, or both should be required to participate.

**MOTION** made by Council member Cyrowski, Seconded by Village Manager McClary to take out the compensation section out of the performance review.

**VOTING YEA:** Cyrowski, Dandalides, McClary, Moshier

**VOTING NAY:** None

**MOTION:** Carried

**MOTION** made by Council member Dandalides, Seconded by Council member Cyrowski to include department heads in the evaluation process while ensuring their input remains anonymous.

**VOTING YEA:** Cyrowski, Dandalides, McClary, Moshier

**VOTING NAY:** None

**MOTION:** Carried

Council Member Dandalides suggested incorporating input from the Township, including DDA Executive Director Matt Gibb, DDA Chairperson Debbie Burgess, Township Supervisor Chris Barnett, and Building Supervisor Dave Goodloe. Village Manager McClary and Committee Member Moshier expressed concerns about Township involvement. Dandalides then made a motion to expand the evaluation process to include these individuals, but the motion failed due to lack of support.

Council Member Dandalides made a motion to expand the evaluation process to include DDA Executive Director Matt Gibb, DDA Chairperson Debbie Burgess, Township Supervisor Chris Barnett, and Building Supervisor Dave Goodloe. The motion received no support and failed.

The committee reviewed the evaluation timeline and compared it to the previous year's schedule. It was decided that the next committee meeting will take place on Thursday, April 24, 2025, at 3:00 PM, with evaluation forms due to the Clerk/Treasurer by Monday, April 21, 2025.

## 5. Call to the Public

None.

## 6. Adjournment

**MOTION** made by Council member Dandalides, Seconded by Council member Moshier to adjourn the March 31, 2025 Village Manager Performance Evaluation Ad Hoc Committee meeting.

**VOTING YEA:** Cyrowski, Dandalides, McClary, Moshier

**VOTING NAY:** None

**MOTION:** Carried

The Village Manager Performance Evaluation Ad Hoc Committee adjourned at 2:25 PM.

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George Dandalides  
Chairperson

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Sonja Stout  
Clerk/Treasurer

Date approved: as presented on April 24, 2025.