



AGENDA

VILLAGE MANAGER PERFORMANCE EVALUATION AD HOC COMMITTEE

Thursday, April 24, 2025

3:00 PM

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

(248) 693-8391 ext. 102

1. Call to Order

2. Roll Call & Determination of Quorum

3. Minute Approval

A. Village Manager Performance Evaluation Ad Hoc Committee Meeting minutes March 31, 2025

4. Motion to go into Closed Session

5. Other Items

A. "Closed Session: Pursuant to MCL 15.268(a), to consider a personnel evaluation of a public officer or employee."

6. Motion to reconvene into open session

7. Adjournment

In the spirit of compliance with the Americans with Disabilities Act, individuals with a disability should feel free to contact the Village, at least three (3) business days in advance of the meeting, if requesting accommodations. The Village of Lake Orion will provide foreign language or hearing impaired interpretation services for those individuals who contact the village to request such services at least seven (7) days prior to the meeting.

En el espíritu de la observancia de la Ley de Estadounidenses con Discapacidades, las personas con discapacidad debe sentirse libre para ponerse en contacto con el pueblo, por lo menos tres (3) días hábiles de antelación a la fecha de la reunión, si se solicitan alojamiento. El municipio de Lake Orion proporcionará idioma extranjero o personas con problemas de audición servicios de interpretación para las personas que se ponen en contacto con el pueblo de solicitar dichos servicios con no menos de siete (7) días antes de la reunión.



COMMITTEE ACTION SUMMARY SHEET

MEETING DATE: April 24, 2025

TOPIC: Village Manager Performance Evaluation Ad Hoc Committee Meeting minutes
March 31, 2025

RECOMMENDED MOTION: To approve the Village Manager Performance Evaluation Ad Hoc Committee meeting minutes from March 31, 2025 as presented.



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.

George Dandalides
Chairperson

Sonja Stout
Clerk/Treasurer