



# Board of County Commissioners Agenda Request

**5C**  
Agenda Item #

**Requested Meeting Date:** March 24, 2026

**Title of Item:** Administrator 6 Month Performance Review

<input checked="" type="checkbox"/> REGULAR AGENDA  <input type="checkbox"/> CONSENT AGENDA	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Hold Public Hearing <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input checked="" type="checkbox"/> Discussion Item <input type="checkbox"/> Information Only
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<b>Submitted by:</b> David Minke	<b>Department:</b> Administration
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<b>Presenter (Name and Title):</b> David Minke	<b>Estimated Time Needed:</b> 20 minutes
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**Summary of Issue:**

My employment agreement calls for a performance review after six months and then annually in January of each year.

I have previously shared my self review for your consideration.

This meeting is an opportunity for commissioners to provide feedback and direction on my performance.

The meeting may be closed under Minnesota Statutes §13D.05 subd. 3 (a) which states:  
 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.

My preference is to conduct the meeting in a closed session.

**Alternatives, Options, Effects on Others/Comments:**

**Recommended Action/Motion:**

Motion to close the meeting as allowed by Minnesota Statutes §13D.05 subd. 3 (a) for the purpose of evaluating the performance of county administrator David Minke.

**Financial Impact:**

Is there a cost associated with this request?  Yes  No

What is the total cost, with tax and shipping? \$

Is this budgeted?  Yes  No Please Explain: