

**SPECIAL WORKSESSION MINUTES  
CITY OF BURNSVILLE  
April 22, 2006**

Council Present: *C. Crichton, T. Daly, D. Gustafson, E. Kautz and L. Workman*  
Staff Present: *C. Ebeling, M. Brooks*  
Others Present: *L. Goldberg*

The meeting was called to order at 9:07 a.m.

**ITEM 1. CITY MANAGER'S PERFORMANCE EVALUATION**

The purpose of the session was the annual review of the performance of the City Manager. In advance of the meeting, the Council members had completed a "360 Degree" evaluation instrument. Additional survey information was included this year from direct reports and external partners. City Manager Craig Ebeling reviewed the survey results and discussed some of the major initiatives currently being undertaken:

- Dakota Communications Center (joint dispatch) - currently consumes approximately 20-25% of the City Manager's time.
- Broadband Investigation.
- Community Visioning.
- Performing Arts Center.

Mr. Ebeling reported that Council communication is still an issue and encouraged the Council to make suggestions for improvement.

Councilmember Daly felt that the ratings speak for themselves and was supportive of the process because it gives an opportunity for feedback and improvement. She feels Mr. Ebeling has been a good representative for Burnsville. Councilmember Daly commended staff for following up on Council comments and was supportive of Mr. Ebeling continuing as City Manager.

Councilmember Workman was supportive of the 360 degree report for its honesty and regarded it as a good tool. She believes Mr. Ebeling has maintained his effort level and that communication is the biggest issue citing misunderstandings in the revision of the landscape ordinance and with the EDA Levy.

Councilmember Gustafson agreed with Councilmembers Daly and Workman, also believing communication to be an area of concern citing an email to Velocity Sports. Even unintentionally misquoting the Council can create misunderstandings. Overall, he believes Mr. Ebeling does great job running the city.

The Council discussed trusting relationships within the city and the community and the importance of maintaining them.

Councilmember Crichton was supportive of Mr. Ebeling and felt he was doing a good job.

Mayor Kautz agreed that Mr. Ebeling was doing a good job. She explained that the City of Burnsville was currently involved in a lot of "heavy lifting" work and stressed the importance of the Council to be able to rely on staff to report information necessary for decision making and carry out directives, as well as sometimes dealing with challenging citizen complaints.

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Revising the template for Council background information was discussed. A more narrative format would be favored. The Council inquired about adequate communication between the City Manager and staff and suggested a possible reevaluation of delegated authority.

The Council discussed concerns regarding consultants and the timeline for renewing consultant contracts.

The Council requested Mr. Ebeling to convey things he may need from the Council. Mr. Ebeling asked to get a clear consensus from Council during meetings. Council agreed to make more of an effort for a clear consensus.

The Council discussed appropriate indicators of the City Manager's performance, and which items may warrant removal for future evaluations. Mr. Ebeling did not object to the current indicators or the structure of the 360 degree survey, recognizing the Council's outcomes as part of his responsibility.

The City Manager's workload was reviewed, contemplating the issue of quality vs. quantity and the Council requested Mr. Ebeling notify them if his workload becomes overwhelming or if his resources are inadequate.

The Council discussed Mr. Ebeling's performance, continued employment, and salary issues. Council consensus that Mr. Ebeling has performed well and that a Letter of Understanding should be considered at the May 1, 2006 Council meeting indicating continued employment of Craig L. Ebeling as City Manager for a one year period, and include a five percent (5%) increase to his annual salary, representing \$123,726 annually, in accordance with current policy, to be effective April 7, 2006. The Council also encouraged Mr. Ebeling to evaluate his workload and return to them regarding a possible need for an assistant. The Council concluded with words of appreciation for a job well done and looked forward to working together for another year.

The meeting was adjourned at 11:02 a.m.

Respectfully submitted,

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Macheal Brooks, Deputy City Clerk

Approved by the City Council of the City of Burnsville this 1<sup>st</sup> day of May 2006.

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Elizabeth B. Kautz, Mayor