

**City Council
Agenda Item 3.C
Meeting of December 22, 2025**



Title: Closed session to conduct city manager performance evaluation; pursuant to Minnesota Statute § 13D.05, subd. 3(a)

Report from: Moranda Dammann, Assistant City Manager

Submitted Through: Erik Nilsson, City Attorney

Presenter: Moranda Dammann, Assistant City Manager

Action Requested: Motion

Form of Action: Report

Votes needed: 4 votes

Summary Statement

The employment agreement between the city and City Manager Mike Funk requires the city council to conduct annual performance evaluations with the city manager in the same manner as other non-union employees.

Recommended Action

Motion to convene in closed session, pursuant to Minnesota State Statute § 13D.05, subd. 3(a), for the purpose of evaluating the performance of City Manager Mike Funk for the evaluation period Jan. 1, 2025, through Dec. 31, 2025.

Strategic Plan Relatability

N/A

Financial Consideration

No

Background

On June 27, 2022, the City of Minnetonka entered into an employment agreement with Mike Funk as city manager. The agreement requires the city council to conduct annual performance evaluations with the city manager in the same manner as other non-union employees.

Minnesota Statutes § 13D.05, subd. 3(a) allows a public body to close a meeting to evaluate the performance of an individual who is subject to its authority. The public body must identify the individual to be evaluated prior to closing the regular portion of the meeting. However, state statute gives discretion to the employee to keep the meeting open. Mr. Funk has expressed his preference to keep the meeting closed.

This agenda item will take place during the closed portion of the special study session, therefore it is appropriate the city council conduct the review, which includes goal setting, with the city manager during

this time.

Minnesota Statutes § 13D.05, subd. 3(a) also requires the public body to summarize its conclusions regarding the evaluation at its next open meeting. The next open meeting is a council meeting scheduled for Monday, Jan. 12, 2026. The mayor will summarize the conclusions during the agenda item 7: 'Reports from City Manager & Council Members'

After the council approves the motion and immediately prior to going into closed session, the mayor will need to announce the following two statements: 1.) that at the conclusion of the closed meeting, no other regular business of the city will be discussed and that the special study session is adjourned; and 2.) that Mayor Elect Schack will summarize the conclusions of the performance evaluation at the Jan. 12, 2026 regular council meeting.