

Burley City Council- Administrative Committee
Wednesday August 28, 2019
12:00 PM
1401 Overland Avenue
Burley, Idaho 83318
City Council Conference Room

Attendance

John Craner
Dave Shirley
Casey Andersen
Mark Mitton
Mayor Steve Ormond
Russ Mallory
Carol Anderson

Minutes

1. **ACTION ITEM** -Executive Session pursuant to I.C. § 74-206(1)(b) To consider evaluation of public officer, employee or staff member.

The Committee discussed the CCI Evaluation that was conducted. They discussed the structure of the evaluation and the overall summary of the evaluation.

Motion to go into executive session pursuant to I.C. § 74-206(1)(b) To consider evaluation of public officer, employee or staff member 12:09 PM: Russ Mallory
Second: Casey Andersen

Roll Call Vote

Russ Mallory	Aye
Casey Andersen	Aye
John Craner	Aye

Motion to adjourn executive session 1:09 PM: Casey Andersen
Second: Russ Mallory

Unanimously approved

2. **ACTION ITEM** – Approval of written evaluation of employee.

Motion to make the results of the CCI survey Mark Mitton's assessment for performance for 2018 and 2019 as the official evaluation: John Craner

Second: Casey Anderson

Unanimously approved.

It was stated that Mark consider mentoring a new administrator. It was stated that hiring an assistant city administrator either internally or outside of the city would be a good idea to train and mentor so that the transition would be smooth when Mark retires.

Motion to adjourn the meeting 1:14 PM: John Craner

Second: Casey Andersen

Unanimously approved.