

## Script for Closed meeting

### Agenda Item:

#### **Personnel Matters**

*Note:* Underlined text indicates text that should be read by the Mayor.

#### **I. Introduction**

The agenda item for this meeting is to discuss the potential need to hire a municipal employee based on the unavailability of a current municipal employee.

##### **A. Opening Statement**

This portion of the properly noticed meeting of the Princeton City Council will be closed pursuant to Minnesota Statutes under the non-public data exception to the Minnesota Open Meeting Law, pursuant to Minnesota Statute Section 13D.05 Subd 2(a)(3).

The need for confidentiality outweighs the purposes served by the open-meeting law in this case based on the following:

Confidentiality is necessary to protect the City employee's private data.

- The purpose of the closed meeting is not to make a decision behind closed-doors, but instead is to determine what actions are appropriate with respect to the potential personnel issue.
- The only business to be discussed in this portion of the meeting is the personnel issue, and what action, if any, should be taken.

I will now entertain a motion to close this portion of the meeting.

[Follow procedure for motions]

## **II. Closed Session**

The Council will now go into a closed session. The time is [announce time].

Only the officials and consultants of the Council who reasonably require access to this data may be in attendance at any portion of the meeting for this agenda item.

The minutes of this portion of the meeting should reflect only that a meeting was held with its date, time and location; who was present at the meeting; and the purpose of the meeting.

### **A. Mayor's opening**

Members of the Council, I will now ask the our City Administrator to begin our discussion on this matter.

### **B. When discussion is concluded:**

Members of the Council, following the completion of our business, we will now adjourn into open session, and I will entertain a motion to adjourn the closed portion of the meeting and go back into open session.

[Follow procedure for motions]