

Script for Closed meeting

Agenda Item:

Personnel Matter

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

I. Introduction

The agenda item for this meeting is personnel data and conduct.

A. Opening Statement

This portion of the properly noticed meeting of the Princeton City Council will be closed pursuant to Minnesota Statutes under the personnel data and conduct exception to the Minnesota Open Meeting Law, pursuant to Minnesota Statute Section 13D.05 subd. 2.

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

Confidentiality is required to protect personnel data and conduct from becoming public at this time.

- 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 personnel data and conduct, if any.

- The only business to be discussed in this portion of the meeting are the personnel data and conduct issues, 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]