



**CITY OF GEM LAKE**  
 Heritage Hall  
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**City Council Special Meeting – April 15, 2025**

**Call to Order of City Council Special Meeting**

By Mayor Artig-Swomley at \_\_\_\_\_ p.m.

**Call of Roll**

Artig-Swomley \_\_\_\_\_ Cacioppo \_\_\_\_\_ Patrick \_\_\_\_\_ Johnson \_\_\_\_\_ Lindner \_\_\_\_\_

**Approve Agenda and Minutes**

- Accept the Agenda for the April 15, 2025, City Council Special Meeting

**New Business**

- Closed Meeting Discussion – City Clerk Performance Evaluation
  - Resolution #2025-013 Close Public Meeting for Annual Evaluation of City Clerk

**Adjournment** – The meeting adjourned at \_\_\_\_\_



**Resolution No. 2025-013**

**A RESOLUTION DIRECTING THE CLOSURE OF A PUBLIC MEETING OF THE CITY COUNCIL**

**WHEREAS**, the City Council of the City of Gem Lake is the official governing body of the City of Gem Lake (“City”); and

**WHEREAS**, the Open Meeting Law, Minnesota Statutes Section 13D.05, subdivision 3, states in pertinent part: “(a) A public body may close a meeting to evaluate the performance of an individual who is subject to its authority. The public body shall identify the individual to be evaluated prior to closing a meeting. At its next open meeting, the public body shall summarize its conclusions regarding the evaluation. A meeting must be open at the request of the individual who is the subject of the meeting...”; and

**WHEREAS**, the City Council at a special meeting on April 15, 2025, will meet for the purpose of evaluating the performance of the city clerk, Melissa Lawrence, subject to its authority.

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Gem Lake, Minnesota, that based on the foregoing:

1. The recitals stated above are incorporated herein by reference; and
2. Sufficient grounds exist for closing the open meeting; and
3. The meeting that is closed for this purpose must be electronically recorded and preserved for at least three (3) years after the date of the meeting pursuant to Minnesota Statutes Section 13D.05; and
4. At its next open meeting, the City Council will summarize its conclusions regarding the evaluation.

The motion for adoption of the foregoing Resolution was duly introduced by Councilmember \_\_\_\_\_ and supported by Councilmember \_\_\_\_\_, and upon vote being taken thereon, the resolution passed with a vote of \_\_\_\_\_ in favor and \_\_\_\_\_ against.

**ATTEST**

I, Melissa Lawrence, the duly qualified Acting City Clerk of the City of Gem Lake, County of Ramsey, State of Minnesota, do hereby certify that the foregoing Resolution is a true and accurate representation of action taken by the City Council of the City of Gem Lake on the date first written.

Melissa Lawrence, Acting City Clerk	<i>April 15, 2025</i> Date
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