

**VILLAGE OF MATTAWAN  
24221 FRONT AVE.  
MATTAWAN, MI 49071  
SPECIAL COUNCIL MEETING**

**FEBRUARY 23, 2026**

**AGENDA**

1. CALL TO ORDER @ 6:00 PM
2. PLEDGE OF ALLEGIANCE.
3. ATTENDANCE
4. WELCOME TO PUBLIC
5. ANNOUNCEMENT OF MEETING BEING RECORDED
6. ADDITIONS TO AGENDA
7. APPROVAL OF THE AGENDA
8. LIMITED PUBLIC COMMENT ON ANY AGENDA ITEM
9. UNFINISHED BUSINESS
10. NEW BUSINESS
  - A. MANAGER MCGREW 11-MONTH REVIEW
14. COMMUNICATIONS
15. COMMENTS FROM VISITORS
16. COMMENTS FROM COUNCIL
17. ADJOURNMENT @

**VILLAGE OF MATTAWAN**  
**VILLAGE MANAGER PERFORMANCE EVALUATION**

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**Village Manager Name:** Rich McGrew

**Date** 02/10/2026

**Evaluation Period From:** April 2025 **To** Feb 2026

11 Month Evaluation

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**INSTRUCTIONS** – Please use the letters below to indicate the level of performance.

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| <b>O – OUTSTANDING (5 POINTS)</b>        | Performance is exceptional in all areas and is recognizable as being far superior to others.                             |
| <b>V – VERY GOOD (4 POINTS)</b>          | Results clearly exceed most position requirements. Performance is of high quality and is achieved on a consistent basis. |
| <b>M – MEETS STANDARD (3 POINTS)</b>     | Competent and dependable level of performance. Meets performance standards of the job.                                   |
| <b>B – BELOW EXPECTATIONS (2 POINTS)</b> | Performance is deficient in certain areas, improvement is necessary.   |
| <b>U – UNSATISFACTORY (1 POINT)</b>      | Performance is deficient in most areas, improvement is necessary.  |
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**ATTENDANCE AND PUNCTUALITY**

- Gives proper notice in advance when requesting absences
- No excessive use of sick time
- Appearance
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**COMMUNICATIONS**

- Able to communicate his/her point of view to others
- Able to express self with clarity, poise, and relevance
- Respectful and tactful when dealing with others
- Has verbal ability to reduce tension and defuse situations
- Equally listens to others while communicating
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**PERFORMANCE**

- reliable in accomplishing assigned work
- Self-motivated
- Accepts and performs new and additional assignments
- Demonstrates ability to take command of situations
- No serious deviation from expected performance when placed in unusual or stressful situations
- Maintains composure under stress
- Personal problems with employees does not impair working relationship
- Display confidence and self-assurance in his/her ability
- Accepts constructive criticism appropriately when received
- Volunteers to take on additional tasks
- Makes suggestions toward improving tasks and goals for the Community
- Objectives, talents, and efforts are directed towards the needs of the Community
- Assist employees
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JUDGMENT

- \_\_\_\_\_ Decisions and actions are in accordance with Village Policies
  - \_\_\_\_\_ Decisions are logically sound as opposed to emotional or impulsive
  - \_\_\_\_\_ Exercises restraint
  - \_\_\_\_\_ Can make decisions under stress
  - \_\_\_\_\_ Can make decisions in a reasonable time
  - \_\_\_\_\_ Used discretion in exercising authority
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ETHICS

- \_\_\_\_\_ Department and performance reflects a high level of integrity
  - \_\_\_\_\_ Is willing to be unpopular among peers to adhere to his/her principle
  - \_\_\_\_\_ Performance is guided on best interest of Community
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COMMUNITY RELATIONS

- \_\_\_\_\_ Is concerned with response from community
  - \_\_\_\_\_ Shares community "feedback" with fellow employees and supervisors
  - \_\_\_\_\_ Is aware of communities needs and aspirations in regards to community services
  - \_\_\_\_\_ General outlook is geared to servicing the public
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JOB KNOWLEDGE

- \_\_\_\_\_ Geographical knowledge of community
  - \_\_\_\_\_ Knowledge of Rules and regulation, policies and procedures, memorandums and directives
  - \_\_\_\_\_ Knowledge of equipment and proper use
  - \_\_\_\_\_ Knowledge of agencies and resources available to the Village
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**COMPLETE ALL OF THE FOLLOWING SECTIONS.**

1. Accomplishments or new abilities demonstrated since last review.

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2. Specific areas of improvement needed:

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3. Recommendations for professional development (seminars, training etc.)

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4. Rate Overall Job Performance.

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|---|---|---|
| <input type="checkbox"/> Unsatisfactory | <input type="checkbox"/> Below Expectations | <input type="checkbox"/> Meets Expectations |
| <input type="checkbox"/> Very Good      | <input type="checkbox"/> Outstanding        |   |
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