

**CITY OF MASON  
REGULAR CITY COUNCIL MEETING  
MINUTES OF JANUARY 6, 2014**

Clark called the meeting to order at 7:30 p.m. in the Council Chambers at 201 W. Ash Street, Mason, Michigan. Brown led the Pledge of Allegiance and offered the invocation.

Present: Councilmembers: Brown, Bruno, Clark, Droscha, Ferris, Mulvany, Naeyaert  
Absent: Councilmember: None  
Also present: Martin A. Colburn, City Administrator  
Deborah J. Cwiertniewicz, City Clerk  
John Stressman, Chief of Police

**ANNOUNCEMENTS**

- No Parking on City Streets – November through May
- Non-Emergency Community Human Services Help – Dial: 2-1-1
- Mason Brass Quintet – First United Methodist Church – January 26, 2014

**PEOPLE FROM THE FLOOR**

None.

**CONSENT AGENDA**

MOTION by Naeyaert, second by Droscha,  
to approve the Consent Agenda as follows:

- A. Motion – Approval of Minutes – Regular Council Meeting: December 16, 2013
- B. Motion – Approval of Bills - \$99,760.25

**MOTION APPROVED UNANIMOUSLY**

**REGULAR BUSINESS**

**Resolution No. 2014-01 – Establishment Of City Council And Planning Commission Meeting Dates For The Year 2014**

Resolution No. 2014-01 sets the 2014 regular meeting dates for City Council and Planning Commission. Due to 2014 being an election year, City Council meetings on the first Monday in August and November have been moved to the following Monday. It was discussed that City Council is scheduled to meet at 7:30 p.m. on November 10, 2014, and Planning Commission is scheduled to meet at 6:30 p.m. If it is necessary, action can be taken closer to that date to adjust the meetings.

MOTION by Naeyaert, second by Brown,  
to consider Resolution No. 2014-01 read.

**MOTION APPROVED UNANIMOUSLY**

Resolution No. 2014-01 was introduced by Brown, seconded by Droscha.

**CITY OF MASON  
CITY COUNCIL RESOLUTION NO. 2014-01  
ESTABLISHMENT OF CITY COUNCIL AND PLANNING COMMISSION  
MEETING DATES FOR THE YEAR 2014  
January 6, 2014**

**BE IT HEREBY RESOLVED** by the City Council of the City of Mason that the following are the dates of the regular **City Council** meetings for the calendar year 2014, and January 5, 2015, and that said

meetings are to be held on the first and third Mondays of each month, with exception of one holiday, scheduled as a \*Tuesday meeting, and the meetings of August 4, 2014, and November 3, 2014, respectively moved to the following Mondays, due to the 2014 Primary and General Elections,

January 6 and 20	July 7 and 21
February 3 and 17	August 11* and 18
March 3 and 17	September 2* and 15
April 7 and 21	October 6 and 20
May 5 and 19	November 10* and 17
June 2 and 16	December 1 and 15
	January 5, 2015; now

**BE IT FURTHER RESOLVED**, that the following are the dates of the regular **Planning Commission** meetings for the calendar year 2014, and that said meetings are to be held on the second Tuesday after the first Monday of the respective months, with one exception of one holiday, scheduled as a \*Monday meeting,

January 14	May 13	September 9
February 11	June 10	October 14
March 11	July 15	November 10*
April 15	August 12	December 9
		January 13, 2015; now

**BE IT FURTHER RESOLVED**, that these meetings will be held in the City Council Chamber, City Hall, 201 W. Ash Street, Mason, Michigan, with the City Council's meetings to commence at 7:30 p.m. and the Planning Commission's meetings to commence at 6:30 p.m.; now

**BE IT FINALLY RESOLVED**, that the City Clerk shall cause these dates to be published in a local newspaper.

**RESOLUTION APPROVED UNANIMOUSLY**

**Resolution No. 2014-02 – City Administrator Performance Evaluation for 2013 Calendar Year**

MOTION by Naeyaert, second by Droscha,  
to consider Resolution No. 2014-02 read.

**MOTION APPROVED UNANIMOUSLY**

Resolution No. 2014-02 was introduced by Brown, seconded by Droscha.

**CITY OF MASON  
CITY COUNCIL RESOLUTION NO. 2014-02  
CITY ADMINISTRATOR PERFORMANCE EVALUATION  
FOR 2013 CALENDAR YEAR  
January 6, 2014**

**WHEREAS**, City Council Resolution 2005-06 provides that the Council shall conduct a formal review of the job performance of the City Administrator on a yearly basis; and

**WHEREAS**, City Council Resolution 2005-06 further provides that the Council shall conduct the formal performance review according to the guidelines described therein, including use of the "City Administrator Performance Evaluation Form" and the "City Administrator Self-Evaluation Form" as defined therein; and

**WHEREAS**, on December 2 and 16, 2013, the City Council met for the purpose of reviewing the "City Administrator Self-Evaluation Form" and the composite "City Administrator Performance Evaluation Form" for the purpose of general discussion regarding the job performance of City Administrator Martin A. Colburn, for the purpose of discussing revision of the Employment Contract between Administrator Colburn and the City Council; and

**WHEREAS**, at the request of Administrator Colburn, the review meetings by the City Council were held in executive session pursuant to the provisions of the Open Meetings Act; now

**THEREFORE BE IT RESOLVED**, that the City Council remains satisfied with Administrator Colburn in his management of, and service to, the City of Mason. Administrator Colburn continues to meet the job performance expectations of the Council. The Council feels that Administrator Colburn leads City

operations in a manner generally consistent with the collective goals and ideals of the Council, as well as those of the City as a whole; now

**BE IT FURTHER RESOLVED**, that the City Council evaluated the performance of the City Administrator in fulfilling the responsibilities of the position by rating the following categories. Each category rating below is an average based upon each Council Member assigning a performance rating of 1 to 5 to a specific set of sub-categories for each category. Each performance measure uses the following scale: 5 = *Exceeds expectations*; 3 = *Meets expectations*; 1 = *Fails expectations*.

1. PROFESSIONALISM: 3.7
2. RELATIONSHIP WITH COUNCIL: 3.7
3. POLICY EXECUTION: 4.1
4. REPORTING: 4.1
5. PUBLIC RELATIONS: 4.2
6. STAFFING: 3.6
7. FISCAL MANAGEMENT: 4.0; now

**BE IT FURTHER RESOLVED**, that Mr. Colburn achieved an overall performance rating of 3.9 and more than met City Council expectations, and City Council commends Mr. Colburn for his outstanding performance as City Administrator; however, City Council did have concerns regarding Mr. Colburn's dual role as City Administrator and Acting DPW Director questioning whether it was too demanding and time consuming for one individual, and determined Council would set forth specific objectives for the Administrator during the 2014-2015 budget process; now

**BE IT FURTHER RESOLVED**, that in accordance with City Council Resolution 2005-06, this resolution is hereby submitted by Mayor Leon R. Clark and Mayor Pro Tem Robin Naeyaert for consideration by the City Council as the written summary of the conclusions of the Council regarding the job performance of City Administrator Martin A. Colburn; now

**BE IT FINALLY RESOLVED**, that in accordance with City Council Resolution No. 2005-06, a copy of this resolution shall be placed in the personnel file of City Administrator Martin A. Colburn.

**RESOLUTION APPROVED UNANIMOUSLY**

**RESOLUTION NO. 2014-03 – CITY ADMINISTRATOR EMPLOYMENT CONTRACT AMENDMENT #12**

MOTION by Naeyaert, second by Mulvany,  
to amend Resolution No. 2014-03 in the second paragraph, by filling in the blanks,  
inserting 2% and \$87,792.90.

Yes (6) Bruno, Clark, Droscha, Ferris, Mulvany, Naeyaert

No (1) Brown

**MOTION APPROVED**

MOTION by Naeyaert, second by Droscha,  
to consider Resolution No. 2014-03 read.

**MOTION APPROVED UNANIMOUSLY**

Resolution No. 2014-03 was introduced by Brown, seconded by Droscha.

**CITY OF MASON  
CITY COUNCIL RESOLUTION NO. 2014-03  
CITY ADMINISTRATOR EMPLOYMENT CONTRACT AMENDMENT #12  
January 6, 2014**

**WHEREAS**, City Council Resolution 2005-06 provides that the Council shall conduct a formal review of the job performance of the City Administrator on a yearly basis and further provides that upon completion of the performance evaluation process, the Mayor and Mayor Pro Tem may submit to the Council proposed revisions to the Employment Contract between the City Administrator and the City Council; and

**WHEREAS**, City Council hereby modifies Section 2, Salary, increasing salary paid by 2% to \$87,792.90; and

**WHEREAS**, City Council modifies the annual vacation days to be 23 days accrued annually;

**NOW, THEREFORE, BE IT RESOLVED**, that Mayor Leon R. Clark and Mayor Pro Tem Robin Naeyaert do hereby recommend extending the current Employment Contract between Martin A. Colburn and the City Council of the City of Mason for one year.

**BE IT FURTHER RESOLVED**, that the City Council does hereby authorize the Mayor to execute the Employment Contract between Martin A. Colburn and the City Council of the City of Mason incorporating the revisions proposed herein, effective January 6, 2014.

Yes (5) Clark, Droscha, Ferris, Mulvany, Naeyaert

No (2) Brown, Bruno

RESOLUTION APPROVED

### **UNFINISHED BUSINESS**

A brief discussion was held regarding recent legislation allowing off-road vehicle (ORV) operation on local city streets. The Traffic Commission has been requested to provide a recommendation to Council for consideration.

### **NEW BUSINESS**

Discussion was held regarding expanding public communication by using social media for providing information when emergency operations are in effect.

Clark reminded Council that the Joint Recognition Ceremony is scheduled for February 6, 2014.

### **CORRESPONDENCE**

All correspondence was distributed.

### **LIAISON REPORTS**

Naeyaert informed Council regarding Planning Commission business.

### **COUNCILMEMBER REPORTS**

None.

### **ADMINISTRATOR'S REPORT**

Colburn informed Council regarding city business.

### **ADJOURNMENT**

The meeting adjourned at 8:12 p.m.

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Deborah J. Cwiertniewicz, City Clerk

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Leon R. Clark, Mayor