

**CITY OF MASON
SPECIAL CITY COUNCIL MEETING
MINUTES OF JUNE 1, 2015**

Mayor Waltz called the special meeting to order at 6:35 p.m. in the Council Chambers at 201 W. Ash Street, Mason, Michigan, 48854.

Present: Councilmembers: Brown, Bruno, Clark, Droscha, Ferris, Mulvany, Waltz
Absent: Councilmember: None
Also present: Martin A. Colburn, City Administrator
Deborah J. Cwierniewicz, City Clerk
Eric Smith, Finance Director/Treasurer
Tom Hitch, City Attorney

PEOPLE FROM THE FLOOR

None.

REGULAR BUSINESS

Letter of Resignation from City Administrator Martin Colburn

Waltz gave a brief chronological update of events regarding the resignation of City Administrator Martin Colburn. Traverse City set a special meeting to ratify the contract for Mr. Colburn last week. The Traverse City Mayor has requested that Mr. Colburn be allowed to terminate his contract with the City of Mason because Traverse City has been without a city administrator for a long time.

MOTION by Brown, second by Droscha,
to receive the letter of resignation dated May 29, 2015 from City Administrator Martin Colburn and place it on file.

MOTION APPROVED

Resolution 2015-28 – City Administrator Contract Amendment #14

MOTION by Droscha, second by Ferris,
to consider Resolution No. 2015-28 read.

MOTION APPROVED

Resolution No. 2015-28 was introduced by Droscha and seconded by Mulvany.

**CITY OF MASON
CITY COUNCIL RESOLUTION NO. 2015-28
CITY ADMINISTRATOR EMPLOYMENT CONTRACT AMENDMENT #14
June 1, 2015**

WHEREAS, City Administrator Martin Colburn has accepted a position as City Manager for Traverse City, Michigan; and

WHEREAS, City Council has received a letter of resignation from Marty Colburn as City Administrator for the City of Mason.

NOW THEREFORE BE IT RESOLVED, that Mayor Mike Waltz and Mayor Pro Tem Marlon Brown do hereby recommend that the Employment Contract between Martin A. Colburn and the City Council of the City of Mason be discontinued effective June 21, 2015.

RESOLUTION APPROVED

Resolution 2015-29 – A Resolution to Establish an Ad Hoc Committee of the City Council to Review and Make Recommendations Regarding the City Administrator Transition

Discussion was held to choose the members of the ad hoc committee of the city council to review and make recommendations regarding the city administrator transition. Waltz stated that he was first contacted by Councilmembers Bruno and Mulvany. Discussion ensued that it was stated in the informational email sent by the Mayor that it would be handled as first come/first serve.

MOTION by Brown, second by Droscha,
to consider Resolution No. 2015-29 read.

MOTION APPROVED

Resolution No. 2015-29 was introduced by Droscha and seconded by Mulvany.

Discussion ensued whether the appearance of an ad hoc committee runs against transparency or that the effort of an ad hoc committee would expedite the process by functioning as a body to gather information without being required to meet Open Meetings Act (OMA) criteria. It was stated that the entire Council would be privy to emails and communications. Also, it was stated that the committee may not take formal action. A City Council work session was scheduled to be held Monday, June 15, 2015 at 6:30 p.m. in the Council Chambers.

MOTION by Brown, second by Droscha,
to amend Resolution No. 2015-29 by inserting Mayor Waltz, Councilmembers
Bruno and Mulvany in paragraph noted as #2.

Yes (6) Brown, Bruno, Droscha, Ferris, Mulvany, Waltz

No (1) Clark

MOTION APPROVED

CITY OF MASON

CITY COUNCIL RESOLUTION NO. 2015-29

**A RESOLUTION TO ESTABLISH AN AD HOC COMMITTEE OF THE CITY COUNCIL TO REVIEW
AND MAKE RECOMMENDATIONS REGARDING THE CITY ADMINISTRATOR TRANSITION**

June 1, 2015

WHEREAS, due to the resignation of Martin A. Colburn, effective June 21, 2015, a vacancy exists in the Office of City Administrator; and

WHEREAS, in accordance with Ordinance No. 32-A-95, Section 10, any vacancy in the Office of City Administrator shall be filled within 60 days after the effective date of such ordinance; and

WHEREAS, in accordance with Ordinance No. 32-A-95, Section 11, the Council may appoint an acting City Administrator; and

WHEREAS, the City Council desires to appoint an acting City Administrator while the City is in the process of recruiting and appointing a permanent City Administrator; and

WHEREAS, the City Council determines that it is in the best interest of the City of Mason that an ad hoc committee be established in order to review and make recommendations to the City Council regarding an appointment for acting City Administrator, the selection of professional consultation services for the executive search, and the selection of an appropriate pool of candidates to receive interviews.

NOW THEREFORE BE IT RESOLVED that:

1. An ad hoc City Council Review Committee is hereby established to be comprised of three (3) Council members.

2. These individuals shall be: Mayor Waltz, Council Members Bruno and Mulvany.

3. The subcommittee is formed solely for the purpose of making recommendations to the City Council regarding the appointment of an acting City Administrator, making recommendations regarding the selection of professional consultation services for the executive search, making recommendations as to whether the applicants meet the City Administrator profile, as previously established by Council, and as may be revised from time to time, and making recommendations regarding which candidates should be contacted in order to be interviewed for the position of City Administrator.

4. The committee is not empowered to make any decisions, but only to make recommendations to the City Council. Notwithstanding the formation of this committee, each councilmember, in his or her sole discretion, may review the applications at any time prior to the meeting during which the subcommittee makes its recommendations to the City Council.

5. This committee shall be purely advisory and shall establish no policies or criteria that purports in any way to be binding upon the Council.

6. The committee shall dissolve at such time that the Council makes a final determination regarding the appointment of a permanent City Administrator or at another time that the Council deems appropriate.

Yes (6) Brown, Bruno, Droscha, Ferris, Mulvany, Waltz

No (1) Clark

RESOLUTION APPROVED

ADJOURNMENT

The meeting adjourned at 7:11 p.m.

Deborah J. Cwierniewicz, City Clerk

Mike Waltz, Mayor