

**CITY OF MASON
SPECIAL CITY COUNCIL MEETING
MINUTES OF JUNE 15, 2015**

Mayor Waltz called the special meeting to order at 6:31 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

Report from Ad Hoc Subcommittee to Recommend an Acting City Administrator

Waltz reported on the determination of the Ad Hoc Subcommittee to Recommend an Acting City Administrator, as well as the criteria determined to be used in the selection of the temporary appointment, job duties and its scope.

[INSERT]

The Ad Hoc Sub Committee met and outlined known basic criteria to be considered during the process of identifying and recommending candidates for appointment to the position of acting city manager.

It was unanimously agreed that:

- The appointee must cause little to no impact to any of the city's employees.
 - Day to day responsibilities and duties should remain unchanged.
- There should be no apparent conflict between the appointee and any city employee.
 - Present or past.
- There should be a seamless transition from Marty to the appointee.
 - Present policies and procedures should continue as is unless changed by council.
- The appointment should be a two week hourly rate contract that auto renews every two weeks until either party provides notice of termination with no penalty to either party.
 - The appointment should average 20 hours per week.
- The appointment process should happen tonight to allow overlap with Marty and the appointee.
 - From Tuesday AM to Friday noon allows only 28 hours available.
- The appointee should be a non-city employee to meet all of the identified criteria.

Two interested individuals met all of the Ad Hoc Sub Committee criteria and provided requested documentation for your review. The Sub Committee recommends that either candidate be elected by majority vote on the provided resolution with the employment contract to be immediately drafted by HR and Legal, than approved as necessary by council at a special meeting as necessary. (Legal input requested).

[END INSERT]

MOTION by Brown, second by Droscha,
to receive the Ad Hoc Subcommittee report and place it on file.

MOTION APPROVED

Resolution 2015-30 – Appointing an Acting City Administrator for the City of Mason

Resolution 2015-29 was approved June 2, 2015, establishing an ad hoc committee to make recommendations regarding the City Administrator transition. The Committee recommended two applicants for consideration as acting City Manager: Scott Preadmore and Patrick Price.

MOTION by Bruno, second by Droscha,
to consider Resolution No. 2015-30 read with the name Patrick Price inserted.
Yes (5) Brown, Bruno, Clark, Droscha, Mulvany
No (2) Ferris, Waltz
MOTION APPROVED

MOTION by Droscha, second by Ferris,
to amend Resolution No. 2015-30 by inserting the name Scott Preadmore.
Yes (4) Brown, Bruno, Clark, Mulvany
No (3) Droscha, Ferris, Waltz
MOTION APPROVED

It was discussed that the City Charter and the Mason Code use the term City Administrator, not City Manager.

MOTION by Brown, second by Droscha,
to amend Resolution No. 2015-30 by striking the word “Manager” and inserting the word
“Administrator.”
MOTION APPROVED

MOTION by Droscha, second by Brown,
to introduce Resolution No. 2015-30 with the name Patrick Price.
Yes (5) Brown, Bruno, Clark, Droscha, Mulvany
No (2) Ferris, Waltz
MOTION APPROVED

**CITY OF MASON
CITY COUNCIL RESOLUTION NO. 2015-30
APPOINTING AN ACTING CITY ADMINISTRATOR FOR THE CITY OF MASON
June 15, 2015**

WHEREAS, the Mason City Council was advised on May 29, 2015, that Marty Colburn, City Administrator for the City of Mason had accepted a position as City Manager for Traverse City; and

WHEREAS, Mr. Colburn's last day of work in Mason is Sunday, June 21, 2015; and

WHEREAS, at the June 1, 2015 Mason City Council Special Meeting the Council passed Resolution 2015-29 which established an Ad Hoc Committee to review and make recommendations regarding the appointment of an Acting City Administrator; and

WHEREAS, as a result of that resolution, an Ad Hoc Committee was appointed consisting of Mayor Mike Waltz and Council Members Les Bruno and Jim Mulvany.

NOW THEREFORE BE IT RESOLVED, that the Mason City Council does hereby appoint Patrick M. Price as Acting City Administrator who will serve at the pleasure of the Council until a permanent City Administrator is appointed.

Yes (5) Brown, Bruno, Clark, Droscha, Mulvany
No (2) Ferris, Waltz
RESOLUTION APPROVED

Discussion – Council to Provide Direction to Ad Hoc Subcommittee to Establish Process to Hire a Professional Consultant to Recruit a Permanent City Administrator

Discussion was held to provide direction to the City Council Ad Hoc Subcommittee to establish the process of hiring a professional consultant to recruit a permanent City Administrator.

MOTION by Clark, second by Droscha,
to recommend selecting outside consultant to expedite the hiring of a permanent
city administrator.

MOTION APPROVED

ADJOURNMENT

The meeting adjourned at 7:25 p.m.

Deborah J. Cwierniewicz, City Clerk

Mike Waltz, Mayor