

**CITY OF MASON
SPECIAL CITY COUNCIL MEETING
MINUTES OF NOVEMBER 10, 2015**

Mayor Waltz called the meeting to order at 9:00 a.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: Deborah J. Cwiertniewicz, City Clerk

PEOPLE FROM THE FLOOR

None.

PRESENTATION

Kathie Grinzinger, MML Executive Search Team

Kathie Grinzinger, MML Executive Search Team Director, instructed Council on the manner of the interview process and questions.

The meeting adjourned at 9:35 a.m. and reconvened at 9:49 a.m.

REGULAR BUSINESS

Interview of Candidate Jonathan Greene, Assistant City Manager, Jackson, Michigan

Mr. Greene gave a brief explanation of his job experience. Council asked a varied array of questions relating to his experience, personal interests, and accomplishments in reference to serving as a city administrator, as well as any skills that he would need to acquire to fulfill the duties of the position.

The meeting adjourned at 11:17 a.m. and reconvened at 11:30 a.m.

Interview of Candidate Elke Doom, City Manager City of Princeton, West Virginia

Ms. Doom gave a brief explanation of her job experience. Council asked a varied array of questions relating to her experience, personal interests, and accomplishments in reference to serving as a city administrator, as well as any skills that she would need to acquire to fulfill the duties of the position.

The meeting adjourned at 1:05 p.m. and reconvened at 1:35 p.m.

Interview of Candidate Deborah Stuart, Director of Community Incentive Programs for Michigan Economic Development Corporation, Lansing, Michigan

Ms. Stuart gave a brief explanation of her job experience. Council asked a varied array of questions relating to her experience, personal interests, and accomplishments in reference to serving as a city administrator, as well as any skills that she would need to acquire to fulfill the duties of the position.

The meeting adjourned at 3:00 p.m. and reconvened at 3:17 p.m.

Interview of Candidate Karen Folks, Former City Administrator, Allen Park, Michigan

Ms. Folks gave a brief explanation of her job experience. Council asked a varied array of questions relating to her experience, personal interests, and accomplishments in reference to

serving as a city administrator, as well as any skills that she would need to acquire to fulfill the duties of the position.

The meeting adjourned at 4:45p.m. and reconvened at 5:20 p.m.

City Administrator Patrick M. Price joined the meeting. Ms. Grinzinger spoke regarding the process of deliberation.

Resolution Offering Conditional Employment Agreement with Chosen Candidate

Discussion ensued regarding the merits of each candidate as well as areas of concern. All candidates were given significant consideration.

MOTION by Bruno, second by Clark,
to consider the resolution, *Offering Conditional Employment Agreement with Chosen Candidate* with the name, Deborah Stuart inserted, as read.
Yes (5) Bruno, Clark, Droscha, Mulvany, Waltz
No (2) Brown, Ferris
MOTION APPROVED

MOTION by Bruno, second by Clark,
to consider the resolution, *Offering Conditional Employment Agreement with Chosen Candidate* with the name, Deborah Stuart inserted, as read.
Yes (5) Bruno, Clark, Droscha, Mulvany, Waltz
No (2) Brown, Ferris
MOTION APPROVED

MOTION by Brown, second by Ferris,
to amend the resolution, *Offering Conditional Employment Agreement with Chosen Candidate* by striking, the name Deborah Stuart, and inserting, the name Elke Doom.
Yes (2) Brown, Ferris,
No (5) Bruno, Clark, Droscha, Mulvany, Waltz
MOTION FAILED

MOTION by Brown, second by Ferris,
to amend the resolution, *Offering Conditional Employment Agreement with Chosen Candidate* in the last paragraph, first sentence, following, Patrick M. Price, Acting City Administrator of Mason, by adding Mayor Michael Waltz and Attorney Tom Hitch.
Yes (3) Brown, Ferris, Waltz
No (4) Bruno, Clark, Droscha, Mulvany
MOTION FAILED

MOTION by Brown, second by Ferris,
to amend the resolution, *Offering Conditional Employment Agreement with Chosen Candidate* by striking the name Deborah Stuart and inserting the name Jonathan Greene.
Yes (3) Brown, Ferris, Waltz
No (4) Bruno, Clark, Droscha, Mulvany
MOTION FAILED

Introduced by Bruno, seconded by Clark, *Resolution Offering Conditional Employment*

Agreement with Chosen Candidate.

**CITY OF MASON
CITY COUNCIL RESOLUTION NO. 2015-50
OFFERING CONDITIONAL EMPLOYMENT TO THE SUCCESSFUL CITY ADMINISTRATOR
CANDIDATE CHOSEN BY THE MAYOR AND CITY COUNCIL
NOVEMBER 10, 2015**

WHEREAS, on June 1, 2015, City Administrator Martin Colburn did submit his letter of resignation which indicated that he had accepted an offer of employment from another municipality in Michigan; and

WHEREAS, the Mason City Council accepted and approved Administrator Colburn's letter of resignation; and

WHEREAS, on June 15, 2015, the Mason City Council appointed Patrick M. Price as the Acting City Administrator whose term would coincide with the absence of a permanent Administrator; and

WHEREAS, after discussion and deliberation, the Mason City Council decided to hire an Executive Search Company, with specialization in the recruitment of city administrators; and

WHEREAS, on July 20, 2015, the Mason City Council did hire the Michigan Municipal League (MML) Executive Search Team, led by Kathie Grinzinger; and

WHEREAS, with input from citizens at large, City employees, and the Mason City Council, the MML Executive Search Team prepared a portrait that would be used to define what the City of Mason was looking for in its next Administrator; and

WHEREAS, the MML Executive Search Team prepared an advertisement and placed these ads in State and national professional publications seeking a City Administrator for the City of Mason on September 9, 2015; and

WHEREAS, at the deadline of October 11, 2015, the City of Mason received 26 letters of interest with attached resumes; and

WHEREAS, on Monday, October 28, 2015, the Mason City Council met with Team Leader Grinzinger to review, in closed session, the seven candidates' resumes that most closely coincided with the Profile as prepared by the City of Mason; and

WHEREAS, after much discussion and deliberation, the Mason City Council, in open sessions, chose four applicants who were referred to as numbers because of confidentiality issues, to be interviewed on Tuesday, November 10, 2015; and

WHEREAS, on November 10, 2015, the Mason City Council did hereby interview the following candidates:

9:30 a.m.	Jonathan Greene
11:00 a.m.	Elke Doom
1:00 p.m.	Deborah Stuart
2:30 p.m.	Karen Folks; and

WHEREAS, after all interviews had been conducted, the Mason City Council held a lengthy discussion, and after considerable deliberation came to the conclusion that Deborah Stuart was the most qualified candidate for the position of City Administrator in and for the City of Mason.

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and City Council of the City of Mason does hereby make a conditional offer of employment to Deborah Stuart and directs the MML to complete a background investigation and conduct a further reference review;

AND BE IT FURTHER RESOLVED, that Patrick M. Price, Acting City Administrator of Mason, is hereby authorized to initiate discussions with Deborah Stuart on terms of a mutually acceptable

employment agreement, and such contract will be presented to the entire Council for approval prior to signature and execution.

Yes (5) Bruno, Clark, Droscha, Mulvany, Waltz

No (2) Brown, Ferris

RESOLUTION APPROVED

CLOSED SESSION

MOTION by Brown,
to meet in closed session for the purpose of establishing parameters of the city of Mason's offer for employment.

Yes (7) Brown, Bruno, Clark, Droscha, Ferris, Mulvany, Waltz

No (0)

MOTION APPROVED

The meeting adjourned into closed session at 6:42 p.m. and reconvened at 8:06 p.m.

ADJOURNMENT

The meeting adjourned at 8:07 p.m.

Deborah J. Cwierniewicz, City Clerk

Mike Waltz, Mayor