

**CITY OF MASON
REGULAR CITY COUNCIL MEETING
MINUTES OF DECEMBER 18, 2017**

Mayor Whipple called the meeting to order at 7:00 p.m. in the Council Chambers at 201 W. Ash Street, Mason, Michigan. Vogel led the Pledge of Allegiance and offered the invocation.

Present: Councilmembers: Brown, Droscha, Ferris, Madden, Vogel, Waltz, Whipple
Absent: None
Also present: Deborah S. Stuart, City Administrator

PUBLIC COMMENT

None

CONSENT CALENDAR

MOTION by Brown, second by Droscha,

to approve the Consent Calendar as printed with the removal of Item C:

- A. Approve Minutes: Regular Council Meeting December 4, 2017
- B. Financial Items:
 - 1. Approve Bills in the Amount of \$79,458.15
- D. Receipt of:
 - a. Revenue and Expenditure Report for City of Mason Period Ending November 30, 2017
 - b. City Attorney's Report – December 14, 2017

MOTION APPROVED UNANIMOUSLY

UNFINISHED BUSINESS

Resolution 2017-38 – Approve Administrator Performance Evaluation for the 2017 Calendar Year

MOTION by Brown, second by Droscha,
to approve Resolution 2017-38 – Approve City Administrator Performance
Evaluation for the 2017 calendar year.

Discussion took place on why comments did not make it on to the composite form and that the Administrator Evaluation process needs to be reviewed and possibly revised. Brown stated that even though the composite score indicates a 2.4 which is almost between meets and exceeds expectations, after working with this Administrator he personally feels she rates much higher and has exceeded expectations and he would like to commend her for it.

**CITY OF MASON
CITY COUNCIL RESOLUTION 2017-38**

**APPROVE CITY ADMINISTRATOR PERFORMANCE EVALUATION
FOR THE 2017 CALENDAR YEAR**

December 18, 2017

WHEREAS, City Council Resolution 2016-40 states that the Council shall conduct a formal review of the job performance of the City Administrator on a yearly basis and stipulates the formal process to be followed for said evaluation and 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 Council; and

WHEREAS, on December 4, 2017, the City Council met for the purpose of reviewing the job performance of City Administrator Deborah S. Stuart, including review of the composite "City Administrator Performance Evaluation and Development Form", and for the purpose of discussing possible revision of the Employment Contract between Administrator Stuart and the Council; and

WHEREAS, at the request of Administrator Stuart, the review by the City Council was held in closed session pursuant to the provisions of the Open Meetings Act.

NOW, THEREFORE, BE IT RESOLVED, that the City Council remains satisfied with Administrator Stuart in her management of, and service to, the City of Mason. Administrator Stuart continues to meet or exceed the job performance expectations of the Council. The Council feels that Administrator Stuart 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; and

BE IT FURTHER RESOLVED, that the City Council evaluated the performance of the City Administrator in fulfilling the responsibilities of the position both subjectively and objectively. The objective evaluation for numerous performance categories is documented in the composite "City Administrator Performance Evaluation and Development Form" attached as a part of this resolution; and

BE IT FURTHER RESOLVED, that the composite rating by the City Council for Administrator Stuart is 2.4 out of a three-point scale as defined in Resolution 2016-40 and that this rating is consistent with the Council determination that Administrator Stuart continues to meet or exceed job performance expectations; and

BE IT FURTHER RESOLVED, as provided by Resolution 2016-40, the City Council hereby establishes the following as minimum specific objectives for the City Administrator for the year 2018:

- Improve communication with the Council by expanding the depth and breadth of information provided in the written Administrator Report and by including additional relevant detail in Staff Agenda Reports (SARs) provided in Council meeting packets;
- Propose improvements to the technology available for Council meetings as well as improvements to the audio-visual technology used to record and transmit Council meetings;
- Develop and present a combined annual report of activities of City Departments;
- Evaluate the necessity and organization of current City Boards and Commissions and propose relevant changes to the City Charter and/or Code of Ordinances as necessary;
- Implement a new City web site no later than July of 2018;
- Investigate and propose relevant amendments to the City Charter to allow for Council meetings to be cancelled due to a lack of business or other defined cause;
- Propose a formal savings plan as part of the City Administrator budget recommendation to support the purchase of fire department apparatus without incurring debt and in accordance with the City Capital Improvement Plan; and

BE IT FURTHER RESOLVED, that in accordance with City Council Resolution 2016-40, this resolution is hereby submitted by Mayor Russell W. Whipple and Mayor Pro Tem Marlon Brown for consideration by the Council as the written summary of the conclusions of the Council regarding the job performance of City Administrator Deborah S. Stuart; and

BE IT FINALLY RESOLVED, that in accordance with City Council Resolution No. 2016-40, a copy of this resolution and the composite "City Administrator Performance Evaluation and Development Form" shall be placed in the personnel file of City Administrator Deborah S. Stuart.

RESOLUTION APPROVED UNANIMOUSLY

Correspondence – Receipt of City Attorney’s Opinion on Whether the City May Budget for Certain Employee Expenditures Related to Special Occasions or Achievements

Discussion took place about what is "Public Purpose" and the Council having the right to determine what this is. In addition, concerns were raised regarding how this could affect our audit rating and what that would mean. It was the consensus that this subject would be revisited during the budget time and more information would be needed from our auditors.

NEW BUSINESS

Ordinance 213 – Introduction and First Reading of Ordinance No. 213 Amending Section 82-93 Exempt Discharges

MOTION by, Droscha, second by Ferris to introduce and read for the first time Ordinance 213 Amending Section 82-93 Exempt Discharges.

MOTION APPROVED UNANIMOUSLY

COUNCILMEMBER REPORT

- Vogel reported that the Council Christmas Party at the Mayor's house was very nice.
- Ferris reminded everyone that you can give a present to the City by purchasing a tree.
- Brown reminded everyone that this is the last meeting in 2017 and that in 2018 we go to the new schedule of the 2nd and 4th Mondays with the meetings starting at 7:30 p.m.

ADMINISTRATOR'S REPORT

Stuart asked if anyone had any concerns or comments regarding the new Administrator's report. Stuart reminded everyone of the Chamber of Commerce's Annual Awards Dinner. Stuart gave a brief explanation of the affect to the City with the Library opting out of the TIF capture and the agreement we hope to enter into with the Library which would help ensure that monies stay in the City of Mason. A meeting with the Library Board will be taking place in January.

ADJOURN

The meeting adjourned at 7:34 p.m.

Sarah J. Jarvis, City Clerk

Russell W. Whipple, Mayor