

201 West Ash St.
Mason MI 48854-0370

CITY OF MASON

City Hall 517-676-9155
Fax 517-676-1330

CITY COUNCIL - SPECIAL MEETING - COUNCIL CHAMBER

Monday, June 1, 2015

6:30 p.m.

Agenda

1. Call to Order
2. Roll Call
3. People from the Floor
4. Regular Business
 - A. Letter of Resignation from City Administrator Martin Colburn
 - B. Resolution 2015-28 – City Administrator Employment Contract Amendment #14
 - C. 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
5. Adjournment

City of Mason

201 W. Ash St.
P.O. Box 370
Mason, MI 48854-0370
www.mason.mi.us



City Hall 517 676-9155
Police 517 676-2458
Fax 517 676-1330
TDD 1-800-649-3777

MEMORANDUM

TO: Honorable Mayor and Council Members

FROM: Martin Colburn, City Administrator

DATE: May 29, 2015

RE: Resignation

I am submitting my resignation as City Administrator for the City of Mason. I have accepted the position of City Manager for Traverse City, Michigan. In accordance with our contract agreement, I am notifying you of my resignation.

It has been a privilege to serve the City of Mason these past 16 years. I will be available to the City to support any concerns, legal or liability related. Thank you for the opportunity to serve.

A handwritten signature in blue ink, which appears to read "Martin Colburn". The signature is fluid and cursive, with a long horizontal line extending to the right.

CITY OF MASON
STAFF AGENDA REPORT TO CITY COUNCIL

Meeting Date: June 1, 2015

Agenda Item: 4B

AGENDA ITEM

Resolution No. 2015-28 – City Administrator Employment Contract Amendment #14

EXHIBITS

None.

STAFF REVIEW

Mayor & City Council

SUMMARY STATEMENT

Mr. Marty Colburn has accepted a position as City Manager for Traverse City, Michigan, and has submitted his resignation as City Administrator for the City of Mason.

RECOMMENDED ACTION

Move to approve Resolution 2015-28.

Introduced:
Second:

**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.

Yes ()

No ()

CLERK'S CERTIFICATION: I hereby certify that the foregoing is a true and accurate copy of a resolution adopted by the City Council at its regular meeting held Monday, June 1, 2015, the original of which is a part of the meeting minutes.

Deborah J. Cwierniewicz, City Clerk
City of Mason
Ingham County, Michigan

CITY OF MASON
STAFF AGENDA REPORT TO CITY COUNCIL

Meeting Date: June 1, 2015

Agenda Item: 4C

AGENDA ITEM

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

EXHIBITS

None.

STAFF REVIEW

Mayor & Mayor Pro Tem

SUMMARY STATEMENT

Mason City Administrator Martin Colburn has submitted his letter of resignation, effective June 21, 2015. The Mason City Council will be appointing an acting City Administrator to fill the vacancy until a permanent City Administrator is selected.

RECOMMENDED ACTION

Move to approve Resolution 2015-29.

Introduced:
Second:

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:

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 ()

No ()

CLERK'S CERTIFICATION: I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Mason City Council at a public meeting held on June 1, 2015, the original of which is part of the Council's minutes.

Deborah J. Cwierniewicz, City Clerk
City of Mason
Ingham County, Michigan

Drafted by and approved as to form:

Thomas M. Hitch (P25558)
Mason City Attorney
601 Abbot Road, PO Box 2502
East Lansing, MI 48826-2502