

**CITY COUNCIL - SPECIAL MEETING - COUNCIL CHAMBER**

**Tuesday, November 10, 2015**

**9:00 a.m.**

**Agenda**

1. Call to Order
2. Roll Call
3. People from the Floor
4. Presentations – Kathie Grinzinger, MML Executive Search Team
5. Regular Business – Interviews for City Administrator
  - 9:30 a.m. – Jonathan Greene, Assistant City Manager, Jackson MI
  - 11:00 a.m. – Elke Doom, City Manager, City of Princeton WV
  - 12:30 p.m. to 1:00 p.m. – Break for lunch
  - 1:00 p.m. – Deborah Stuart, Director of Community Incentive Programs for Michigan Economic Development Corporation, Lansing MI
  - 2:30 p.m. – Karen Folks, Former City Administrator, Allen Park MI
6. Resolution Offering Conditional Employment Agreement with Chosen Candidate
7. Motion to Meet in Closed Session for the Purpose of Establishing Parameters of the City of Mason's Offer for Employment
8. Adjournment

# City of Mason

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## MEMORANDUM

**TO:** Mayor and City Council  
City of Mason

**FROM:** Patrick M. Price *PMP*  
Acting City Administrator

**DATE:** November 10, 2015

**RE:** Resolution Offering Conditional Employment to the Successful City  
Administrator Candidate Chosen by the Mayor and City Council

Attached herewith is a Resolution providing a brief history leading to the Conditional Appointment of the successful candidate. After this Resolution is adopted, I wish to meet in Executive (Closed) Session for the purpose of providing the Acting City Administrator with parameters in negotiating an employment agreement with the candidate chosen by the Council.

PMP/meg

Introduced:

Second:

## CITY OF MASON

### CITY COUNCIL RESOLUTION

#### 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 \_\_\_\_\_ 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 \_\_\_\_\_ 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 \_\_\_\_\_ 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 ( )

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 November 10, 2015, the original of which is part of the Council's minutes.

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