

**CITY OF MASON
REGULAR CITY COUNCIL MEETING
MINUTES OF MARCH 21, 2005**

Clark called the meeting to order at 7:30 p.m. in the Council Chambers at 201 W. Ash Street, Mason, Michigan. Whipple led the Pledge of Allegiance and offered the invocation.

Present: Councilmembers: Bruno, Clark, Coady-Helbig, Whipple
Absent: Councilmembers: Johnson, Mulvany, Naeyaert
Also present: Martin Colburn, City Administrator
Kathy Revels, City Finance Director/Treasurer
Deborah Cwierniewicz, Deputy City Clerk

APPROVAL OF MINUTES - REGULAR COUNCIL MEETING: March 21, 2005

The Regular Meeting Minutes of March 21, 2005 were approved as submitted.

APPROVAL OF BILLS

MOTION by Whipple, second by Johnson,
To approve the payment of bills in the amount of \$33,789.15 as submitted.
MOTION APPROVED UNANIMOUSLY

PEOPLE FROM THE FLOOR

None.

REGULAR BUSINESS

Resolution No. 2005-06 – City Administrator Performance Evaluation Process

Discussion was held regarding the city administrator's performance evaluation process. Colburn commented regarding concerns with specific items in the process, which were further discussed. **Resolution No. 2005-06** was introduced by Whipple and seconded by Mulvany. Discussion ensued.

MOTION by Whipple, second by Johnson,
To amend Resolution No. 2005-06 in Section 4(d) by striking the second sentence.
MOTION APPROVED UNANIMOUSLY

MOTION by Whipple, second by Mulvany,
To amend Resolution No. 2005-06, in the City Administrator Performance Evaluation Form in Section 2 by striking the first line.
Yes (3) Clark, Mulvany, Whipple
No (1) Johnson
Absent (3) Bruno, Coady-Helbig, Naeyaert
MOTION APPROVED

MOTION by Whipple, second by Johnson,
To amend Resolution No. 2005-06 in Section 4(b) by inserting "or Mayor Pro Tem" at the end of the sentence after the word *Mayor*.

MOTION APPROVED UNANIMOUSLY

MOTION by Mulvany, second by Johnson,
To amend Resolution No. 2005-06, Section 4(c), 4(e), and 4(f) by inserting "/or" following the word *and* in the phrase *Mayor and Mayor Pro Tem*.

Yes (3) Johnson, Mulvany, Clark

No (1) Whipple

Absent (3) Bruno, Coady-Helbig, Naeyaert

MOTION APPROVED

CITY OF MASON
CITY COUNCIL RESOLUTION NO. 2005-06
March 21, 2005

CITY ADMINISTRATOR PERFORMANCE EVALUATION PROCESS

WHEREAS, it is the responsibility of the City Administrator to properly administer the affairs of the city and it is the responsibility of the City Council to verify that the City Administrator is performing the duties of the office in a manner consistent with the law and the expectations of the City Council; and

WHEREAS, in order to establish and maintain an effective relationship between the City Council and the City Administrator, it is essential that the City Council establish an ongoing structured process for evaluating the job performance of the City Administrator in accomplishing the goals of the City Council and in carrying out assigned responsibilities as prescribed by state statute, city charter, city ordinance, and action of the City Council; and

WHEREAS, a meaningful process for evaluating the job performance of the City Administrator should allow discussion of the strengths and weaknesses of the City Administrator as demonstrated by past actions with the objective of continuous improvement in the effectiveness of job performance, and should allow the City Council and the City Administrator to clarify and refine respective roles, relationships, expectations, and responsibilities, as well as identify specific objectives of the City Council; and

WHEREAS, an objective and thorough analysis of job performance is a prerequisite for the determination of appropriate and justifiable compensation and benefit levels for the City Administrator;

NOW THEREFORE, BE IT RESOLVED, that the City Council shall conduct a formal evaluation of the job performance of the City Administrator on an annual basis and that the City Council shall conduct the formal performance evaluation according to the following process guidelines:

1. The formal performance evaluation shall generally occur during the last quarter of each calendar year. Although the process is expected to occur on an annual basis, the City Council may initiate an evaluation at any time.
2. The formal performance evaluation process shall be conducted during public meetings unless such evaluation is requested in closed session by the City Administrator pursuant to the Open Meetings Act. If a closed session is requested, all records created

as a result of the process shall be exempt from disclosure to the extent provided by law and this resolution.

3. The formal performance evaluation process shall include the use of a "City Administrator Self-Evaluation Form" and a "City Administrator Performance Evaluation Form", each as approved by the City Council.

4. The formal performance evaluation process shall include the following events which shall occur no later than the day noted:

a. First regular City Council meeting in November: The City Administrator shall distribute to each council member the following documents:

- i. A completed "City Administrator Self-Evaluation Form".
- ii. A blank copy of the "City Administrator Performance Evaluation Form".
- iii. A copy of the "Employment Contract Between the City Administrator and the City Council".
- iv. A copy of this resolution.

b. Second regular City Council meeting in November: Each council member shall complete the "City Administrator Performance Evaluation Form" and return completed forms to the Mayor or Mayor Pro Tem.

c. Five days prior to the first regular City Council meeting in December: The Mayor or Mayor Pro Tem shall tabulate and summarize the results of the individual council member evaluations in the form of a composite "City Administrator Performance Evaluation Form" and distribute a copy of the composite form to each council member and the City Administrator. The Mayor shall return to each council member the respective individual council member evaluation form as soon as possible.

d. First regular City Council meeting in December: The City Council shall meet with the City Administrator for the purpose of evaluating the job performance of the Administrator. At minimum, the following topics shall constitute the agenda for the evaluation meeting:

- i. Review and discuss the completed "City Administrator Self-Evaluation Form".
- ii. Review and discuss the composite "City Administrator Performance Evaluation Form".
- iii. Engage in general discussion regarding the job performance of the City Administrator.
- iv. Discuss specific objectives for the City Administrator for the upcoming twelve months.
- v. Discuss revision of the "Employment Contract between the City Administrator and the City Council".

e. Second regular City Council meeting in December: The Mayor or Mayor Pro Tem shall prepare and submit for Council approval, or approval with modification, a written summary of the conclusions of the City Council regarding the performance of the City Administrator, including a description of those areas where job performance has been better than expected, a description of those areas where job performance improvement is expected, and any action plans to be supported by the City Council to aid in said improvement. The written summary shall also set forth the specific objectives of the City Administrator for the next twelve months.

f. Second regular City Council meeting in December: The Mayor or Mayor Pro Tem may submit to the City Council proposed revisions to the "Employment Contract between the City Administrator and the City Council".

5. Upon approval, the written summary of the conclusions of the City Council regarding the performance of the City Administrator shall be filed, along with the completed "City Administrator Self-Evaluation Form" and the composite "City Administrator Performance Evaluation Form", in the personnel file of the City Administrator.

BE IT FINALLY RESOLVED, that this resolution shall nullify and supercede Resolutions 2001-49, 2003-12, and 2004-06 as well as any other process for evaluation of the performance of the city administrator.

CITY OF MASON

City Administrator Self-Evaluation Form

The City Administrator shall briefly respond to each question below and provide those responses to the City Council in accordance with the process guidelines for evaluation of the job performance of the City Administrator as adopted by the City Council. Additional pages may be added as needed. Responses to these questions will be attached to the final performance evaluation documents.

1. What progress have you made in accomplishing the specific objectives established during your last evaluation?
2. What other job-related accomplishments have you had that were not part of the specific objectives established during your last evaluation?
3. What obstacles or setbacks have you encountered since your last evaluation?
4. What do you see as your major performance objectives for the next year?
5. What can the City Council do to help you accomplish these objectives?
6. Do you have any concerns regarding your relationship with the City Council? If so, how would you suggest those concerns be addressed?
7. Do you have specific personal training needs? If so, identify those needs and briefly describe how such training will help you to excel in satisfying the requirements of your job?
8. Identify any other issues or comments you wish to discuss.

City Administrator Signature _____ Date: _____

CITY OF MASON

City Administrator Performance Evaluation Form

This form may be used by each member of the City Council to evaluate the performance of the City Administrator in fulfilling the responsibilities of the position. Completed forms are to be signed by the council member and forwarded to the Mayor or Mayor Pro Tem. Each performance measure listed should be assigned a rating of 1 to 5 using the following scale: 5 = Exceeds expectations; 3 = Meets expectations; 1 = Fails expectations.

1. PROFESSIONALISM

	Invests sufficient effort toward being diligent and thorough in the discharge of duties.
	Composure, appearance, and attitude fitting for an individual in his executive position.
	Knowledgeable of current developments affecting the management field.
	Has a capacity for innovation.
	Anticipates problems and develops effective approaches for solving them.
	Willing to try new ideas proposed by council members or staff.

Comments (include commendations for exceptional performance and suggested improvements):

2. RELATIONSHIP WITH COUNCIL

	Assists the council in resolving problems at the administrative level to avoid unnecessary council action.
	Responds to requests for information or assistance by the council.
	Informs the council of pertinent city issues in a timely manner.
	Receptive to constructive criticism and advice.

Comments (include commendations for exceptional performance and suggested improvements):

3. POLICY EXECUTION

	Implements council action in accordance with the intent of the council.
	Supports the action of the council after a decision has been made.
	Enforces city policies.
	Understands city ordinances.
	Offers workable alternatives to the council for changes in the law when an ordinance or policy proves impractical in actual administration.

Comments (include commendations for exceptional performance and suggested improvements):

4. REPORTING

	Provides the council with reports concerning matters of importance to the city.
	Reports are accurate and comprehensive.
	Written and verbal communication is concise, clear, accurate, and professional.

Comments (include commendations for exceptional performance and suggested improvements):

5. PUBLIC RELATIONS

	Effectively responds to citizen complaints and requests.
	Dedicated to the city and to city residents.
	Has the capacity to listen to others and to recognize their interest, works well with others.
	Willing to meet members of the community.
	Cooperates and fosters relationships with neighboring communities and other governmental units.

Comments (include commendations for exceptional performance and suggested improvements):

6. STAFFING

	Recruits and retains competent personnel for city positions.
	Fosters an atmosphere of cooperation and teamwork among city employees.
	Leads city employees by example to be effective ambassadors of the city.
	Works to improve the performance of weak or inefficient management personnel.
	Encourages on-going training to enhance professional skills of employees.
	Stays informed and abreast of employee insurance, fringe benefits, and pensions.

Comments (include commendations for exceptional performance and suggested improvements):

7. FISCAL MANAGEMENT

	Plans and organizes the preparation of an annual budget with documentation that conforms to the objectives and policies established by the council.
	Plans, organizes, and administers the adopted budget with approved revenues and expenditures.
	Maintains an effective plan and organization for the maintenance of facilities, buildings, equipment, and grounds owned by the city.

Comments (include commendations for exceptional performance and suggested improvements):

8. SPECIFIC OBJECTIVES

	Organize a council "retreat" meeting with the administrator.
	Investigate ordinance revisions to address "blighted" and "abandoned" property.
	Investigate property maintenance code possibilities specifically in relation to rental and commercial property.
	Continue to evaluate solutions to resolve water, sanitary sewer, and storm sewer regulatory issues: <ul style="list-style-type: none"> ➤ Develop options for water treatment to address radium standards ➤ Investigate potential benefits of establishing city wide storm drainage district ➤ Implement initial components of storm water IDEP & PEP programs
	Continue to evaluate potential new water well sites.
	Develop a plan for a Rayner Creek sewer interceptor on the east side of the city.
	Complete the 5 year capital improvement plan.
	Re-evaluate the 10 year street maintenance/improvement plan, including analysis of the proper charter minimum appropriation for street capital maintenance.
	Create Title VI Plan to comply with MDOT requirements.
	Convert to BS&A software in finance and development departments.
	Continue to improve the city web site as resources allow with the goal of creating a cost effective portal for citizens to conduct business with, and find information from, the city (e.g. meeting packets for council/boards/commissions, archived records access, bill payment, permit application submission, etc.).
	Support Downtown Development Authority efforts to expand DDA district boundaries.
	Complete formal agreement with Mason Public Schools regarding the expectations and commitments associated with the School Resource Officer.

Comments (include commendations for exceptional performance and suggested improvements):

In your opinion what have been the most notable accomplishments of the City Administrator over the past year?

In your opinion what areas need the most improvement?

Council Member Signature _____

Date: _____

RESOLUTION APPROVED UNANIMOUSLY

Motion – Mutual Aid Agreement

The Mutual Aid Agreement with Northeast Ingham Emergency Service Authority (NIESA) is a formal agreement with an informal understanding consisting of Williamston and Leroy Township Fire Departments and the City of Mason Fire Department. It specifies what is expected when mutual aid is requested.

MOTION by Whipple, second by Johnson,
To approve the Mutual Aid Agreement with Northeast Ingham Emergency
Service Authority (NIESA).
MOTION APPROVED UNANIMOUSLY

Request – Mason Lions Club – Use of Public Right-of-Way for White Cane Drive

The Mason Lions Club annually requests the use of the city's right-of-way for the White Cane Drive.

MOTION by Whipple, second by Johnson,
To approve the request of the Mason Lions Club for the use of public right-
of-way for their annual White Cane Drive on Friday, April 29th and Saturday,
April 30th.
MOTION APPROVED UNANIMOUSLY

Request – Excused Absence for Councilmember Les Bruno

It was discussed that Robin Naeyaert's father passed on March 18th and Christine Coady-Helbig broke her leg and ankle while working on the job in Honduras building homes.

MOTION by Mulvany, second by Whipple,
To excuse Les Bruno, Christine Coady-Helbig, and Robin Naeyaert from the
March 21, 2005 meeting.
MOTION APPROVED UNANIMOUSLY

Discussion – Property Maintenance

Colburn commented briefly regarding past property maintenance discussions as far back as 1991. Barbara Tornholm, Planning Commission Chairperson, briefly spoke about Master Plan references relating to property maintenance. A lengthy discussion followed. There was a consensus to follow staff's recommendation to hold a public hearing followed by a City Council work session, prepare a draft code for review, and hold a second public hearing prior to Council considering implementing a property maintenance code.

UNFINISHED BUSINESS

None.

NEW BUSINESS

MOTION by Mulvany, second by Whipple,
To excuse Neal Johnson's absence for the April 4, 2005 meeting.
MOTION APPROVED UNANIMOUSLY

CORRESPONDENCE

All correspondence was distributed.

LIAISON REPORTS

Clark informed the Council regarding Planning Commission business.

ADMINISTRATOR'S REPORT

Colburn informed the Council on current city business.

PEOPLE FROM THE FLOOR

Phil Bernardi of 359 Okemos Street asked what rationale was considered for asking city electors to vote in favor of having only city tax payers pay for the construction and maintenance of a combined school district /city sport's complex. Whipple stated that the city voters are the only ones they can ask. Neither the school district nor the neighboring townships could be forced to participate. The Recreation Plan and the Ad Hoc Recreational Committee considers the sports complex a priority for Mason. It would benefit people that live outside the city, just as other city infrastructure does. Although City Council is able and permitted to develop it, they have determined to have the voters decide.

EXECUTIVE SESSION

MOTION by Johnson, second by Whipple,
To adjourn to executive session to discuss property acquisitions.

ROLL CALL VOTE:

Yes (4) Clark, Johnson, Mulvany, Whipple

No (0)

Absent (3) Bruno, Coady-Helbig, Naeyaert

MOTION APPROVED UNANIMOUSLY

The meeting adjourned to executive session at 9:25 pm.

Martin A. Colburn, City Clerk

Robin C. Naeyaert, Mayor