

**CITY OF MASON  
REGULAR CITY COUNCIL MEETING  
MINUTES OF OCTOBER 21, 2019**

Mayor Whipple called the meeting to order at 7:30 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, Schaffer, Vogel, Whipple  
Absent: None  
Also present: Elizabeth Hude, Community Development Director, Sarah J. Jarvis, City Clerk

**PUBLIC COMMENT**

None

**CONSENT CALENDAR**

MOTION by Droscha, second by Ferris,  
to approve the Consent Calendar as presented

- A. Minutes:
  - 1. Approve Minutes of Regular Council Meeting October 7, 2019
- B. Correspondence:
  - 1. Receipt of City Attorney's Report Dated October 17, 2019
  - 2. Receipt of City Council Workshop Agenda Scheduled for October 26, 2019
- C. Financials:
  - 1. Approve Bills in the Amount of \$74,087.93
  - 2. Receipt of Monthly Revenue and Expenditure Report for Period Ending September 30, 2019
  - 3. Receipt of Quarterly Investment Report for Period Ending September 30, 2019
  - 4. Approve Purchase of Chlorine Generator for the Water Treatment Plant from Evoqua Water Technologies, LLC in the Amount of \$9383.00
- D. Right of Ways:
  - 1. Approve Use of Public Right-of-Way for the Veteran's Day Parade on November 11, 2019 and to Waive All Associated Fees
- E. Other:
  - 1. Establishment of November 18, 2019 at 7:30 p.m. as the Time and Place for a Public Hearing on the Request for Esquire Development and Construction, Inc. for the City to File a Chapter 8 Petition with County Drain Commissioner

**MOTION APPROVED UNANIMOUSLY**

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

**A. City Manager Evaluation Process**

- 1. Resolution 2019-26: Amendment of City Manager Evaluation

MOTION by Brown, second by Droscha,  
to adopt Resolution 2019-26: Amendment of City Manager Evaluation

**CITY OF MASON  
CITY COUNCIL RESOLUTION NO. 2019-26**

**CITY MANAGER EVALUATION PROCESS**

**October 21, 2019**

**WHEREAS**, it is the responsibility of the City Manager to properly administer the affairs of the city and it is the responsibility of the City Council to verify that the City Manager 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 Manager, it is essential that the City Council establish an ongoing structured process for evaluating the job performance of the City Manager in accomplishing the goals of the City Council and in carrying out assigned responsibilities as prescribed by state statute, the City Charter, city ordinances, and the actions of the City Council; and

**WHEREAS**, a meaningful process for evaluating the job performance of the City Manager should allow discussion of the strengths and weaknesses of the City Manager 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 Manager to clarify and refine respective roles, relationships, expectations, and responsibilities; 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 Manager.

**NOW THEREFORE, BE IT RESOLVED**, that the City Council shall conduct the formal performance evaluation of the City Manager according to the following process guidelines:

- 1) The formal performance evaluation shall occur on an annual basis, however, 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 Manager 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.
- 3) The formal performance evaluation process shall include written input by Council members in the form approved by City Council.
- 4) The formal performance evaluation process shall include the following events which shall occur no later than the day noted unless another schedule is approved by the City Council:
  - a) First regular City Council meeting in October: The City Manager shall distribute to each City Council member the approved document or format for member input regarding the performance of the City Manager.
  - b) Wednesday prior to the second regular City Council meeting in October: Each City Council member shall submit their written input document to the City Manager for inclusion in the packet for the second City Council meeting in October. If the City Manager has requested evaluation in closed session, the distribution of the input documents shall be in a manner consistent with that request.
  - c) Second regular City Council meeting in October: The City Council shall meet with the City Manager to discuss the job performance of the City Manager, including discussion of the written input provided by each City Council member, as well as discussion regarding any obstacles to optimal job performance identified by the City Manager. If requested by the City Manager, this meeting shall be held in closed session.
  - d) Second regular City Council meeting in November: The Mayor, with the assistance of the Mayor Pro Tem, shall prepare and submit for City Council consideration a written summary of the conclusions of the City Council regarding the job performance of the City Manager. The written summary shall be submitted in the form of a City Council Resolution and shall include, as considered appropriate, 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 or to aid in enhancing the ability of the City Manager to do the job.
- 5) Upon approval, the written summary of the conclusions of the City Council regarding the job performance of the City Manager shall be filed in the personnel file of the City Manager.

**MOTION APPROVED UNANIMOUSLY**

2. Approve of Alternative Schedule for 2019 City Manager Evaluation Process

MOTION by Brown, second by Droscha,  
to amend the Schedule for the 2019 City Manager Evaluation Process by moving the meeting with the City Manager to discuss the job performance of the City Manager and the written input provided by each City Council Member to the 1<sup>st</sup> Council Meeting in November and to move the receipt of the written summary of the conclusion of the City Council regarding the job performance of the City Manager in the form of a City Council Resolution to the 1<sup>st</sup> Meeting in December.

MOTION APPROVED UNANIMOUSLY

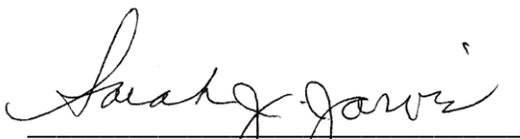
**COUNCILMEMBER REPORTS**

- Vogel reported that she attended Garden of Hope event on October 18, 2019, which is a nonprofit scholarship organization that offers leadership development for girls in grade 8-12.
- Vogel reported that the Historical District Commission met on October 21, 2019 where they learned about Certified Local Government Grants.
- Droscha reported that the Planning Commission met on October 15, 2019 where they approved a Special Use Permit for Paul Davis Corporation and a Final Site Plan Approval for the James Giguere Realty & Development, LLC for the development of 20 residential lots and one common area.
- Brown wanted to commend all City staff for an excellent job on the City Open House.
- Ferris reminded everyone of the tree lighting ceremony that will take place on the Friday after Thanksgiving.
- Whipple acknowledged the Mason High School Football team on their win on Friday night and their current 8-0 record and also the Mason High School Girls Golf Team on making it to the State Finals.

**MANAGERS REPORT (10/17/2019)**

- Hude gave an update on the Team Mobile Radio Tower project and that installation will not take place until March 2020.

The meeting adjourned at 7:45 p.m.

  
\_\_\_\_\_  
Sarah J. Jarvis, City Clerk