

**MLGMA Board of Directors Meeting  
Minutes  
June 12, 2009  
Teleconference**

Ted Staton, President, called the meeting to order at 10:05 a.m.

**I. ROLL CALL**

**Directors present:**

Ted Staton, President, MLGMA; City Manager, East Lansing  
Al Vanderberg, President-Elect, MLGMA; County Administrator, Ottawa County  
Steve Brock, Vice-President, MLGMA; City Manager, Farmington Hills  
Pam Antil, Assistant Manager, Novi  
Christine Burns, City Manager, Cedar Springs  
Michael Cain, City Manager, Boyne City  
Ken Hibl, City Manager, Clare  
Ed Koryzno, City Manager, Ypsilanti  
Phillip Moore, City Manager, Alma  
Amy Planck, City Manager, Imlay City  
Steve Powers, County Administrator, Marquette County  
William Ross, City Manager, Jackson  
Frank Walsh, City Manager, St. Joseph

Also Present: Marie McKenna, Assistant City Manager, East Lansing; Clay Pearson, City Manager, Novi; Keith VanBeek, Deputy County Administrator, Ottawa County; Jane Bais-DiSessa, City Manager, Berkley

**II. CONSENT AGENDA**

A. Minutes from the April 24, 2009 meeting:

Motion to approve the minutes  
Motion by: Ross  
Seconded by: Vanderberg; motion passed.

B. Finance Report through 5/31/09:

In an e-mail Layton reported that the only difference between this and the March Financial Report is that \$3,000 has been paid toward the MLGMA internship, \$4,500 for the ICMA contribution and just under \$2,000 for the insurance renewal.

Motion to approve the Finance report.  
Motion by: Moore  
Seconded by: Planck; motion passed.

**III. ACTION ITEMS**

A. Winter Institute Registration Fee Schedule:

Clay Pearson and Keith VanBeek, Chair and Co-chair of the Winter Institute Planning Committee recommended a member registration increase from \$199 to \$225 in order to maintain quality programming. Concern was noted regarding raising fees in these tough economic times.

Motion made to establish a new Winter Institute fee schedule reflecting \$225 for members, \$300 for non-members and consultants and \$0 for students, retirees and first-timers.

Motion by: Cain

Seconded by: Hibel; motion passed.

B. ICMA request that each state association prepare a video interview for presentation to the 2014 ICMA Conference:

No action taken, this item will be placed on the next meeting agenda for discussion

C. Request from the MLGMA Experience Committee to retain consultant to design a model city manager contract:

According to information provided by Brian Murphy, a model city manager contract and handbook can be developed for about \$1,000. It was noted that ICMA does have good samples on its site, however, they may not be specific to Michigan state laws/requirements.

Motion made to retain consultant to design a model city manager contract for \$1,000.

Motion by: Cain

Seconded by: Ross; motion passed.

#### **IV. DISCUSSION ITEMS**

A. Walled Lake:

Staton indicated that Walled Lake has essentially abandoned the council-manager plan through its budget process. Now there are clearly issues with internal controls and administration. Nonetheless, it has been confirmed that they do not intend to return to the plan. Staton said we should ask the Advocacy Committee to make, on short order, a recommendation on how to intervene. Antil suggested making contact with the Editorial Staff at the Spinal Column. We also need to stay in constant contact with Sharon Miller of Wolverine Lake. Bais-DiSessa was present and will take this charge back to the Advocacy Committee.

B. Patriarche Colloquium:

Staton has confirmed that Ed Everett will open during an MML Convention General Session on community building. He will do follow up sessions that can include a discussion of professional coaching. We have committed to \$1,000 plus travel and lodging. Thank you to Steve Brock for making the suggestion. We will work with Bob Bruner and Mark Wollenwebber to promote the coaching session.

C. Donation to the ICMA Fund for Professional Management:

Staton noted that these funds are being requested for video projects but that MLGMA has already contributed \$4,500 in general support of the fund along with sharing our own promotional tools. Staton also encouraged continued individual contributions.

Staton will draft a letter reminding ICMA of our prior \$4,500 contribution and sharing of our professionally developed materials. The letter will also convey ongoing support for the effort.

D. 2010 MLGMA Summer Conference Committee appointments:

Agreed that these should be made in a timely fashion and President-Elect Vanderberg will work on this and have his appointments made prior to this year's conference. Also noted that summer 2009 Conference Material is available.

E. MLGMA Advocacy Committee Proposal Option for Council-Manager Video and Internet Educational Product:

Representing the Advocacy Committee, Bais-DiSessa noted that last year's videos were well-received but that there is little other information out there promoting the form, particularly outside the State of Michigan. Suggested that we need to invest in a slightly longer video to use when the form is challenged, needs to be reinforced or when there may be a change. Possible themes include ethics, transparency, avoiding stalemate, efficiency, evolution of the form, first line of service, etc. Koryzno suggested that we need a "hook" such as reform. There was discussion that raising institute registration seemed unbalanced with a large expenditure of this kind but Staton noted that funds have already been budgeted for this project.

Motion made to authorize Advocacy Committee expenditure of \$15,000 for the development of educational materials in digital format.

Motion by: Cain

Seconded by: Koryzno; motion passed

Opposed by: Walsh

F. Linkin Post Guidelines:

Antil noted that there are recent listserv threads that go on too long and maybe inappropriate. Reminded that these e-mails are subject to FOIA. Antil suggested using ICMA guidelines and that perhaps the MML could monitor threads and preempt the distribution of inappropriate e-mails. Staton noted that MML may not have the resources to serve this function. Antil agreed to prepare a policy for consideration during the July meeting.

Motion made to support development of listserv guidelines similar to ICMA for adoption at the next Board meeting.

Motion by: Vanderberg

Seconded by: Cotton; motion passed

G. MLGMA Committee teleconference/video conferencing/live chatting

Powers said that there are 33 UP managers and not all are MLGMA members. Ray Anderson, Manager, Village of Norway, noted that there are no UP managers as committee members and that perhaps technology could enhance participation. Staton noted that the level to which we use enhanced technology may depend upon the committee.

It was agreed that Colleen Layton/Rob Ferrari would be asked to do a presentation on advanced conferencing technology during the next meeting.

## V. INFORMATION

A. U of M Dearborn Program Status/Board Participation in Dearborn Program Overview:

A meeting to discuss the program will take place on June 26<sup>th</sup> at 9 am at 19000 Hubbard (Fairlane Towne Center). Several Board members plan to be in attendance.

B. UP Range Rider Update:

Staton participated in Range Rider teleconference. Fred Geuder is now the official UP and Northern Lower Range Rider and he will be making contact with those communities. Fred will also attend the Summer Institute.

C. Conference Ethics:

Martha Perego has finally provided an opinion on sponsorship and invitation-only dinners enclosed in conference packet.

D. Letter to ICMA Requesting Location of a 2010 Board Meeting in Michigan:  
Enclosed in packet, no discussion.

E. MLGMA Polo shirts:

Cain will bring samples to the Summer Institute. It also appears as though they may cost less than previously thought – Cain will put information on the MLGMA listsere.

F. ICMA Conference Update:

Antil reminded us of ICMA's \$200 stimulus card that can be used to offset a variety of expenses related to goods and services. Also, the MLGMA dinner will be held at the Sheraton.

G. Dimensional Committee Updates:

Experience Committee – Walsh

- Making progress on awards
- Developing a clearinghouse for project management /sharing of information

Education Committee - Antil

- Will try to put together a Summer and Winter Conference Committee Dinner

Ethics Committee

- Continuing to work toward goals in the Strategic Plan

## VI. BOARD MEMBER ROUNDTABLE

- **Brock** noted that Summer Institute has a lot of concurrent activities and is looking for anyone who might be interested in walking the bridge at an alternative time.
- **Ross** has had to lay off police and fire personnel and feels that any more cuts may put the City of Jackson in receivership.
- **Moore** noted that the City of Alma's GF budget is the same as it was 13 years ago and that downturn is exacerbated by loss in TV.

## **VII. CLOSING COMMENTS FROM THE PRESIDENT**

Staton noted that the Speaker of the House is conducting focus groups around the state to gauge support for tax reforms such as a graduated income tax and expansion of taxes on services. Brock mentioned exploring the role of managers in consolidation prompting Staton to invite the Board to attend a panel discussion on this very matter to be held at the ***MSU Student Union from 1-4 pm on July 25***. The event is being sponsored by the Michigan Association of County Administrators.

**Next Board meeting will be on Tuesday, July 28 at the Ramada Plaza Hotel  
Ojibway, Sault Ste. Marie**

Meeting adjourned at 12:00 p.m.

Respectfully submitted,

Marie McKenna  
Assistant City Manager, City of East Lansing

