

DATE: JANUARY 9, 2007

TO: MICHIGAN LOCAL GOVERNMENT MANAGEMENT ASSOCIATION

**FROM: SMALL COMMUNITIES COMMITTEE
AMY PLANCK, CHAIRPERSON**

RE: RESOURCE DIRECTORY

The attached document is the product of the Small Communities Committee in an effort to assist small community managers with the wide variety of functions they must perform. To that end, we would like to invite all members of the Michigan Local Government Management Association to volunteer to be a contact in whatever area(s) you have experience, expertise or have reason to believe you could be helpful.

Several topics have been chosen which the Committee felt were representative of areas where assistance may be needed. The names and contact information for the Range Riders has also been provided. The Directory was approved by the MLGMA Board at their July 2006 Board meeting.

In order to maintain the Directory, please submit names and contact information to the Small Community Committee Chairperson (which happens to be me at the moment). Updates will be provided to Jack Duso periodically for publication on the MLGMA website.

If you should have any questions, concerns or comments, please contact me (aplanck@imlaycity.org) or any other member of the Small Communities Committee. Thank you for your anticipated participation, and I hope you find this document useful.

Resource Directory

A publication of the
Small Communities Committee of the
Michigan Local Government Management Association

“Managers Helping Managers”

Resource Directory Introduction: MLGMA members listed below have volunteered their time and talents to assist other members with their needs. MLGMA has not evaluated their abilities nor investigated their expertise. Please contact as specified by each volunteer. This directory is updated every two years. Therefore, please expect that there may be some outdated contacts as managers do indeed move around.

The Small Communities Committee: The Committee serves as the focus for the training and professional development need of MLGMA members from small cities and villages. The Small Community managers act as a resource to provide information to other small communities seeking to create manager positions. This Committee also seeks to identify specific needs of small communities and attempts to provide alternatives and/or solutions. In addition, the Committee will review training needs and opportunities and make recommendations to the MLGMA Board.

MLGMA, What We Are: Since its beginnings in 1927 this association has been known as the Michigan Chapter of The International City Management Association, the Michigan City Management Association, and now the Michigan Local Government Management Association.

MLGMA, Who We Are: Our purpose is to increase the proficiency of managers and administrators of city, county, village, township and other local governmental units, including councils of governments, in the State of Michigan; to strengthen the quality of local government through professional management; to encourage and support the council-manager plan form of local government; to maintain the high ethical standards of the profession of city management; and to provide opportunities to enhance the professional development of its members.

What MLGMA Provides Everyone: MLGMA is the central resource for information and resources, connecting not only its members in an information network, but providing data and information to non-members as well as the media and representatives of local, state and federal governments.

What MLGMA Provides Members: For its own members, MLGMA provides publications, specialized expertise, and educational conferences and workshops. In addition, the members-only Website offers a detailed database of association members, a wide range of pertinent information to managers as well as information supporting and strengthening the Council/Manager Plan. MLGMA also provides members personal resources in times of transition.

How We Encourage Quality Local Government: In addition to the information and resources provided its members, MLGMA is the steward of the state association and direct sponsor of two professional and personal development institutes; the Summer and Winter Institutes. These provide direct opportunities for professional and personal growth.

Performance Topics and Manager Resources

Auditing

Managers in this area will be able to assist with the following: Request For Proposals; Requirements and Reporting; Presentation, Audit as Info Promotion and other general questions.

Name:
Areas of Expertise:
Best Time to Call:
Office Phone:
Home Phone:
Fax:
E-mail:

Name:
Areas of Expertise:
Best Time to Call:
Office Phone:
Home Phone:
Fax:
E-mail:

Name:
Areas of Expertise:
Best Time to Call:
Office Phone:
Home Phone:
Fax:
E-mail:

Name:
Areas of Expertise:
Best Time to Call:
Office Phone:
Home Phone:
Fax:
E-mail:

Annexation; Contract Annexation and Interlocal Agreements

Managers in this area will be able to assist with the following: Annexation Laws and Process De-Annexation; Contract Annexation (PA 425, 1984); Interlocal Agreements (PA 7, 1967); Negotiating strategy and other general questions.

Name:
Areas of Expertise:
Best Time to Call:
Office Phone:
Home Phone:
Fax:
E-mail:

Name:
Areas of Expertise:
Best Time to Call:
Office Phone:
Home Phone:
Fax:
E-mail:

Airport Operations

Managers in this area will be able to assist with the following: Airport District; Establishment; Agreement and Operations; Budget Oversight; Personnel Oversight; Dedicated Millage; Funding and other general questions.

Name:
Areas of Expertise:
Best Time to Call:
Office Phone:
Home Phone:
Fax:
E-mail:

Name:
Areas of Expertise:
Best Time to Call:
Office Phone:
Home Phone:
Fax:
E-mail:

Broadband and WIFI

Managers in this area will be able to assist with the following: Establishment and Operations; Contracts; Negotiations and other general questions.

Name:
Areas of Expertise:
Best Time to Call:
Office Phone:
Home Phone:
Fax:
E-mail:

Name:
Areas of Expertise:
Best Time to Call:
Office Phone:
Home Phone:
Fax:
E-mail:

Budget

Managers in this area will be able to assist with the following: **Governmental Funds; General Fund - Special Revenue Funds - Police Fund (dedicated millage); Fire Fund (dedicated millage); Downtown Development Authorities; Economic Development Corporations; Local Streets Fund; Major Streets Fund; Hospital Fund; Library Fund; Airport Fund; Debt Service Funds. Internal Service Fund / Motor Equipment Fund. Enterprise Funds - Sanitary Sewer Utilities; Water Utilities; Electric Utilities. Long Term Debt - Bonding and Borrowing and other general questions.**

Name:
Areas of Expertise:
Best Time to Call:
Office Phone:
Home Phone:
Fax:
E-mail:

Name:
Areas of Expertise:
Best Time to Call:
Office Phone:
Home Phone:
Fax:
E-mail:

Cable Services

Managers in this area will be able to assist with the following: Franchise Agreements; Fees; troubleshooting and other general questions.

Name:
Areas of Expertise:
Best Time to Call:
Office Phone:
Home Phone:
Fax:
E-mail:

Name:
Areas of Expertise:
Best Time to Call:
Office Phone:
Home Phone:
Fax:
E-mail:

Communication Towers

Managers in this area will be able to assist with the following: Lease Agreements; Fees; troubleshooting and other general questions.

Name:
Areas of Expertise:
Best Time to Call:
Office Phone:
Home Phone:
Fax:
E-mail:

Name:
Areas of Expertise:
Best Time to Call:
Office Phone:
Home Phone:
Fax:
E-mail:

Contracts and Negotiations

Managers in this area will be able to assist with the following: Manager's Contract (see Council/Commission), Department Heads - Hiring, Contracts, Disciplining and Firing; Fraternal Order of Police (FOP) – Police; Michigan Professional Fire Fighters Union (MPFFU) – Fire; Teamsters Unions; AFSCME Union; AFL-CIO; Arbitration process and arbiters; 312 process and strategy and other general questions.

Name:
Areas of Expertise:
Best Time to Call:
Office Phone:
Home Phone:
Fax:
E-mail:

Name:
Areas of Expertise:
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Home Phone:
Fax:
E-mail:

Council / Commission Matters

Managers in this area will be able to assist with the following: Council/Commission and Manager Relations; Applying and Interviewing; Manager Contracts; Retirement plans; Micro-Managing and Other Troubleshooting; Balancing family, community and career; Challenges to Manager Form of Government and other general questions.

Name:
Areas of Expertise:
Best Time to Call:
Office Phone:
Home Phone:
Fax:
E-mail:

Name:
Areas of Expertise:
Best Time to Call:
Office Phone:
Home Phone:
Fax:
E-mail:

Electric Utilities

Managers in this area will be able to assist with the following: Operations Procedures, Budget and Fund Requirements, Negotiations with Power Companies; Rate studies and other general questions.

Name:
Areas of Expertise:
Best Time to Call:
Office Phone:
Home Phone:
Fax:
E-mail:

Name:
Areas of Expertise:
Best Time to Call:
Office Phone:
Home Phone:
Fax:
E-mail:

Ethics and Conflicts of Interest

Managers in this area will be able to assist with the following: Ethics ordinances and policies; conflict of Interest policies and procedures for elected and appointed officials as well as employees; and other general questions. Please visit the MLGMA Website at www.mlgma.org/committees/ethic_committee.htm for resources in this area.

Name:
Areas of Expertise:
Best Time to Call:
Office Phone:
Home Phone:
Fax:
E-mail:

Name:
Areas of Expertise:
Best Time to Call:
Office Phone:
Home Phone:
Fax:
E-mail:

Federal Government

Managers in this area will be able to assist with the following areas: Agriculture (USDA); Custom matters; EDA; EPA; Homeland Security; Housing and Urban Development and other general questions.

Name:
Areas of Expertise:
Best Time to Call:
Office Phone:
Home Phone:
Fax:
E-mail:

Name:
Areas of Expertise:
Best Time to Call:
Office Phone:
Home Phone:
Fax:
E-mail:

Fire Operations and Funding

Managers in this area will be able to assist with the following: Fire Chief: Hiring, Contracts, Discipline and Firing, Civil Service Requirements, Dedicated Millage, Public Act 33 of 1951, General Budgeting, Operations Manual, Scheduling, Joint Departments -Contracts, Operation and Monitoring; Negotiations (see Contracts and Negotiations) and other general questions.

Name:
Areas of Expertise:
Best Time to Call:
Office Phone:
Home Phone:
Fax:
E-mail:

Name:
Areas of Expertise:
Best Time to Call:
Office Phone:
Home Phone:
Fax:
E-mail:

Hospital Operations

Managers in this area will be able to assist with the following: Hospital District: Establishment, Agreement and Operations, Budget Oversight, Personnel Oversight, Dedicated Millage, Funding and other general questions.

Name:
Areas of Expertise:
Best Time to Call:
Office Phone:
Home Phone:
Fax:
E-mail:

Name:
Areas of Expertise:
Best Time to Call:
Office Phone:
Home Phone:
Fax:
E-mail:

ICMA

Managers in this area will be able to assist with the following: What is ICMA, why join, Credential program, Retirement program and other general questions.

Name:
Areas of Expertise:
Best Time to Call:
Office Phone:
Home Phone:
Fax:
E-mail:

Name:
Areas of Expertise:
Best Time to Call:
Office Phone:
Home Phone:
Fax:
E-mail:

Library Operations

Managers in this area will be able to assist with the following: Library District - Establishment, Agreement and Operations; Budget Oversight; Personnel Oversight; Dedicated Millage; Funding and other general questions.

Parks and Recreation Bodies and Funding

Managers in this area will be able to assist with the following: Boards, Commissions and Councils - Organization and Operation; Joint Parks/Recreation Bodies - Contracts and Agreements; Parks and Recreation Millage and other general questions.

Name:
Areas of Expertise:
Best Time to Call:
Office Phone:
Home Phone:

Name:
Areas of Expertise:
Best Time to Call:
Office Phone:
Home Phone:

Fax:
E-mail:

Fax:
E-mail:

Police Operations and Funding

Managers in this area will be able to assist with the following: Police Chief - Hiring, Contract, Discipline and Firing; Civil Service Requirements; Dedicated Millage; Public Act 33 of 1951; General Budgeting; Operations Manual; Scheduling; Joint Departments - Contracts, Operations and Monitoring; 312 process and strategy; Negotiations (see Contracts and Negotiations) and other general questions.

Name:
Areas of Expertise:
Best Time to Call:
Office Phone:
Home Phone:
Fax:
E-mail:

Name:
Areas of Expertise:
Best Time to Call:
Office Phone:
Home Phone:
Fax:
E-mail:

Railroads

Managers in this area will be able to assist with the following: Amtrak; Crossings; CSX; Maintenance; N&S; Safety; Spurs; Trestles and other general questions.

Name:
Areas of Expertise:
Best Time to Call:
Office Phone:
Home Phone:
Fax:
E-mail:

Name:
Areas of Expertise:
Best Time to Call:
Office Phone:
Home Phone:
Fax:
E-mail:

Rate Studies

See Sanitary Sewer Services or Water Services or Electric Utilities.

Name:
Areas of Expertise:
Best Time to Call:
Office Phone:
Home Phone:
Fax:
E-mail:

Name:
Areas of Expertise:
Best Time to Call:
Office Phone:
Home Phone:
Fax:
E-mail:

Sanitary Sewer Services

Managers in this area will be able to assist with the following: Rate studies and information; Franchise Agreements and Contract Annexation for services to other municipalities; Contract and Negotiation matters; Policies regarding laterals, shut-off of services, etc; Scheduling and other general questions.

Name:
Areas of Expertise:
Best Time to Call:
Office Phone:
Home Phone:
Fax:
E-mail:

Name:
Areas of Expertise:
Best Time to Call:
Office Phone:
Home Phone:
Fax:
E-mail:

State Government

Managers in this area will be able to assist with the following: Act 51; Brownfield Authorities; CDBG matters; Civil Rights; Civil Services; CMI; Corrections; MDNR; MDOT; MDEQ; MEDC; MSHDA; State Police; Treasury and other general questions.

Name:
Areas of Expertise:
Best Time to Call:
Office Phone:
Home Phone:
Fax:
E-mail:

Name:
Areas of Expertise:
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E-mail:

Transition, Manager In

Please visit the MLGMA Website at www.mlgma.org/committees/mit_committee.htm for resources in this area.

Name:
Areas of Expertise:
Best Time to Call:
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Home Phone:
Fax:
E-mail:

Name:
Areas of Expertise:
Best Time to Call:
Office Phone:
Home Phone:
Fax:
E-mail:

Waste Services

Managers in this area will be able to assist with the following: Brush and Yard Wastes; Contracted Services; Self-Provided Services; Rubbish Removal - Contracted out or Self-Provided; Dedicated Millage for Services and other general questions.

Name:
Areas of Expertise:
Best Time to Call:
Office Phone:
Home Phone:
Fax:
E-mail:

Name:
Areas of Expertise:
Best Time to Call:
Office Phone:
Home Phone:
Fax:
E-mail:

Water Services

Managers in this area will be able to assist with the following: Rate studies and information; Franchise Agreements and Contract Annexation for services to other municipalities; Contract and Negotiation matters; Policies regarding laterals, shut-off of services, etc; Scheduling and other general questions.

Name:
Areas of Expertise:
Best Time to Call:
Office Phone:
Home Phone:
Fax:
E-mail:

Name:
Areas of Expertise:
Best Time to Call:
Office Phone:
Home Phone:
Fax:
E-mail:

The following individuals are members of the Range Rider program established to assist managers. Managers should feel free to contact them for information as well.

R. S. Kenning

1700 Villa
Birmingham MI 48009-6593
Home Phone: (248) 642-6161
Fax: (248) 647-8309

Larry Collins

1413 E. Gaylord
Mt. Pleasant, MI 48858
Home Phone: (989) 773-0994
wmlaco@aol.com

Terry Hofmeyer

872 Creekridge Dr.
Holland, MI 48423
Home Phone: (616) 335-3061
rhofmeyer@chartermi.net

Lois Thibault

8925 00.25 Rd.
Garden, MI 49835-9720
Home Phone: (906) 644-1007
thibault@bbbmi.com