

## **MME Board of Directors Meeting Minutes February 3, 2017 Kalamazoo Radisson**

**Keith Van Beek, President, called the meeting to order at 10:04 a.m.**

### **I. Roll Call**

#### Directors present:

Keith Van Beek, President-Elect; Deputy County Manager, Ottawa County  
Patrick Sullivan, President-Elect; City Manager, Northville  
Lynn Markland, Vice President; City Manager, Fenton  
Dale Kerbyson, Immediate President; City Manager, Lapeer  
Robert Belleman, Controller/CAO; Saginaw County  
Tim Klunder, City Manager; Zeeland  
Martin Colburn, City Manager; Traverse City  
Robert Moffit, City Administrator; Gladwin  
Bridgette Gransden, Administrator/Controller; Midland County  
Robert Straebel, City Manager; Petoskey  
Ray Anderson, City Manager; Norway  
James Ritsema, City Manager; Kalamazoo  
Shea Charles, City Manager; Howell  
John Shay, City Manager; Ludington  
Russell Taylor, Township Manager; Thomas Township  
Thad Beard, City Manager; Otsego

#### Also present:

Daryl Delabbio, ICMA Regional V.P., County Administrator; Kent County  
David Limardi, Midwest Regional Director; ICMA  
Adam Smith, City Manager; Grand Ledge  
Christian Wuerth, City Manager; Milford  
Oliver Turner, City Manager; Sault Ste. Marie  
Curtis Holt, City Manager; Wyoming  
Kathie Grinzinger, Michigan Municipal League  
Summer Minnick, Michigan Municipal League  
Emily Kieliszewski, Michigan Municipal League

### **II. Consent Agenda**

#### **A. Approval of Minutes – January 9, 2017**

Motion to approve the January 9th minutes.  
Motion by: Belleman  
Seconded by: Ritsema  
No discussion.  
Motion carries.

#### **B. Approval of November Financial Statement and Narrative**

Motion to approve the January 9th minutes.  
Motion by: Belleman



Seconded by: Ritsema  
No discussion.  
Motion carries.

### **III. Action Item**

#### **A. 2018 & 2019 Summer Workshop Location Selection**

Professional Development Committee reviewed proposals for upcoming workshops. Recommended locations: Sault Ste. Marie for Summer 2018 (July 17-20) and downtown Charlevoix for Summer 2019 (July 23-26). It was explained that the 2018 workshop was moved a week earlier than normal because Sault Ste. Marie has Founder's Festival and a visit from their sister city in Japan, so it made better scheduling sense to push it earlier. Summer 2019 may need more lead time in Charlevoix, as it will be decentralized. Ritsema commented that he liked the continuity and flow of process of selecting locations.

Motion to approve summer workshop location selections.  
Motion by: Moffit  
Seconded by: Belleman  
Motion carries.

### **IV. Discussion Items**

#### **A. 2018 Winter Institute Locations**

Van Beek indicated the League staff will gather RFPs and make recommendations. Per the policy adopted last year, Winter Institute locations will be rotated between four general areas: southwest Michigan (Kalamazoo 2017), southeast Michigan in 2018 (still waiting on RFPs to determine location), west Michigan in 2019, and mid-Michigan in 2020.

#### **B. Committee Appointments and Responsibilities**

Van Beek discussed the importance of well-defined committees including website visibility and a clear idea of what each committee's responsibilities are. He is asking each committee to have a discussion to identify things they understand they're working on in an effort to make sure all responsibilities are covered. By April, he'd like to adopt and make sure programs are assigned to the correct committees.

#### **C. Committee Updates**

##### **Advocacy:** (Chair: Adam Smith)

Smith discussed that this is his first year serving as chair. The committee has an intense focus on the new MME brand, profiling communities on the website, and reaching out to universities with MPA programs to ensure they're aware of MME initiatives.

##### **Ethics:** (Chair: Oliver Turner)

The ethics committee updated the rules and procedures for ethics code in 2016. The new process for applications to MME will also continue to be implemented in the coming year.



**Experience:** (Chair: Curtis Holt)

Experience Committee worked on nominating, awards, and Managers in Transition. At the first meeting, they discussed nominating, MIT, and Senior Advisors. Frank Walsh will be heading the subcommittee on MIT and Senior Advisors. Adam Umbrasas is leading the awards and nominations committee. They had some ideas this year, but also asked for nominees. Current Senior Advisors are Maurice Evans and Mark Wollenweber. It was discussed that they are stretched thin and the committee is interested in adding more. Van Beek named Jerry Richards, Larry Nielsen and Jeff Mueller as showing interest in serving as Senior Advisors. Sullivan asked if additional Senior Advisors would affect the budget. Holt indicated impact on budget would be small – mileage. Minnick indicated around \$3500 of the budget was allocated for Senior Advisors for coming year and this is not a huge portion of the budget. Holt also discussed nominating for committees and believes it would be good to have consistency with committee nominations. Van Beek stated in the past, committee chairs had two year terms and would like to institute this again.

**NextGen:** (Chair: Aaron Desentz)

Desentz not in attendance. Professional Development Committee works closely with NextGen, so Wuerth gave brief update. So far the committee has been successful with networking and professional development. They are currently accepting applications for the fellowship.

**Professional Development:** (Chair: Christian Wuerth)

The committee has implemented a new sponsorship program and have commitments lined up for Summer Workshop. They are adding to scholarship program with executive coaching. Program expansion proposal to come to Board in near future.

**D. Interim Manager List**

Minnick discovered we have an interim manager list on the League's website that is or should be a function of MME. Grinzinger discussed that the interim manager service was initially created through the Managers in Transition Committee for MITs to keep their skills up and have a source of income flow. MLGMA put it on the League website because at the time, they had no other way of disbursing the information. Many communities have need for interim managers and the Executive Search service doesn't have a way of assisting with that process. Grinzinger believes this is an issue that MME can solve. Executive Search can't also do the Interim Manager List due to conflict of interest. It should be taken out of the League's umbrella and recommends it is placed with the Experience Committee and that there is a stronger vetting process. Markland remembered the list from previous time on the Board and recalled that to be placed on the list, interim managers had to be a member in good standing and that there was a questionnaire to specify availability, etc. - also suggested a link to list be kept on the League website that links back to MME list. It was also discussed that interim managers should be run by Ethics Committee before being placed on the list.



Sullivan/Markland to handle Interim Manager List going forward.

**E. Home Rule Village Act Amendment regarding Village Manager Contracts**

Van Beek discussed that Spring Lake is currently going through an interesting process. The new village president was recently elected and it looks as though they may be heading in the direction of village dissolution. Village President also hired attorney to look over charter and found there was no need to have a contract with a city manager. The village attorney gave an opposing legal opinion. Question presented: what action, if any, should MME take? Minnick reported that the League's legal department had spoken with the Attorney General's office and discussed home rule law. They were in agreement that authority is not expressly prohibited and believed the law was on the side of the manager, however there is always risk involved in asking for an AG opinion. Many board members expressed agreement that there may be more negative than positive in becoming involved legislatively, as it may weaken flexibility for interpretation. The board will continue to monitor the situation and determine if action is needed.

**F. Options for *The Manager***

Minnick reported that with the website update and rebranding process, the communications team recommended creating something email style that would link back to the website in place of a printed publication. Currently, \$3000 is budgeted for 4 publications. Email style would be more cost effective, would link back to the website, and would be more modern. Frequency of publication could increase with this style to every other month instead of quarterly.

Motion to approve email-style option of *The Manager* in place of printed publication.

Motion by: Shay

Seconded by: Belleman

Motion carries.

**V. Comments by the board:**

**Colburn:** Stands by Earley and Ambrose. Kerbyson mentioned he likes the concept of insurance protection for this type of situation. Colburn suggested MML look into this for MME.

**Sullivan:** SEMCOG has scholarship for Harvard program. After this year, they are limiting this to elected officials only. Requested Board to send letter to SEMCOG to oppose and request reconsideration.

**Dellabio:** Limardi and ICMA looking at regional meeting locations and believes MME should consider this. Must dovetail dates with state association meeting. 2019 location still up for grabs.

**Limardi:** Please let me know of any professional anniversaries. ICMA affiliate agreement with MME is all set. Midwest Leadership Institute is on March 20-24 if anyone has interest.

**Charles:** No comment.

**Kerbyson:** Great meeting.

**Shay:** Thanks for a great year, Dale.

**Klunder:** No comment.

**Beard:** Thanks for opportunity to serve on the Board.

**Taylor:** No comment.

**Bell:** Great conference.

**Markland:** No comment.

**Anderson:** No comment.

**Straebel:** No comment.

**Moffit:** Looking forward to next year's Winter Institute. Thank you, Dale.

**Gransden:** Thank you for the opportunity to serve.

**Minnick:** If anyone has an assistant who would benefit from receiving the Board packets, please let me know.

**VI. Closing Comments from the President**

In the upcoming year, will be taking a look at membership dues and conference fees.

**VII. 2017 Meeting Dates**

- a. Friday, April 21<sup>st</sup>: League Lansing Office, 10:00a.m.
- b. Tuesday, July 25<sup>th</sup>: Muskegon Summer Workshop (location TBD), 6:00p.m.
- c. September 12-15<sup>th</sup>: Holland MML Convention (specific date/location TBD)
- d. Friday, December 8<sup>th</sup>: League Lansing Office, 10:00a.m.

**VIII. Adjournment at 1:06p.m.**

Respectfully submitted,

Emily Kieliszewski