



MME Board of Directors Meeting  
DRAFT Minutes  
July 25, 2017  
Holiday Inn Hotel Muskegon Harbor

Keith Van Beek, President, called the meeting to order at 5:04p.m.

I. Roll Call

Directors present:

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

Also present:

Summer Minnick, Michigan Municipal League  
Emily Kieliszewski, Michigan Municipal League

II. Consent Agenda

**A.** Approval of Minutes – April 21, 2017.

Motion to approve the April 21st minutes.

Motion by: Belleman

Seconded by: Ritsema

No discussion.

Motion carries.

**B.** Approval of March, April, May and June Financial Statements

Motion to approve the March, April, May, and June financial statements.

Motion by: Belleman

Seconded by: Ritsema

No discussion.

Motion carries.

**C.** Approval of 2016 Annual Financial Review by Plante & Moran

Motion to approve the annual financial review.

Motion by: Belleman

Seconded by: Ritsema

No discussion.

Motion carries.



### III. Action Items

- A. **Ethics Committee Recommendation: Denial of Membership for Kyle Tertzag**  
Board reviewed the following recommendation from the Ethics Committee regarding Mr. Tertzag's membership application: Mr. Tertzag not be admitted membership in MME until a review is conducted to the satisfaction of MME regarding a number of concerns. It was noted that Mr. Tertzag has reached out to MML staff for guidance on how to proceed regarding MME membership but has not reached out to either the Ethics Committee or the Board to comment on the concerns. Members expressed support of the Ethics Committee findings.

Motion to approve Ethics Committee recommendation regarding denial of membership for Kyle Tertzag:

*Not be admitted membership in MME until a review is conducted to the satisfaction of MME regarding:*

- *A potential violation of Tenet 3 of the ICMA Code of Ethics, and more specifically the following guideline:*

*Seeking Employment. Members should not seek employment for a position having an incumbent administrator who has not resigned or been officially informed that his or her services are to be terminated;*

- *Concerns regarding Mr. Tertzag's past record of having served as City Administrator of Woodhaven and as a City Council Member of Allen Park simultaneously;*

- *And concerns over the circumstances or any patterns of circumstances that led to Mr. Tertzag's departure from prior employers.*

Motion by: Ritsema

Seconded by: Belleman

Motion carries.

B. **Ethics Committee Recommendation: Public Censure for Former member Dennis LaForest**

Board reviewed the following recommendation from the Ethics Committee regarding public censure for Mr. LaForest: recommend to the MME Board of Directors that a public censure of Mr. Dennis LaForest be issued as defined within the MME Rules of Procedure for the Enforcement of the ICMA Code of Ethics with the exception that the public censure not be provided to the local news media covering the St. Johns vicinity and with the emphasis that the public censure be reported to the respondent, the complainant, the governing body of the City of St. Johns, and the Michigan Municipal Executives Membership. Board discussed that the membership may be notified via the e-newsletter. Members expressed support of the Ethics Committee findings.

Board members commented on the great work and dedication of the ethics committee members of these important matters and expressed thanks to all those involved.



Motion to accept the report of findings from the subcommittee and the recommendation from the Ethics Committee regarding public censure of Mr. LaForest:

*A public censure of Mr. Dennis LaForest be issued as defined within the MME Rules of Procedure for the Enforcement of the ICMA Code of Ethics with the exception that the public censure not be provided to the local news media covering the St. Johns vicinity and with the emphasis that the public censure be reported to the respondent, the complainant, the governing body of the City of St. Johns, and the Michigan Municipal Executives Membership.*

Motion by: Belleman  
Seconded by: Charles  
Motion carries.

C. Interim Manager List Evaluation Process

Sullivan reviewed with the rest of the Board that the Interim Manager List has been moved from the MML website and will now be on MME's site. It was discussed that the Ethics Committee should review applicants to be listed on the Interim Manager's List. It was suggested that there be an procedure in the event of a denial – in those events, individuals may appeal to the Board.

Motion to approve the recommendation that the Ethics Committee reviews applicants for the Interim Manager List, with those applicants denied approval having the option to appeal to the Board.

Motion by: Gransden  
Seconded by: Taylor  
Motion carries.

IV. Discussion Items

A. MML Pre-Conference Workshop on Council Manager Relations

MME has been asked to help put together this workshop for MML's Annual Convention – the first portion will be a roles/responsibilities presentation, and the last portion will be a panel of mayors, commissioners, and managers sharing their experiences and how relations should work. MME is responsible for the second portion of this workshop. It was discussed that a portion of this time may be used to talk about what MME is doing to grow the profession, recruitment, branding, training, the challenges, and how relationships are critical to progress on these goals. Gransden suggested ICMA be contacted to see if they would have someone available to come discuss promoting the profession – she will contact ICMA and report back. Van Beek mentioned he has experience facilitating consensus building workshops for managers. Suggested they have managers with long tenures come to discuss what makes a good relationship. It was also suggested that Adam Smith speak about MME's branding initiatives.

B. Next Board Meeting time/location change

Van Beek reported that the Board meeting is likely to occur on Wednesday, September 13<sup>th</sup> around 12:15p.m. in Holland. More details regarding venue to follow.



C. Draft Manager in Transition Guide

Mitch Deisch has taken an interest in re-doing the MIT guide with the help of a committee and is on his second or third draft. It was decided that this guide will be sent out to the Board for review but no formal approval process is needed.

V. Comments by the board:

**Sullivan:** No comment.

**Charles:** No comment.

**Shay:** Congrats, Thad.

**Klunder:** No comment.

**Taylor:** DAS becoming a big issue.

**Beard:** Appreciate MML's Executive Search Process – was beneficial.

**Ritsema:** No comment.

**Markland:** No comment.

**Belleman:** MML has upcoming medical marihuana sessions.

**Straebel:** No comment.

**Moffit:** No comment.

**Grandsen:** No comment.

VI. Closing Comments from the President

a. Colloquium Update and Patriarche Award

Colloquium speaker is Lisa Soronen. Daryl Delabbio is the recommended award recipient – he's been notified and has the date reserved.

b. ICMA Reception for MI Attendees – San Antonio

Spoke with Sullivan and Markland. In the past, MME has alternated between a dinner and a reception. For the next three years, it will be a reception.

c. Retired Members Lunch at Summer Workshop

Happening here at Summer Workshop on Thursday.

d. Member news on website – MME new members

Each month's new members will be posted on the website at the end of the month/beginning of the next month. Both the member's name and community will be displayed.

e. Dave Limardi retirement

Limardi's retirement will be effective towards the end of this calendar year. ICMA will be conducting interviews – stay tuned on news of his replacement.

VII. Committee Reports

a. Experience Committee

Working on MIT and awards. Current Senior Advisors include: Mark Wollenwebber, Maurice Evans, Larry Nielsen, and Daryl Delabbio (once retired). ICMA will not allow those assisting with Executive Search also serve as a Senior Advisor.

b. Nominating Committee

Holt shared underrepresented regions.



- c. Ethics Committee  
Recommendations were reviewed already in the meeting. They've been busy with many reviews for membership and other issues – working hard.
- d. NextGen Committee  
Brief report reviewed.
- e. Professional Development Committee  
Updates on coaching program will be coming up at Winter Institute.

**VIII.** Adjournment at 6:14p.m.

Respectfully submitted,

Emily Kieliszewski