



MME Board of Directors Meeting
Minutes
Tuesday, July 23, 2019
Holiday Inn Express Boardroom, Alpena

Lynn Markland, President, called the meeting to order at 4:04p.m.

I. Roll Call

Directors present:

Lynn Markland, President; City Manager; Fenton
John Shay, President-Elect; Deputy Administrator; Ottawa County
Rebecca Fleury, Vice President; City Manager; Battle Creek
Patrick Sullivan, Immediate Past President; City Manager, Northville
Ray Anderson, City Manager; Norway
Thad Beard, City Manager; Rockford
Shea Charles, City Manager; Howell
Juan Ganum, City Manager; Bridgman
Bridgette Gransden, Administrator/Controller; Midland County
Tim Klunder, City Manager; Zeeland
Elaine Leven, City Manager; Marine City
Dana Muscott, City Manager; Bay City
Cameron Van Wyngarden; Township Manager, Plainfield Charter Township
Christian Wuerth, Village Manager; Milford

Also present:

Victor Cardenas, Assistant City Manager, Novi
James Wickman, Township Manager, Hartland Township
Cheryl Hilvert, ICMA
Summer Minnick, Michigan Municipal League
Emily Kieliszewski, Michigan Municipal League

II. Consent Agenda

- A.** Approval of Minutes – April 12, 2019 and May 28, 2019.
Motion to approve the April 12, 2019 and May 28, 2019 minutes.
Motion by: Beard
Seconded by: Muscott
No discussion.
Motion carries.
- B.** Approval of March, April, May 2019 Financial Statements
Motion to approve the March, April, and May 2019 financial statements.
Motion by: Ganum
Seconded by: Wuerth
No discussion.
Motion carries.

C. 2018 Annual Financial Review by Plante & Moran

Motion to approve the 2018 Annual Financial Review.

Motion by: Anderson

Seconded by: Wuerth

No discussion.

Motion carries.

III. Discussion/Action Items

A. Strategic Planning Process and RFP Draft

Shay reported on project of updating MME's strategic plan. This new strategic plan would replace/significantly amend the last plan done in 2012/2013. Weurth, Fleury, and Muscott assisted with RFP draft, which includes project overview, scope, consultant qualifications, deliverables, and timeline. Discussion and input from the board regarding timeline, and membership engagement/info gathering process – consensus around using Winter Institute 2020 to gather information and engage membership in the process, with the plan to be presented at 2020 Summer Workshop. Budget to be developed once proposals are received.

Motion to send the RFP with timeline completion date of next year at Summer Workshop.

Motion by: Sullivan

Supported by: Shay

Motion carries.

B. Ethics Committee Report/Recommendations

I. MME Ethics Chair James Wickman presented recommendations from the committee to the Board.

At the request of the ethics committee, the ICMA provided information on the propriety of their governing documents related to established practices recently debated by MME members. They also subsequently solicited an opinion from their legal counsel stating, in part, "I recommend that ICMA revise its Constitution to clarify the applicability of specific tenets, or grant authority for the Board to do so." The MME Ethics Committee agrees and recommends that the MME Board pass a motion supporting this position to be shared with the ICMA Executive Board and ICMA Committee on Professional Conduct (CPC).

Motion supporting this position to be shared with the ICMA Executive Board and ICMA Committee on Professional Conduct (CPC).

Motion by: Wuerth

Supported by: Van Wyngarden

Motion carries

II. Wickman presented recommendation two, centered on the guideline of personal advocacy of issues and how this is to be interpreted. Ethics committee recommends the Board to pass a motion supporting a recommendation for the ICMA Committee on Professional Conduct (CPC) to provide more thorough guidance, recommendations, and examples to ICMA members for the practical application of the guideline, including as it relates to social media activity.

Motion to support ethics committee recommendation II, to support a recommendation for the ICMA Committee on Professional Conduct (CPC) to provide

more thorough guidance, recommendations, and examples to ICMA members for the practical application of the guideline, including as it relates to social media activity.

Motion by: Beard

Supported by: Gransden

Motion carries.

- III. Wickman reported that in 2016, the ethics committee cleaned up its rules/procedures with past presidents/board/attorney for MME. At the time, there was concern that the Board is the ultimate decision-maker regarding sanctions for ethics violations. Due to this function of the Board, board members should not be involved in the investigation or recommendations the ethics committee provides the Board. The MME Constitution also does not expressly acknowledge the ethics committee and its role.

Ethics committee recommended the MME Board pass a motion to have an attorney work with the Ethics Committee to draft language that more clearly defines the role of the committee in the Constitution.

The Constitution currently stipulates that each committee should include a representative from the Board. It was discussed that at a minimum, MME could consult with an attorney to draft language to create an exception to this requirement for the ethics committee. Board agreed that they would be most comfortable seeing the preferred language before deciding. The language will be drafted and will come to the Board as a recommendation from the ethics committee. Minnick to solicit draft to present to the Board.

- IV. Wickman reported The MME Membership Survey garnered excellent participation (107) and interesting responses. Based on those results, the Ethics Committee further recommends that the MME Constitution be amended to:

- Remove listserv access for retired members who are running for or holding elected office
- Require retired members to waive membership if they hold elected office on the legislative body of another MME member
- Prohibit elected officials from joining MME as any category of membership

Board discussed these recommendations.

Motion to table removing listserv access for retired members who are running or holding elected office; requiring retired members to waive membership if they hold elected office on the legislative body of another MME member; and prohibiting elected officials from joining MME as any category of membership until an attorney opinion is solicited.

Motion by: Weurth

Seconded by: Gransden

Motion carries.

V. Wickman reported on revisions to the Rules of Procedure for Enforcement of the ICMA Code of Ethics, which include the following stipulations:

- At least 2/3 of the ethics committee should also be members of ICMA;
- Individual members of the Board or Ethics Committee are not empowered to conduct independent inquiries or investigations on behalf of or in the name of the Board or Ethics Committee;
- If a complaint is made against a person who was an ICMA member at the time the alleged violation occurred, the complainant will be advised on the process of making a complaint directly to ICMA. The Ethics Committee, as a body, does not process complaints to ICMA.

Motion to accept changes to the rules/procedures as presented in the recommendation.

Motion by: Ganum

Seconded by: Muscott

Motion carries.

VI. In regards to the MME Listserv, the Ethics Committee recommends an informal code of conduct (socially enforced) and that no expectation of privacy exists for use of the listserv.

Board discussed and concluded listserv issues will be address alternatively within the strategic planning process.

C. Listserv Membership Discussion

Markland reported on a conference call that included Shay, Fleury, and Gorman to discuss listserv membership in relation to MML employees. Currently, League IT staff, SFAD, inquiry staff, and MME's secretary/treasurer have access to the listserv. Gorman stated that there is no authorization in MME's constitution to allow MML staff access to the listserv, and he believes the constitution should expressly allow MML access. Currently, the constitution allows the board the interpretation of eligibility requirements. Discussion from board that this issue should be taken up as part of the listserv policy – not as part of a constitutional amendment.

D. MEDA collaboration on economic development issues

Markland reported on his conversation with the MEDA President on several topics, including exchanging sessions during annual conferences, RRC issues, etc.

IV. Comments from the Board

Shay: I support MML's assistance to MME over the years and have no issue with staff having access to the listserv.

Fleury: none

Sullivan: none

Anderson: none

Beard: none

Charles: none

Ganum: I echo John Shay's comments

Gransden: none

Klunder: none

Leven: none

Muscott: none

Van Wyngarden: none

Wuerth: none

Hilvert: Thanks for the invitation to attend your Summer Workshop. It has been great working with Pat, Summer, and Lynn. Tomorrow, I will be doing a breakout on diversity dialogue that's been ongoing in various states by ICMA. The proposed constitutional amendments are being hashed out through this conversation, and workbooks on this topic are available – please return them completed by the end of the conference.

Cardenas: I am currently serving as the chair for Nashville conference/support staff for ICMA.

Minnick: four women have now been placed in manager positions after completing our Women's Municipal Leadership Program.

V. Closing Comments from the President

- Muskegon recently celebrated its 150th anniversary as a city, and as a council/manager form of government. Frank Peterson asked for a resolution/proclamation to commemorate this for presentation in Muskegon. We will likely have more cities in MI celebrate their anniversaries as council-manager form of government, and a commemorative document to recognize anniversaries would be excellent. Cardenas volunteered the advocacy committee to take on this task.
- Dave Osborne, former federal affairs for the League, passed away last week.
- Bill Costick is recovering from surgery.
- Thank you to the ethics committee for their hard work.

VI. Committee Reports

Attached.

VII. Adjournment

Meeting adjourned at 5:50p.m.