



Michigan Municipal Services Authority

PO BOX 12012, LANSING MI 48901-2012

**EXECUTIVE COMMITTEE
REGULAR MEETING**

Thursday, April 11, 2019 at 1:30 PM

Capitol View Building
201 Townsend St Suite 900
Lansing, MI 48933

AGENDA

- I. Call to Order**
- II. Roll Call**
- III. Approval of Agenda**
- IV. Approval of Minutes**
 - a. Minutes of the February 14, 2019 regular Executive Committee meeting
- V. Administrative Report**
- VI. New Business**
 - a. Resolution 2019-06 LCSA Notice
- VII. Public Comment**
- VIII. Other Business**
- IX. Adjournment**

A copy of the proposed minutes of the meeting will be available for public inspection at the principal office of the Authority within 8 business days. A copy of the approved minutes of the meeting, including any corrections, will be available for public inspection at the principal office of the Authority within 5 business days after approval.



Michigan Municipal Services Authority

PO BOX 12012, LANSING MI 48901-2012

**EXECUTIVE COMMITTEE
REGULAR MEETING**

Thursday, February 14, 2019 at 1:30 p.m.

Capital View Building
Constitution Room – 9th Floor
201 Townsend Street
Lansing, MI 48933

MINUTES

Proposed Minutes Approved Minutes

MEETING TYPE: Regular Special

I. Call to Order

The meeting was called to order at 1:42 PM.

II. Roll Call

Executive Committee Member Attendance:

	PRESENT	ABSENT
Kelli Scott, Chairperson	X	
James Cambridge, Secretary		X
Eric DeLong, Treasurer*	X	
Dominick Pallone, Member	X	
Doug Smith, Member		X

*Participated via teleconference.

Other attendees:

- Robert Bruner, Michigan Municipal Services Authority
- Kristen Delaney, Michigan Municipal Services Authority
- Steven Liedel, Dykema

III. Approval of Agenda

Moved by: Pallone
Supported by: DeLong

Yes: X No: ___

IV. Approval of Minutes

a. Minutes of the November 8, 2018 regular Executive Committee meeting

Moved by: Pallone
Supported by: DeLong

Yes: X No: ___

V. Administrative Report

Bruner delivered the Administrative Report.

VI. New Business

a. Resolution 2019-01 Auditor Engagement Letter

Moved by: Pallone
Supported by: DeLong

Yes: X No: ___

b. Resolution 2019-02 Depository Account Signers

Moved by: Pallone
Supported by: DeLong

Yes: X No: ___

c. Resolution 2019-03 FY 2018-2019 General Appropriations Act Amendment

Moved by: Pallone
Supported by: DeLong

Yes: X No: ___

d. Resolution 2019-04 FMS Program Services Agreement Amendment No. 1

Moved by: Pallone
Supported by: DeLong

Yes: X No: ___

e. Resolution 2019-05 Segal Consulting Agreement Amendment No. 3

Moved by: DeLong
Supported by: Pallone

Yes: X No: ___

II. Public Comment

None

III. Other Business

None.

IV. Adjournment

Motion to adjourn the meeting at 2:22 PM.

Moved by: Cambridge
Supported by: Scott

Yes: X No: ___

Certification of Minutes

Approved by the Executive Committee on March 14, 2019.

Authority Secretary

Date



Michigan Municipal Services Authority

Administrative Report

Prepared April 3, 2019

Collaborate • Innovate • Serve

Financial Report

MMSA Administrative Report

Collaborate • Innovate • Serve

Financial Report

- To be distributed prior to the meeting

Current Programs & Services

MMSA Administrative Report

Collaborate • Innovate • Serve

FMS Program

- The current agreements end March 30, 2020
- 90-day notice requirement by December 31, 2019
- Authority and participants have discussed renewal options

LCSA Administrative Services

By May 31

- May 17, 2019 Council meeting
- May 20, 2019 LCSA Act payments
- May 31, 2019 METRO Act fee-sharing payments
- METRO Act Database replacement project

After May 31

- METRO Act Database replacement project
- September 20, 2019 LCSA Act payments
- October 20, 2019 LCSA Act payments
- November 30, 2019 fire protection payments
- 2020 METRO Act process
- February 20, 2020 LCSA Act payments

CEO Transition Plan

MMSA Administrative Report

Collaborate • Innovate • Serve

CEO Transition Plan

Week of	LCSA Tasks	MMSA Tasks
April 1, 2019	Review accounts payable Collect METRO Act maintenance fees METRO Act Database replacement project	Review accounts payable Prepare Apr 11, 2019 Executive Committee meeting agenda
April 8, 2019	Collect METRO Act maintenance fees METRO Act Database replacement project Prepare 2018 METRO Act Township Corrections	Apr 11, 2019 Executive Committee meeting
April 15, 2019	Collect METRO Act maintenance fees METRO Act Database replacement project	
April 22, 2019	Collect METRO Act maintenance fees METRO Act Database replacement project	
April 29, 2019	Review accounts payable Renew web hosting (due May 26, 2019) METRO Act Database replacement project Allocate METRO Act fee-sharing payments	Review accounts payable Prepare May 9, 2019 Executive Committee meeting agenda (as needed)
May 6, 2019	Prepare May 20, 2020 LCSS payments Allocate METRO Act fee-sharing payments Prepare May 17, 2019 Council meeting agenda	May 9, 2019 Executive Committee meeting (as needed)
May 13, 2019	Update website News May 17, 2019 Council meeting Make May 20, 2020 LCSS payments Allocate METRO Act fee-sharing payments	
May 20, 2019	Prepare METRO Act fee-sharing payments	
May 27, 2019	Update website News Make METRO Act fee-sharing payments	FMS Leadership Team meeting

CEO Transition Plan

Week of	LCSA Tasks	MMSA Tasks
June 3, 2019	Review accounts payable METRO Act Database replacement project	Review accounts payable Prepare Jun 13, 2019 Authority Board meeting agenda (as needed) Prepare Jun 13, 2019 Executive Committee meeting agenda
June 10, 2019	METRO Act Database replacement project	Jun 13, 2019 Executive Committee meeting Jun 13, 2019 Authority Board meeting (as needed)
June 17, 2019	METRO Act Database replacement project	
June 24, 2019	METRO Act Database replacement project	Renew web hosting (due Aug 30, 2019)
July 1, 2019	Review accounts payable METRO Act Database replacement project	Review accounts payable Prepare Jul 11, 2019 Executive Committee meeting agenda
July 8, 2019	METRO Act Database replacement project	Jul 11, 2019 Executive Committee meeting
July 15, 2019	METRO Act Database replacement project	
July 22, 2019	METRO Act Database replacement project	
July 29, 2019	METRO Act Database replacement project	Prepare Aug 8, 2019 Executive Committee meeting agenda
August 5, 2019	Review accounts payable Renew L...C...S...A...MI.GOV (due Sep 9, 2019) METRO Act Database replacement project	Review accounts payable Aug 8, 2019 Executive Committee meeting Renew workers comp insurance (due Sep 5, 2019)
August 12, 2019	Prepare FYE 2020 Budget METRO Act Database replacement project	
August 19, 2019	Prepare FYE 2020 Budget METRO Act Database replacement project	
August 26, 2019	Prepare FYE 2020 Budget METRO Act Database replacement project Renew PO Box (due Sep 30, 2019)	
September 2, 2019	Review accounts payable METRO Act Database replacement project Prepare Sep 13, 2019 Council meeting agenda	Review accounts payable Prepare Sep 12, 2019 Executive Committee meeting agenda (as needed)
September 9, 2019	Sep 13, 2019 Council meeting METRO Act Database replacement project	Sep 12, 2019 Executive Committee meeting (as needed)
September 16, 2019	METRO Act Database replacement project	
September 23, 2019	METRO Act Database replacement project	

CEO Transition Plan

Week of	LCSA Tasks	MMSA Tasks
September 30, 2019	Review accounts payable METRO Act Database replacement project Prepare Oct 11, 2019 Council meeting agenda	Review accounts payable Prepare Oct 10, 2019 Executive Committee meeting agenda (as needed)
October 7, 2019	Oct 11, 2019 Council meeting Prepare Oct 20, 2019 LCSS payments Renew LCSAMI.GOV (due Nov 17, 2019) METRO Act Database replacement project	Oct 10, 2019 Executive Committee meeting (as needed)
October 14, 2019	Update website News Make Oct 20, 2019 LCSS payments METRO Act Database replacement project	
October 21, 2019	METRO Act Database replacement project	
October 28, 2019	METRO Act Database replacement project	Renew PO Box (due Nov 30, 2019)
November 4, 2019	Review accounts payable METRO Act Database replacement project Prepare Nov 15, 2019 Council meeting agenda	Review accounts payable Prepare Nov 14, 2019 Authority Board meeting agenda (as needed) Prepare Nov 14, 2019 Executive Committee meeting agenda (as needed)
November 11, 2019	Nov 15, 2019 Council meeting METRO Act Database replacement project	Nov 14, 2019 Authority Board meeting (as needed) Nov 14, 2019 Executive Committee meeting (as needed)
November 18, 2019	METRO Act Database replacement project Prepare Nov 30, 2019 fire protection payments	
November 25, 2019	Update website News METRO Act Database replacement project Make Nov 30, 2019 fire protection payments	
December 2, 2019	FYE 2019 Audit fieldwork Review accounts payable METRO Act Database replacement project	Review accounts payable Prepare Dec 12, 2019 Executive Committee meeting agenda (as needed)
December 9, 2019	FYE 2019 Audit fieldwork Prepare METRO Act true-up forms	Dec 12, 2019 Executive Committee meeting (as needed) Renew liability insurance (due Jan 12, 2020)
December 16, 2019	FYE 2019 Audit fieldwork Prepare METRO Act true-up forms	Renew domains (due Jan 17, 2020)

CEO Transition Plan

Week of	LCSA Tasks	MMSA Tasks
December 23, 2019	FYE 2019 Audit fieldwork Prepare METRO Act true-up forms	
December 30, 2019	FYE 2019 Audit fieldwork Prepare METRO Act true-up forms	Prepare Jan 9, 2020 Executive Committee meeting agenda (as needed)
January 6, 2020	Review accounts payable Distribute METRO Act true-up forms	Review accounts payable Jan 9, 2020 Executive Committee meeting (as needed)
January 13, 2020	Collect METRO Act true-up forms	
January 20, 2020	Collect METRO Act true-up forms	
January 27, 2020	Collect METRO Act true-up forms	
February 3, 2020	Review accounts payable Collect METRO Act true-up forms Renew liability insurance (due Mar 1, 2020) Prepare Feb 14, 2020 Council meeting agenda	Review accounts payable Prepare Feb 13, 2020 Executive Committee meeting agenda (as needed)
February 10, 2020	Feb 14, 2020 Council meeting Collect METRO Act true-up forms Prepare February 20, 2020 LCSS payments	Feb 13, 2020 Executive Committee meeting (as needed)
February 17, 2020	Update website News Collect METRO Act true-up forms Make Feb 20, 2020 LCSS payments	Renew G Suite (due Mar 21, 2020)
February 24, 2020	Process METRO Act true-up forms Distribute METRO Act Annual Report	
March 2, 2020	Review accounts payable Compute METRO Act maintenance fee assessments	Review accounts payable Prepare Mar 12, 2020 Authority Board meeting agenda Prepare Mar 12, 2020 Executive Committee meeting agenda
March 9, 2020	Issue METRO Act maintenance fee assessments	Mar 12, 2020 Authority Board meeting Mar 12, 2020 Executive Committee meeting
March 16, 2020	Collect METRO Act maintenance fees	
March 23, 2020	Collect METRO Act maintenance fees Post municipality annual report template	
March 30, 2020	Collect METRO Act maintenance fees	Prepare Apr 9, 2020 Executive Committee meeting agenda (as needed)

CEO Transition Plan

Week of	LCSA Tasks	MMSA Tasks
April 6, 2020	<ul style="list-style-type: none"> Review accounts payable Renew G Suite (due May 1, 2020) Collect METRO Act maintenance fees Distribute the annual notice prepared by Treasury 	<ul style="list-style-type: none"> Review accounts payable Apr 9, 2020 Executive Committee meeting (as needed)
April 13, 2020	<ul style="list-style-type: none"> Collect METRO Act maintenance fees 	
April 20, 2020	<ul style="list-style-type: none"> Collect METRO Act maintenance fees 	
April 27, 2020	<ul style="list-style-type: none"> Renew web hosting (due May 26, 2020) Allocate METRO Act fee-sharing payments 	
May 4, 2020	<ul style="list-style-type: none"> Review accounts payable Allocate METRO Act fee-sharing payments Prepare May 15, 2020 Council meeting agenda 	<ul style="list-style-type: none"> Review accounts payable Prepare May 14, 2020 Executive Committee meeting agenda (as needed)
May 11, 2020	<ul style="list-style-type: none"> May 15, 2020 Council meeting Prepare May 20, 2020 LCSS payments Allocate METRO Act fee-sharing payments 	<ul style="list-style-type: none"> May 14, 2020 Executive Committee meeting (as needed)
May 18, 2020	<ul style="list-style-type: none"> Update website News Make May 20, 2020 LCSS payments Prepare METRO Act fee-sharing payments 	
May 25, 2020	<ul style="list-style-type: none"> Update website News Make METRO Act fee-sharing payments 	



Michigan Municipal Services Authority

PO BOX 12012, LANSING MI 48901-2012

DATE: April 5, 2019
TO: Executive Committee
FROM: Robert Bruner, CEO
SUBJECT: Revised Schedule of Regular Meetings for Calendar Year 2019

Background

I accepted a new job in city government and plan to resign employment with the Authority effective Friday, May 31, 2019. Accordingly, the Executive Committee may wish to revise the Authority's schedule of regular meetings for calendar year 2019 to reduce administrative burden until a new CEO is appointed.

Authority Board Requirements

Authority Board meetings are described in the Interlocal Agreement as follows:

Section 4.03. Authority Board Meetings. The Authority Board may hold an annual meeting and other special meetings at a time, date, and place determined by the Authority Board. Meetings of the Authority Board shall comply with the OMA. Public notice of the time, date, and place of Authority Board meetings shall be given in the manner required by the OMA. Members of the Authority Board may participate in meetings by electronic means of communication to the fullest extent permitted by law.

Authority Board meetings are further described in the Bylaws as follows:

Section 3.5. Regular Meetings of Authority Board. The Authority Board may hold regular meetings at times, dates, and places determined by the Authority Board.

Section 3.6. Special Meetings of Authority Board. A special meeting of the Authority Board may be called by the Chairperson of the Authority Board or any 7 members of the Authority Board. The Chairperson or members of the Authority Board calling the special meeting shall fix the time, date, and place within the State of Michigan for holding the special meeting.

Authority Board Recommendations

The Authority Board met on March 14, 2019, fulfilling its obligation to hold an annual meeting and approve the annual audit of the Authority. I recommend the Authority cancel the June 13, 2019 and November 14, 2019 meetings and call a meeting of the Authority Board on March 12, 2020 to approve the annual audit of the Authority and adopt the schedule of regular meetings for 2020.

Executive Committee Requirements

Executive Committee meetings are described in the Interlocal Agreement as follows:

Section 4.08. Executive Committee Meetings. The Executive Committee shall meet regularly at the time, date, and place as the Executive Committee determines, but not less than quarterly. Meetings of the Executive Committee shall comply with the OMA. Public notice of the time, date, and place of Executive Committee meetings shall be given in the manner required by the OMA. Members of the Executive Committee may participate in meetings by electronic means of communication to the fullest extent permitted by law.

Executive Committee meetings are further described in the Bylaws as follows:

Section 4.5. Regular Meetings of Executive Committee. Regular meetings of the Executive Committee shall be held not less than quarterly under a meeting schedule approved by the Executive Committee.

Section 4.6. Special Meetings of Executive Committee. A special meeting of the Executive Committee may be called by the Chairperson of the Executive Committee, or any three members of the Executive Committee. The Chairperson or members of the Executive Committee calling the special meeting shall fix the time, date, and place within the State of Michigan for holding the special meeting.

Executive Committee Recommendations

The Executive Committee meet its obligation to meet in Q1 2019 when it met on February 14, 2019 and will meet its obligation to meet in Q2 2019 when it meets on April 11, 2019. I recommend the Executive Committee meet as needed to consider new business.

Date	Meeting
Thursday, April 11, 2019	MMSA Executive Committee
Thursday, May 9, 2019	MMSA Executive Committee (as needed)
Friday, May 17, 2019	LCSA Council
Friday, May 24, 2019	LCSA Council (as needed)
Thursday, June 13, 2019	MMSA Authority Board (as needed) MMSA Executive Committee (as needed)
Thursday, July 11, 2019	MMSA Executive Committee (as needed)
Thursday, August 8, 2019	MMSA Executive Committee (as needed)
Thursday, September 12, 2019	MMSA Executive Committee (as needed)
Friday, September 13, 2019	LCSA Council
Thursday, October 10, 2019	MMSA Executive Committee (as needed)
Friday, October 11, 2019	LCSA Council
Thursday, November 14, 2019	MMSA Authority Board (as needed) MMSA Executive Committee (as needed)
Friday, November 15, 2019	LCSA Council
Thursday, December 12, 2019	MMSA Executive Committee (as needed)



Michigan Municipal Services Authority

PO BOX 12012, LANSING MI 48901-2012

DATE: November 1, 2018

TO: Executive Committee

FROM: Robert Bruner, CEO

SUBJECT: Schedule of Regular Meetings for Calendar Year 2019

MMSA Authority Board

Date	New Business
Thursday, March 14, 2019	Receive audit
Thursday, June 13, 2019	As needed
Thursday, November 14, 2019	Adopt schedule of regular meetings

MMSA Executive Committee

Date	New Business
Thursday, January 10, 2019	As needed
Thursday, March 14, 2019	As needed
Thursday, April 11, 2019	As needed
Thursday, June 13, 2019	Receive budget recommendation Schedule budget hearing
Thursday, August 8, 2019	Hold budget hearing Adopt budget
Thursday, November 14, 2019	Adopt schedule of regular meetings

LCSA Council (information only)

Date	New Business
Friday, February 15, 2019	February 20 LCSA Payments
Friday, May 17, 2019	May 20 LCSA Payments
Friday, May 24, 2019	METRO Act Fee-sharing payments Receive budget recommendation Schedule budget hearing
Friday, September 13, 2019	Hold budget hearing Adopt budget
Friday, October 11, 2019	October 20 LCSA Payments
Friday, November 15, 2019	Fire protection services payments Adopt schedule of regular meetings

Combined Calendar

Date	Meeting
Thursday, January 10, 2019	MMSA Executive Committee
Friday, February 15, 2019	LCSA Council
Thursday, March 14, 2019	MMSA Authority Board MMSA Executive Committee
Thursday, April 11, 2019	MMSA Executive Committee
Friday, May 17, 2019	LCSA Council
Friday, May 24, 2019	LCSA Council
Thursday, June 13, 2019	MMSA Authority Board MMSA Executive Committee
July 2019	No meetings
Thursday, August 8, 2019	MMSA Executive Committee
Friday, September 13, 2019	LCSA Council
Friday, October 11, 2019	LCSA Council
Thursday, November 14, 2019	MMSA Authority Board MMSA Executive Committee
Friday, November 15, 2019	LCSA Council
December 2019	No meetings



Michigan Municipal Services Authority

PO BOX 12012, LANSING MI 48901-2012

**EXECUTIVE COMMITTEE
RESOLUTION 2019-06**

Terminate Administrative Services Agreement between Local Community Stabilization Authority and the Michigan Municipal Services Authority

The Local Community Stabilization Authority (the “**LCSA**”) and the Michigan Municipal Services Authority (the “**MMSA**”) entered into an administrative services agreement, effective October 1, 2017.

The MMSA wants to terminate the agreement pursuant to section 5 by giving notice to the LCSA, effective 1 year after receipt unless the notice specifies a later date.

The executive committee of the Michigan Municipal Services Authority therefore resolves:

- that the administrative services agreement between the Local Community Stabilization Authority and the Michigan Municipal Services Authority is hereby terminated effective May 31, 2020;
- that the chief executive officer is authorized on behalf of the Michigan Municipal Services Agreement to provide this notice to the Local Community Stabilization Authority and the Michigan secretary of state.

Secretary’s Certification:

I certify that this resolution was duly adopted by the executive committee of the Michigan Municipal Services Agreement at a properly-noticed open meeting held with a quorum present on April 11, 2019.

By:

James Cambridge
Secretary