



CITY COUNCIL AGENDA ITEM

Date: June 4, 2011

To: Michael W. Culpepper, Acting City Manager

From: Beth Tashnick, City Manager's Office Coordinator

Subject: Standard Purchasing Resolution #10: Travel Authorization and Approval to Expend Funds for Council Member Travel Expenses – Michigan Municipal League's Annual Convention – October 3-5, 2012 Mackinac Island

Background

The Michigan Municipal League's Annual Convention is scheduled to take place October 3-5, 2012 in Mackinac Island, Michigan.

Recommendation

A resolution has been provided so that City Council may authorize and approve the expenditure of funds on travel expenses for any Council members interested in attending this conference.



[General Info](#)
[Post-Convention Workshops](#)
[Speakers](#)
[Agenda](#)
[Housing/Travel](#)
[Community Excellence Award](#)
[MML Foundation Events](#)
[Vendor Opportunities](#)

General Information

How can I register?

REGISTRATION IS NOW OPEN. [Click here](#) to register online with a credit card! If you need to set up a League account, visit [My League](#) using the log-in at [www.mml.org](#). [My League](#) is your secure, interactive online League account. It's available to all members and nonmembers, with a quick and easy sign-up process.

Via Payment with Check:

In order to reduce the amount of printed paper and increase member privacy, the League no longer accepts credit card payments on printable registration forms for League events. [Click here](#) to download and print a faxable registration form. Complete and fax to 734-669-4223, then mail with check payable to: Michigan Municipal League PO Box 7409 Ann Arbor, MI 48107-7409.

Meals

For attendees staying at the Grand Hotel, breakfast and dinner, as well as lunch on October 4 and 5, are included with the cost of your room. For those staying off property, meal tickets can be purchased directly from the Grand Hotel for the main dining room. Rates for non-hotel guests are as follows: Breakfast \$25.00, Luncheon Buffet \$30.00 and Dinner \$70.00.

Guests

Guests can be registered with Convention attendees to participate in the receptions at Convention. The Thursday evening banquet is included with your room, if you are staying at the Grand Hotel. If you are not staying at the Grand Hotel, additional banquet and meal tickets can be purchased directly from the hotel.

Attire

Dress for the Annual Convention is business casual attire. The Grand Hotel experience includes dressing for dinner. Evening wear is required in all areas of the hotel: coat and tie for gentlemen, and dress or pantsuit for ladies after 6:30 pm.

Weather

Weather on Mackinac Island in October can be somewhat unpredictable. You may need to be prepared for both cold and warm temperatures, as well as rain. The average highs are in the mid-50s, with lows in the 30s.

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2012 Convention Agenda*

*Some details are still tentative and may be subject to change.

Wednesday, October 3, 2012

9:00 am-5:00 pm	Registration Hours
9:00 am	League Board of Trustees Meeting
11:00 am-12:00 pm	Annual Business Meeting
12:00 pm	Michigan Women In Municipal Government Lunch
2:00-3:45 pm	Welcoming General Session Parade of Flags Community Excellence Awards
4:15-5:30 pm	Vendor Breakout Sessions
8:00 pm	Foundation Boat Cruise

Thursday, October 4, 2012

7:30 am-5:00 pm	Registration Hours
7:30-8:30 am	Michigan Association of Mayors Breakfast
8:30-10:50 am	General Session
10:45 am-3:15 pm	Silent Auction Bidding
11:00 am-12:15 pm	Breakout Sessions
12:30 pm	Networking Lunch
12:30 pm	Elected Officials Academy Board Meeting and Lunch
2:00-3:00 pm	Michigan Local Government Management Association Colloquium General Session
3:30-4:45 pm	Vendor Breakout Sessions
6:00-8:30 pm	Reception and Annual Awards Banquet
8:30 pm	Afterglow

Friday, October 5, 2012

8:30-10:00 am	Closing Breakfast & General Session Community Excellence Award "Race for the Cup" Winner Announced
10:00-11:00 am	Governance Committee Meeting
11:00 am-12:00 pm	Michigan Black Caucus of Local Elected Officials Meeting
1:00-4:00 pm	Post-Convention Workshops

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Travel and Housing

Host Hotel: Grand Hotel, Mackinac Island
Ph: 800.334.7263

Housing and Travel

Host Hotel – Grand Hotel, Mackinac Island
Phone: (800) 334-7263

Grand Hotel Housing Reservation Process

Housing reservations will only be accepted for those who have registered for Convention. After registering for Convention, a confirmation email will be sent to you within 48 hours. The confirmation email will contain your registration information, your personalized housing registration code, and a link to the housing registration form. **The hotel requires that you provide this housing registration form with your personalized code in order to make reservations at the Grand Hotel during the League's Annual Convention.** A deposit of one night's daily rate is required at the time of reservation.

Grand Hotel Housing Rates

Standard - \$199 per person (double), \$323 per person (single)
Deluxe - \$229 per person (double), \$383 per person (single)
Group room rate cutoff is August 31, 2012.

Room rate includes breakfast and dinner, as well as lunch on October 4 and 5, 2012.

Rates do not include \$7.50 baggage handling fee, 6% Michigan Sales Tax, 19.5% Service Charge, and 2% Mackinac Island Occupancy Tax.

Grand Hotel Deposit and Cancellation Policy

Reservation requests received after the room block is filled will be contacted and given an option of being placed on a waitlist. The waitlist is not a guarantee of a room. Individual group reservations are subject to a 10-day cancellation policy. Reservation deposits will be refunded if cancelled 10 or more days prior to arrival, less a \$25.00 processing fee.

Reservations cancelled less than 10 days prior will forfeit the room deposit.

Once a guest confirms a departure date upon check-in, should check-out occur earlier than agreed, there will be a \$350.00 charge.

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Additional Travel Information

Arnold Ferry - \$18 Roundtrip ferry ride. Parking is free daily for self-park outside lot. Valet parking is \$5. Valet parking and inside lot is \$15.

Carriage Taxi – Rates range between \$4.75-\$7.25 per person depending on destination on Mackinac Island.

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