

August 11, 2005

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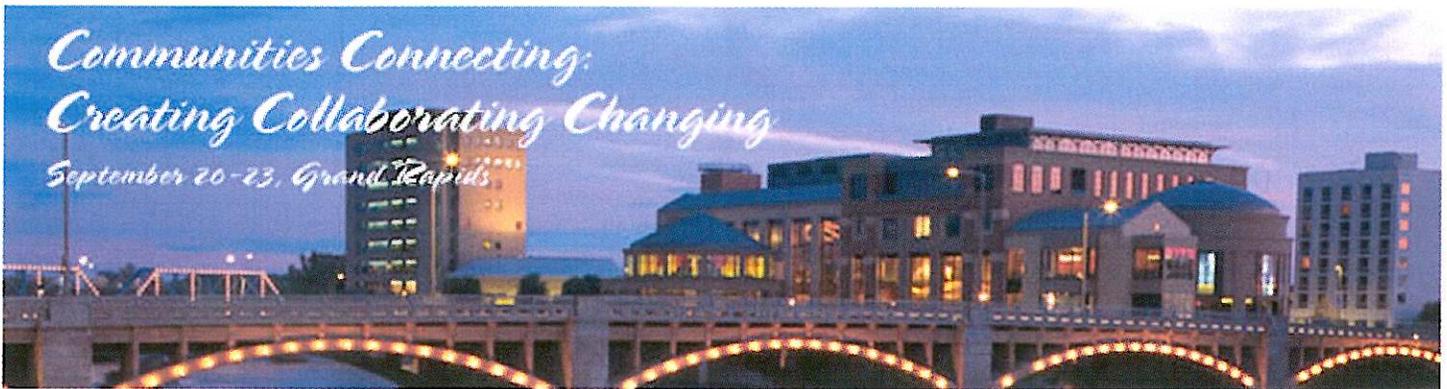
TO: John Szerlag, City Manager

FROM: Mary Redden, Office Coordinator 

SUBJECT: Agenda Item – Standard Purchasing Resolution 10
Travel Authorization and Approval to Expend Funds
for Troy City Council Members' Travel Expenses -
Michigan Municipal League 107th Annual Convention

Authorization is requested for Council Members' attendance of the MML's 107th Annual Convention to be held in Grand Rapids from September 20 – 23, 2005.

Council Members may submit registrations materials to me if they wish, and I can handle registration and travel arrangements using our department's procurement card.



| <u>Convention Information</u> | Registration Forms (pdf) | <u>PreConvention Sessions</u> | <u>Convention Resources</u> |
|--------------------------------------|---------------------------------|--|------------------------------------|
| Why Should you attend? | Session Interest Form | Effective Human Resources Systems | COMING SOON! |
| Schedule-at-a-Glance | Registration Form | City Income Tax: Is it Right for Your Community? | Convention Updates |
| Parade of Flags | Guest Registration Form | The Freedom of Information Act | Convention Communique |
| Great Communities | Student Registration Form | Shaping Your Community's Image | Session Handouts |
| Expo | Great Communities Form | Tax Abatement: Past Practice and Current Policy Implications | Sponsors |
| Mobile Workshops | Parade of Flags Form | Registration Policies | |
| Silent Auction | PreConvention Sessions Form | | |
| Affiliate Events | Housing Form | | |
| Guest Tours | Complete Information | | |
| General Information | | | |

Michigan Municipal League, 1675 Green Road Ann Arbor, MI 48105 – Phone 734-662-3246 or 800-653-2483 – Fax 734-662-8083



Michigan Municipal League
Serving Michigan Cities and Villages Since 1899

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Training & Events

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Training Seminars - September 2005

Scheduled Seminars

9/20/05 - [Effective Human Resources Systems](#) - Grand Rapids
9/20/05 - [City Income Tax: Is it Right for Your Community?](#) - Grand Rapids
9/20/05 - [Shaping Your Community's Image- Signs, Landscaping and Aesthetics](#) - Grand Rapids
9/20/05 - [Tax Abatement — Past Practice and Current Policy Implications](#) - Grand Rapids
9/20/05 - [The Freedom of Information Act](#) - Grand Rapids

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Michigan Municipal League, 1675 Green Road Ann Arbor, MI 48105 – Phone 734-662-3246 or 800-653-2483 – Fax 734-662-8083

We're planning our best convention ever!

Join us September 20-23, 2005 at
the Amway Grand Plaza Hotel and
DeVos Place Convention Center in Grand Rapids

Why Should You Attend?

As a community leader you are the connection between the citizens you represent and the responsible governance they expect. When you take part in the Michigan Municipal League convention you will have the chance to share your ideas and brainstorm with other officials about the difficult issues facing your community.

At the convention you will find sessions that will give you vital skills and background information on a vast array of topics including municipal finance, grantwriting, downtown development, transportation, brownfield redevelopment and media partnerships.

Join Michigan's municipal leaders at this year's MML convention and take home new solutions to share with the citizens you represent.

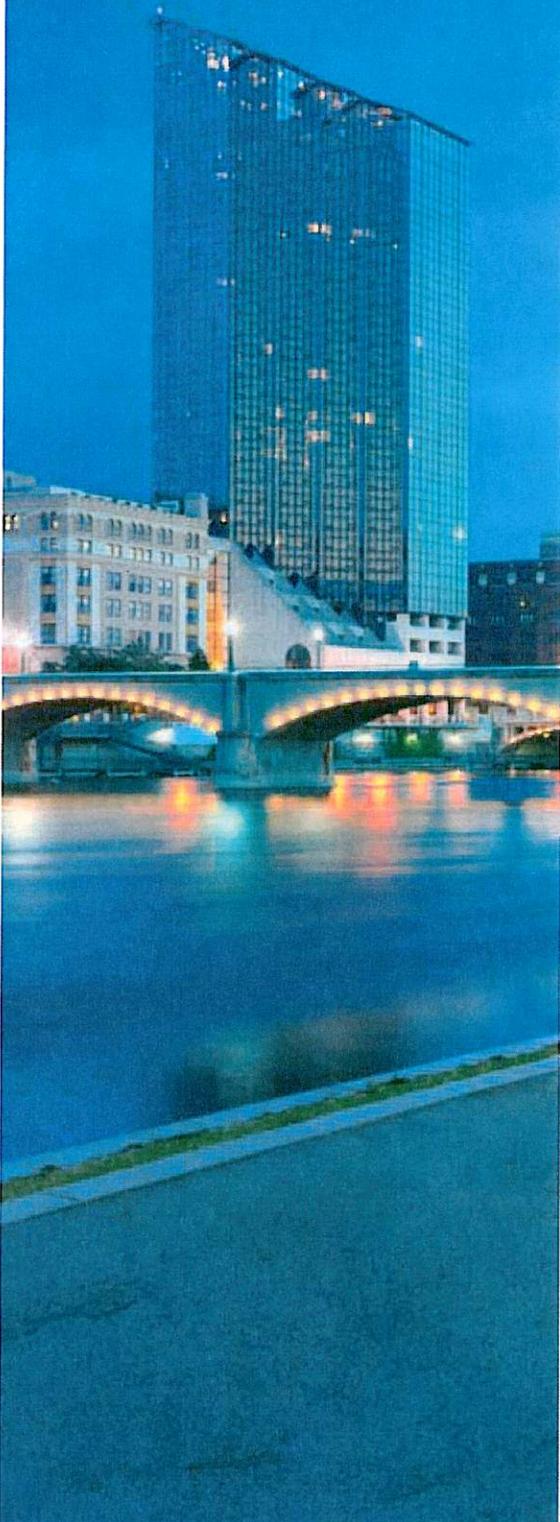
Convention Program

- General sessions by best-selling author David Osborne; National League of Cities President Anthony Williams; and President and CEO of the Manchester Craftsmen's Guild in Pittsburgh, PA Bill Strickland
- Over 35 information packed concurrent sessions presented by experts in their fields
- Handouts available online prior to the start of convention at www.mml.org. Print the handouts for the sessions you will be attending and bring them with you. When you pick up your name badge you will be given a binder to keep all your handouts together, take additional notes and create a valuable resource to use and share with others back home.

Networking Opportunities

Networking is a proven way to find solutions to the issues facing your community. Be sure to introduce yourself to the officials you'll see during these networking events.

- Great Communities Welcoming Reception
- Achievement Awards Lunch
- Host City Reception
- Affiliate Lunches
- Michigan Women In Municipal Government High Tea
- Banquet
- Afterglow Party
- Closing Breakfast



Parade of Flags

Wave your colors proudly and participate in the convention's exhilarating opening event. Every year officials from communities around the state proudly show their colors in the Parade of Flags demonstrating the strength and pride of Michigan cities and villages. Wouldn't you like to be a part of the action?

A representative of your community will carry the flag on its staff during the ceremony. After the parade and throughout the convention, the flags will be on display in the Amway Grand Plaza Hotel lobby.

Specific information about the Parade of Flags is available at www.mml.org and will be sent to you after we receive your Parade of Flags registration form.

Great Communities Welcoming Reception

Waving your colors in the Parade of Flags isn't the only way to show your pride. Make sure everyone can see the great things happening in your municipality and join us for the Great Communities Welcoming Reception on Tuesday, September 20, 2005, 5:00-9:00 pm.

Communities will have an 8-foot table to highlight a project, future downtown plans, festival, special events or a noted local business. This is a great opportunity to share the beauty and unique features of your city and village. You know how great your community is; why not let everyone else know exactly why your community counts!

Specific information on creating a display is available at www.mml.org and will be sent to you after we receive your Great Communities Welcoming Reception registration form.

Expo

The Exhibit Hall hours:

- Tuesday, September 20, 5:00-9:00 pm
- Wednesday, September 21, 8:00 am-3:00 pm

Mobile Workshops

Wednesday, September 21, 2005 –

Arts, Historic Renovation and Preservation Mobile Workshop

Thursday, September 22, 2005 –

Water, Environmental and Building Green Mobile Workshop

Sign up for one of the mobile workshops to see just why Grand Rapids is a Cool City! On Wednesday participants will visit the Avenue for the Arts, Heritage Hill and Millennium Park. On Thursday attendees will enjoy a tour of the City of Grand Rapids Water and Environmental Services Building, the Wastewater Treatment Plant and a retail development which uses green technology that is compatible with historic district standards.

Mobile workshop participants – you must sign up for the mobile workshop you plan to attend at the MML registration desk before getting on the bus. Space is limited to 50 people.

“
No matter how much you think you know about municipal affairs, when you go to the League convention you'll find out that there is still more to learn. The glass never fills and the League keeps filling your glass with information from the experts in their field. No fluff, just good solid information.

Each year, at the business meeting, the goals and policy needs of municipalities are debated and voted on. This is not a wish list, it's the conscience of good municipal government. Through the years many of these dreams have become a reality. This is because many come from cities all over the state, big and small, and we speak as one loud, rational voice.

It's not all work, work, work. When the day's sessions are over there is that wonderful hospitality of the host community that wants to show off their city as the fine place it is. Just for example, what could top the City of Detroit's reception at the Detroit Institute of Arts or the City of Dearborn's reception at the Henry Ford Museum at Greenfield Village?

I can only imagine what a great time Grand Rapids has in store for us!”

– Gary Tuzinowski
Councilmember
Algonac

Thank you to our generous sponsors!

(List includes commitments through June 3, 2005)

Platinum Level (\$5,001+)

- **Dickinson Wright PLLC**
Delegate Tote/Binders
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Opening General Session
- **MuniVEST Financial Group, LLC**
Thursday Colloquium Session with David Osborne and Project Showcase Session
- **Plunkett & Cooney, PC**
MML Foundation Silent Auction

Gold Level (\$3001-\$5000)

- **Consumers Energy**
Friday Closing Breakfast with Bill Strickland
- **DTE Energy**
Thursday Councilmembers/Youth Luncheon
- **Garan Lucow Miller, PC,**
Tuesday Celebrating Great Communities Welcoming Reception
- **Michigan Local Government Management Association,**
Thursday Colloquium Session with David Osborne
- **Republic Services of Michigan**
Thursday Afterglow Dance Party
- **Secant Technologies**
Cyber Café

Silver Level (\$1001-\$3000)

- **Concrete Paving Association of Michigan**
Mobile Workshop Session
- **Earth Tech, Inc.**
Mobile Workshop Session
- **Fishbeck, Thompson, Carr & Huber**
Mobile Workshop Session
- **Kalamazoo BannerWorks by Consort**
Convention Banners
- **Private Label**
Custom Labeled Bottled Water
- **Smart Office Systems**
Furniture in MML Expo Areas
- **TBF Graphics**
Printing of Convention Program
- **Terra Land Group**
Project Showcase Session
- **Wilcox Professional Services**
Project Showcase Session

Bronze Level (under \$1000)

- **Miller Canfield Paddock & Stone, PLC**
Oppenheimer & Co., Inc.
Wade Trim
Co-Sponsored Hospitality Suite

Elected Officials Academy

By attending the convention you can earn Elected Officials Academy credits. These credits will help officials enrolled in the Academy to achieve Level One: Education Award, Level Two: Leadership Award or Level Three: Governance Award. Eligible activities include:

- Attending the Convention
(4 convention/conference credits total, 2 per day)
- Attending a Pre-Convention Workshop
(up to 6 education credits)
- Serving as a panelist or speaker
(2 leadership credits)
- Serving as a moderator, invocator or volunteer
(1 leadership credit)
- Coordinating and staffing your community's display in the Great Communities Welcoming Reception
(1 leadership credit)
- Writing an article for the *Convention Communiqué*
(2 leadership credits)

Dress Code

Business casual. On Thursday of the convention, please wear your community pride on your sleeve. Shirts! Hats! Buttons! Pins! You decide. Many people like to dress up for the banquet on Thursday evening.

Housing

The host hotel is the Amway Grand Plaza Hotel. You will find the housing reservation form on our website at www.mml.org. You may download the form and fax it to the hotel at 616-458-6641. Please call the hotel at 800-253-3590 with questions about reservations.

Questions

Visit the MML web site at www.mml.org, call us at 734-662-3246 or 800-653-2483 or write to MML Convention, PO Box 1487, Ann Arbor, MI 48106-1487.

Photographs

Photographs in this brochure are courtesy of the Grand Rapids/Kent County Convention and Visitors Bureau.

Schedule At-a-Glance

Tuesday, September 20, 2005

- 9:00 am-4:00 pm Full-day pre-convention workshops:
Effective HR Systems; City Income Tax
- 1:00-4:00 pm Afternoon pre-convention workshops:
The Freedom of Information Act; Shaping Your
Community's Image; Tax Abatement
- 2:00-7:00 pm MML Convention Registration open
- 2:00 pm MML Board of Trustees meeting
- 4:15-5:15 pm Volunteers meeting
- 5:00-9:00 pm Great Communities Welcoming Reception; Expo open;
Silent Auction Viewing
- 9:00 pm Hospitality Suites open

Wednesday, September 21, 2005

- 7:30 am MML Convention Registration open
- 8:00 am Continental Breakfast; Expo open; Silent Auction open;
First Timer Attendee/Student Orientation; *Communiqué*
room open
- 9:00 am Opening general session: Presentation of Colors;
Parade of Flags; Legislative Priorities from NLC President
and Washington DC Mayor Anthony Williams
- 10:15-10:45 am Refreshment break in the Expo
- 10:45 am MML Annual Business Meeting
- 12:30-1:45 pm Michigan Municipal Achievement Awards Lunch
- 1:45-2:30 pm Dessert break in the Expo
- 2:45-4:00 pm Concurrent sessions
- 3:00 pm Expo/Silent Auction closes
- 4:00-4:15 pm Refreshment break
- 4:15-5:30 pm Concurrent sessions; MBC-LEO affiliate meeting
- 6:00-8:00 pm Host City Reception: Van Andel Museum
- 8:00 pm Hospitality Suites

Thursday, September 22, 2005

- 7:30 am Registration open; Continental breakfast
- 9:00 am Downtown Consultation Clinics
- 9:00 am General session: MLGMA Colloquium – The Price of
Government, David Osborne
- 10:30-11:00 am Networking break
- 11:00 am-noon General session: MML Strategic Plan, Daniel P. Gilmartin
and MML Board of Trustees
- 12:15 pm Affiliate Lunches: MLGMA; MAM; Council/Student
Delegates; MAMA
- 2:15-3:30 pm Concurrent sessions; MAMC affiliate meeting
- 3:30-3:45 pm Refreshment break
- 3:45-5:00 pm Concurrent sessions; MWIMG High Tea
- 6:30 pm Reception
- 7:00 pm Annual Banquet: Presentation of Awards of Merit and
Honorary Life Membership
- 9:00 pm Afterglow Dance Party

Friday, September 23, 2005

- 8:30 am Closing breakfast: The Revitalizing of a Community
through Creativity, Bill Strickland; Prize Drawing!

Guest Tours

Lakeshore Lunch and Shopping

Wednesday 9:00 am-4:30 pm \$28.00

Enjoy shopping and lunch in beautiful Saugatuck. This trendy and artsy community is often referred to as the "Cape Cod of the Midwest." There are a multitude of galleries, antique shops and lakeshore activities to tempt you. In the afternoon you'll enjoy a visit to the boardwalk in charming Grand Haven, home of the world's largest musical fountain. The boardwalk is 2½ miles along the Grand Haven Harbor and is lined with shops, restaurants and marinas. For those who prefer boat watching, there are plenty of grassy knolls and benches. (www.saugatuck.com; www.grandhaven.org)

Gerald R. Ford Museum

Wednesday & Thursday 9:00 am-5:00 pm \$4

Within walking distance of the Amway Grand Plaza Hotel. This museum allows visitors to participate in history, not just view it, while reviewing the highlights of the lives of President and Mrs. Ford. The museum evokes emotions that stimulate learning, reflection and a sense of democratic citizenship. The permanent exhibits are the core of the museum's program, however you may also enjoy special exhibits, such as Bob Hope: American Patriot.

Frederik Meijer Gardens and Robinette's Apple Haus and Gift Barn

Thursday 9:00 am-1:30 pm, lunch included, \$20

Ten minutes from downtown Grand Rapids is the 125-acre Frederik Meijer Gardens and Sculpture Park, where you'll see the monumental Leonardo da Vinci Horse and over 120 other sculptures, as well as Michigan's largest indoor conservatory. After lunch you'll visit Robinette's Apple Haus and Gift Barn. The Apple Haus houses a bakery, cider mill, home grown fresh fruits in season and a variety of other tasty treats and gift boxes. Take a stroll through the apple room where you can get the feel (and a taste!) of their fruit production.

Grand Lady Riverboat

Thursday 1:45-4:00 pm \$15

Take a ride on the Grand Lady Riverboat, just a short jaunt away in Grandville – the "city of churches and parks." You will see the river landings and town sites of the 1800's while cruising this scenic stretch of the river.

Grand Rapids attractions

There are many things to do within walking distance of the hotel and convention center: 2½ mile riverwalk; four museums; performing arts; exciting nightlife with live entertainment; unique restaurants; and over 50 outdoor sculptures. For details visit www.grandrapidsattendee.com.

WEB

MML Convention 2005 Delegate Registration Form

Fax with credit card payment to 734-662-8083 or

Fax to 734-662-8083 then mail with check payable to Michigan Municipal League to:
MML Convention, PO Box 7409, Ann Arbor, MI 48107-7409.

Delegate Registration Fee

The delegate registration fee includes all educational sessions, handouts, refreshment breaks, access to the Expo, receptions and meal events except the Banquet and the Women in Municipal Government High Tea. First time attendee discount is only for members who are first time attendees and are registering for the full convention.

| Convention Registration | Before 8/15 with payment | After 8/15 with payment | On-site/Without payment | Non member/Vendor | Total |
|------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------|
| Full Registration | <input type="checkbox"/> \$329 (AA) | <input type="checkbox"/> \$385 (AB) | <input type="checkbox"/> \$430 (AC) | <input type="checkbox"/> \$460 (AD) | \$ |
| First Time Attendee Discount | <input type="checkbox"/> \$269 (AE) | <input type="checkbox"/> \$325 (AF) | <input type="checkbox"/> \$370 (AG) | N/A | \$ |
| Wednesday Only Registration | <input type="checkbox"/> \$165 (AH) | <input type="checkbox"/> \$205 (AI) | <input type="checkbox"/> \$260 (AJ) | <input type="checkbox"/> \$285 (AK) | \$ |
| Thursday Only Registration | <input type="checkbox"/> \$165 (AL) | <input type="checkbox"/> \$205 (AM) | <input type="checkbox"/> \$260 (AN) | <input type="checkbox"/> \$285 (AO) | \$ |
| Registration Total | | | | | \$ |

Municipality

Name

Title

Business/Municipal Address

City, State, Zip

Daytime Phone

Fax Number

Delegate Email Address (for your convention confirmation)

First Name for Badge

I will bring a student from my city/village.
(Please complete the Student Registration Form.)

I will bring a guest.
(Please complete the Guest Registration Form.)

I will attend the Great Communities Welcoming Reception on Tuesday September 20, 2005. (DA)

I will attend the Host City Reception on Wednesday September 21, 2005. (DB)

This is my first convention. (FA)

I will attend the First Time Attendee Orientation. (FB)

I volunteer to write for the *Convention Communiqué*. (FC)

Additional Delegate Fee Events

MWIMG High Tea (\$25) (DH) \$

Banquet (\$50) (DI) \$

Additional Event Total \$

Guest/Student Event Totals

Guest Event Total \$

Student Event Total \$

Guest/Student Event Total \$

Payment Type

Total Fees \$

Please check one:

Check Visa MasterCard Discover Amex

Check #

Card # Expiration Date

Cardholder Name

Authorized Signature

Special Needs

If you require special arrangements related to facility access, communication and/or diet, please attach a separate sheet describing your requirements. We are not able to accommodate such requests on site. (FD)

Cancellation Policy

All cancellations must be submitted in writing and are subject to a \$60.00 cancellation fee. No refunds will be given for cancellation requests received after Monday September 12, 2005. Mail cancellation requests to MML, PO Box 1487, Ann Arbor, MI 48106-1487 or FAX them to 734-662-8083.

Pre-Convention Sessions

To register for pre-convention sessions, use the Pre-Convention Sessions Registration Form.

New! \$269 First Time Attendee Pricing
If you have never attended an MML convention, register today and see for yourself why officials are saying the MML convention is the best convention they've attended.

Price Saving
The registration fee reflects a 20% savings from previous years, thanks to our generous sponsors.

Registration fee includes

- Tuesday Welcoming Reception
- Wednesday Continental Breakfast
- Wednesday Awards Lunch
- Wednesday Host City Reception
- Thursday Continental Breakfast
- Thursday Affiliate Lunches
- Thursday Afterglow Party
- Friday Closing Breakfast
- All concurrent & general sessions & mobile workshops

Guest Registration Form

Municipal officials must use the delegate registration form.

1. Only one guest registrant per form, please.
You may duplicate this form as necessary.

Municipality: _____
Name of Guest: _____
Nickname for Badge: _____
Name of Delegate: _____

2. Guest Registration

The guest registration fee is \$55. It includes receptions and entitles your guest to attend convention sessions or to register for guest tours and to buy event/meal tickets.

| | Fee Amount |
|------------------------|-----------------|
| Guest Registration Fee | \$55 _____ (BA) |

3. Guest Event/Meal Tickets

| | |
|-----------------------|-----------------|
| Wed Awards Lunch | \$25 _____ (DC) |
| Thur Lunch | |
| Attorneys (MAMA) | \$25 _____ (DD) |
| Council/Student | \$25 _____ (DE) |
| Managers (MLGMA) | \$25 _____ (DF) |
| Mayors (MAM) | \$25 _____ (DG) |
| Thur MWIMG High Tea | \$25 _____ (DH) |
| Thur Annual Banquet | \$50 _____ (DI) |
| Fri Closing Breakfast | \$20 _____ (DJ) |

4. Guest Tours

| | |
|------------------------------------|-----------------|
| Lakeshore Lunch and Shopping - Wed | \$28 _____ (EA) |
| Gerald R. Ford Museum - Wed | \$ 4 _____ (EB) |
| Gerald R. Ford Museum - Thur | \$ 4 _____ (EC) |
| Frederik Meijer Gardens - Thur | \$20 _____ (ED) |
| Grand Lady Riverboat - Thur | \$15 _____ (EE) |

Guest Event Total _____

*Please write this amount on the line for
"Guest Event Total" on the delegate registration form.*

5. Receptions

- Guest will attend the Great Communities Welcoming Reception on Tuesday September 20, 2005. (DA)
 Guest will attend the Host City Reception on Wednesday September 21, 2005. (DB)

6. Special Needs

- If you require special arrangements related to facility access, communication and/or diet, please attach a separate sheet describing your requirements. We are not able to accommodate such requests on site. (FD)

7. Cancellation Policy

Cancellation requests may be made by fax to 734-662-8083 or in writing to MML, PO Box 1487, Ann Arbor, MI 48106-1487. Cancellations must be received by September 12, 2005.

Please mail or fax this form with the delegate convention registration form & payment.

Student Registration Form

1. Only one student registrant per form, please.
You may duplicate this form as necessary.

Municipality: _____
Name of Student: (CA) _____
Nickname for Badge: _____
Name of Sponsor: (CB) _____
Sponsor's Daytime Phone: _____

2. Photo Release

During the convention we take photographs of events and sessions. Please have the student's parent or guardian complete the section below so that we may use photographs that include students.

* * * *

I grant my permission for photographs taken at the Michigan Municipal League Convention that include my son/daughter to be published in the following ways. (Please check the boxes representing the media you are granting permission for.)

- MML printed materials (CC)
 local newspapers or other publications (CD)
 MML promotional CD (CE)
 MML web site (CF)

Parent/Guardian Signature: _____

Date: _____

3. E-mail address to receive group photo file

4. Student Event/Meal Tickets

| | |
|----------------------------|-----------------|
| Wed Awards Lunch | \$25 _____ (DC) |
| Thur Council/Student Lunch | \$25 _____ (DE) |
| Thur MWIMG High Tea | \$25 _____ (DH) |
| Thur Annual Banquet | \$50 _____ (DI) |
| Fri Closing Breakfast | \$20 _____ (DJ) |

Student Event Total _____

*Please write this amount on the line for
"Student Event Total" on the delegate registration form*

5. First Time Attendee Orientation

- Student delegate will attend (FB)

6. Receptions

- Student delegate will attend the Great Communities Welcoming Reception on Tuesday September 20, 2005. (DA)
 Student delegate will attend the Host City Reception on Wednesday September 21, 2005. (DB)

7. Special Needs

- If you require special arrangements related to facility access, communication and/or diet, please attach a separate sheet describing your requirements. We are not able to accommodate such requests on site. (FD)

8. Cancellation Policy

Cancellation requests may be made by fax to 734-662-8083 or in writing to MML, PO Box 1487, Ann Arbor, MI 48106-1487. Cancellations must be received by September 12, 2005.

Please mail or fax this form with the delegate convention registration form & payment.

MML Foundation

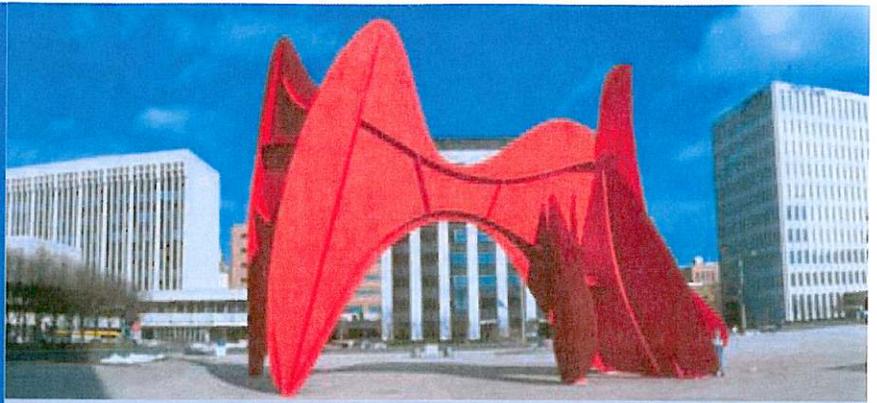
Annual Silent Auction, Tuesday and Wednesday, September 20-21, 2005

All proceeds of the Silent Auction Fundraiser benefit the Michigan Municipal League Foundation. Your community can help by donating an auction item!

- Bring visitors to your community by donating a weekend getaway for two.
- Promote your local businesses by encouraging them to contribute their wares.
- Highlight your resident artists by donating a painting or photograph.
- Show off a local restaurant, theater, festival, ski resort or golf course by donating a pass to an outing, performance or meal.

For more information on donating an item call Terri Murphy at 734-669-6342.

Silent Auction books will be available at the MML registration desk and at the Silent Auction display area. Items will be on display on Tuesday and Wednesday. Highest bidders will be announced on Wednesday afternoon.



MML Affiliate Events

Michigan Association of Municipal Attorneys (MAMA)

Fall Meeting, Wednesday & Thursday, September 21-22, 2005

This event offers an ideal opportunity to network with other municipal attorneys and gain a great deal of information and problem-solving ideas. **NEW for 2005**, the Fall Meeting will be expanded to a two day session including educational seminars coordinated with Michigan Municipal League Convention seminars. Educational topics include:

- Background check liability
- The Fair Labor Standards Act
- New challenges in the electronic age
- Ethics surrounding conflicts of interests, gifts and gratuities and improper disclosure of confidential information

The Annual Meeting and lunch will take place on Thursday, September 22, 2005 and the lunch keynote speaker will be Judge Sara Smolenski of the Michigan 63rd District Court. There will also be updates on legislative issues provided by the Michigan Municipal League's State and Federal Affairs Division. Finally, you'll enjoy the perennial favorite "cracker barrel," where attorneys will discuss experiences, issues and conundrums.

Michigan Association of Mayors (MAM)

Annual Lunch and Business Meeting Thursday, September 22, 2005

All mayors and village presidents are invited to attend the mayors' lunch and business meeting.

Michigan Association of Municipal Clerks (MAMC)

Affiliate Meeting, 2:15-3:30 pm, Thursday, September 22, 2005

Clerks are invited to attend the annual affiliate meeting.

Michigan Local Government Management Association (MLGMA)

Annual Lunch, Thursday, September 22, 2005

Capitalize on the opportunity to interact with other MLGMA members during the managers' lunch.

Michigan Women in Municipal Government (MWIMG)

High Tea, 3:45 pm, Thursday, September 22, 2005

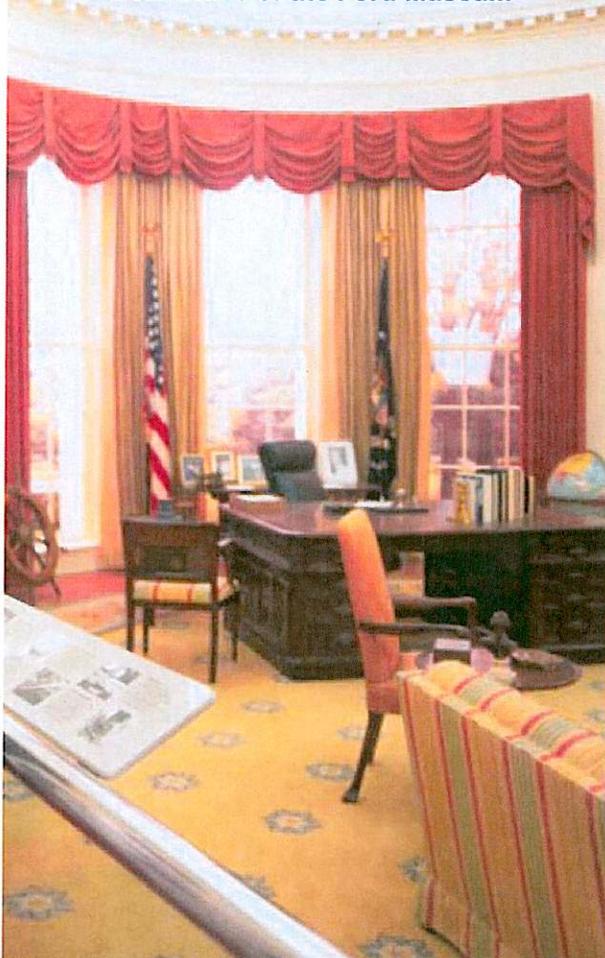
Come meet new people, renew old friendships and just talk. It's the best way to find out what's going on around the state and learn how women positively affect leadership in local government.

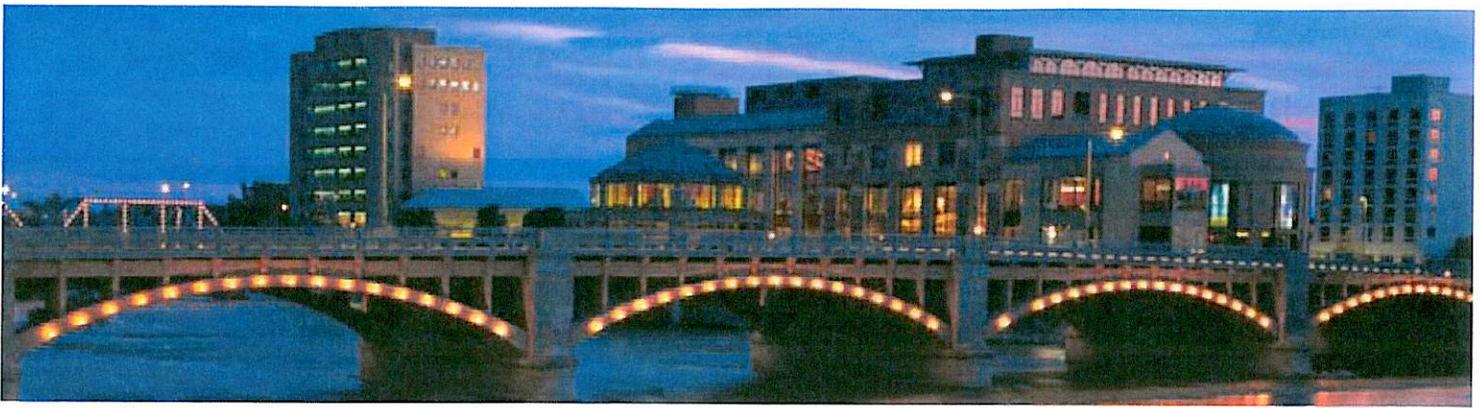
Michigan Black Caucus - Local Elected Officials (MBC-LEO)

Affiliate Meeting, 4:15-5:30 pm, Wednesday, September 21, 2005

Take this opportunity to meet and interact with other MBC-LEO members.

Oval Office of the Ford Museum





Great Communities Welcoming Reception Display Registration

Municipality _____
 Contact Person _____
 Title _____
 Phone _____
 Fax _____
 Email _____

To set up a community display in the Great Communities Welcoming Reception on Tuesday September 20, 2005:
 Fax this form to Erica Hagendorff at 734-662-9399 or mail it with your delegate registration form.

Parade of Flags at the Opening General Session

Municipality _____
 Contact Person _____
 Title _____
 Phone _____
 Fax _____
 Email _____

To participate in the Parade of Flags on Wednesday September 21, 2005:
 Fax this form to Erica Hagendorff at 734-662-9399 or mail it with your delegate registration form.

Concurrent Session Interest Form

Convention Attendees, Please Help Us!

Please mark the one concurrent session under each time slot that you are most interested in attending. We will use this information ONLY to determine which session to assign to which room (i.e., the sessions with the most responses will be assigned to the largest rooms). You are NOT obligated to attend these sessions if you should change your mind. Please include this form with your convention registration information. Thank you!

Wednesday, September 21

2:45-4:00 pm

- Michigan Economics
- Perceptions of Public Service
- State and Federal Affairs Update
- Local Government 101
- Investing: Meet the Feds
- The Retail Big Box
- The Challenge of Retiree Health Care
- Mobile Workshop (2:45-5:00)
- Legal Track: Electronic Communications

4:15-5:30 pm

- Transportation
- Warning Signs for Public Infrastructure Projects
- Grantwriting
- Sister Cities
- Blueprints for Michigan's Downtowns
- MBC-LEO Affiliate Meeting
- Media Partnerships
- The MML Foundation: A Roadmap to the Future
- Legal Track: A Primer of Not-For-Profits, Foundations and other Entities for Municipalities

Thursday, September 22

2:15-3:30 pm

- Book Discussion with David Osborne
- Basic Public Purchasing Principles
- Clerks Affiliate Meeting
- Brownfield Redevelopment
- Strengthening Your Downtown
- CRC Survey on Local Government Services and Fiscal Constraints
- WiFi
- The ADA: 15 Years Later
- Mobile Workshop (2:15-5:00)
- Legal Track: Ethics

3:45-5:00 pm

- Creating a Hospitable Community
- OMA and FOIA
- Earned Income Tax Credit
- Historic Preservation
- American Community Survey
- MWIMG High Tea
- Turn Your Community into a Pedestrian Magnet
- Environmental
- Boundless Playgrounds
- Legal Track: Update on FLSA

Pre-Convention Workshops

Take advantage of the great pricing on these exceptional workshops.

When 3 or more people from your community register at the same time for the same session, a 4th person from your community can attend that session absolutely FREE!

Pre-registration

Pre-registration is recommended so that we can notify registrants if unforeseen circumstances require us to cancel or reschedule a course.

Reservations made by mail or fax, unless canceled, will be considered a commitment to attend. No-shows will be billed, because meeting and meal arrangements have to be made for all registrants.

Guest Lunches

For a \$15 fee guests may join attendees for program lunches if space permits. This will be determined at the program on the day of the program. No advanced reservations will be accepted for guest lunches.

Who Should I Call?

- For registration verification, call MML Registration at 734-669-6352.
- For information about the program content, call 734-669-6310.
- For special needs/diet requests, call 734-669-6310.

Cancellation Policies

Refunds will be made ONLY if the MML is notified of cancellation in writing, 4 business days before the program, either by fax or mail. If you have registered and find that you cannot attend, you may transfer your registration to another person. Please notify MML of this occurrence. If the League cancels a program, registrants will receive notice one week before the program is scheduled. Refunds will be issued two to three weeks after the canceled program.

Special Needs

If you require special arrangements related to facility access, communication and/or diet, please contact the League's education coordinator no later than seven days before the program date. We are not able to accommodate such requests on the day of the program.

Meeting room temperatures vary; please wear layers of clothing for your comfort.

Discrimination Policy

The MML will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, familial status, height, weight, disability or political beliefs.

Educational Credit Policy

If you arrive late for a program or have to leave early your educational credits will be adjusted accordingly.

Effective Human Resources Systems

Tuesday, September 20, 2005

This program is designed to offer a comprehensive overview of human resource systems and best practices in the public sector. The overview and accompanying resource materials will serve as a guide for determining which areas within your organization need more attention. (05I-01)

1. Recruitment & Selection (Hiring Do's & Don'ts)
2. FLSA Designations
3. Personnel Policies and Procedures
4. Job Analysis and Job Descriptions
5. Compensation System Design and Administration
6. Managing Performance/Performance Evaluation
7. Promoting Strong Organizational Morale

This workshop is both for people new to human resources and those who are responsible for human resources as one of many other diverse responsibilities. Professional human resources administrators may find this program helpful as a refresher, but are likely already well-versed in most areas presented. (05I-01)

- Check-in 8:30 a.m.; Begin 9:00 a.m.; Lunch; Adjourn 4:00 p.m.
- Amway Grand Plaza Hotel, Grand Rapids 800-253-3590
- Speaker – Heather Van Poucker, Consultant, MML
- Cost Code A; If 3 or more people from your community register at the same time, the 4th registration is free.
- Credits: CEU .6, EOA 6

City Income Tax: Is it Right for Your Community?

Tuesday, September 20, 2005

The financial stress facing many Michigan cities has forced them to consider the possibility of enacting a city income tax as permitted under PA 284 of 1964. This is a "must attend" training session for any elected or appointed city official considering this option.

The morning session will deal with a method of determining whether or not this alternative is right for your city and an assessment of what will be required to implement a city income tax if it is approved by the voters. The afternoon session will examine various tools you can use to educate the community on the need for passage of the income tax – or any other ballot initiative. The speakers at each session have had actual, hands-on experience in each phase of the process. (05I-02)

- Check-in 8:30 a.m.; Begin 9:00 a.m.; Lunch; Adjourn 4:00 p.m.
- Amway Grand Plaza Hotel, Grand Rapids 800-253-3590
- Speaker – A panel of experienced speakers
- Cost Code A; If 3 or more people from your community register at the same time, the 4th registration is free.
- Credits: CEU .6, EOA 6

**The Freedom of Information Act:
A Comprehensive Overview**

Tuesday Afternoon, September 20, 2005

This presentation about the Freedom of Information Act will cover: An introduction of FOIA, appointment of a FOIA coordinator, the ability to inspect public records, collectible fees for providing records, the response requirements of a city or village, records that are not required to be disclosed or that are exempt, and municipal tips for litigating claims in Michigan. (05I-03)

- Check-in 12:30 p.m.; Begin 1:00 p.m.; Adjourn 4:00 p.m.
- Amway Grand Plaza Hotel, Grand Rapids 800-253-3590
- Speaker – John Gillooly, Senior Partner, Garan, Lucow, Miller, P.C.
- Cost Code B; If 3 or more people from your community register at the same time, the 4th registration is free.
- Credits: CEU .3, EOA 3

**Shaping Your Community's Image –
Signs, Landscaping and Aesthetics**

Tuesday Afternoon, September 20, 2005

This seminar focuses on those items that have a direct impact on the appearance and image of the community. Gain an understanding of what factors impact the appearance of a community and how you can influence the design. Some of the specific features to be covered include building design, landscaping, lighting, access/parking, signs and overall site layout. Practical implementation techniques will be discussed along with successful examples from a variety of Michigan communities. We will also discuss the pros and cons of including design standards in the zoning ordinance versus establishing guidelines by resolution. (05I-04)

- Check-in 12:30 p.m.; Begin 1:00 p.m.; Adjourn 4:00 p.m.
- Amway Grand Plaza Hotel, Grand Rapids 800-253-3590
- Speaker – Steven Langworthy, LSL Planning
- Cost Code B; If 3 or more people from your community register at the same time, the 4th registration is free.
- Credits: CEU .3, EOA 3

**Tax Abatement – Past Practice and
Current Policy Implications**

Tuesday Afternoon, September 20, 2005

Does your municipality award tax abatements for industrial facilities? What is the process used by your council in considering such requests? Does your staff monitor company actions to insure that

Pre-Convention Workshop Registration Form

Would you like to receive more training information from the MML? Yes No
 Email Fax

| | | | |
|---|----------------|----------|-------------|
| Name of Municipality or Firm: | | | |
| Name: | | | |
| Title: | | | |
| Billing Address: | | | |
| City | Zip: | | |
| Phone: | Attendee Fax: | | |
| Attendee Email: | | | |
| Payment Info: | Check Enclosed | Check #: | Credit Card |
| Master Card/Visa/Discover/American Express #: | | | |
| Signature: | | | Exp. Date |
| Name on Card (Please Print): | | | |

Please check the box that corresponds to the program you wish to register for.

| Date | Title | Cost Code |
|----------------------------------|---|-----------|
| <input type="checkbox"/> 9/20/05 | Effective Human Resources Systems (05I-01) | A |
| <input type="checkbox"/> 9/20/05 | City Income Tax: Is it Right for Your Community? (05I-02) | A |
| <input type="checkbox"/> 9/20/05 | The Freedom of Information Act (05I-03) | B |
| <input type="checkbox"/> 9/20/05 | Shaping Your Community's Image – Signs, Landscaping and Aesthetics (05I-04) | B |
| <input type="checkbox"/> 9/20/05 | Tax Abatement – Past Practice and Current Policy Implications (05I-05) | B |

Late Fee: \$ _____

Total Due: \$ _____

To Register:

1. Fax form to 734-662-8083, then
2. If paying by check please mail this form along with a check payable to the Michigan Municipal League, to MML Education Services, P.O. Box 7409, Ann Arbor, MI 48107-7409. Credit card payments may be faxed or mailed to MML, P.O. Box 7409, Ann Arbor, MI 48107-7409.

the investments promised are in fact made? What impact have abatements had on your community? What impact have such abatements had on the state as a whole over the past two decades?

Is it time to rethink our abatement policy? (05I-05)

- Check-in 12:30 p.m.; Begin 1:00 p.m.; Adjourn 4:00 p.m.
- Amway Grand Plaza Hotel, Grand Rapids 800-253-3590
- Speakers – Laura Reese, Ph.D., Urban Planning, Wayne State University
Gary Sands, Ph.D., Urban Planning, Wayne State University
- Cost Code B; If 3 or more people from your community register at the same time, the 4th registration is free.
- Credits: CEU .3, EOA 3

Cost Codes

Cost Code A: When registered one week before the program, Member cities and villages, \$109; Other units of government, \$145; Non-members \$190. Less than one week before the program add \$35 to the fee.

Cost Code B: When registered one week before the program, Member cities and villages, \$69; Other units of government, \$100; Non-members \$125. Less than one week before the program add \$35 to the fee.

**AMWAY GRAND PLAZA HOTEL RESERVATION FORM FOR
Michigan Municipal League
September 19, 2005 – September 23, 2005**

Circle preferred accommodations.
If room type requested is not available,
Nearest room type will be confirmed.
Rates are subject to 6 % sales tax*
and 7 % county lodging tax.

Include first night's deposit plus 13 % tax
with this form to confirm reservation...
Or use your American Express, Master
Card, VISA or Diner's Club credit card
to guarantee your reservation.

PLEASE PRINT:

| ACCOMMODATIONS | RATE |
|----------------------|-----------------|
| One Bed (1 person) | <u>\$140.00</u> |
| One Bed (2 persons) | <u>\$140.00</u> |
| Two Beds (2 persons) | <u>\$140.00</u> |
| Two Beds (3 persons) | <u>\$155.00</u> |
| Two Beds (4 persons) | <u>\$155.00</u> |

Check Preference
 Nonsmoking _____
 Smoking _____

Name: _____

Company: _____

Address: _____

City: _____

Zip Code: _____

Phone Number: _____

Signature: _____

Arrival Date / / Departure Date / /
 Card Holders Name
 Card # _____

Expiration Date / Card Type _____
 (Reservations must be canceled 48 hours
 prior to scheduled arrival to receive refund from
 hotel or to avoid a charge being placed on your
 credit card.)

Group Code MUN0919

Reservations must be received by **August 25, 2005**

Suite Information: Contact our Reservations
 Department: Local number is 616-774-2000,
 Toll-free 1-800-253-3590

Please reserve the following accommodations at
 the Amway Grand Plaza Hotel.

Reminder – Please make check or money order
 Payable to: Amway Grand Plaza Hotel
 (do not send currency).

Sharing With: _____

Room will be shared by third and/or fourth person

Third Person Name: _____

Fourth Person Name: _____

*To avoid state taxes on your hotel the room has to be paid with a check from your municipality or with a credit card that has the municipality name on it. You will need to bring your proof of tax exempt status with you to the hotel.

* At time of check-in a \$25 refundable deposit is required of all cash or check paying guests for incidentals.

** A \$50 early departure fee will be assessed upon check-out to those departing prior to original departure date.

*** Rooms may still be available after the cut off date but not necessarily at the above rate.

**** Reservations FAX Number is 1-616-458-6641.

***** Self Parking \$14.00 per night or Valet Parking \$22.00 per night. Parking rates are subject to change.



July 26, 2005

Michigan Municipal League Annual Meeting Notice

(Please present at the next Council or Commission Meeting)

Dear Official:

The Annual Convention of the Michigan Municipal League will be held in Grand Rapids, September 20-23, 2005. **The annual meeting is scheduled for 10:45 a.m. on Wednesday, September 21, at the Amway Grand Plaza Hotel. The meeting will be held for the following purposes:**

1. **Election of Trustees.** To elect six members of the Board of Trustees for terms of three years each (see page 2).
2. **Policy.** To vote on statements of policy and resolutions properly brought before the annual meeting. All member cities and villages planning on submitting resolutions for consideration at the annual meeting are reminded that under the Bylaws, **the deadline for receiving resolutions is August 22, 2005** (see page 2).
3. **Other Business.** To transact such other business as may properly come before the meeting.

Designation of Voting Delegates

Pursuant to the provisions of the League Bylaws, you are requested to designate by action of your governing body one of your officials who will be in attendance at the Convention as your official representative to cast the vote of the municipality at the annual meeting, and, if possible, to designate one other official to serve as alternate. After taking this action, please return the enclosed reply card no later than September 1, 2005.

Regarding the designation of an official representative of the member to the annual meeting, please note the following section of the MML Bylaws:

“Section 4.4 - Votes of Members. Each member city and village shall be equally privileged with all other members in its voice and vote in the election of officers and upon any proposition presented for discussion or decision at any meeting of the members. Honorary members shall be entitled to participate in the discussion of any question, but such members shall not be entitled to vote. The vote of each member shall be cast by its official representative attending the meeting at which an election of officers or a decision on any proposition shall take place. Each member shall, by action of its governing body prior to the annual meeting or any special meeting, appoint one official of such member city or village as its principal official representative to cast the vote of the member at such meeting, and may appoint one official as its alternate official representative to serve in the absence or inability to act of the principal representative.”

President
Margene Ann Scott
Councilwoman
Madison Heights

Vice President
Robert B. Jones
Mayor, Kalamazoo

Trustees
Alex R. Allie
City Manager
Huntington Woods

Vicki Barnett
Mayor
Farmington Hills

Kathleen Buckner
Mayor Pro Tem
Center Line

Michael J. Czymbor
City Administrator
Milan

Deborah L. Doyle
Councilmember
Durand

Barbara Holt
Commissioner
Walker

Jerry Irby
Mayor, Marquette

Kwame M. Kilpatrick
Mayor, Detroit

Michael N. Matheny
Mayor, Grand Blanc

Florence E. Schrader
Treasurer, Ubly

Clara Shepherd
Commissioner
Muskegon

John C. Siira
City Manager
Wakefield

Gladys A. Solokis
Mayor, Gaylord

William R. Stewart
City Manager
Coldwater

Karl S. Tomion
City Manager
Midland

John J. Zech
City Manager
Wayne

Executive Director
Daniel P. Gilmartin

1. Election of Trustees

Regarding election of officers, under Section 5.3 of the MML Bylaws, six members of the Board of Trustees will be elected at the annual meeting for a term of three years. The regulations of the Board of Trustees require the Nominations Committee to complete its recommendations and post the names of the nominees for the Board of Trustees on the bulletin board of the registration desk at least four hours before the hour of the business meeting.

2. Statements of Policy and Resolutions *

Regarding consideration of resolutions and statements of policy, under Section 4.5 of the MML Bylaws, the Board of Trustees acts as the Resolutions Committee, and "no resolution or motion, except procedural and incidental matters having to do with business properly before the annual meeting or pertaining to the conduct of the meeting, shall be considered at the annual meeting unless it is either (1) submitted to the meeting by the Board of Trustees, or (2) submitted in writing to the Board of Trustees by resolution of the governing body of a member city or village at least thirty (30) days preceding the date of the annual meeting." Thus the deadline this year for the MML to receive resolutions is August 22nd.

"Every proposed resolution submitted by a member shall be stated in clear and concise language and shall be accompanied by a statement setting forth the reasons for recommending the proposed resolution. The Board shall consider the proposal at a Board meeting prior to the next annual meeting and, after consideration, shall make a recommendation as to the advisability of adopting each such resolution or modification thereof."

The proposed 2005-06 Michigan Municipal League Policies and any new proposed Resolutions recommended by the Board of Trustees for adoption by the membership are available on the MML website*, to permit governing bodies of member cities and villages to have an opportunity to review such proposals and delegate to their voting representative the responsibility for expressing the official point of view of the member at the annual meeting.

The Board of Trustees will meet on Tuesday, September 20, at the Amway Grand Plaza Hotel in Grand Rapids for the purpose of considering such other matters as may be requested by the membership.

* The proposed 2005-06 MML Policies are available on the MML website at http://www.mml.org/pdf/approved_policies06.pdf. If you would like to receive a copy of the proposed policies by fax, please call the League at 800-653-2483.

Sincerely,



Margene Ann Scott
President



Daniel P. Gilmartin
Executive Director

Enc.



OFFICIAL VOTING DELEGATES
ANNUAL BUSINESS MEETING
Michigan Municipal League

In accordance with the accompanying MML Annual Meeting Notice, each member city and village is to appoint one Official Voting Delegate and one Official Alternate Voting Delegate to represent the city or village at the Annual Business Meeting of the Michigan Municipal League.

The purpose of these instructions is to familiarize the voting delegate, especially those officials serving in this capacity for the first time, with the procedure to be followed during the Annual Business Meeting.

1. Only the Official Voting Delegate will be seated in the area reserved for Voting Delegates. If the Official Voting Delegate is not present, the Official Alternate Voting Delegate will take the Delegate's place in the reserved area as the Voting Delegate. Therefore, each member city and village will have only one person seated in the reserved area. All other municipal officials, and all other Alternate Voting Delegates, may be seated outside the reserved area.
2. After the roll call of Voting Delegates, a member city or village whose Official Voting Delegate or Alternate is not present will be given the opportunity to have a Voting Delegate seated upon the approval of the Voting Delegates originally seated.
3. In general, Robert's Rules of Order, Newly Revised, will govern the conduct of the Annual Business Meeting. Parliamentary decisions will be made by the President of the League who will preside at the Annual Business Meeting. The President will be assisted by a Parliamentarian. Parliamentary decisions by the Chair, if challenged from the floor, are subject to be sustained or overturned by a majority of the voting delegates.
4. The Bylaw governing the submission of policy resolutions provides:
Section 4.5 - Resolutions
 - A. No resolution or motion shall be submitted to debate or vote at the annual meeting or any special meeting unless it is germane to the functions and purposes of the League.
 - B. No resolution or motion, excepting procedural and incidental matters having to do with business properly before the annual meeting or pertaining to the conduct of the meeting, shall be considered at the annual meeting unless it is either (1) submitted to the meeting by the Board of Trustees, or (2) submitted in writing to the Board of Trustees by official action of the governing body of a member city or village at least thirty (30) days preceding the date of the annual meeting**.
 - C. Every proposed resolution submitted by a member shall be stated in clear and concise language and shall be accompanied by a statement setting forth the reasons for recommending the proposed resolution. The Board shall consider the proposal at a Board meeting prior to the next annual meeting and, after

consideration, shall make a recommendation as to the advisability of adopting each such resolution or a modification thereof. If time permits, each such resolution and the recommendation of the Board shall be printed in the issue of the *Michigan Municipal Review*.

** The deadline for receiving resolutions is August 22, 2005.

5. If a Voting Delegate wishes to speak, the Delegate should rise and proceed to one of the microphones available in the reserved area and after recognition by the Chair, may then speak. Since the Annual Business Meeting is being recorded, each Voting Delegate who wishes to speak for any reason, after being recognized by the Chair, should first announce the Delegate's name, title and municipality slowly and clearly into the microphone.

A member of the Board of Trustees, an Honorary Life Member, or a Chair or a designated member of a League Standing or Special Committee may speak on a question, but may not vote unless serving also as a Voting Delegate. If a question is raised about a proposed policy or resolution, or an amendment is offered and seconded, the Chair or designated member of the proper League Standing or Special Committee or a member of the Board of Trustees will be called upon to speak at an appropriate time to explain the Committee's views before the vote is put on the question. In addition, upon request of the Chair, a member of the League staff may speak on a question. Any other person present may speak only with the approval of the Voting Delegate body.

6. If a Voting Delegate who has been seated wishes to have the Alternate Voting Delegate from the Delegate's city or village speak on an issue, the Voting Delegate should request, after being recognized by the Chair, to be excused from the reserved area and that the other person be permitted to take the Delegate's place temporarily or for the balance of the meeting. Upon being excused by the Chair, the Alternate Voting Delegate may then take the Voting Delegate's place in the reserved seating area and may speak and vote as the Official Voting Delegate.
7. The above procedure is necessary to assure that, in the event of a vote on a question by show of hands or by voice vote of the Delegates, no city or village will have more than one person seated in the reserved area

PLEASE RETURN BY SEPTEMBER 1, 2005

Our official representative at the Annual Business Meeting of the Michigan Municipal League will be:

Name _____

Title _____

Our alternate official representative will be:

Name _____

Title _____

Official action of governing body on _____
(date)

Submitted by _____

Municipality _____