



Michigan Municipal Services Authority

PO BOX 12012, LANSING MI 48901-2012

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**EXECUTIVE COMMITTEE  
REGULAR MEETING**

Thursday, July 12, 2018 at 2:00 PM

Livonia City Hall  
33000 Civic Center Drive  
Livonia, MI 48933

**AGENDA**

- I. Call to Order**
- II. Roll Call**
- III. Approval of Agenda**
- IV. Approval of Minutes**
  - a. Minutes of the May 10, 2018 regular Executive Committee meeting
- V. Administrative Report (see Authority Board agenda)**
- VI. New Business**
  - a. Resolution 2018-08 FY 2017-2018 General Appropriations Act Amendment
  - b. Resolution 2018-09 FY 2018-2019 General Appropriations Act
  - c. Resolution 2018-10 Amendment No. 4 to Employment Agreement
- 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, May 10, 2018 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 1:32 PM.

**II.     Roll Call**

Executive Committee Member Attendance:

Stacie Behler, Chairperson	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
James Cambridge, Secretary*	<input type="checkbox"/> Present	<input checked="" type="checkbox"/> Absent
Eric DeLong, Treasurer*	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Kelli Scott, Member*	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Doug Smith, Member*	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent

\*Participated via teleconference.

Other attendees:

- Robert Bruner, Michigan Municipal Services Authority
- Kristen Delaney, Michigan Municipal Services Authority
- Steven Liedel, Dykema
- Doug Wiscinski, Authority Board\*

**III. Approval of Agenda**

Moved by: Smith  
Supported by: Scott

Yes: X            No: \_\_\_

**IV. Approval of Minutes**

a. Minutes of the April 12, 2018 regular Executive Committee meeting

Moved by: Smith  
Supported by: Scott

Yes: X            No: \_\_\_

**V. Administrative Report**

CEO Robert Bruner delivered the administrative report.

**VI. New Business**

a. Resolution 2018-06 FY 2018-2019 Budget Time Schedule

Moved by: Scott  
Supported by: Smith

Yes: X            No: \_\_\_

b. Resolution 2018-07 FY 2018-2019 Budget Notice

Moved by: Scott  
Supported by: DeLong

Yes: X            No: \_\_\_

**II. Public Comment**

None

**III. Other Business**

Behler noted that Doug Wiscinski has made the decision to step away from his work with the Authority. She thanked him for all that he has done and for his years of service.

**IV. Adjournment**

Motion to adjourn the meeting at 2:03 PM.

Moved by: Scott

Supported by: DeLong

Yes: X      No:   

**Certification of Minutes**

Approved by the Executive Committee on July 12, 2018.

\_\_\_\_\_  
Authority Secretary

\_\_\_\_\_  
Date

PROPOSED



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**EXECUTIVE COMMITTEE  
RESOLUTION 2018-08**

FY 2017-2018 General Appropriations Act Amendment

The Executive Committee of the Michigan Municipal Services Authority (“Authority”) resolves that the FY 2017-2018 General Appropriations Act is amended as follows:

**Section 6. Estimated Revenues and Expenditures.** Estimated total revenues and expenditures for the Authority for FY 2017-2018 as follows:

<b>FUND</b>	<b>TOTAL REVENUES</b>	<b>TOTAL EXPENDITURES</b>
General Fund	\$150,000	\$258,500
VHWM Fund	\$57,225	\$190,918
FMS Fund	\$2,362,025	\$2,225,000

The Chief Executive Officer is permitted to execute transfers within these limits between appropriations without the prior approval of the Executive Committee.

***Secretary’s Certification:***

I certify that this resolution was adopted by the executive committee of the Michigan Municipal Services Authority at a properly-noticed open meeting held with a quorum present on July 12, 2018.

By: \_\_\_\_\_  
James Cambridge  
Authority Secretary



**EXECUTIVE COMMITTEE  
RESOLUTION 2018-09**

FY 2018-2019 General Appropriations Act

The Executive Committee of the Michigan Municipal Services Authority resolves:

**Section 1. Title.** This resolution shall be known and may be cited as the Michigan Municipal Services Authority FY 2018-2019 General Appropriations Act.

**Section 2. Public Hearing.** In compliance with 1963 (2<sup>nd</sup> Ex Sess) PA 43, MCL 141.411 to 141.415, notice of a public hearing on the proposed budget was published in a newspaper of general circulation on July 9, 2018 and a public hearing on the proposed budget was held by the Executive Committee of the Michigan Municipal Services Authority ("Authority") on July 12, 2018.

**Section 3. Millage Levy.** The Authority is not authorized to levy taxes.

**Section 4. Adoption of Budget by Activity.** The Executive Committee of the Authority adopts the budget for the Authority for the fiscal year beginning on October 1, 2018 and ending on September 30, 2019 by activity. Authority officials responsible for the expenditures authorized in the budget may expend Authority funds up to, but not to exceed, the total appropriation authorized for each activity.

**Section 5. Payment of Bills.** All claims or bills against the Authority shall be approved by the Executive Committee of the Authority before payment by the Authority. However, the Treasurer of the Authority may pay certain claims or bills before payment is approved by the Executive Committee of the Authority to avoid late penalties, service charges, or interest. Any claims or bills paid before approval by the Executive Committee shall be reported by the Treasurer to the Executive Committee for approval at the next meeting of the Executive Committee.

**Section 6. Estimated Revenues and Expenditures.** Estimated total revenues and expenditures for the Authority for FY 2018-2019 are as follows:

**FY 2018-2019 General Appropriations Act**

**General Fund**

Department	Account	Year Ending	Year To Date	Year Ending	Year Ending
		09/30/18	06/30/18	09/30/18	09/30/19
		ORIGINAL BUDGET	YTD BALANCE	AMENDEDMENT	RECOMMENDATION
LCSA	Contract Revenue	\$ -	\$ 75,000	\$ 150,000	\$ 150,000
	TOTAL REVENUES	\$ -	\$ 75,000	\$ 150,000	\$ 150,000
Governing Body	Other Services and Charges	\$ 2,000	\$ -	\$ -	\$ 2,000
Chief Executive	Personal Services	\$ 225,000	\$ 149,663	\$ 197,000	\$ 200,000
Chief Executive	Other Services and Charges	\$ 2,000	\$ 5,072	\$ 7,000	\$ 8,000
Accounting	Professional and Contractual Services	\$ 5,500	\$ 11,844	\$ 18,000	\$ 16,000
Banking	Professional and Contractual Services		\$ 1,606	\$ 2,000	\$ 2,000
Audit	Professional and Contractual Services	\$ 10,500	\$ 10,500	\$ 10,500	\$ 11,000
Attorney	Professional and Contractual Services	\$ 12,000	\$ 9,164	\$ 24,000	\$ 18,000
	TOTAL EXPENDITURES	\$ 257,000	\$ 187,849	\$ 258,500	\$ 257,000
	OPERATING INCOME (LOSS)	\$ (257,000)	\$ (112,849)	\$ (108,500)	\$ (107,000)
	TRANSFERS				
	Transfers in	\$ 144,848	\$ 141,607	\$ 137,025	\$ 122,922
	Transfers out	\$ -	\$ (133,693)	\$ (133,693)	\$ -
	CHANGE IN NET POSITION	\$ (112,152)	\$ (104,935)	\$ (105,168)	\$ 15,922
	BEGINNING NET POSITION	\$ 322,659	\$ 322,659	\$ 322,659	\$ 322,659
	ENDING NET POSITION	\$ 210,507	\$ 217,724	\$ 217,491	\$ 338,581

7/10/2018

**FY 2018-2019 General Appropriations Act  
VHWM Fund**

	<b>Year Ending 09/30/18</b>	<b>Year To Date 06/30/18</b>	<b>Year Ending 09/30/18</b>	<b>Year Ending 09/30/19</b>
	<b>ORIGINAL BUDGET</b>	<b>YTD BALANCE</b>	<b>AMENDEDMENT</b>	<b>RECOMMENDATION</b>
Contract Revenue	\$ 755,124	\$ 57,225	\$ 57,225	\$ -
<b>TOTAL REVENUES</b>	<b>\$ 755,124</b>	<b>\$ 57,225</b>	<b>\$ 57,225</b>	<b>\$ -</b>
Professional and Contractual Services	\$ 744,706	\$ 190,918	\$ 190,918	\$ -
<b>TOTAL EXPENDITURES</b>	<b>\$ 744,706</b>	<b>\$ 190,918</b>	<b>\$ 190,918</b>	<b>\$ -</b>
<b>OPERATING INCOME (LOSS)</b>	<b>\$ 10,418</b>	<b>\$ (133,693)</b>	<b>\$ (133,693)</b>	<b>\$ -</b>
<b>TRANSFERS</b>				
Transfers in	\$ -	\$ 133,693	\$ 133,693	\$ -
Transfers out	\$ (10,418)	\$ -	\$ -	\$ -
<b>CHANGE IN NET POSITION</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>BEGINNING NET POSITION</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>ENDING NET POSITION</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>



**FY 2018-2019 General Appropriations Act**

**FMS Fund**

	<b>Year Ending 09/30/18</b>	<b>Year To Date 06/30/18</b>	<b>Year Ending 09/30/18</b>	<b>Year Ending 09/30/19</b>
	<b>ORIGINAL BUDGET</b>	<b>YTD BALANCE</b>	<b>AMENDEDMENT</b>	<b>RECOMMENDATION</b>
Contract Revenue	\$ 2,863,430	\$ 2,362,025	\$ 2,362,025	\$ 1,889,620
<b>TOTAL REVENUES</b>	<b>\$ 2,863,430</b>	<b>\$ 2,362,025</b>	<b>\$ 2,362,025</b>	<b>\$ 1,889,620</b>
Professional and Contractual Services	\$ 2,729,000	\$ 2,220,418	\$ 2,225,000	\$ 1,766,698
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,729,000</b>	<b>\$ 2,220,418</b>	<b>\$ 2,225,000</b>	<b>\$ 1,766,698</b>
<b>OPERATING INCOME (LOSS)</b>	<b>\$ 134,430</b>	<b>\$ 141,607</b>	<b>\$ 137,025</b>	<b>\$ 122,922</b>
<b>TRANSFERS</b>				
Transfers in	\$ -	\$ -	\$ -	\$ -
Transfers out	\$ (134,430)	\$ (141,607)	\$ (137,025)	\$ (122,922)
<b>CHANGE IN NET POSITION</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>BEGINNING NET POSITION</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>ENDING NET POSITION</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**FY 2018-2019 General Appropriations Act  
All Funds**

	<b>Year Ending 09/30/18</b>	<b>Year To Date 06/30/18</b>	<b>Year Ending 09/30/18</b>	<b>Year Ending 09/30/19</b>
	<b>ORIGINAL BUDGET</b>	<b>YTD BALANCE</b>	<b>AMENDEDMENT</b>	<b>RECOMMENDATION</b>
TOTAL REVENUES	\$ 3,618,554	\$ 2,494,250	\$ 2,569,250	\$ 2,039,620
TOTAL EXPENDITURES	\$ 3,730,706	\$ 2,599,185	\$ 2,674,418	\$ 2,023,698
OPERATING INCOME (LOSS)	\$ (112,152)	\$ (104,935)	\$ (105,168)	\$ 15,922
CHANGE IN NET POSITION	\$ (112,152)	\$ (104,935)	\$ (105,168)	\$ 15,922
BEGINNING NET POSITION	\$ 322,659	\$ 322,659	\$ 322,659	\$ 217,491
ENDING NET POSITION	\$ 210,507	\$ 217,724	\$ 217,491	\$ 233,413

**Section 7. Periodic Financial Reports.** The Chief Administrative Officer shall provide the Executive Committee of the Authority at the meeting of the Executive Committee immediately following the end of each fiscal quarter, and at the final meeting of the Executive Committee of the fiscal year, a report of fiscal year to date revenues and expenditures compared to the budgeted amounts for the fiscal year.

**Section 8. Budget Monitoring.** Whenever it appears to the Chief Administrative Officer of the Authority that the actual and probable revenues in any fund of the Authority will be less than the estimated revenues upon which appropriations from the fund were based, and when it appears that expenditures will exceed an appropriation, the Chief Administrative Officer shall present recommendations to the Executive Committee to prevent expenditures from exceeding available revenues or appropriations for the fiscal year. The recommendations shall include proposals for reducing appropriations, increasing revenues, or both.

**Section 9. Adoption.** Motion made by \_\_\_\_\_ . Seconded by \_\_\_\_\_ to adopt this resolution as the general appropriations act for the Authority for the fiscal year ending September 30, 2019. Upon a roll call vote, the following members of the Executive Committee voted yes: \_\_\_\_\_. The following noted no: \_\_\_\_\_.

***Secretary's Certification:***

I certify that this resolution was duly adopted by the Executive Committee of the Michigan Municipal Services Authority at a properly-noticed open meeting held with a quorum present on July 12, 2018.

By: \_\_\_\_\_  
James Cambridge  
Authority Secretary



**EXECUTIVE COMMITTEE  
RESOLUTION 2018-10**

Amendment No. 4 to Employment Agreement

The Third Amendment to the employment agreement between the Authority and Robert J. Bruner Jr. provides Blue Cross Blue Shield of Michigan benefits totaling \$14,073.00 during calendar year 2018; and

A change of status will reduce those benefits by \$2,246.35 during calendar year 2018; and

The Authority wishes to offset the benefit decrease with a corresponding salary increase;

The executive committee of the Michigan Municipal Services Authority (the "**Authority**") resolves as follows:

- that the following agreement (the "**Fourth Amendment**") amending the employment agreement between the Authority and Robert J. Bruner, Jr. dated August 12, 2014, as amended on December 10, 2015, October 26, 2016, and October 12, 2017, is hereby approved by the Authority:

"AMENDMENT NO. 4 TO EMPLOYMENT AGREEMENT

This agreement is between the MICHIGAN MUNICIPAL SERVICES AUTHORITY, a Michigan public body corporate (the "Authority") and ROBERT J. BRUNER JR., an individual (the "Executive").

The parties entered into an employment agreement dated August 14, 2014 under which the Executive serves as the chief executive officer of the Authority and that employment agreement was previously amended by the parties on December 10, 2015, October 26, 2016, and October 12, 2017 (as amended the "Employment Agreement").

The parties want to again amend the Employment Agreement to modify the compensation of the Executive and to modify the terms for the continued provision of benefits provided to the Executive.

The parties therefore agree as follows:

1. **Defined Terms.** Defined terms used but not defined in this agreement are as defined in the Employment Agreement.

2. **Amendment to Section 4(a).** Section 4(a) of the Employment Agreement is hereby amended in its entirety to read as follows:

“(a) During the Employment Period, the Authority shall pay the Executive a salary of: \$118,000.00 per year before January 1, 2016; \$123,000.00 per year after December 31, 2015 and before January 1, 2017; \$110,485.68 per year after December 31, 2016 and before January 1, 2018; \$112,732.03 per year after December 31, 2017 and before January 1, 2019; and \$123,000.00 per year after December 31, 2018. The salary will be paid in equal bi-weekly installments consistent with the payroll dates used by the state of Michigan for its employees.”.

3. **Amendment to Section 4(e).** Section 4(e) of the Employment Agreement is hereby amended in its entirety to read as follows:

“(e) The Executive’s compensation is subject to an annual review by the executive committee. The Executive may participate in the Authority’s Deferred Compensation Plan offered pursuant to section 457(b) of the Internal Revenue Code. For coverage during the calendar year that begins on January 1, 2017 and ends on December 31, 2017, the Authority shall pay up to the following annual premium amounts for health, prescription drug, dental, and vision insurance plans provided by Blue Cross Blue Shield of Michigan for the Executive and the Executive’s dependents: Simply BlueSM HSA PPO Gold \$1450 0% Medical Coverage with Prescription Drugs (\$11,407.56); Blue DentalSM PPO Plus 100/80/50 SG – Non-voluntary \$25/\$75 deductible (\$985.08); and Blue Vision Adults-only SG with VSP Choice Network 12/12/12SM (\$121.68). For coverage during the calendar year that begins on January 1, 2018 and ends on December 31, 2018, the Authority shall pay up to the following annual premium amounts for health, prescription drug, dental, and vision insurance plans provided by Blue Cross Blue Shield of Michigan for the Executive and the Executive’s dependents: Simply BlueSM HSA PPO Gold \$1450 0% Medical Coverage with Prescription Drugs (\$10,811.77); Blue DentalSM PPO Plus 100/80/50 SG – Non-voluntary \$25/\$75 deductible (\$913.23); and Blue Vision Adults-only SG with VSP Choice Network 12/12/12SM (\$101.65). Except as authorized in this Section 4(e), the Executive is not otherwise eligible for other compensation or to participate in an employee pension, retirement, health, or other fringe benefit plan.”.

4. **Effectiveness; Date.** This agreement will become effective when all the parties have signed it. The date this agreement is signed by the last party to sign it (as indicated by the date associated with that party's signature) will be deemed the date of this agreement. If a party signs but fails to date a signature, the date that the other party receives the signing party's signature will be deemed to be the date that the signing party signed this agreement, and the other party may inscribe that date as the date associated with the signing party's signature.

Each party is signing this agreement on the date stated opposite that party's signature.

MICHIGAN MUNICIPAL SERVICES AUTHORITY

Date: July \_\_\_\_, 2018

By: \_\_\_\_\_  
Stacie Behler  
Executive Committee Chairperson

Date: July \_\_\_\_, 2018

By: \_\_\_\_\_  
Robert J. Bruner Jr.”;

- that the chairperson of the executive committee is hereby authorized to sign the Third Amendment on behalf of the Authority; and
- that the chairperson of the executive committee is hereby authorized to sign documents and take other action necessary to provide the chief executive officer with the insurance coverage described in the employment agreement.

**Secretary's Certification:**

I certify that this resolution was adopted by the executive committee of the Michigan Municipal Services Authority at a properly-noticed open meeting held with a quorum present on July 12, 2018.

By: \_\_\_\_\_  
James Cambridge  
Authority Secretary