



Michigan Municipal Services Authority  
PO BOX 12012, LANSING MI 48901-2012

**EXECUTIVE COMMITTEE  
REGULAR MEETING**

Thursday, December 12, 2019 at 1:30  
p.m.

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

**MINUTES**

Proposed Minutes       Approved

MEETING TYPE:     Regular                       Special

**I. Call to Order**

The meeting was called to order at 1:34 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:

- Steven Liedel, Dykema
- Shea Charles
- Kristen Delaney, Michigan Municipal Services Authority

**III. Approval of Agenda**

Moved by: Pallone  
Supported by: DeLong

Yes:  No:

**IV. Approval of Minutes**

a. Minutes of the November 20, 2019 regular Executive Committee meeting

Moved by: Pallone  
Supported by: Smith

Yes:  No:

**V. Administrative Report**

CEO Charles delivered the administrative report. He noted that financial reports would be distributed when they are completed by Plante Moran. Charles gave an update on his progress with the visioning process. He noted that he has one more board member to meet with. Smith requested that we set a date for the visioning meeting as soon as possible.

**VI. New Business**

a. 2020 Meeting Dates (Revised)

Motion to approve the Resolution 2019-13 Schedule of Regular Meetings for Calendar Year 2020.

Moved by: Pallone  
Supported by: Smith

Yes:  No:

b. Financial Report Update – Miscellaneous Expenses

Charles reviewed the break down of miscellaneous expenses. He stated that he will present a budget amendment in the future

c. Office Space Discussion

Charles reviewed potential office space at Dykema and Regus. After discussion, the Executive Committee preferred to lease space from Dykema.

Motion to authorize Charles to execute an agreement with Dykema to lease office space effective January 1, 2020.

Moved by: Smith  
Supported by: Pallone

Yes: X            No: \_\_\_

**VII. Public Comment**

None.

**VIII. Other Business**

DeLong noted that MMSA needs to send CGI a notice of change since Jeff Dood has left the City of Grand Rapids. He noted that Molly Clarin needs to officially be appointed to the MMSA board, something that Grand Rapids will initiate.

**IX. Adjournment**

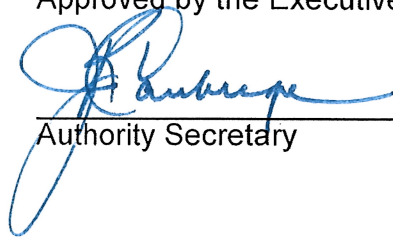
Motion to adjourn the meeting at 2:08 PM.

Moved by: DeLong  
Supported by: Pallone

Yes: X            No: \_\_\_

**Certification of Minutes**

Approved by the Executive Committee on January 9, 2020.

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

1/13/20  
\_\_\_\_\_  
Date