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## Appendix 11

# For More Information

### **General (available at [mml.org](http://mml.org))**

**Inquiry Service.** As one of the oldest League benefits, the Inquiry Service provides member officials with answers to questions on a vast array of municipal topics. Member officials may request information and/or material on any municipal issue. The League has many sample documents available:

- Ordinances
- Policies
- Programs
- Articles
- Charters
- Referrals
- Regulations
- Feasibility Studies

Send your municipal inquiries to [info@mml.org](mailto:info@mml.org).

### **Structure of Local Government in Michigan (available at [mml.org](http://mml.org))**

**Impact of Changing from a Village to a City.** (*The Review*, May 2003)

### **Reference Packets:**

- Incorporation as a Village
- Incorporation as a City

### ***Nature and Purpose of a Home Rule Charter.***

Published jointly by Citizens Research Council of Michigan, Michigan Municipal League, Michigan Association of Municipal Attorneys, 1993.

***Organization of City and Village Government in Michigan.*** (Municipal Report). Michigan Municipal League; 1994, 2005, 2011.

### **Roles and Responsibilities of General Law Village Officials (available at [mml.org](http://mml.org))**

#### **One Pager Plus Fact Sheets:**

- *Default: Elected/Appointed Official*

- *Email and Retention of Records*
- *Ethics—*
  - *Contracts of Public Servants with Public Entities*
  - *Incompatible Public Offices*
  - *Misconduct in Office*
  - *Standards of Conduct for Public Officers/Employees*
- *Freedom of Information Act—*
  - *General Questions*
  - *Statutory Exemption*
  - *2014 Changes*
- *General Law Village—*
  - *Annexation*
  - *Procedural Questions*
  - *Sale of Real Property*
- *Open Meetings Act—*
  - *Calling Closed Meetings*
  - *Closed Meeting Minutes*
  - *Definitions and Requirements*
  - *Posting Requirements*
- *Public Hearings*
- *Work Sessions: Use By Legislative Bodies*

***Meetings: Agendas and Minutes.*** A guide to recording minutes and organizing meetings. Michigan Municipal League electronic book (e-book), 2005.

**MML Legal Defense Fund.** The League's Legal Defense Fund and its resources are available incases which would have a considerable impact on Michigan municipal law or positively affect the organization, operation, powers, duties, or financing of Michigan's cities and villages. Legal Defense Fund resources and services are available to League members which are also members of the Fund. Dues are based on member population and range from \$100 to \$1,000.

The typical form of assistance is the filing of an *amicus* brief to support the legal position of the city or village involved in the case. Most

often this is in the Michigan Court of Appeals or Michigan Supreme Court. The Legal Defense Fund is financed by voluntary dues of member cities and villages. Forms to make a request for assistance are available at [mml.org](http://mml.org).

### **Legislative Issues (available at [mml.org](http://mml.org))**

The League's advocacy team researches legislative issues of importance to municipalities; through their research, they develop issue papers and legislative briefs that provide the framework for the League's efforts to represent municipalities' best interests at the state and federal level.

- **Issue Papers**
  - *Revenue Sharing Fact Sheet*
  - *Home Rule in Michigan—Then and Now*
- **Legislative Briefs**
- **Prosperity Agenda**
- **Inside 208 blog**
- **League Position on Current Legislative Bills**

### **Placemaking (available at [placemaking.mml.org](http://placemaking.mml.org))**

The League identified eight essential assets that make communities vibrant places in the 21st century: physical design & walkability; green initiatives; cultural economic development; entrepreneurship; welcoming; messaging & technology; transit; and education. Helping Michigan's leaders grow these assets in their own communities serves as the focus of the League. Research continues to show that "placemaking" matters more than ever, as an increasingly mobile workforce seeks out neighborhoods before finding jobs and opening up businesses.

#### **League Case Studies:**

##### **Physical Design & Walkability**

- **Boyne City Main Street**—A group of volunteers organized to improve, promote, and create greater vitality around the Boyne City downtown.
- **Downtown: The Heart & Soul of a Community**—Business owners in West Branch brought together local officials and residents to start "Fabulous Fridays"

to create a more fun, viable downtown in the summer.

- **Heart of Downtown: Sundquist Pavilion in Riley Park**—Farmington transformed a parking lot into an attractive landscaped park with a pavilion that now serves as the focal point for numerous community events.
- **Live Midtown**—To boost the number of homeowners and renters in Detroit's Midtown, a nonprofit organized a live-where-you-work incentive program.
- **Main Street Community Partnership**—A group of Adrian residents and leaders, inspired to invest in their own community, chipped in to buy and rehab a historic structure on Main Street.

##### **Green Initiatives**

- **Dequindre Cut**—A 1.35-mile recreational path that offers a pedestrian link between the Detroit Riverfront, Eastern Market, and many residential neighborhoods.
- **Recycle Here**—A creative approach turned a traditional drop-off center into a community gathering place and a showcase for artists and musicians.

##### **Cultural Economic Development**

- **The Alley Project**—Professional artists, teens, and neighbors built infrastructure for creative expression and community responsibility.
- **Artist Village Detroit**—A once-abandoned commercial strip serves as a creative hub for artists, students, business owners, and neighbors in the heart of Old Redford.
- **Growing the Economy through Arts and Culture**—Ludington was poised to celebrate its past and future, bringing art, nature and history together, and provide an impetus for future development.
- **St. Joseph Public Art**—Fills downtown with unique sculptures from the area's artists and has helped turn the community into a tourist destination.

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## Entrepreneurship

- Hatch Detroit—Promotes a vibrant urban community by awarding money and empowering local entrepreneurs with capital and support to succeed and grow.
- Mark’s Carts - Ann Arbor—Capitalizing on a national food cart trend, Mark’s Carts offers local food and communal seating, in a once empty downtown lot.
- Ponyride - Detroit—Subsidizing shared workspace, Ponyride provides cheap space for artists and entrepreneurs to work and share know-ledge, resources, and networks.
- Rust Belt Market—Features artists, collectors, local food products, musicians, and community events in a re-purposed big box commercial building in Ferndale.

## Welcoming to All

- Detroit City Futbol League—A recreational, adult, co-ed neighborhood soccer league that brings people together while marketing different areas of the city.
- Detroit Soup—A grassroots initiative to bring neighbors together to build relationships, share ideas, and raise money for community projects.

## Messaging & Technology

- Hubbard Farms Emergency Alert System - Detroit—Frustrated by slow police response times, residents used a free cell phone texting system to alert neighbors of crimes.
- Love Muskegon—A group of young professionals in Muskegon started an online branding and marketing campaign to promote their city.

## Education

- Clark Park Coalition - Detroit—This grassroots, nonprofit coalition has grown to offer positive activities for nearly a thousand neighborhood youth each year.

- Frankfort Historic Landmarks Arts Center—A re-purposed Coast Guard Station that serves as a popular community hub for residents and visitors.

## Transit

- Tour de Troit—A small group of people exploring Detroit by bike has grown into Michigan’s largest bike ride, promoting safer streets for non-motorized users.

## Operation of Village Government

### Finance

#### One Pager *Plus* Fact Sheets:

- *Adopting the Budget*
- *Economic Development—*
  - *Corridor Improvement Authority*
  - *Downtown Development Authority*
  - *Financing Tools*
  - *Local Development Financing Authority*
  - *Neighborhood Improvement Authority*
  - *Waterfront Tax Increment Financing*
- *Investment Policies for Surplus Funds*
- *Municipal Expenditures*

#### Reference Packets. Compiled by the Michigan Municipal League.

- DDAs (Downtown Development Authorities)

#### Michigan Department of Treasury Manuals: (available at [michigan.gov/treasury](http://michigan.gov/treasury))

- *Bulletin for Audits of Local Units of Government*. 2012.
- *Uniform Accounting Procedures Manual*. Michigan Department of Treasury, Local Audit & Finance Division, Bureau of Local Government Services, 2007.
- *Uniform Budget Manual for Local Units of Government in Michigan*. Michigan Department of Treasury, Local Audit & Finance Division, Bureau of Local Government Services, 2001.

- *Uniform Chart of Accounts for Counties and Local Units of Government*, Michigan Department of Treasury, Local Audit & Finance Division, Bureau of Local Government Services, 2002.

**Outline of the Michigan Tax System.** The Citizens Research Council of Michigan, Detroit, MI. 2014. Updated biennially. (available at: [crcmich.org](http://crcmich.org).)

### **Risk Management**

The League's Risk Management Services Division administers two statewide municipal insurance programs: the Michigan Municipal League Workers' Compensation Fund and the Michigan Municipal League Liability and Property Pool.

The mission of Risk Management Services is to provide a long-term, stable, cost-effective insurance alternative for members and associate members of the Michigan Municipal League.

### **Member Services**

- Expert Governmental Claims Handling
- Personalized Loss Control Services & Resources
- Law Enforcement Specialists
- Reduced Rates at Related League Training Events, Conventions & Conferences

### **Websites:**

[michigan.gov/wca](http://michigan.gov/wca)  
Workers' Compensation Agency.  
[michigan.gov/difs/](http://michigan.gov/difs/)  
Department of Insurance and Financial Services.  
[primacentral.org](http://primacentral.org)  
Public Risk Management Association (PRIMA).

### **Additional information**

#### **Websites**

[mml.org](http://mml.org).  
Michigan Municipal League.  
[nlc.org](http://nlc.org)  
National League of Cities.  
[michigan.gov](http://michigan.gov)  
State of Michigan.

#### **legislature.mi.gov**

Michigan Legislature.

#### **census.gov**

U.S. Census Bureau.

### **Michigan Municipal League publications:**

**The Review.** The official magazine of the Michigan Municipal League. Published six times a year. It serves as a medium of exchange of ideas and information for the officials of Michigan cities and villages.

**The Directory of Michigan Municipal Officials.** Published yearly and distributed to your village office.

**One-Pager Plus Fact Sheets.** One-page summaries on a variety of municipal topics, many with a "plus" attached—a sample ordinance, resolution, policy, form, etc. These may be downloaded from [mml.org](http://mml.org). Here is a complete list of our current titles:

*Act 312 Compulsory Arbitration of Labor Disputes in Police & Fire Departments*  
*Act 425 Conditional Land Transfers*  
*Adopting the Budget*  
*Charter Amendment: HRC Initiatory Petition*  
*Charter Amendment: HRC Legislative Body Resolution*  
*Charter Amendment: HRV Initiatory Petition*  
*Charter Amendment: HRV Legislative Body Resolution*  
*Commercial Redevelopment Act*  
*Commercial Rehabilitation Act*  
*Complete Streets*  
*Default: Elected/Appointed Officials*  
*Economic Development: Corridor Improvement Authority*  
*Economic Development: Downtown Development Authority*  
*Economic Development: Financing Tools*  
*Economic Development: Local Development Financing Authority*  
*Economic Development: Neighborhood Improvement Authority*  
*Economic Development: Waterfront Tax Increment Financing*  
*Election Law Amendments - City*

*Election Law Amendments - Village*  
*Ethics: Contracts of Public Servants with Public Entities*  
*Ethics: Incompatible Public Offices*  
*Ethics: Misconduct in Office by Public Officers*  
*Ethics: Standards of Conduct for Public Officers/Employees*  
*E-mail and Retention of Records*  
*Freedom of Information Act: General Questions*  
*Freedom of Information Act: Statutory Exemptions*  
*Freedom of Information Act: 2014 Changes*  
*Fuel Excise Tax Refunds*  
*General Law Village: Procedural Questions*  
*General Law Village: Annexation*  
*General Law Village: Sale of Real Property*  
*Headlee Rollback and Headlee Override*  
*Investment Policies for Surplus Funds*  
*Land Division Act*  
*Liquor Licenses for Redevelopment: Background and How to Apply*  
*Master Plan: 5 Year Review*  
*Master Plan: Mastering the Updating Process*  
*MISS DIG Underground Facility Damage & Prevention Safety Act*

*Mobile Home Rental Housing Inspections*  
*Municipal Civil Infractions*  
*Municipal Expenditures*  
*Municipal Liens*  
*Open Meetings Act: Calling Closed Meetings*  
*Open Meetings Act: Closed Meeting Minutes*  
*Open Meetings Act: Definitions and Requirements*  
*Open Meetings Act: Posting Requirements*  
*Public Hearings*  
*Rental Housing Inspection Law*  
*Residency Act*  
*Residency Requirements and the Planning Commission*  
*Revenue Sharing Fact Sheet*  
*Right to Work*  
*Social Security Number Privacy Act*  
*State Single Construction Code Act*  
*Supportive Housing Properties*  
*Urban Cooperation Act/Service Sharing and Labor Agreements*  
*Vehicle Code and Uniform Traffic Code (Michigan)*  
*Water and Sewer Liens*  
*Work Sessions – Use by Legislative Bodies*  
*Zoning: Basic Questions*  
*Zoning: Nonconforming Buildings and Uses*