



michigan municipal league

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August 14, 2024

Dear Pete,

This letter is to confirm the Michigan Municipal League on-site training program, Everything Meetings. The program will take place in-person on September 12, 2024, beginning at 5:00 p.m.

Chris Johnson and Bob Slattery will be your facilitators for the program. Please touch base with them prior to the program to discuss the content of the workshop, handouts, and the number of people expected to attend. Chris can be reached at [cjohnson@mml.org](mailto:cjohnson@mml.org). Bob can be reached at [rdsalts@comcast.net](mailto:rdsalts@comcast.net).

Attached is an evaluation form for you to copy and distribute to attendees. Please encourage participants to fill them out and feel free to make additional copies as needed. Also attached is an attendee sign-in sheet. Please have attendees sign in and mark the total in attendance. If anyone leaves the workshop early, please mark the time on the attendance roster so that we may adjust their credits. Following the workshop, please send me the completed sign-in sheet and evaluation forms, via mail or email.

The price quoted for the workshop is \$1800. We will send you an invoice shortly after the program. Please refer to your signed agreement for our cancellation policy.

The Michigan Municipal League looks forward to this opportunity to assist you in training your community. If you have any questions, please contact me at 734-669-6334 or [kbloink@mml.org](mailto:kbloink@mml.org).

Sincerely,

Kaitlyn Bloink  
Events Developer

We love where you live.





## MICHIGAN MUNICIPAL LEAGUE ON-SITE PROGRAM AGREEMENT

**City of Mackinac Island**

**Session Title:** Everything Meetings

**Date:** 9/12/24

**Fees:** \$1800

**Time:** 5:00 – 8:00 p.m.

**Location:** TBD

### **Responsibilities of the Michigan Municipal League**

At your request, the League has secured the speaker(s) to present the OMA/FOIA training. The speaker(s) will provide the necessary materials and design the program in accordance with the on-site request.

### **Cancellation Policy**

All cancellations must be in writing and emailed to [Events@mml.org](mailto:Events@mml.org). Notice of cancellations will be processed as follows:

Notice of 15 days or greater.....No fee due  
Notice of 7 – 14 days.....50% of the fee  
Notice of less than 7 days.....100% of the fee

The quoted price is guaranteed for 90 days from the date of this proposal.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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## City Clerk

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**From:** Mayor's Assistant  
**Sent:** Wednesday, August 21, 2024 10:27 AM  
**To:** City Clerk  
**Subject:** FW: On-site Training for City of Mackinac Island  
**Attachments:** Confirmation Letter\_Mackinac Island.pdf; Onsite Agreement Form\_Mackinac Island.pdf; Sign-in and Evaluation.pdf

**From:** Peter Olson <polson2136@gmail.com>  
**Sent:** Tuesday, August 20, 2024 6:52 AM  
**To:** Mayor's Assistant <assistant@cityofmi.org>; mdoud@lighthouse.net  
**Subject:** Fwd: On-site Training for City of Mackinac Island

Hi Margaret (and Trista)

I'm forwarding the agreement from the Michigan Municipal League folks for the training we've asked them to do for us on September 12, starting at 5:00 pm.

We need to figure out a location (Community Hall?) and then figure out a list of the folks we should invite (HDC members, Planning Commission members, Historic District Study Group?, City Council?, other city employees?, etc)...

I'll call sometime later today and see where we are....

Thanks mucho,

Pete

----- Forwarded message -----

**From:** Kaitlyn Bloink <kbloink@mml.org>  
**Date:** Wed, Aug 14, 2024 at 6:58 PM  
**Subject:** Re: On-site Training for City of Mackinac Island  
**To:** Peter Olson <polson2136@gmail.com>

Hi Pete,

Attached is a confirmation letter and agreement for your review and signature. Once you have determined a location for the meeting please let me know.

Thanks,  
Kaitlyn

**Kaitlyn Bloink**  
Event Planner  
Office: 734-669-6334  
1675 Green Road, Ann Arbor MI 48105