

AGENDA REPORT

TO: Mayor Pat Humphrey & Clare City Commissioners
FROM: Diane Lyon, City Clerk
DATE: July 30, 2025
RE: *Professional & Education Training Opportunities

For the Agenda of August 4, 2025.

***Note: This is a Consent Agenda item and is considered as routine by the City Commission. As such, this matter shall be automatically enacted by one motion with all other Consent Agenda items unless a Commissioner or citizen requests this item be individually discussed, in which event it shall be removed from the Consent Agenda and considered and acted upon in its designated sequence on the approved Clare City Commission agenda of August 4, 2025.**

Commissioners are encouraged to attend educational and training events. Please submit the attached Professional Development Training Request to the City Clerk if you are interested in attending any educational or training event(s).

1. Michigan Municipal League Upcoming Events. The MML also provides many opportunities for training and professional development to include a vast selection of webinars available for viewing. The current offerings are attached for review & consideration.
2. American Planning Association-Michigan Chapter. The Michigan APA likewise offers training sessions and onsite workshops for city officials. If you are interested in having the City host an onsite workshop, please contact the City Clerk. The most current opportunities for professional development are attached for your consideration.

Attachments: as outlined above.

Clearly another way of life.



CITY OF CLARE
Professional Development Training Request

Today's Date: _____

Your Name & Title: _____

Name of Training Event: _____

Location of Training Event: _____

Date(s) & Times of Training Event: _____

If you are required to sign up for break-out sessions, which break-out sessions & times would you like to attend:

Do you have and special food requirements (if the event is serving food)?

Will you need a city vehicle to attend this event? Yes No
(If the answer is no, a mileage reimbursement form will be provided)

Will you need overnight accommodations? Yes No

Do you have special needs regarding accommodations? _____

Please return this completed form to: Diane Lyon, City Clerk
202 W. Fifth St.
Clare, MI 48617
Or you may email the form to: dlyon@cityofclare.gov



Education & Events

[HOME](#) | [EVENTS](#)

Events Calendar

Now - January 22, 2026 ▾

AUGUST 2025

WED
6

NON-LEAGUE AUGUST 6 @ 6:00 PM - AUGUST 8 @ 12:30 PM

PORTAGE ZHANG SENIOR CENTER 203 E CENTRE AVE, PORTAGE, MI, UNITED STATES

MAM Summer Workshop

Join your fellow local leaders in Portage for the 2025 Michigan Association of Mayors (MAM) Summer Workshop. This workshop is an excellent opportunity to network with other mayors and presidents



MON
11

LEAGUE VIRTUAL EVENT | AUGUST 11 @ 12:00 PM - 1:00 PM

Live with the League

[Register here](#)

Free

TUE
19

VIRTUAL EVENT | AUGUST 19 @ 12:00 PM - 1:00 PM

ADA Accessibility Requirements for Websites/Mobile Apps/Social Media in 2026/2027

The Department of Justice has enacted Americans with Disabilities (ADA) requirements for local governments. This webinar will review both the legalities and the implementation of this new requirement affecting websites, mobile apps, and social media. We'll share best practices and actionable steps to ensure compliance. Cities over 50,000 population must ...

[Register here](#)

Free

MON
25

LEAGUE VIRTUAL EVENT | AUGUST 25 @ 12:00 PM - 1:00 PM

Live with the League



Free

SEPTEMBER 2025

MON
8

LEAGUE VIRTUAL EVENT | SEPTEMBER 8 @ 12:00 PM - 1:00 PM

Live with the League

[Register here](#)

Free

WED
17

LEAGUE SEPTEMBER 17 @ 8:00 AM - SEPTEMBER 19 @ 12:00 PM

AMWAY GRAND PLAZA 187 MONROE AVE NW, GRAND RAPIDS, MI, UNITED STATES

Convention

The Michigan Municipal League’s annual Convention brings together local officials, city managers, mayors, council members, municipal attorneys, and others for a three-day conference, giving them an opportunity to connect and learn about what’s important in communities throughout Michigan.

[Register here](#)

MON
22

LEAGUE VIRTUAL EVENT | SEPTEMBER 22 @ 12:00 PM - 1:00 PM

Live with the League



Free

TUE
30

LEAGUE VIRTUAL EVENT | SEPTEMBER 30 @ 12:00 PM - 1:00 PM

All You Need is a SPARK: Investing in Local Entrepreneurship

Michigan's communities face a critical choice: keep chasing yesterday's economic development playbook or embrace the entrepreneurs who are already there. From Grand Rapids to Marquette, local leaders are grappling with the same challenges—vacant storefronts, brain drain, and dependence on outside solutions that never materialize. But what if the answer isn't ...

[Register here](#)

Free

OCTOBER 2025

THU
16

NON-LEAGUE OCTOBER 16 @ 9:00 AM - 4:00 PM

THE JAMES B. HENRY CENTER FOR EXECUTIVE DEVELOPMENT 3535 FOREST RD, LANSING, MI, UNITED STATES

MAMA Municipal Law Program & Annual Meeting

In conjunction with its Annual Meeting, MAMA will be presenting a full-day program designed to address daily challenges facing municipal attorneys, sharpen their skills and take advantage of a great



NOVEMBER 2025

THU
13

NON-LEAGUE NOVEMBER 13 @ 5:00 PM - NOVEMBER 14 @ 4:00 PM

DOUBLETREE BY HILTON ONE WENONAH PARK PLACE, BAY CITY, MI, UNITED STATES

MAM Mayors and Presidents Institute

The Michigan Association of Mayors (MAM) is hosting its biennial Mayors and Presidents Institute in Bay City. The event will include sessions on the role of the mayor/village president, the mayor/president and manager relationship, core policies like the Open Meetings Act (OMA), parliamentary procedure, and more. The Mayors and Presidents ...

DECEMBER 2025

THU
4

LEAGUE DECEMBER 4 @ 5:30 PM - 9:15 PM

MICHIGAN MUNICIPAL LEAGUE LANSING OFFICE 208 N CAPITOL AVE #1, LANSING, MI, UNITED STATES

Newly Elected Officials Training

Congratulations on your new position and welcome to the Michigan Municipal League! For more than 100 years, the League has provided advocacy, education, and assistance to local officials to help them provide improved services and administration. Your municipality's membership in the League provides you with access to these services, designed ...

JANUARY 2026



Congratulations on your new position and welcome to the Michigan Municipal League! For more than 100 years, the League has provided advocacy, education, and assistance to local officials to help them provide improved services and administration. Your municipality's membership in the League provides you with access to these services, designed ...

Past Event Galleries

Convention
2024

Convention 2024
- Awards

CapCon 2024

CapCon 2024 -
Awards

We love where you live.

Contact



American Planning Association **Michigan Chapter**

Creating Great Communities for All

Education and Resources for Officials

Eighty percent of our members are citizens appointed to planning commissions and zoning boards of appeals. Planning Commission actions and decisions by the Zoning Board of Appeals are some of the most important decisions in a community, and have impacts – far into the future. The Michigan Association of Planning provides training and resources that give solutions to the challenges appointed and elected leaders face.

Training Workshops:

MAP runs training workshops each year for elected and appointed officials. For more information or to register, click [here](#).

Want training right in your own community? MAP also offers on-site workshops. MAP brings the program, you choose the date, time, location, and attendees. For more information, click [here](#).

Publications:

Click [here](#) for resources for planning commissioners, ZBA, and local officials on planning basics.

Webinars:

Since 2020, MAP has recorded a number of webinars on a wide range of planning and zoning topics. The [Planning Law Series is available free of charge](#). If you are interested in a [particular topic](#), please contact Amy Vansen at avansen@planningmi.org or (734) 913-2000 to see if a recorded presentation is available and for pricing.

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American Planning Association **Michigan Chapter**

Creating Great Communities for All

Workshops for Officials

The Michigan Association of Planning's education programs provide participants with the skills and knowledge to make better land use decisions. Our knowledgeable and experienced instructors enable newly elected and appointed officials to better understand their roles and responsibilities, and reacquaint experienced ones with innovative planning tools and techniques. We make it easy for you to receive the education and training necessary to keep up with the ever-changing land use landscape.

Additional Training Added in Person in Marquette!

MAP leveraged a partnership with the City of Marquette, Marquette County, Central Upper Peninsula Planning and Development, Lake Superior Community Partnership, MEDC, and Michigan State University Extension to offer training in Marquette.

MAP UP Academy Agenda

Dates Offered	Time	Format/Location/ Topic	Price	Student Member Price
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May 14	8:30 AM to 1:30 PM, light lunch provided	In Person, Northern Michigan University Morning Session: Staying in Your Lane and Building Bridges/ Getting the Development You Want	\$65	\$15
May 14	12:30 PM - 4 PM, light lunch provided	In Person, Northern Michigan University Afternoon Session: Managing Risk	\$65	\$15
May 14	8:30 AM - 4 PM, light lunch provided	In Person, Northern Michigan University Full Program: Staying in Your Lane and Building Bridges/ Getting the Development You Want, and Managing Risk	\$80	\$20

[Register Here for Marquette Training](#)

Check out our [Event calendar](#) for other great learning opportunities. The calendar is updated regularly with new events.

In addition, [MAP's onsite workshops can be scheduled in your community](#).

Can't find exactly what you are looking for? Please contact [Amy Vansen, MAP's Director of Information and Programs](#) with questions.

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1919 West Stadium Boulevard, Suite 4

Ann Arbor, MI 48103

Tel: 734.913.2000 | Email: info@planningmi.org



American Planning Association **Michigan Chapter**

Creating Great Communities for All

Books & Webinars

MAP Store

To order any of the books, publications, or webinars listed, shop online by adding to your cart. Or you can [please complete an order form](#) . Publication costs include shipping fees.

Books

Webinars

Merchandise

Books

Capital Improvements Programs

Provides an overview of a Capital Improvement Program, a checklist for developing and updating a Capital Improvement Program, as well as a template, on how to develop lists, plans, and estimates of time and cost of public structures and projects.

Price: ▼

Qty:



Community
Engagement



Community Engagement

The companion manual to our Community Engagement workshop. It includes strategies and tools along with worksheets to use for your own engagement strategies.

Price: Qty:

Housing Choice, Supply & Affordability

The companion book to our Housing workshop. Curated articles on laws pertaining to housing, NIMBY, planning and zoning for housing, markets and ADUs.

Price: Qty:



Inclusive Transportation

A Manifesto for Repairing Divided Communities

Transportation planners, engineers, and policymakers in the US face the monumental task of righting the wrongs of their predecessors while charting the course for the next generation. This task requires empathy while pushing against forces in the industry that are resistant to change. How do you change a system that was never designed to be equitable? How do you change a system that continues to divide communities and cede to the automobile?

In *Inclusive Transportation: A Manifesto for Repairing Divided Communities*, transportation expert Veronica O. Davis shines a light on the inequitable and often destructive practice of transportation planning and engineering. She calls for new thinking and more diverse leadership to create transportation networks that connect people to jobs, education, opportunities, and to each other.

Inclusive Transportation is a vision for change and a new era of transportation planning. Davis explains why centering people in transportation decisions requires a great shift in how transportation planners and engineers are trained, how they communicate, the kind of data they collect, and how they work as professional teams. She examines what “equity” means for a transportation project, which is central to changing how we approach and solve problems to create something safer, better, and more useful for all people.

Davis aims to disrupt the status quo of the transportation industry. She urges transportation professionals to reflect on past injustices and elevate current practice to do the hard work that results in more than an idea and a catchphrase.

Inclusive Transportation is a call to action and a practical approach to reconnecting and shaping communities based on principles of justice and equity.

176 pages

6 x 9

20 photos

Veronica Davis

Price: Qty:

Making Good Decisions Together

Companion reference book to the Making Good Decisions Together workshop. Curated resources on roles and responsibilities.

Price: Qty:

Managing Risk: Making Sound Planning & Zoning Decisions

Reference tool regarding roles and responsibilities, preparation of bylaws and minutes, and applicable statutes.

Price: Qty:



Master Planning for Tourism

Available online free of charge. Printed, spiral bound copies available for purchase. This 100-plus page guidebook provides practical resources to communities about incorporating tourism into master plans

Price: \$9.00 Qty:



Master Planning Process

The companion manual to our Master Plan workshop. Reference tool regarding the process, best practices and applicable state statutes.

Price: Qty:



Planning and Zoning Essentials

The companion manual to our most requested training. Provides an overview of Planning Commission and Zoning Board of Appeals duties AND how to make effective decisions.

Price: Qty:



Planning Commission

12 pages of essential information for newly appointed and elected officials

Price: \$16.00 Qty:



Planning Commissioner's Toolkit

It provides information in a tabbed, easy-to-use format. It equips new Planning Commissioners with the master plan, zoning ordinance, preparation for a meeting, understanding of development proposals, and much more.

(\$24 if ordering five or more)

Price: Qty:

Site Plan Review

The companion manual to our Site Plan Review workshop. Provides explanations on the process and what to look for when conducting a site plan review.

Price: Qty:



Survive and Thrive

Available online for free. Printed, spiral bound copies available for purchase. Lessons from Michigan Coastal Communities Planning for Resiliency.

Price: \$6.00 Qty:

[Add to Cart](#)

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Advanced ZBA: Beyond the Fundamentals

The companion manual to our Advanced ZBA workshop. Curated resources on the Zoning Board of Appeals and case studies.

Price: ▼ Qty:

[Add to Cart](#)

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Zoning Administration Book Only

The companion book to our Zoning Administration workshop. Provides information in a tabbed, easy to use format. Topics include planning, zoning, enforcement, meeting practices, state statutes and model forms, reports and agendas.

Price: Qty:

Zoning Administration 2.0 Book Only

The companion book to our Zoning Administration 2.0 workshop. Curated articles on administration topics such as, new official orientation, administrative approvals, using data, meeting management, and much more.

Price: Qty:

Zoning Board of Appeals

The companion manual to our Zoning Board of Appeals workshop. It provides information on responsibilities, best meeting practices and case studies.

Price: Qty:

Zoning Board of Appeals Toolkit

It provides information in a tabbed, easy-to-use format. It equips new ZBA members with the knowledge and skills to execute their duties.

(\$24 if ordering five or more)

Price: Qty:



Zoning Ordinance: A to Z

The companion manual to MAP's Zoning Ordinance workshop; covers history of zoning, best practices, processes, and enforcement.

Price: Qty:



Zoning Reform Toolkit

Available online free of charge. Printed, spiral bound copies available for purchase. The Toolkit lays out the elements of the housing crisis and creating a case for zoning reform as a necessary intervention. Communications strategies for discussing the housing shortage and the necessity of zoning reform to combat it are outlined, along with 15 zoning tools to address housing supply, choice, and affordability.

Price: \$52.00 Qty:



Zoning Reform: Stories and Studies A Companion to the Zoning Reform Toolkit

Available online free of charge. Printed, spiral bound copies available for purchase. 100 communities tell the Michigan Association of Planning about the zoning reform tools they're using. Communities sat down with MAP and talked frankly, seriously, and technically about housing in their communities. We asked them all the same basic questions: Is housing getting built in your community? What does your planning and zoning say about housing? What's the public conversation like? What other resources are needed? We followed those basic questions with a deep conversation with each city, village, or township.

Price: \$58.00 Qty:



American Planning Association **Michigan Chapter**

Creating Great Communities for All

Books & Webinars

MAP Store

To order any of the books, publications, or webinars listed, shop online by adding to your cart. Or you can [please complete an order form](#) . Publication costs include shipping fees.

Books

Webinars

Merchandise

Webinars

Asset Management

This 36 minute long technical presentation includes an overview of the process, tools, and strategies for undertaking asset management and is best for staff or officials who have a basic understanding of CIP's and asset management. Next steps handout included in the show notes.

Price: ▼

Blight: Be Gone!

Many different people are involved with planning and development in a community: elected and appointed officials, inspectors, planners, and other staff, developers and citizens. While no one ever plans for blight or nuisances, they are a part of a community, too. Learn the difference between

blight and nuisances and the legal strategies available to combat them. No matter what your role is, this presentation will provide tools and programs you can use to help eliminate blight. 90 minutes. Recorded March 2025.

Purchase includes a reference book that will be shipped to you. Additional resources listed in the show notes.

Price:

DDAs and TIFs

Michigan has many different types of authorities that use Tax Increment Financing (TIF). In this 35 minute long presentation, learn the different kinds of authorities available to government under state law; how tax increment financing works; and what projects are eligible.

Price:

Environmental Planning

Rain gardens and complete streets are all aspects of environmental planning. This 46-minute deep dive covers the relationship between land use and the natural environment, the importance of environmental planning and current trends. Next step resources included in the show notes.

Price:



Ethics and Equity: Lessons for Planners Webinar

Conversations and lectures on the planning codes of ethics (APA Ethics Statement and the AICP Code of Ethics) often focus on specific rules of conduct that govern behaviors and actions. This means we often miss the chance to challenge ourselves to discuss the “aspirational” piece of these codes, particularly in terms of equitable planning. In this interactive session, we’ll discuss the ethics of everyday behavior, administrative discretion, plans and policies, and the APA Equity Policy Guide and its relationship to the codes of ethics.

Christina Anderson, AICP, City of Kalamazoo, MAP Board of Directors, Professional Development Officer

Jill Bahm, AICP, Giffels Webster, MAP Board of Directors

Moderator: Wendy Rampson, AICP, MAP

1 Ethics AICP CM Credit

Price:

Form Based Codes

This 52 minute presentation gets to the heart of Form Based Codes, including how they are different from conventional zoning, when a FBC is appropriate, how to incorporate FBC into your community's codes, and next steps. Next step resources included in the show notes.

Price:



Home Occupations Webinar

This 2 hour workshop recorded on December 8, 2021 includes 1 1/2 hours of presentation and then another 1/2 hour of questions and answers with the authors. Registrants for the online webinar receive a PDF of the complete Home Occupation publication, along with PDF and Word versions of the Sample Ordinance language.

Price:

Housing

Housing is an important issue in many communities. This 30-minute primer covers how a community should assess its housing needs and strategies for ensuring those needs are met. State and federal housing laws are also addressed. Next steps handout included in the show notes.

Price: Member \$10.00 ▼

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Nonconformities

Nonconformities can be vexing and how planners have approached them has changed over time. Join MAP for a deep dive into all types of nonconformities. The latest case law on the subject is also covered. Catherine Kaufman, JD, AICP and Michael Bila, JD presenting. Recorded March 2024.

1 Law AICP CM Credit + 0.5 AICP CM Credit

Price: Member \$50.00 ▼

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Parking

How can you ensure that parking remains the vital (but supporting) role in your downtown's present and future? This 26-minute watch on demand presentation explains the past, present, and future of parking, along with case studies from small Michigan cities. Next steps resources included in the show notes.

Price: Member \$10.00 ▼

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Planned Unit Development

This 24-minute webinar explains what exactly a PUD or Planned Unit Development is and how communities can leverage this powerful planning tool. If your community is considering adopting or amending its PUD ordinance, this workshop is for you. Next steps handout included in the show notes.

Price: Member \$10.00 ▼

Add to Cart

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Michigan Signage Guidebook Package

- Sign Guidelines Presentation Pre-Recorded and a Q and A Recorded (over 2 hours of content) | Watch On Demand
- Sign Guidebook, 2nd Edition, Discounted Price. Look for promo code in your registration confirmation
- Michigan Planner magazine. November/ December 2021 issue devoted to Signs

Price:

Target Market Analysis

Target Market Analysis (TMA) is a powerful tool that can assist communities in planning and zoning. This 50-minute presentation explains the in's and out's of TMA, provides an example case study, and gives you next steps.

Price:

Utility Basics

A great primer for officials and non-engineering staff, this 48 minute watch on demand presentation explains how utilities--from sewers to electricity and everything in between--work, how they show up on site plans, and what best practices should be utilized going forward with new development. Links to supplemental information included in the show notes.

Price:



Woodland Preservation Webinar

Originally recorded in January 2022. For decades, many local ordinances have required preservation of existing trees and planting of new trees to protect the environment and to preserve quality of life in our communities. Two recent court decisions have brought the implementation of those requirements into question. Join MAP Law Committee members, Richard Norton, Emily Palacios, and Mark Wyckoff as they present a tale of two townships and two court cases. Learn how to bolster your natural preservation ordinances from legal challenges. Purchase includes link to recording, as well as links to other resources.

Price:



Zoning Administration 2.0 Webinar

Debuted in 2023, this 2.5 hour workshop is a fast paced, interactive session. The following topics are reviewed: roles, laws other than zoning that affect land use, enforcement, court cases, and trends in zoning. Recorded version available for on demand learning, includes a reference book and links to online activities.

Price:



Zoning Administration Webinar

This 4-hour comprehensive program is for administrators in rural, suburban, or urban settings. Interested in a more complete understanding of all facets of zoning administration from legal basis to record-keeping to enforcement? Recorded in two parts, includes a robust reference book.

Price: