

AGENDA REPORT

TO: Mayor Pat Humphrey & Clare City Commissioners
FROM: Diane Lyon, City Clerk
DATE: October 29, 2025
RE: *Professional & Education Training Opportunities

For the Agenda of November 3, 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 November 3, 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 on professional development through this organization are attached for your consideration.
3. Michigan State University Extension Office. The MSU Extension Office provides land use planning and zoning certificate courses. If you are interested in attending any of these classes, please contact the City Clerk.

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

About

[HOME](#) | [ABOUT](#) | **LEADERSHIP AND PROFESSIONAL DEVELOPMENT OPPORTUNITIES**

Leadership and Professional Development Opportunities

We're committed to providing community leaders an opportunity to showcase their skills through a variety of engagement opportunities at the League. Volunteers are

Jump to... 

Kelly Warren, Director, Member Engagement
kwarren@mml.org, (734) 669-6310

Emily Kieliszewski, Assistant Director, Member Experience & Learning
emilyk@mml.org, (517) 908-0302

Leadership and Professional Development Opportunities

The League looks to members to lead in a variety of ways from specific legislative issue committees, to serving on an affiliate board, to moderating a session at the League's Annual Convention. Here are just some of the ways in which you can take your leadership skills to the next level.

League Board of Trustees

The Michigan Municipal League is supported by a strategic and passionate Board of Trustees who are a critical part of the League's organizational structure. The 20-member Board

Legislative committees serve League members by providing general direction and legislative policy recommendations to the



Board of Trustees and League staff on a variety of local government issues. Our advocacy efforts depend on input from the Legislative Governance Committee and five Policy Committees.

Elected Officials Academy Leadership

The Elected Officials Academy is committed to offering expanded educational programs for elected officials throughout the state to promote effective leadership in local government. The EOA board has powers as granted by the MML Board of Trustees to administer and oversee the Elected Officials Academy. To qualify for the eighteen-member board, a member must be an active participating member of the EOA.

serve as ambassadors and partners as they support the Foundation's goal of educating local leaders and creating vibrant communities. Directors may serve three three-year terms. For more information, please visit www.mmlfoundation.org.

Insurance Program Leadership

The MML's two group self-insurance pools operate under the direction and control of their governing boards. The nominating committees of each program attempt to balance member representation between elected and appointed officials, geographically and by candidate qualifications. Insurance expertise is not required. Board members may serve up to twelve years, and commit to quarterly meetings around the state and an annual national pooling meeting. Expenses associated with service are reimbursed by the programs.

[Workers' Compensation Fund Board](#)

[Liability & Property Pool Board of Directors](#)

their members.

These organizations include:

Michigan Association of Mayors

Michigan Association of Municipal Attorneys

Michigan Black Caucus of Local Elected Officials

Michigan Municipal Executives

Michigan Women in Municipal Government

There are also many other municipal affiliated organizations. For a full list of affiliates that members can get involved with, visit www.mml.org/about/affiliates.htm.

Voting Privileges

Full members enjoy voting privileges at the League's annual business meeting, held yearly during our Annual Convention.



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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Zoning Administrator Certificate Program

Hybrid

This comprehensive program is designed to reduce legal risk for zoning administrators and communities. It is essential training for new and experienced zoning administrators, planners, consultants, code enforcement officials, and related administrative staff.

Participants must complete the Citizen Planner Program, or be recognized by the American Institute of Certified Planners (AICP), before starting this course.

The program covers the following topics:

- » Job descriptions, responsibilities, and ethics
- » Preparing files, reports, and record keeping
- » Interactions with other professionals and agencies and performing departmental duties
- » Legal issues
- » Application forms and review processes

- » Customer service and counter behavior
- » Inspections and violations
- » Reviewing site plans

The program includes a webinar; self-paced online learning modules; and in-person lectures, learning activities, and networking opportunities. Total instruction time is about 18 hours. To earn the Zoning Administrator Certificate, participants must complete the entire program and pass an open-book exam.

Find Out More

Ongoing training is essential for planning and zoning officials to help minimize legal risk and plan for a community's future! To learn more about or register for the courses described here, or to discuss hosting an in-person course in your community, contact:

Program Coordinator
 Phone: 517-353-6472
 Email: cplanner@msu.edu
 Web: <https://extension.msu.edu/planning>



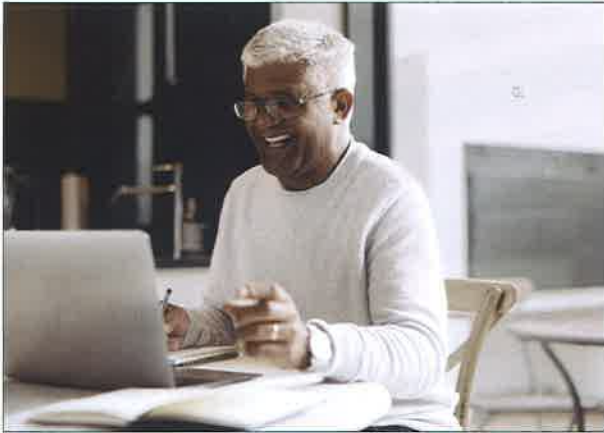
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Land Use Planning & Zoning Certificate Courses

MSU Extension offers a variety of land use certificate courses for appointed and elected planning and zoning officials, government staff, and interested community members.

In-person, self-paced online, and hybrid courses are available.



Citizen Planner Program

In Person

This course on zoning and planning roles, responsibilities, and best practices is suitable for new and experienced planning officials and interested community members. It is hosted several times a year across the state. Sessions meet once a week for six weeks. The three-hour sessions include lectures and hands-on learning exercises that cover:

- » **Understanding the planning and zoning context:** Learn the legal sources and limitations of local planning and zoning authority and explore your understanding of ethical decision-making.
- » **Planning for the future of your community:** Recognize the function and importance of a master plan, know the process for developing one, and its relationship to zoning.
- » **Implementing the plan with zoning:** Discover the importance of zoning, learn how

zoning is administered, and gain confidence in your zoning reviews, including site plans.

- » **Making zoning decisions:** Learn how to adopt and amend a zoning ordinance, understand the role of the zoning board of appeals, and learn about basic property development methods.
- » **Using innovative planning and zoning:** Strategize about placemaking and design-based solutions to address new challenges our communities face.
- » **Successfully fulfilling your role:** Strengthen your ethical decision-making skills, develop your public engagement toolkit, and gain insights on when to ask for help.

Participants who complete Citizen Planner have the option to earn the Master Citizen Planner credential.

Citizen Planner Online Course

Self-Paced

This online, self-paced version of Citizen Planner is designed for people who cannot attend an in-person program or who prefer to learn at their own pace.

The course is highly interactive, with engaging stories, videos, and activities. Most participants complete the course in about 15 hours.

Zoning Board of Appeals Online Certificate Course

Self-Paced

This course covers the roles and responsibilities of the zoning board of appeals (ZBA),

effective decision-making, and due process. The curriculum features ZBA-specific content, engaging activities, case studies, and the latest Michigan case law.

The self-paced course is designed for local government ZBA members, local government staff, managers, municipal attorneys, and interested community members. The course includes six modules that can be accessed in any order:

- » Understanding basic ZBA roles and responsibilities
- » Effective decisions and ordinance interpretations
- » Hearing appeals of administrative decisions
- » Issuing variances from ordinance standards
- » Nonconformities and other responsibilities
- » Circuit court review and standards

Most participants complete the coursework in about seven hours.

Equipment Needs

Participants in courses with online components will need an internet connection and a computer or internet-enabled mobile device. Larger screens will provide a better viewing experience.

Certificates of Completion

To earn a course certificate, participants must attend and complete all modules.