

AGENDA REPORT

TO: Mayor Pat Humphrey & Clare City Commissioners
FROM: Diane Lyon, City Clerk
DATE: November 25, 2025
RE: *Professional & Education Training Opportunities

For the Agenda of December 1, 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 December 1, 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

**THU****LEAGUE DECEMBER 4 @ 5:30 PM - 9:15 PM****4****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 ...

[Register](#)**MON****LEAGUE VIRTUAL EVENT | DECEMBER 8 @ 12:00 PM - 1:00 PM****8**



FRI

NON-LEAGUE VIRTUAL EVENT | DECEMBER 12 @ 12:00 PM - 1:00 PM

12

Michigan Women in Municipal Government Presents A.I. & Local Government: Tools and Guidance for Responsible Use

Join us for an insightful look into the use of artificial intelligence (A.I.) in local government. We'll examine the roles and guidelines for local governments in adopting A.I. technologies to improve efficiency and service delivery. We'll also explore the potential risks and limitations. Drawing from the Michigan Municipal League's A.I. ...

[Register here](#)

\$35



Free

JANUARY 2026

WED

NON-LEAGUE JANUARY 21, 2026 @ 8:00 AM - FEBRUARY 23, 2026 @ 11:30 AM

21

GRAND TRAVERSE RESORT AND SPA 100 GRAND TRAVERSE VILLAGE BLVD, ACME, MI, UNITED STATES

2026 MME Winter Institute

The Michigan Municipal Executives 2026 Winter Institute will bring Michigan's municipal leaders to Traverse City from January 21-23, 2026. This institute will focus on providing professional development opportunities for our members to learn and grow as municipal executives.

[Register here](#)



THU

LEAGUE VIRTUAL EVENT | JANUARY 22, 2026 @ 9:30 PM

22

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 ...

[Register](#)

FEBRUARY 2026

SAT

LEAGUE VIRTUAL EVENT | FEBRUARY 7, 2026 @ 8:30 AM - 12:15 PM

7

Newly Elected Officials Training



administration. Your municipality's membership in the League provides you with access to these services, designed ...

[Register](#)

FRI

LEAGUE VIRTUAL EVENT | FEBRUARY 20, 2026 @ 5:30 PM - FEBRUARY 21, 2026 @ 12:30 PM

20

2026 Elected Officials Academy Winter Advanced Summit

Elevate your leadership journey with the Elected Officials Academy (EOA) Advanced Summit, an exclusive opportunity for elected officials committed to furthering their expertise beyond the Core Summit. Building on the solid foundation established in the Core Summit, the Advanced Summit offers a rotating schedule of topics, ensuring officials access fresh ...

\$155



Core Summit

Join us for a transformative experience at the Elected Officials Academy (EOA) Core Summit, a premier training seminar designed to empower local elected officials with the foundational knowledge, skills, and strategies needed to navigate the dynamic landscape of public service. This summit is your gateway to a comprehensive curriculum that ...

\$155

MARCH 2026

TUE

10

■ FEATURED

LEAGUE MARCH 10, 2026 @ 2:00 PM - MARCH 11, 2026 @ 4:00 PM

LANSING CENTER 333 E. MICHIGAN AVENUE, LANSING, MI, UNITED STATES

CapCon 2026



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

2026 Elected Officials Academy Spring Core Summit

Join us for a transformative experience at the Elected Officials Academy (EOA) Core Summit, a premier training seminar designed to empower local elected officials with the foundational knowledge, skills, and strategies needed to navigate the dynamic landscape of public service. This summit is your gateway to a comprehensive curriculum that ...

\$300

Past Event Galleries



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. In person workshops include a light meal.

Registration coming soon!

Planning and Zoning Essentials

This course is designed to boost confidence by sharpening skills, identifying conflicts of interest, understanding legal foundations, examining roles and responsibilities, and more! Ideal for introducing new planning commissioners and zoning board of appeals members to their roles and responsibilities, and also for more experienced officials looking to refresh their skills and build upon existing knowledge. Roles and responsibilities, site plan review, comprehensive planning, zoning ordinances, variances, how to determine practical difficulty, and standards for decision-making are covered. Course includes a guidebook.

Date	Time	Location/Format	MAP Member Price	Non Member Price
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March 18	11:30 AM to 4:30 PM	Bavarian Inn Lodge, Frankenmuth	\$135	\$165
March 25 & 26	6 PM to 8 PM, each night	Live via Zoom	\$95	\$125

Making Renewables Add Up: Tax, Finance, and Forecasting Tools

Date	Time	Location/Format	Price
March 5	3 PM to 5 PM	Live via Zoom	Complementary, but registration required

Building Your Community's Leadership Pipeline - NEW

Many government actions require quorums of board and commissions and government business can grind to a halt without enough people. Learn how governments can work smarter, not harder. Make meetings more productive so people want to be appointed, while also widening the circle of possible appointees.

Date	Time	Location/Format	MAP Member Price	Non Member Price
March 11	3 PM to 4:30 PM	Live via Zoom	\$15	\$25

Capital Improvements Planning

This program explains-- from start to finish-- everything you need to know to prepare and adopt a Capital Improvement Program, including: who should be involved in the Capital Improvement Program process; the accounting and budgetary requirements of a CIP; how to tie the program into your infrastructure capacity; and how to handle controversial topics. Included is a hands on workshop where participants work in groups to prepare their own CIP. Course includes a guidebook.

Date	Time	Location/Format	MAP Member Price	Non Member Price
March 18	5:30 PM to 8:30 PM	Bavarian Inn Lodge, Frankenmuth	\$135	\$165

Getting the Development You Want

Good development is achieved when a municipality plans for it, and then adopts codes and a development review process to implement the plan. In this 1 1/2 hour workshop, participants will learn how the master plan and zoning ordinance inform the development review process, how a community can balance the needs of all actors in the development review process, and best practices for a productive development review process. Course includes a guidebook.

Date	Time	Location/Format	MAP Member Price	Non Member Price
March 24	11:30 AM to 1:30 PM	St. Joseph City Hall	\$135	\$165

Parking Best Practices -- NEW

Parking is a vexing problem. Large parking lots often sit empty, are expensive to build, and often an eye sore. But no one likes driving around looking for a parking space. Where can communities find a happy medium, where new development projects are financially realistic, residents don't think their neighborhoods are being inundated with strange cars, and businesses think that customers can easily park and patronize their businesses? This 2-hour workshop will equip communities with the information and tools they need to address their unique parking challenges. Course includes a guidebook.

Date	Time	Location/Format	MAP Member Price	Non Member Price
March 24	5:30 PM to 8 PM	St. Joseph City Hall	\$135	\$165

Zoning Board of Appeals

This interactive, case study based workshop goes into depth on the issues of practical difficulty and unnecessary hardship. A summary of voting and membership requirements and other procedural requirements unique to ZBA operations are reviewed. Course includes a guidebook.

Date	Time	Location/Format	MAP Member Price	Non Member Price
March 31	12:30 PM to 3:30 PM	Washtenaw Community College	\$135	\$165

Advanced ZBA: Beyond the Fundamentals

A high level, interactive session for ZBA members, where recent court cases and statutes are reviewed and where participants will dig into four different case studies and discuss their findings. Basic ZBA knowledge is necessary to best participate. Course includes a guidebook.

Date	Time	Location/Format	MAP Member Price	Non Member Price
March 31	5:30 PM to 8:30 PM	Washtenaw Community College	\$135	\$165

Registration coming soon!

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

[Our online store](#) has publications and recorded webinars available for purchase.

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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