

AGENDA REPORT

TO: Mayor Pat Humphrey & Clare City Commissioners
FROM: Diane Lyon, City Clerk
DATE: November 3, 2022
RE: *Professional & Education Training Opportunities

For the Agenda of November 7, 2022.

***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 7, 2022.**

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.org



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Training/Events >>>

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League Calendar

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For Human Resources-related trainings and seminars, League members can attend programs hosted by the American Society of Employers (ASE) at the ASE member rate. Visit www.aseonline.org for a calendar of their events.

DATE	EVENT	LOCATION
2022		
Nov 14	LEAGUE EVENT: Live with the League	Virtual
Nov 28	LEAGUE EVENT: Live with the League	Virtual
Nov 30	LEAGUE EVENT: Newly Elected Officials Training	Lansing
Dec 8 & 15	LEAGUE EVENT: Newly Elected Officials Training	Virtual
Dec 12	LEAGUE EVENT: Live with the League	Virtual
2023		
Jan 12	LEAGUE EVENT: Newly Elected Officials Training	Ann Arbor
Jan 21	LEAGUE EVENT: Newly Elected Officials Training	Virtual
Feb 10-11	LEAGUE EVENT: Elected Officials Academy - Core Weekender	Virtual
Feb 10-11	LEAGUE EVENT: Elected Officials Academy - Advanced Weekender	Virtual
Apr 18-19	LEAGUE EVENT: CapCon	Lansing
May 19-20	LEAGUE EVENT: Elected Officials Academy - Core Weekender	Bay City
May 19-20	LEAGUE EVENT: Elected Officials Academy - Advanced Weekender	Bay City
Oct. 18-20	LEAGUE EVENT: Convention	Traverse City
2024		
Mar 12-13	LEAGUE EVENT: CapCon	Lansing
Sept 11-13	LEAGUE EVENT: Convention	Mackinac Island

Resources

- ▶ Speaker Resources
- ▶ Newly Elected Officials



Coronavirus Resources

- ON-DEMAND WEBINAR LIBRARY
- ELECTED OFFICIALS ACADEMY
- ON-SITE SEMINARS
- SPEAKER RESOURCES
- REGISTRATION/CANCELLATION POLICIES

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Virtual Newly Elected Officials Training

Newly Elected Officials Training (VIRTUAL)

Newly Elected Officials Training

December 8, 2022 & December 15, 2022 (must attend both evenings)

Virtual - Zoom

Our Newly Elected Officials Training aims to educate first-time elected officials and refresh seasoned officials with core topics and basic functions you'll need to hit the ground running in your role as a public official. Now, we're making it easier than ever for you to access the information you need by offering our Newly Elected Officials training that covers:

- Introduction to League Services
- Overview of Basic Local Government
- Roles and Responsibilities of Elected Officials
- Open Meetings Act (OMA)
- Freedom of Information Act (FOIA)
- Government Finance
- Elected Officials Academy Ambassador Panel

About the Speakers

League Staff, Experienced Elected Officials, & Plante Moran

December 8 Agenda

6:00 pm Welcome and Introduction

6:30 pm Begin

8:10 pm Adjourn

Breaks are included within the agenda

December 15 Agenda

6:00 pm Welcome and Introduction

6:05 pm Begin

8:00 pm Adjourn

Breaks are included within the agenda

Cost Per Person

League Member, Business Alliance Participants, \$85

League Nonmember Government, Limited Associate Members, \$150

Click [here](#) for a faxable registration form.

Location

Virtual

Zoom links will be sent in a confirmation email to registered attendees. Please save the Zoom link.

Education Credits Approved For This Program

3 EOA

Cancellation Policy

All cancellations must be submitted to registration@mml.org. No refunds will be given for cancellation requests received after 12/01/2022. For a full list of registration policies, click [here](#).

When:

12/8/2022 & 12/15/2022

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Virtual Newly Elected Officials Training

Newly Elected Officials Training (VIRTUAL)

Newly Elected Officials Training

January 21, 2023

Virtual - Zoom

Our Newly Elected Officials Training aims to educate first-time elected officials and refresh seasoned officials with core topics and basic functions you'll need to hit the ground running in your role as a public official. Now, we're making it easier than ever for you to access the information you need by offering our Newly Elected Officials training that covers:

- Introduction to League Services
- Overview of Basic Local Government
- Roles and Responsibilities of Elected Officials
- Open Meetings Act (OMA)
- Freedom of Information Act (FOIA)
- Government Finance
- Elected Officials Academy Ambassador Panel

About the Speakers

League Staff, Experienced Elected Officials, & Plante Moran

Agenda

8:30 am Welcome and Introduction

9:00 am Begin

12:25 pm Adjourn

Breaks and breakout discussions are included within the agenda

Cost Per Person

League Member, Business Alliance Participants, \$85

League Nonmember Government, Limited Associate Members, \$150

Click [here](#) for faxable registration form.

Location

Virtual

Zoom links will be sent in a confirmation email to registered attendees. Please save the Zoom link.

Education Credits Approved For This Program

3 EOA

Cancellation Policy

All cancellations must be submitted in writing to registration@mml.org. No refunds will be given for cancellation requests received after 1/16/2023. For a full list of registration policies, click [here](#).

When:

1/21/2023 - 1/21/2023

Where:

Zoom (VIRTUAL)

Price: 85.00

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Virtual Elected Officials Academy - Core Weekender

Virtual Elected Officials Academy - Core Weekender

All elected municipal officials must have a basic foundation of knowledge upon which to build their effectiveness as community leaders. This weekend seminar offers the most critical information in four short courses-Legal Framework, Leadership Roles & Responsibilities, Financial Management, and Planning & Zoning-in a compact format that facilitates achievement of Level One of the Michigan Municipal League's Elected Officials Academy. The Elected Officials Academy (EOA) is a voluntary continuing education program established to encourage and recognize the efforts of local elected officials to become effective leaders. Learn more about the EOA at eoa.mml.org. Upon completion of this program attendees will be able to differentiate between the role of the councilmember and the role of the mayor /president, discuss the Uniform Budgeting and Accounting Act, identify where taxes and revenue sharing come from, use zoning checks and balances, and make effective zoning decisions.

Agenda

Friday, February 10, 2023

Begin 5:30 pm; Break 7:00 pm; Adjourn 8:30 pm

Saturday, February 11, 2023

Begin 9:00 am; Break 10:15 am; Adjourn 12:15 pm

[Click here for a faxable registration form](#)

Cost Per Person

League Member communities, \$105*

Nonmember Government, \$140

*The cost of registration has been reduced to \$105 for all MML members thanks to a generous contribution from the MML Foundation's Tim Doyle Scholarship Fund. This fund supports education for newly elected local officials attending the EOA Core Weekender Program. Learn more at www.mmlfoundation.org. Please note that this fund only supports the Core Weekender Program. The Advanced Weekender is not supported by the Tim Doyle Scholarship fund.

Education Credits Approved For This Program

8EOA

When:

2/10/2023 - 2/11/2023

Where:

Virtual

When: 2/10/2023 - 2/11/2023

Where: Virtual - ZOOM

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info@mml.org



American Planning Association
Michigan Chapter

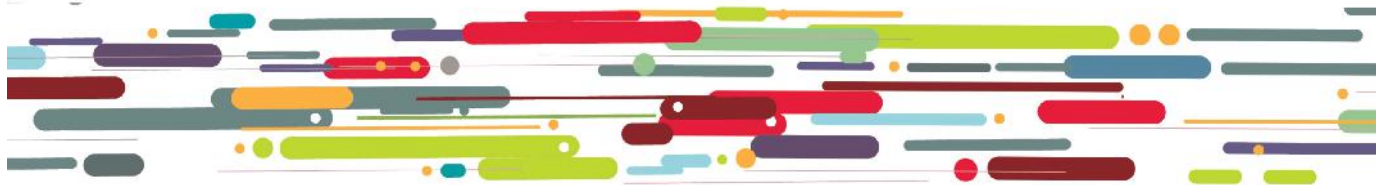
Creating Great Communities for All

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planningmichigan 2022

November 15 -16, 2022

Virtual Planning Michigan Option | \$285 Member Rate | Student Member Rate: \$35
Recorded and live content | 12 CM credits

Live sessions available 9:00 a.m. – 12:30 p.m. November 15 and November 16 with bonus additional recorded content.

Quick Links

- [Planning Michigan Registration](#)
- [Thank you Corporate Members](#)
- [Donate to MAP](#)
- [Contact MAP Staff](#)

Upcoming Events

Sat Nov 12, 2022

[Mitigation and Recovery From Natural Disasters: A One-Day Interactive Workshop](#)

Category: APA Events

Tue Nov 15, 2022

[Virtual Planning Conference](#)

Category: MAP Events



American Planning Association
Michigan Chapter

Creating Great Communities for All

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Event Calendar

Writing a Better RFP: Get the Team – and the Results! – Your Community Wants

Wednesday, November 30, 2022

4:00 PM - 5:30 PM EDT

Category: MAP Events

Quick Links

[Planning Michigan Registration](#)

[Thank you Corporate Members](#)

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Category: APA Events

Tue Nov 15, 2022

[Virtual Planning Conference](#)

Category: MAP Events



Wed Nov 30, 2022

[Writing a Better RFP: Get the Team – and the Results! – Your Community Wants](#)

Category: MAP Events

Wed Feb 22, 2023

[Transportation Bonanza 14](#)

Category: MAP Events

Wed May 17, 2023

[Spring Institute 2023](#)

Category: MAP Events

[View Full Calendar](#)

Sometimes a community just needs the expertise that only a planning consultant can provide.

Whether it's a fresh set of eyes on a local challenge, someone to supplement a limited planning staff (or to step in where there is no staff at all!), or a team of professionals who can deliver the expertise your community needs to elevate projects, plans and policies, a Michigan Planning Consulting firm is often an excellent solution. Finding the right consultant can be tricky, but a well-written RFP makes the task easier.

Join us via ZOOM on Wednesday, November 30 at 4 PM to learn best practices for developing RFPs, from defining the scope and interviewing firms, to executing the contract and managing the project, all to better prepare your community for your next big planning initiative.

Presenters: John Enos, AICP, Carlisle | Wortman Associates, Inc. | Sara Kopriva, AICP, Beckett & Raeder, Inc. | Brad Strader, AICP, PTP, MKSK

MAP Member Price: \$15 | Nonmember Price: \$20 | MAP Student Member Price: \$5

[Register Now](#)