

## AGENDA REPORT

TO: Mayor Pat Humphrey & Clare City Commissioners  
FROM: Diane Lyon, City Clerk  
DATE: October 11, 2023  
RE: \*Professional & Education Training Opportunities

For the Agenda of October 16, 2023.

**\*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 October 16, 2023.**

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 including 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



## Speaker Resources

DATE	EVENT	LOCATION
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### 2023

Oct 9	<b>LEAGUE EVENT:</b> <a href="#">Live with the League</a>	Virtual
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Oct 18-20	<b>LEAGUE EVENT:</b> <a href="#">Convention</a>	Traverse City
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Oct 23	<b>LEAGUE EVENT:</b> <a href="#">Live with the League</a>	Virtual
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Nov 13	<b>LEAGUE EVENT:</b> <a href="#">Live with the League</a>	Virtual
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Nov 16-17	<a href="#">MAM Mayors and Presidents Institute</a>	Frankenmuth
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Nov 27	<b>LEAGUE EVENT:</b> <a href="#">Live with the League</a>	Virtual
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Nov 30	<b>LEAGUE EVENT:</b> <a href="#">Newly Elected Official Training</a>	Lansing
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Dec 11	<b>LEAGUE EVENT:</b> <a href="#">Live with the League</a>	Virtual
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Dec 13	<b>LEAGUE EVENT:</b> <a href="#">Newly Elected Official Training</a>	Virtual
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### 2024

Jan 25	<b>LEAGUE EVENT:</b> <a href="#">Newly Elected Official Training</a>	Sterling Heights
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Feb 10	<b>LEAGUE EVENT:</b> <a href="#">Newly Elected Official Training</a>	Virtual
Feb 23-24	<b>LEAGUE EVENT:</b> Elected Officials Academy Winter Summit	Virtual
Mar 12	MAMA Advanced Institute	Lansing
Mar 12-13	<b>LEAGUE EVENT:</b> CapCon	Lansing
Apr 6	<b>LEAGUE EVENT:</b> <a href="#">Newly Elected Official Training</a>	Virtual
May 17-18	<b>LEAGUE EVENT:</b> Elected Officials Academy Spring Summit	Mt. Pleasant
Jun 21-22	MAMA-GLS Joint Meeting	Mackinac Island
Aug 7-9	MAM Summer Workshop	Big Rapids
Sep 11-13	<b>LEAGUE EVENT:</b> Convention	Mackinac Island
Sep 28	MAMA Fall Law Program	Lansing
Nov 30	<b>LEAGUE EVENT:</b> Newly Elected Officials Academy	Lansing
Dec 13	<b>LEAGUE EVENT:</b> Newly Elected Officials Academy	Virtual

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## 2023 MAM Mayors and Presidents Institute

**2023 MAM Mayors and Presidents Institute**  
**November 16-17, 2023**  
**The Bavarian Inn Lodge, Frankenmuth, MI**

The Michigan Association of Mayors (MAM) is hosting its biennial Mayors and Presidents Institute on November 16-17, 2023, at the Bavarian Inn Lodge in Frankenmuth. 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 Institute will provide both new and seasoned officials with essential skills and knowledge to help them serve their communities. Attendees will also enjoy invaluable networking time to foster relationships among peers.

**Agenda**

Thursday, November 16

5:30 – 9:00 pm: Networking Dinner & Sessions

Friday, November 17

9:00 am – 3:45 pm: Sessions & Networking Lunch

**Cost Per Person:**

MAM Members: \$205 Early Bird Rate (cutoff is 10/19/23)

\$230 if registering after 10/19/23

Nonmembers: \$275 Early Bird Rate (cutoff is 10/19/23)

\$315 if registering after 10/19/23

*Includes 2024 MAM membership for mayors, village presidents, and township supervisors of Michigan communities that are members of the Michigan Municipal League*

**Workshop Location:**

The Bavarian Inn Lodge

1 Covered Bridge Lane

Frankenmuth, MI 48734

**Registration**

To register online, login to the right, and then click the "Register Myself" or "Register Someone Else" button below. Registration and cancellation deadline is **November 9 at 5:00 pm**.

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

**Housing Reservations:**

The Bavarian Inn Lodge

Housing reservations can be made via phone or website. To book reservations via phone please call (855) 652-7200 and use the group code **13J6ZV**.

To book reservations online please visit [this link](#) and use group code **13J6ZV**

Group housing cutoff for the MAM room block is set for **November 2, 2023**.

**When:** 11/16/2023 - 11/17/2023

**Where:** The Bavarian Inn Lodge  
1 Covered Bridge Lane  
Frankenmuth, MI 48734

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## Newly Elected Officials Training - Lansing

### REGISTRATION OPENS OCTOBER 16TH

**Newly Elected Officials Training – In Person**  
**November 30, 2023**  
**Lansing, MI**

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. These trainings cover topics like:

- 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

5:30 pm Check-in and light dinner  
6:00 pm Session begins  
9:15 pm Adjourn

#### Cost Per Person

Registration Fee, \$125

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

#### Location Information

MML Capital Office  
208 N. Capitol Ave., 2nd Floor  
Lansing, MI 48933

[League Capital Office Map](#)

#### Parking

North Capitol Ramp  
316 N. Capitol Avenue  
Lansing, MI 48933

#### Education Credits Approved for This Program

3 EOA

#### Cancellation Policy

All cancellations must be submitted in writing by email to [registration@mml.org](mailto:registration@mml.org). No refunds will be given for cancellation requests received after **11/23/2023**. For a full list of registration policies, please [click here](#).

**When:** 11/30/2023 - 11/30/2023

**Where:** 208 N Capitol Ave #1  
Lansing, MI 48933

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## Virtual Newly Elected Officials Training

**REGISTRATION OPENS OCTOBER 16TH**

**Newly Elected Officials Training - Virtual**  
**December 13, 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. These trainings cover topics like:

- 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

5:30 pm Welcome and Introduction

9:15 pm Adjourn

Breaks and breakout discussions are included within the agenda

### Cost Per Person

Registration Fee, \$95

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

### Location

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 either by email to [registration@mml.org](mailto:registration@mml.org). No refunds will be given for cancellation requests received after **12/6/2023**. For a full list of registration policies, [click here](#).

**When:** 12/13/2023 - 12/13/2023

**Where:** Zoom (Virtual)

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Event Calendar

- APA Events
- MAP Events
- Emerging Planning Professional
- MAP Network & Learn
- On Site Workshops
- Other Events
- Partner Events

October 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 ● <a href="#">MSHDA Housing TIF Training for ...</a>	3	4 ● <a href="#">Planning Michigan Annual Confe ...</a>	5 ● <a href="#">Better Cities Film Festival</a> ● <a href="#">Planning Michigan Annual Confe ...</a>	6 ● <a href="#">Better Cities Film Festival</a> ● <a href="#">Planning Michigan Annual Confe ...</a>	7 ● <a href="#">Better Cities Film Festival</a>
8 ● <a href="#">Better Cities Film Festival</a>	9 ● <a href="#">MSHDA Housing TIF Training for ...</a>	10	11	12	13 ● <a href="#">MSHDA Housing TIF Training for ...</a>	14
15	16	17	18	19	20	21
22	23	24	25	26 ● <a href="#">Renewable Energy Mobile Tour - ...</a>	27	28
29	30	31	1	2	3	4

Quick Links

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

Upcoming Events

- Thu Oct 26, 2023  
[Renewable Energy Mobile Tour - Central Michigan](#)  
Category: MAP Events
  - Thu Nov 2, 2023  
[Developing Scenario-Based Plans](#)  
Category: MAP Events
  - Thu Dec 14, 2023  
[Engaging the Community through Charrettes](#)  
Category: MAP Events
  - Thu Dec 14, 2023  
[Holiday Gathering](#)  
Category: MAP Network & Learn
  - Thu Jan 18, 2024  
[Integrating Resilience Plans and Implementation Efforts](#)  
Category: MAP Events
- [View Full Calendar](#)



## Conferences and Events

The Michigan Association of Planning's education programs provide participants with the skills and knowledge to make good land use decisions. Our instructors enable new community planning officials to better understand their roles and responsibilities, reacquaint experienced officials with current planning tools and techniques, provide the professional planner with professional development opportunities, and broaden urban planning students knowledge of statewide best practices.

### Annual Training Programs

#### *Planning Michigan Conference*

- MAP's premiere, annual educational event
- General sessions, national experts, breakouts, mobiles, networking, basic and advanced courses
- #1 source of best planning practices in Michigan
- Click [here](#) for information about this year's conference.

#### Student Conference

- MAP is dedicated to supporting student development in the planning profession
- Connects the future generation of planners from 8 Michigan universities to seasoned planners and state land use leaders
- Student led and managed, the event attracts more than 125 students annually.
- Click [here](#) for information about this year's student conference.

#### Specialty Programs

- **Spring Institute** - Recent topics have included: Social Equity Aging in Place, Climate Adaptation, as well as Entrepreneurs and Economic Development
- **Transportation Bonanza** - Safe Routes to School implementation, multi-modal transportation
- **MAP Reads** - Every other month group meets to discuss a planning-related text. Click here to see the current and past discussion topics.
- **Regional Workshops** - Each spring, MAP brings our workshops for officials to communities across the state.

### On-Site Workshops

Our On-Site Program offers a menu of topics to choose from with the option to customize programming for your community's needs.

- These programs come to you! We deliver the instructor and curriculum, you coordinate invitations and the facility: cost effective training convenient and close to home.
- Topics include Planning and Zoning Essentials, Site Plan Review, Zoning Board of Appeals, Zoning Administration, Planning for Health, Capital Improvements Programs, and more.
- Click [here](#) for more information.

#### Quick Links

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Event Calendar

Renewable Energy Mobile Tour - Central Michigan

Thursday, October 26, 2023  
8:00 AM - 5:00 PM EDT  
Category: MAP Events



This full day tour, which starts in the Lansing area, will provide participants with hands on (and eyes and ears) experience of wind and solar facilities. Tours are offered to anyone who participated in any of the following sessions: MAP’s Renewable Energy Academy on April 13, NEMCOG’s Planning & Zoning for Wind & Solar Training Series, or Michigan Township Association’s Annual Conference Breakout Session “Here Comes the Sun: What Your Township Needs to do to Prepare for Solar Energy” on April 18.

Participation in any of these introductory trainings is required to be eligible to register for the facility tours. In order to be more knowledgeable when writing plans, ordinances, and policies, professionals are also strongly encouraged to attend. Light lunch and refreshments included, cost is \$15.

[Register here](#)

[Download as iCal file](#)

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Event Calendar

Engaging the Community through Charrettes

Thursday, December 14, 2023  
1:00 PM - 2:30 PM EDT  
Category: MAP Events

**Engaging the Community Through Charrettes**

Thursday, December 14, 2023, 1:00-2:30 pm  
Holly Madill, AICP, Outreach Specialist at Michigan State University Planning and Zoning Center

Charrettes are a design-based collaboration technique that uses feedback loops to capture community preferences and express them visually. The consensus products that result from this process can then provide a common reference to inform policy, regulation, and implementation.

To register, go to [MAP's Coastal Resilience Webinar Series](#) webpage.

**Contact:** Wendy Rampson at [wrampson@planningmi.org](mailto:wrampson@planningmi.org)

[Download as iCal file](#)

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