

AGENDA REPORT

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

For the Agenda of February 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 February 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 opportunities for professional development are attached for your consideration.
3. Michigan State University Extension Local Government Programs. MSU Extension will be offering continuing education opportunities for training and professional development. The current offerings are attached for review & 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

2024

Jan 28-31	MME Winter Institute	Bay City
Feb 8	LEAGUE EVENT: Newly Elected Officials Training	Virtual
Feb 10	LEAGUE EVENT: Live with the League	Virtual
Feb 21-22	LEAGUE EVENT: Elected Officials Academy Winter Core Summit	Virtual
Feb 21-22	LEAGUE EVENT: Elected Officials Academy Winter Advanced Summit	Virtual
Feb 24	LEAGUE EVENT: Live with the League	Virtual
Mar 10	LEAGUE EVENT: Live with the League	Virtual
Mar 18	MAMA Advanced Institute	Lansing
Mar 18-19	LEAGUE EVENT: CapCon	Lansing

Apr 20	LEAGUE EVENT: Live with the League	Virtual
May 12	LEAGUE EVENT: Live with the League	Virtual
May 16-17	LEAGUE EVENT: Elected Officials Academy Spring Core Summit	Bay City
May 16-17	LEAGUE EVENT: Elected Officials Academy Spring Advanced Summit	Bay City
May 26	LEAGUE EVENT: Live with the League	Virtual
Jun 9	LEAGUE EVENT: Live with the League	Virtual
Jun 23	LEAGUE EVENT: Live with the League	Virtual
Jun 27-28	MAMA/GLS Joint Education Event	Traverse City
Jul 14	LEAGUE EVENT: Live with the League	Virtual
Jul 24-27	MME Summer Workshop	Mt. Pleasant
Jul 28	LEAGUE EVENT: Live with the League	Virtual

Aug 29	LEAGUE EVENT: Live with the League	Virtual
Sep 8	LEAGUE EVENT: Live with the League	Virtual
Sep 17-19	LEAGUE EVENT: Convention	Grand Rapids
Sep 22	LEAGUE EVENT: Live with the League	Virtual
Oct 13	LEAGUE EVENT: Live with the League	Virtual
Oct 27	LEAGUE EVENT: Live with the League	Virtual
Nov 10	LEAGUE EVENT: Live with the League	Virtual
Nov 13-14	MAM Mayors and Presidents Institute	Midland
Nov 24	LEAGUE EVENT: Live with the League	Virtual
Dec 8	LEAGUE EVENT: Live with the League	Virtual
Dec 22	LEAGUE EVENT: Live with the League	Virtual



American Planning Association
Michigan Chapter

Creating Great Communities for All

Upcoming Events

January 2025

Author Talk + Q&A Imagine Kalamazoo Reads:

Fri
31
2025

January 31, 2025
7:30PM - 9:30PM

With Happy City Author Charles Montgomery

Kalamazoo Civic Theatre

[view event details](#) ▶

February 2025

Student MAP Conference

Sat
8
2025

February 8, 2025

Wayne State University

[view event details](#) ▶

Transportation Bonanza 16

Wed
12
2025

February 12 - 13, 2025

Virtual

[view event details](#) 

Farmer Experience Grazing Livestock in Solar Projects

Mon

24

2025

February 24, 2025

7:00PM - 8:00PM

Virtual

[view event details](#) 

Housing Finance for Planners Webinar

Wed

26

2025

February 26, 2025

3:00PM - 4:30PM

Virtual

[view event details](#) 

Farmer Experience Growing Vegetables Under and in between Solar Arrays

Wed

26

2025

February 26, 2025

7:00PM - 8:00PM

Virtual

[view event details](#) 

March 2025

Site Plan Review Workshop

Tue

11

2025

March 11, 2025

12:30PM - 4:30PM EST

Washtenaw Community College

[view event details](#)

Community Engagement Workshop

Tue
11
2025

March 11, 2025
5:30PM - 8:30PM EST

Washtenaw Community College

[view event details](#)

Blight: Be Gone! Webinar

Wed
12
2025

March 12, 2025
3:00PM - 4:30PM EST

via Zoom

[view event details](#)

Managing Risk Webinar

Wed
12
2025

March 12, 2025
6:00PM - 8:30PM EST

via Zoom

[view event details](#)

Michigan Transportation Planning Association Conference

Fri
14
2025

March 14, 2025

Call for Sessions

[view event details](#)

Planning and Zoning Essentials Workshop

Tue
18
2025

March 18, 2025
11:30AM - 4:30PM EST

Bavarian Inn Lodge, Frankenmuth

[view event details](#) 

Getting the Development You Want Workshop

Tue
18
2025

March 18, 2025
5:30PM - 7:30PM EST

Bavarian Inn Lodge, Frankenmuth

[view event details](#) 

Planning and Zoning Essentials Webinar

Wed
19
2025

March 19 (6:00PM EST) - 20 (8:00PM EST), 2025

Virtual

[view event details](#) 

April 2025

The Housing Element of a Master Plan Webinar

Thu
24
2025

April 24, 2025
3:00PM - 4:30PM

Virtual

[view event details](#) 

May 2025

Spring Institute

Tue
20
2025

May 20, 2025
8:30AM - 4:30PM EST

East Lansing Marriott

[view event details](#) 

Missing Middle Housing Webinar

Thu
22
2025

May 22, 2025
3:00PM - 4:30PM

Virtual

[view event details](#) 

June 2025

Use by Right and Administrative Approvals Webinar

Wed
25
2025

June 25, 2025
3:00PM - 4:30PM

Virtual

[view event details](#) 

July 2025

Community Engagement for Housing: Changing Hearts and Minds Webinar

Wed
16
2025

July 16, 2025
3:00PM - 4:30PM

Virtual

[view event details](#) 

Michigan Transportation Planning Association Conference

Tue

22

2025

July 22 - 25, 2025

Holland

[view event details](#) 

September 2025

Transforming your Corridors with Housing

Thu

25

2025

September 25, 2025

3:00PM - 4:30PM

Virtual

[view event details](#) 

October 2025

Planning Michigan 2025 Conference

Wed

22

2025

October 22 - 24, 2025

Kalamazoo

[view event details](#) 

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1919 West Stadium Boulevard, Suite 4

Ann Arbor, MI 48103

Tel: 734.913.2000 | Email: info@planningmi.org

Diane Lyon

Subject: FW: Upcoming MSU Extension Local Government Programs
Attachments: Governing Essential Series_2025 Dates.pdf; Fiscally Ready Communities 2025.pdf

From: Walcott, Eric <walcott3@msu.edu>
Sent: Tuesday, January 21, 2025 12:07 PM
To: Walcott, Eric <walcott3@msu.edu>
Subject: Upcoming MSU Extension Local Government Programs

Greetings,

I hope you're staying warm during this cold stretch! You're receiving this email because you've previously registered for one of our MSU Extension Local Government programs such as Governing Essentials, Fiscally Ready Communities, Current Issues, etc.

I'm excited to share some upcoming dates for some of our 2025 programs!

[Governing Essentials Webinar Series](#) - is tailored for local elected and appointed officials who wish to sharpen their skills and promote good governance practices. The series covers the Open Meetings Act, fundamentals of Parliamentary Procedure, and effective board practices. This 3 part series repeats in March, August, and December. Our first series kicks off on March 6 at 12:00 PM covering the Open Meetings Act. [Click here for dates and to register.](#)

[Fiscally Ready Communities](#) - The Fiscally Ready Communities program consists of five webinars aimed at assisting communities in establishing, measuring, and maintaining policies that enhance operational and financial effectiveness. This program is a collaborative effort between MSU Extension and the Michigan Department of Treasury, offering local governments best practices in fiscal sustainability. The goal is to help communities achieve long-term fiscal health, ultimately supporting thriving local environments. Webinars are scheduled throughout 2025, with the first one on March 10 at 2PM covering Budgeting for Fiscal Sustainability. [Click here for dates and to register.](#)

[Setting Group Goals for Growth](#) is a half-day, interactive, workshop for groups or teams with a current strategic planning, goal setting, futuring, or similar facilitation need. We have a virtual offering coming up on [March 5 from 9 AM - 12PM](#), with in-person offerings throughout the year. Our team also facilitates strategic planning and goal-setting workshops throughout the year. [Click here to tell us about your facilitation needs and submit your request.](#)

If you have any questions about these or any of our other program offerings please let me know. You can always visit canr.msu.edu/government/ to learn about upcoming events and resources.

Sincerely,

Eric Walcott (he/him/his)

State Specialist - Government and Community Vitality

Michigan State University Extension



Governing Essentials Series

The Governing Essentials Series is designed for local elected and appointed officials looking to sharpen their skills and promote good governance practices. The webinars can be taken individually or as a 3-part series.

1. Open Meetings Act

The Michigan Open Meetings Act (OMA) furthers government transparency by requiring elected and appointed boards to provide notice and make decisions in an open public meeting. Participants will learn the requirements of the Act as well as answers to frequently asked questions.

2. Introduction to Parliamentary Procedure

Parliamentary Procedure based on Roberts' Rules of Order, is the most widely used parliamentary authority. This session will focus on parliamentary principles, motions, and debate and decorum during meetings. Participants will explore scenarios and practice skills.

3. Components of Extraordinary Governance

The Components of Extraordinary Governance draws the best ideas together for a thorough overview of board governance. This session will help your board apply the Components to positively impact your community. Better board governance, leading to more effective organizations, that improve our communities. That's a goal we can all share!

CONTACT:

Mary Reilly
reillym8@msu.edu

Bethany Prykucki
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To learn
more
or register:



MSU is an affirmative-action, equal-opportunity employer, committed to achieving excellence through a diverse workforce and inclusive culture that encourages all people to reach their full potential. Michigan State University Extension programs and materials are open to all without regard to race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status or veteran status. Issued in furtherance of MSU Extension work, acts of May 8 and June 30, 1914, in cooperation with the U.S. Department of Agriculture. Quentin Tyler, Director, MSU Extension, East Lansing, MI 48824. This information is for educational purposes only. Reference to commercial products or trade names does not imply endorsement by MSU Extension or bias against those not mentioned.

Offering several course options in 2025: March, August, and December



Governing Essentials Series

All sessions will be delivered via Zoom. All webinars will be recorded and sent to registrants.

Cost: \$20 per session, \$50 for the 3-course series. The webinars can be taken individually or as a 3-part series. For the \$50 series rate, applicants must register for either the spring, summer, or winter series.

Time/Date: noon to 1:00 pm (ET) (see below for dates)

1 Master Citizen Planner (MCP) credit per session

2 County Commissioner Academy credits for completion of the series

To find out more or to register: <https://events.anr.msu.edu/goodgov/>

Session	Spring Series	Summer Series	Winter Series
Open Meetings Act	March 6	August 5	December 3
Parliamentary Procedure	March 13	August 12	December 10
Components of Extraordinary Governance	March 20	August 19	December 17

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Fiscally Ready Communities

The Fiscally Ready Communities program was created to assist communities that want to establish, measure, and maintain policies to increase operational and financial effectiveness and safeguards.

This partnership between [MSU Extension](#) and the [Michigan Department of Treasury](#) helps local governments work towards fiscal health by sharing best practices in fiscal sustainability. These trainings help local governments work towards long-term fiscal sustainability, helping them to support thriving communities.

2025 Webinar Series

- Budgeting for Fiscal Sustainability - March 10, 2-3:30 p.m. ET
- Capital Asset Management and Planning - April 10, 10-11:30 a.m. ET
- Internal Controls - May 19, 2-3:30 p.m. ET
- Nuts and Bolts - June 16, 2-3:30 p.m. ET
- Fundamentals to Best Practices - August 21, 10-11:30 a.m. ET

CONTACT:

Eric Walcott
walcott3@msu.edu

Tyler Augst
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To learn
more
or register:



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<https://events.anr.msu.edu/frc25>



Fiscally Ready Communities Webinar Series

All sessions will be delivered via Zoom. All webinars will be recorded and sent to registrants.

Cost: FREE

To find out more or to register: <https://events.anr.msu.edu/frc25/>

WEBINAR DESCRIPTIONS

Budgeting for Fiscal Sustainability - March 10, 2:00 - 3:30 PM

This training will provide best practices for local governments' fiscal health including budgeting, long-term planning, dealing with uncertainty, and financial policies and procedures.

Capital Asset Management and Planning - April 10, 10:00 - 11:30 AM

This session will cover the basics of a Capital Improvement Program (CIP) - best practices and give participants a chance to share techniques that have worked for their community. Additionally, the training will assist both elected and appointed local officials in outlining your policies and procedures for capital asset management and planning. This will ensure that your local government is being proactive while discussing the interconnectivity of many local government requirements.

Managing Internal Controls - May 19, 2:00 - 3:30 PM

This training will include a deep dive into internal controls. It will cover what internal controls are, why you need them, how they help your community, how to implement them, and where to start.

Nuts and Bolts: Fees, Fines, Purchasing, and Receipting - June 16: 2:00 - 3:30 PM

Building a culture of fiscal sustainability is essential to local government fiscal health. Well-thought-out policies on fees, fines, purchasing, and receipting lead to clear rules and fair treatment, which are essential pillars of that culture of fiscal sustainability. This webinar will include a deep dive into best practices related to fees, fines, purchasing, receipting, and more. It will cover what they are, why such policies are necessary, how they contribute to local fiscal health, and how to get started on implementation.

From Fundamentals to Best Practices - August 21: 10:00 - 11:30 AM

This program focuses on implementing financial best practices, measuring fiscal health, and local government financial management fundamentals. It will include material on reconciling a bank account, how to read and interpret governmental financial statements, audit prep umbrella, how to complete and file an F65 Report, remitting taxes timely, and how to craft an appropriate and effective audit finding Corrective Action Plan. Participants will also receive resources to support best practice implementation and assess their local unit's fiscal health.

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