

## AGENDA REPORT

TO: Mayor Pat Humphrey & Clare City Commissioners  
FROM: Diane Lyon, City Clerk  
DATE: March 13, 2025  
RE: \*Professional & Education Training Opportunities

For the Agenda of March 17, 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 March 17 of 2024.**

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



# Education & Events

HOME | **EVENTS**

## Events Calendar

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Upcoming ▾

MARCH 2025

TUE  
18

NON-LEAGUE MARCH 18 @ 9:00 AM - 4:00 PM

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

### MAMA Advanced Institute

MAMA's 39th Annual Advanced Institute will provide municipal attorneys continuing legal education and networking opportunities with fellow practitioners. Held in conjunction with the broader Michigan Municipal League's CapCon, the March 18, 2025, MAMA conference will feature a Legislative Update from MML policy experts as well as important practice information on...



18

LEAGUE **MARCH 18 @ 2:00 PM - MARCH 19 @ 4:00 PM**

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

## CapCon

The Michigan Municipal League’s CapCon brings together local officials, city managers, mayors, council members and legislators. CapCon 2025 attendees will gain meaningful information and tangible tools to advocate, engage and influence the legislative process to support and shape the future of our communities and Michigan.

MON  
24

LEAGUE **VIRTUAL EVENT | MARCH 24 @ 12:00 PM - 1:00 PM**

## Live with the League

Join the League’s State and Federal Affairs team on second and fourth Mondays for a Facebook live show where we will discuss what’s happening in Lansing at the state level and other legislative updates.

[Register today](#)

Free

APRIL 2025

MON  
14

LEAGUE **VIRTUAL EVENT | APRIL 14 @ 12:00 PM - 1:00 PM**

## Live with the League



**Register today**

Free

**MON  
28**

**LEAGUE VIRTUAL EVENT | APRIL 28 @ 12:00 PM - 1:00 PM**

## **Live with the League**

Join the League’s State and Federal Affairs team on second and fourth Mondays for a Facebook live show where we will discuss what’s happening in Lansing at the state level and other legislative updates.

**Register today**

Free

**MAY 2025**

**MON  
12**

**LEAGUE VIRTUAL EVENT | MAY 12 @ 12:00 PM - 1:00 PM**

## **Live with the League**

Join the League’s State and Federal Affairs team on second and fourth Mondays for a Facebook live show where we will discuss what’s happening in Lansing at the state level and other legislative updates.



Free

FRI  
16

LEAGUE MAY 16 @ 4:30 PM - MAY 17 @ 3:00 PM

COURTYARD BY MARRIOTT BAY CITY 2 E MAIN ST, BAY CITY, MI, MI, UNITED STATES

## 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...

[Register today](#)

FRI  
16

LEAGUE MAY 16 @ 4:30 PM - MAY 17 @ 3:00 PM

COURTYARD BY MARRIOTT BAY CITY 2 E MAIN ST, BAY CITY, MI, MI, UNITED STATES

## Elected Officials Academy Spring 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 rotating themes, ensuring officials access fresh content on various...



MON  
26

LEAGUE VIRTUAL EVENT | MAY 26 @ 12:00 PM - 1:00 PM

## Live with the League

Join the League's State and Federal Affairs team on second and fourth Mondays for a Facebook live show where we will discuss what's happening in Lansing at the state level and other legislative updates.

[Register today](#)

Free

## Past Event Galleries





## Contact

info@mml.org

734.662.3246

## Locations

### Headquarters

1675 Green Road,  
Ann Arbor MI 48105

### Capital Office

208 N. Capitol Ave.  
1st Floor Lansing, MI 48933



American Planning Association  
**Michigan Chapter**

*Creating Great Communities for All*

## Upcoming Events

### March 2025

#### Michigan Transportation Planning Association Conference

Fri  
14  
2025

March 14, 2025

#### Call for Sessions

[view event details](#) ▶

#### MAP AICP Exam Virtual Drop-In (March)

Fri  
14  
2025

March 14, 2025  
9:00AM - 10:00AM EST

via Zoom

[view event details](#) ▶

#### Working Together for Housing

Mon  
17  
2025

March 17, 2025  
8:30AM - 3:00PM EST

#### Partnership, Communication, and Education in Region K

Washtenaw Community College

[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](#) 

## Siting Solar on Brownfields and Underutilized Lands

Wed  
19  
2025

March 19, 2025  
4:00PM - 5:00PM EST

Virtual

[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](#) 

# CEDAM's 2025 Housing Developers Forum

Thu  
20  
2025

March 20, 2025  
1:00PM - 5:00PM EST

Lansing

[view event details](#) 

# Michigan Chapter Reception at NPC 25 in Denver

Sun  
30  
2025

March 30, 2025  
5:30PM - 7:30PM MDT

Wynkoop Brewing Company

[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

### Rhythms of Resilience and Change: Looking Back at Detroit's Paradise Valley and Black Bottom

Wed  
18  
2025

June 18, 2025  
5:30PM - 7:00PM EDT

### Juneteenth Event

Detroit Public Library – Main Branch

[view event details](#) 

## 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](mailto:info@planningmi.org)





# 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**  
prykucki@msu.edu

To learn  
more  
or register:



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**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
<b>Open Meetings Act</b>	March 6	August 5	December 3
<b>Parliamentary Procedure</b>	March 13	August 12	December 10
<b>Components of Extraordinary Governance</b>	March 20	August 19	December 17

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