



Moving Forward Working Together

Training Strategy

(Council/Planning Commission/Downtown Development Authority, Zoning Board of Appeals)

Cass City is an active participant in the [Redevelopment Ready Communities \(RRC\)](#) process which supports communities' efforts to foster economic and community development through a predictable and proactive approach to planning and development. One component of the RRC framework is to establish yearly training goals for development-related boards and commissions. This strategy outlines the village's training expectations and framework and establishes priorities for each board. It is updated at the beginning of each year to stay relevant to changing trends.

TRAINING FRAMEWORK

Funding: The Village establishes professional development funding for each board. For the 2021 fiscal year (following the calendar year), funding was \$2,200 for Council, \$2,575 for the Clerk (who handles development requests), \$850 for the Planning Commission and \$500 for Downtown Development Authority. Funding requests will be most favorably considered when directly related to a priority topic established in this strategy. The Training Strategy is reviewed annually during the Village's budget process.

Consistent Encouragement: The Village includes training as a reoccurring agenda item. This offers a chance to remind members of upcoming training, allow time for at-meeting training, and encourage reports from recently attended training.

Sharing Outcomes: Village officials are expected to provide a short verbal report at the next meeting following any training event and share any materials such as recordings, handouts, etc. This helps increase the Village's return on investment in terms of time and cost for training.

Tracking Progress: Village staff will maintain a spreadsheet containing short descriptions of each professional development activity shared with boards, as well as what opportunities members report on during their meetings.

Annual Evaluation: Each board will evaluate their progress on the previous year's priorities and establish new ones during their annual strategic planning sessions at the start of each calendar year.

Primary Goals: For the 2021 year, the Village has established the following goals for training:

1. Provide at least two-at-meeting training opportunities for each board.
2. Have every board member complete at least one outside training activity and report on that activity to their board.

Training Methods: Village staff will plan for at least two at-meeting events for each board; these could be short presentations, watching a video together, attending a webinar together reading and discussing an article, etc. The Village encourages officials to pursue training methods which make the most sense for them individually outside of meetings. Training should be a combination of new information and the basics to help officials stay up to date on existing documents and responsibilities.

Community Partnerships: The Village will continue to seek partnerships with additional community groups to enhance training opportunities and share costs. Presently, the Village has an established partnership with the Rawson Memorial Library to further the professional development aims of Village officials. This partnership allows for the purchasing and storage of technology and publications, along with technical assistance from library staff related to the accessibility of online training opportunities. Officials are encouraged to connect with the Rawson Memorial Library to learn more about these resources.



2021 TRAINING PRIORITIES

Village Council

Village Council is responsible for key aspects of the Village’s developing efforts including adoption of zoning amendments, budgets, approving economic development incentives, and more. The council meets monthly for regular business and bi-monthly for Committee of the Whole discussions.

During their May Committee of the Whole Meeting, the trustees indicated their preference for using those Committee of the Whole Meetings to engage in trainings, with articles, videos, webinars, and live trainings all equally preferred for other options.

Topic	Related to	Potential Resources
Municipal Fiscal Sustainability	Board’s role	Fiscally Ready Communities (Treasury), MML
Revise Zoning Ordinance	Master Plan – Streets Goal Zoning Ord.	MEDC, Giffels Webster
Set Policy for Zoning to Reflect Master Plan		MEDC, Giffels Webster
General Law Village Act (1895 PA 3)	Board’s role	MML
Prohibitions on Public Contracts (1968 PA 317)	Board’s responsibility	MML
State Ethics Acts (1973 PA 196)	Board’s responsibility	MML
Open Meetings Act (1976 PA 267)	Board’s responsibility	MML
Freedom of Information Act (1975 PA 442)	Board’s responsibility	MML
The Michigan Planning Enabling Act (2008 PA 33)	Board’s role	MML, MEDC, MI Planning
Parliamentary Procedure (Board Bylaws/Robert's Rules of Order)	Board operations	MML, MSU Extension

Planning Commission

The Planning Commission is tasked with developing and implementing the [master plan](#), developing and maintaining the [zoning ordinance](#), reviewing site plans, and implementing parts of the [economic development strategy](#). The commission meets monthly.

Topic	Related to	Potential Resources
Missing Middle Housing	Master Plan – Residential Goals; ED Plan – Encourage New Housing	Missing Middle Housing , StrongTowns , MML, Michigan Assoc. of Planners
Downtown Historic Preservation Standards	Master Plan – Downtown Goals	State Historic Preservation Office, Michigan Historic Preservation Network
Annual Plan Progress Reviews	All Plans	Annual Report, Village Staff

Downtown Development Authority

The DDA meets monthly and is charged with implementing improvements to the Downtown Corridor, and portions of the [Economic Development and Marketing strategy](#). Training priority topics are primarily tied to the applicable goals in those plans.

Topic	Related to	Potential Resources
DDA Planning	Proposed new businesses in downtown	MEDC, Michigan Downtown Association (MDA), RRC
Placemaking Approaches	ED Strategy – Downtown Vibrancy	Tuscola Co-Comm. Foundation, Pinney Foundation, MEDC
Small Business Resources	New business & entrepreneurs	Tuscola County Development Corporation, MEDC Small Business Services , Small Business Association, Rawson Memorial Library
Downtown Historic Preservation Standards	Cultural Center	State Historic Preservation Office, Michigan Historic Preservation Network

Zoning Board of Appeals

The ZBA meets as needed throughout the year and is charged with reviewing variance requests and appeals. Training for this board is likely to occur almost exclusively at meetings throughout the year.

Topic	Related to	Potential Resources
Zoning Court Decisions	Board's role	MSU Extension Annual Recap
Dimensional Variances	Board's role	Zoning Administrator, MEDC Training Module, MSU Extension Resources, Michigan Assoc. of Planners