



**City of Frankenmuth  
Boards and Commissions Policies**

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Note: For the purpose of simplicity in this document; boards, committees, task forces, and/or commissions will simply be referred to as “commissions.” Board and commission members will be referred to as “commissioners.”

## **Roles and Responsibilities**

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**Roles of Commissions:** Commissions function in two distinct capacities in the public policy process in Frankenmuth: Advisory and Administrative. Some will serve in both capacities.

**The Advisory Role:** Each Advisory Commission makes recommendations to the City Council based on the scope of its particular service area. Typically, Advisory Commissions have a work agenda in place for a calendar year during which it undertakes projects, deliberates on issues and hosts special events. The City Council is responsible for making the final decisions on most issues or topics, but it will look to commissions for advice, background information and analysis. As the elected body, the City Council has discretion to accept advice in full, in part or not at all.

**The Administrative Role:** Certain commissions have an additional administrative role. This means that they are permitted or required by charter, statute or ordinance to conduct formal reviews and issue administrative decisions. It is vital that rules established by law are followed by commissioners and that every administrative decision is supported by facts placed on the record. An administrative decision shall not be based on the number of people who show up to speak for or against, rather, it shall be based on applicable law and presented facts or testimony. In fact, courts will overturn decisions that lack a factual basis and decision makers may even be liable if determinations are not based on what is permissible under the law. In some cases, a decision may be appealed to the City Council; in others, an appeal will be made to Circuit Court.

### Commission Responsibilities:

- To adhere to and abide by the City's Code of Ethics and Conflict of Interest policies
- To attend all regularly scheduled meetings
- To use parliamentary procedure to conduct and participate in meetings
- To hold public hearings when called for in the commission's enabling legislation, or when otherwise prudent to provide the opportunity for public comment
- To make recommendations to City Council as required by law or upon request
- To refrain from any act that constitutes a conflict of interest
- To follow the operating rules that the board or commission has established
- To review all relevant materials and come to the meetings prepared to discuss the issues
- To work cooperatively with other commissions when there are areas of common interest or overlap in responsibilities
- To abide by the provisions of the Open Meetings Act.
- The staff liaison or their designee is responsible for all record keeping and financial reporting.

Please note that some commissions may have rules and procedures specific to themselves. Refer to your chair to find out more.

## **Rules and Definitions**

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### **Rules and Procedures:**

Appointments are made by the Mayor, the City Council, or the City Administrator and vacancies can be filled at any time of the year, should they occur. A majority vote of the City Council is required to confirm an appointment.

If a commissioner finds it difficult to meet the expectations of their assignment, he or she can resign at any time. A resignation does not, however, prohibit an individual from being appointed again at a future date. Commissioners must also notify the staff liaison if they are unable to attend a meeting. This is critically important when staff is determining if there will be a quorum of the members as required to conduct business. A quorum is determined as follows: a majority of the members of each commission appointed and serving shall constitute a quorum for the transaction of business.

Any member who has been granted a leave of absence, whose resignation has been accepted by City Council, who has been removed by the appointing authority or automatically removed for nonattendance, shall not be deemed to be serving for purposes of determining a quorum. A commissioner fulfilling the remaining time on an unexpired term is still eligible for appointment to a full term on the same commission.

### **Parliamentary Procedure:**

All commissions are required to use parliamentary procedures to conduct their meetings. Commissioners and staff are also encouraged to familiarize themselves with Robert's Rules of Order Newly Revised. This is of particular importance for chairpersons in their capacity as presiding officer tasked with conducting fair and efficient meetings.

Robert's Rules of Order: <http://www.rulesonline.com/index.htm>

### **Key Definitions:**

- "Public body" means any state or local legislative or governing body, including a board, commission, committee, subcommittee, authority or council, which is empowered by state constitution, statute, charter, ordinance, resolution or rule to exercise governmental or proprietary authority or perform a governmental or proprietary function, or a lessee thereof performing an essential public purpose and function pursuant to the lease agreement.
- "Meeting" means the convening of a public body at which a quorum is present for the purpose of deliberating toward or rendering a decision on a public policy.
- "Closed session" means a meeting or part of a meeting of a public body which is closed to the public.
- "Decision" means a determination, action, vote or disposition upon a motion, proposal, recommendation, resolution, order, ordinance, bill or measure on which a vote by members of a public body is required and by which a public body effectuates or formulates public policy.

### **Minutes: (MCL 15.269SEC.9.)**

(1) Each public body shall keep minutes of each meeting showing the date, time, place, members present, members absent, any decisions made at a meeting open to the public, and the purpose or purposes for which a closed session is held. The minutes shall include all votes taken at the meeting. The public body shall make any corrections in the minutes at the next meeting after the meeting to which the minutes refer. The public body shall make corrected minutes available at or before the next subsequent meeting after correction. The corrected minutes shall show both the original entry and the correction.

(2) Except for minutes taken during a closed session, all minutes are public records open to public inspection, and a public body shall make the minutes available at the address designated on posted public notices pursuant to the OMA (PA 276). The public body shall make copies of the minutes available to the public at the reasonable estimated cost for printing and copying.

(3) A public body shall make proposed minutes available for public inspection within 8 business days after the meeting to which the minutes refer. The public body shall make approved minutes available for public inspection within 5 business days after the meeting at which the minutes are approved by the public body.

(4) A public body shall not include in or with its minutes any personally identifiable information that, if released, would prevent the public body from complying with section 444 of subpart 4 of part C of the general education provisions act, 20 USC 1232g, commonly referred to as the family educational rights and privacy act of 1974.

#### Minutes Guidance:

Meetings: Agenda and Minutes A handbook for local officials

Wells F. Cook, Ph.D., PRP, Central Michigan University Published by the Michigan Municipal League

<http://www.mml.org/pdf/meetings/book.pdf>

Each commission must provide the City Clerk with the following documents:

1. Notification of Meeting
2. Notification of Cancellation of a Meeting
3. Notification of a Special Meeting
4. Notification of a Cancellation of a Special Meeting
5. Meeting Agenda
6. Commissioner Board Packages
7. Meeting Minutes
8. Requests for Information

The City Clerk may request an audience with the commission to provide training on the OMA, FOIA or City policies on documentation and must be granted time at the commission's next regular meeting or at a special meeting called if the commission does not have a regular schedule.

## **Open Meetings Act**

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**Open Meetings Act (OMA):** The basic intent of the Michigan Open Meetings Act (MCL 15.261 et seq.) is to strengthen the right of all Michigan citizens to know what goes on in government by requiring public bodies to conduct nearly all business at open meetings. Members of public bodies need to closely watch their obligations under Michigan's Open Meetings Act (OMA); Act 276 of 1976

([http://www.legislature.mi.gov/\(S\(ey0aopwe4qmpa0eelqkqhphq\)\)/printDocument.aspx?objName=mcl-act267-of-1976&version=txt](http://www.legislature.mi.gov/(S(ey0aopwe4qmpa0eelqkqhphq))/printDocument.aspx?objName=mcl-act267-of-1976&version=txt))

The following are some, but not all, examples of OMA issues that frequently challenge public bodies:

- With few exceptions, public body deliberations or decisions must occur in meetings open to the public (MCL 15.263). An actual off-the-record vote is not required in order to violate the Act.
- Private discussions or decisions among a quorum of a public body, or a series of sub-quorum discussions or decisions, will violate the OMA.
- Off-record consensus building efforts equivalent to deliberations or decision-making are illegal. For example, use of telephone calls, sub-quorum meetings or e-mail exchanges (known as "round-the-horn" decision-making) are illegal.
- A quorum of a public body may attend the same civic, social or political gathering, provided that the members do not join to consider or decide on a public business matter.
- Several public bodies have come under the scrutiny of the media or prosecutors for OMA violations due to e-mail communications among members of public bodies using public or private e-mail accounts.
- The use of City or private e-mail accounts to deliberate/decide on official business is wrongful and raises the possibility that a user's private e-mail account may be subject to inspection and disclosure for OMA compliance, as well as Michigan Freedom of Information Act requests.
- One member can canvass other board or commission members to see where votes are coming out on a specific issue, but this process can easily slide into an illegal "round-robin" voting.
- Members often have legitimate concerns about business operations that need to be communicated. To avoid OMA problems, members asking questions or making recommendations by e-mail or other communications shall direct these communications to the body's staff liaison, with no courtesy copies to other members. The head of the public body can then present these questions and recommendations to the public body for discussion in open or appropriate closed sessions.
- The reasons for closed meetings are very few and narrow, accordingly:
  - o "Personnel issues" or "private matters" provide no basis. A specific employment action is needed and the affected employee must ask for the closed meeting.
  - o Discussions or resolution of legal demands or threatened litigation do not authorize a closed session, but consideration of a related attorney-client communication may.
  - o During the closed session, members must not stray into matters outside of the purpose for calling the closed session.

### **Notification of meetings**

- The law states that within ten days of the first meeting of a public body in each calendar or fiscal year, the body must publicly post a list stating the dates, times and places of all its regular meetings at its principal office.

- For the purposes of all commissions, all postings are made at City Hall by the City Clerk and at the regular location of the meeting.

- If there is a change in schedule, within three days of the meeting in which the change is made, the public body must post a notice stating the new dates, times and places of regular meetings.

### **Special and Irregular Meetings**

- For special and irregular meetings, public bodies must post a notice indicating the date, time and place at least 18 hours before the meetings.

- Note: A regular meeting of a public body, which is recessed for more than 36 hours, can only be reconvened if a notice is posted 18 hours in advance.

**Closed Meetings:** The law provides for closed meetings in a few specified circumstances. In order for a public body to hold a closed meeting, two-thirds of its members must vote affirmatively in a roll call. Also, the purpose for which the closed meeting is being called must be stated in the meeting when the roll call is taken. Closed meetings may be called without a two-thirds vote for the following reasons:

- considering the dismissal, suspension or disciplining of, or to hear complaints or charges brought against a public officer, employee, staff member or individual when the person requests a closed hearing;
- considering the dismissal, suspension or disciplining of a student of a public school when the student or guardian requests a closed hearing;
- strategy and negotiation sessions necessary in reaching a collective bargaining agreement when either party requests a closed hearing; and
- partisan caucuses of the state legislature.

Other reasons a public body may hold a closed meeting, but which in order to call for the closed meeting require a two-thirds vote of all members elected or appointed and serving:

- to consider the purchase or lease of real property;
- to consult with its attorney about trial or settlement strategy in pending litigation, but only when an open meeting would have detrimental financial effect on the public body's position;
- to review the contents of an application for employment or appointment to a public office when the candidate requests the application to remain confidential. However, all interviews by a public body for employment or appointment to a public office have to be conducted in an open meeting except meetings held in the search process for a president of an institute of higher education under section 4, 5 or 6 of article VIII of the state constitution of 1963 that meet all the requirements of Section 8 (j) of the act; and
- to consider material exempt from discussion or disclosure by state or federal statute.

**Explanation of Minutes of Closed Meeting:** Minutes of closed meetings must also be taken although they are not available for public inspection and would only be disclosed if required by a civil action. These minutes may be destroyed one year and one day after approval of the minutes of the regular meeting at which the closed session was approved. If an audio-tape is made of a closed meeting, it must also be retained for one year and one day.

**Enforcement of the Act:** Under the law, the attorney general, prosecutor or any citizen can challenge in circuit court the validity of a decision of a public body to meet in closed session made in violation of its provisions. If the body is determined to be in violation of the law and makes a decision, that decision can be invalidated by the court. In any case where an action has been initiated to invalidate a decision of a public body, the public body may reenact the disputed decision in conformity with the act. A decision reenacted in this manner shall be effective from the date of reenactment and will not be declared invalid by reason of a deficiency in the procedure used for its initial enactment.

### **Penalties Under the Act:**

- The first time a public official intentionally breaks this law, he or she can be punished by a maximum fine of \$1,000
- For a second offense within the same term of office, the official can be fined up to \$2,000, jailed for a maximum of one year or both.
- A public official who intentionally violates the act is also personally liable for actual and exemplary damages up to \$500, plus court costs and attorney fees.

### **Publication:**

Freedom of Information and Open Meetings:

<http://www.legislature.mi.gov/Publications/OpenMtgsFreedom.pdf>

Citizens Guide to State Government: <http://www.legislature.mi.gov/Publications/CitizensGuide.pdf>

**Freedom of Information Act (FOIA):** Under the FOIA, any person has the right to request access to federal agency records or information except to the extent the records are protected from disclosure by any of nine exemptions contained in the law or by one of three special law enforcement record exclusions. The main purpose of the law is to ensure an informed citizenry and provide a check against corruption by holding the government accountable.

Nine (9) Exclusions:

1. Classified national defense and foreign relations information.
2. Internal agency rules and practices.
3. Information that is prohibited from disclosure by another federal law.
4. Trade secrets and other confidential business information.
5. Inter-agency or intra-agency communications that are protected by legal privileges.
6. Information involving matters of personal privacy (protected under the Privacy Act or containing sensitive personally identifiable information).
7. Information compiled for law enforcement purposes, to the extent that the production of those records:
  - a. Could reasonably be expected to interfere with enforcement proceedings.
  - b. Would deprive a person of a right to a fair trial or an impartial adjudication.
  - c. Could reasonably be expected to constitute an unwarranted invasion of personal privacy.
  - d. Could reasonably be expected to disclose the identity of a confidential source.
  - e. Would disclose techniques and procedures for law enforcement, investigations or prosecutions, or would disclose guidelines for law enforcement investigations or prosecutions.
  - f. Could reasonably be expected to endanger the life or physical safety of any individual.
8. Information relating to the supervision of financial institutions.
9. Geological information on wells.

Who may make a request? Generally, “any person” regardless of citizenship.

- “Any person” means any private individual, including a foreign citizen, partnership, corporation, association, university, business, and state, local, or foreign governments.
- “Any person” includes an attorney or other representative seeking records on behalf of any person.



- “Any person” excludes a fugitive from justice or anyone acting on behalf of the fugitive – including a foreign government or international organization – whether or not the person is working directly or through a representative.
- “Any person” excludes foreign governments requesting information from intelligence agencies.

Not a meeting under FOIA:

- Gathering of employees of a public body
- Gathering or attendance of two or more members of a public body where there is no discussion or transaction of public business (and not called for that purpose)
- Gathering or attendance of two or more members of a public body at a public forum, candidate appearance, or debate, the purpose of which is to inform the electorate

## **Successful Meetings**

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**Working Successfully Together:** Locally, we routinely choose to appoint individuals to a commission whose views, backgrounds, opinions and values vary widely from one another. The purpose of diverse representation on city commissions is to ensure that the entire community has a voice in decision-making. Sometimes these differences cause conflict during the process of deliberation and finalizing recommendations. Nonetheless, in order to be an effective commissioner, each individual must:

- Work within a team framework of compromise and exchange;
- Separate people from the issues when conflict arises;
- Focus on mutual interests and shared goals;
- Look for compromises and work to understand diverse perspectives;
- Examine one's own approach to dealing with conflict and be open about concerns where there is room for compromise;
- Strive to problem-solve based on collaboration rather than simply making a decision. Most issues will be resolved and decisions made through the voting and deliberation processes. It is important to recognize that as a commissioner, you have done your job by thoroughly examining the pros and cons of each situation. Once an issue is decided, it is equally important to accept the wishes of the majority and move on to the next issue.

**Public Participation at Commission:** Board and commission meetings are open to the public. As the presiding member, the chairperson is responsible for calling the meeting to order on time and adjourning at a reasonable hour. If meetings are canceled or rescheduled, notification must be posted 24 hours in advance so that those individuals wishing to attend and participate have access to advanced notice. People who come to participate in a public hearing or come to express their views on an issue may be doing so for the first time. The experience can be intimidating and emotional. Sometimes their behavior is nervous, forgetful or even aggressive; however, most people will relax when they perceive that they are treated well and that their concerns are given thoughtful consideration.

### **Running A Smooth Meeting:**

- Plan the agenda carefully and strategically;
- Make sure the room is comfortable and that adequate seating and audio capability are provided;
- Plan for the location of the media to avoid unnecessary disruptions;
- Try to anticipate difficult questions, problems and information in advance so that clear, concise responses can be given.

### **During the Meeting:**

- Begin with a staff review of the issue so everyone is operating with the same set of facts;
- Review procedural expectations including speaker time limits;
- Remind the speakers that they must address the commission, not the audience;
- Explain the rules surrounding public comment and if questions from the audience will be accepted;
- Remind the audience that there shall be no demonstration for or against a speaker;
- Make sure that all who wish to speak have an opportunity to do so;
- Model polite listening behavior;
- Apply speaker time limits impartially.

## **Principles**

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### **Freedom of Information Act Preamble:**

Statement of Principles: It is the policy of the City of Frankenmuth that all persons, except those incarcerated, consistent with the Michigan Freedom of Information Act (FOIA), are entitled to full and complete information regarding the affairs of government and the official acts of those who represent them as public officials and employees. The people shall be informed so that they may fully participate in the democratic process.

The City's policy with respect to FOIA requests is to comply with State law in all respects and to respond to FOIA requests in a consistent, fair, and even-handed manner regardless of who makes such a request. The City acknowledges that it has a legal obligation to disclose all nonexempt public records in its possession pursuant to a FOIA request.

The City acknowledges that sometimes it is necessary to invoke the exemptions identified under FOIA in order to ensure the effective operation of government and to protect the privacy of individuals. The City of Frankenmuth will protect the public's interest in disclosure, while balancing the requirement to withhold or redact portions of certain records. The City's policy is to disclose public records consistent with and in compliance with State law.

The City Council has established the following written procedures and guidelines to implement the FOIA and a written public summary of the specific procedures and guidelines relevant to the general public regarding how to submit written requests to the public body and explaining how to understand a public body's written responses, deposit requirements, fee calculations, and avenues for challenge and appeal. The written public summary will be written in a manner so as to be easily understood by the general public.

For more information:

[http://www.legislature.mi.gov/\(S\(zqswgittvpp5zwrhewrbd2bv\)\)/documents/mcl/pdf/mcl-act-442-of-1976.pdf](http://www.legislature.mi.gov/(S(zqswgittvpp5zwrhewrbd2bv))/documents/mcl/pdf/mcl-act-442-of-1976.pdf)

**Principles of Ethical Conduct:** The following principles of ethical conduct apply to all officers, employees, board members, or agents of the City of Frankenmuth and form the basis for specific standards:

- Public service is a public trust, requiring employees to place loyalty to the Constitution, the laws and ethical principles above private gain.
- Officers, employees, board members, or agents shall not hold financial interests that conflict with the conscientious performance of duty.
- Officers, employees, board members, or agents shall not engage in financial transactions using nonpublic Government information or allow the improper use of such information to further any private interest referred to in the regulations.
- An Officers, employees, board members, or agents shall not, except pursuant to the exceptions in Subpart B, solicit or accept any gift or other item of monetary value from any person or entity seeking official actions from doing business with, or conducting activities regulated by the City of Frankenmuth, or whose interests may be substantially affected by the performance or nonperformance of their duties.
- Officers, employees, board members, or agents shall put forth honest effort in the performance of their duties.

- Officers, employees, board members, or agents shall make no unauthorized commitments or promises of any kind purporting to bind the City of Frankenmuth.
- Officers, employees, board members, or agents shall not use public office for private gain.
- Officers, employees, board members, or agents shall act impartially and not give preferential treatment to any private organization or individual.
- Officers, employees, board members, or agents shall protect and conserve Federal property and shall not use it for other than authorized activities.
- Officers, employees, board members, or agents shall not engage in outside employment or activities, including seeking or negotiating for employment, that conflicts with official City of Frankenmuth duties and responsibilities.
- Officers, employees, board members, or agents shall disclose waste, fraud, abuse, and corruption to proper authorities.
- Officers, employees, board members, or agents shall satisfy in good faith their obligations as citizens, including all just financial obligations, especially those such as Federal, State and local taxes that are imposed by law.
- Officers, employees, board members, or agents shall adhere to all laws and regulations that provide equal opportunity for all Americans regardless of race, color, religion, sex, national origin, age, or handicap.
- Officers, employees, board members, or agents shall endeavor to avoid any actions creating the appearance that they are violating the law or these Standards of Ethical Conduct.

**General Liability:** The City’s “errors and omission” insurance policy covers all commission members as they engage in the policy process. Commissions and City Council members are covered in their actions as long as they are based on standards or accepted review procedures in the ordinance they follow. However, if a commission or a commissioner makes an administrative decision that is “arbitrary and capricious” and is not based on standards of review, they will not be covered under this policy. Any individual or group decision to deviate from this policy manual may result in the individual or group’s immediate removal from the commission and/or result in a lack of qualified coverage under the City’s general liability policy.

**Your Commitment:** Thank You for Your Service! In concluding, we sincerely hope you enjoy your experience serving on one of the City’s boards, commissions or authorities. Most participants report satisfaction with the process and with the opportunity to interact with residents with a shared commitment to the policy process and to serving the Frankenmuth community. Your dedication is greatly appreciated!

<b>Boards</b>	<b>Members</b>	<b>Schedule</b>	<b>Purpose</b>
Board of Review	3	As required by Charter	Review tax assessment appeals.
Beautification Committee	20	Quarterly, during the evenings.	Encourage beautification of public and private property.
Downtown Development Authority	13	2nd Thursday of the month, 1:45 p.m.	Propose, finance, and implement public improvements in the DDA district.
Economic Development Corporation	13	3rd Thursday of the month, 7:30 a.m.	Offer tax financing incentives for economic related projects.
Historical Preservation District Commission	5	Meetings as needed	Review requests & issues within the historic district.
Parks & Recreation	10	4th Wednesday of the month, 7:00 p.m.	Oversee operations of the parks and recreation department.
Planning Commission	9	4th Tuesday of the month, 7:00 p.m.	Review site plans for new construction; study and make recommendations on planning and zoning related matters.
Sister City Committee	20	Quarterly	Plan events and other related activities which enhance our relationship with the City of Guzenhausen, Germany.
Transportation Advisory Committee	9	Meetings as needed	Review transportation system issues.
Zoning Board of Appeals	6	Meeting as needed	Review and decide on appeals to zoning regulations.

# Training

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## Why is training important?

Ongoing training is critical for communities to effectively and efficiently respond to development issues. Cities like Frankenmuth constantly face new and unique challenges regarding land use and economic and community development. A commitment to training and continuing education enables board and commission members to make timely, informed decisions that will positively impact the city, businesses, and residents for years to come. Additionally, frequent training limits knowledge gaps resulting from membership turnover. No matter a board, committee or commission member's experience level, education and training helps fine-tune the skills needed to shape the policies and directions of our city's development processes.

## Can Boards and Commissions choose topics?

Yes! While this guide offers some recommendations and resources for appropriate trainings for the city's board, committee and commission members, seeking out additional topics of interest is encouraged. The issues facing Frankenmuth are sure to change over time; it is important that the training curricula used by each board, committee or commission reflect the needs and interests of every group while simultaneously providing up-to-date information and best practices to inform future decisions.

## How do we increase efficiency?

These trainings are meant to be more than a box to check. While attendance for workshops and training sessions will be tracked internally by city staff, participation is also encouraged for members' own educational benefits. These sessions are springboards for knowledge-sharing among colleagues – participants are invited to share what they learned with those not in attendance. To gauge the quality and effectiveness of each session, the city will provide short post-training surveys to all participants. The city will evaluate assessment responses annually to adjust the curricula as necessary to ensure that members receive beneficial, in-demand training, workshop, and conference opportunities.

## Did you know?

The City of Frankenmuth has a wealth of knowledge at its hands due to the support of Community Economic Development Association of Michigan. CEDAM is here to work with you to help fund participation in appropriate training programs of interest.



## Materials

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Finding relevant webinars, workshops, or conferences can be overwhelming. That's why we've curated a list of training resources from trusted Michigan-based organizations focused on planning, zoning, and development. *Note: this is not an exhaustive list!*

1. CEDAM offers several training opportunities for member communities and officials. The annual Developing Vibrant Communities conference is designed to equip practitioners with the community economic development and financial empowerment strategies needed to positively transform their communities. CEDAM also hosts a [free webinar series](#) focusing on key community development principles. Past topics include Placemaking, Community Planning, and Community Health.

<http://cedamichigan.org/training/connect-share/>

CEDAM's youtube also has a variety of webinars that can be useful:

<https://www.youtube.com/user/CEDAMvideo>

2. To meet its goal of promoting training, information-sharing, and continuing education at the local level, MEDC offers [year-round opportunities](#) across a variety of formats. Resources include in-person workshops on Small Business Events, Michigan Main Streets training, and best practices for Redevelopment Ready Communities. These resources (and more) can also be accessed online through the [MiPlace eLearning System](#) and MEDC's webinar series.

<http://www.mml.org/events/training/webinar.html>

<https://miplace.csod.com/client/miplace/default.aspx>

3. The MML provides training and educational events on issues and concerns relating to local government. [Online offerings](#) include live webinars and a growing On- Demand Webinar Library, and the League hosts yearly in-person events like its [Annual Convention](#) as well as the Capital Conference in Lansing. The League also offers [on-site programs](#) for your whole board or commission. Topics range from standard trainings on local government procedures to advanced leadership and strategy exercises.

Online Offering: <http://www.mml.org/events/training/webinar.html>

On-Site Programs: <http://www.mml.org/events/training/onsites.php>

Annual Convention: <http://blogs.mml.org/wp/events/>

4. In addition to the data analytics and technical expertise available to its member communities, SEMCOG offers free online trainings for government leaders and staff throughout Southeast Michigan through its [SEMCOG University program](#). Past workshops are available online via the [On-Demand Webinar Library](#). Through the website, you can also access an abundance of training tools and resources, such as regional [maps](#), [community profiles](#), case studies, and an [open data portal](#).

University Program: <https://semcog.org/member-services#5324101-upcoming-semcog-university-trainings>

On-Demand Library: <https://semcog.org/member-services#5324602-on-demand-webinar-library>

Maps: <https://semcog.org/map-gallery>

Community Profile: <https://semcog.org/community-profiles>

Open Data: <https://maps-semcog.opendata.arcgis.com>

5. The Michigan Chapter of the American Planning Association offers on-site workshops year-round, all focused on building the key competencies needed for effective zoning and planning administrators. Programs vary in length and are tailored to the specific needs of the community. [Topics](#) include Planning

and Zoning Essentials, Zoning Administration, Capital Improvements Programs, Site Plan Review, and Master Planning. These trainings can also be completed remotely.

<https://www.planningmi.org/assets/docs/MAP%27s%20onsite%20programs.pdf>

MAP also offers its own [list of publications](#) that can be purchased for those who would like knowledge on specific Commissioner and Board topics

<https://www.planningmi.org/books-and-publications>

6. AARP's Livable Communities initiative seeks to help communities nationwide build safe, secure, and livable environments for residents of all ages. The initiative boasts a wealth of helpful and inspiring resources for leaders across experience levels, from [articles and reports](#) on how to foster community engagement to free online [publications](#) and [e-newsletters](#) covering economic and community development topics. You can also browse AARP's online [webinar](#) gallery or view [videos](#) from past conferences and workshops for additional training materials.

Articles and Reports: <https://www.aarp.org/livable-communities/archives/info-2014/social-participation-archive.html>

Publications: <https://www.aarp.org/livable-communities/about/info-2018/aarp-livable-communities-publications-library.html>

E-Newsletters: <https://www.aarp.org/livable-communities/livable-community-news-alerts/>

Webinars: <https://www.aarp.org/livable-communities/tool-kits-resources/info-2014/livable-communities-livable-lessons.html?cmp=RDRCT-3e1ecec2-20201221>

Videos: <https://www.aarp.org/livable-communities/archives/info-2014/workshops-conferences.html>

7. Strong Towns prides itself on supporting thousands of entities who are advocating for a radically new way of thinking about the way we build our world. It offers many resources in a variety of ways. Strong Towns Media includes on-demand [articles](#), [podcasts](#), and [videos](#). It also provides the option for a “[Strong Towns Academy](#)” that provides nine in-depth courses on topics such as engagement, economic development, and place making. In addition to on-your-own-time training, Strong Towns also offers the option to participate in person at their [events](#).

Articles: <https://www.strongtowns.org/stmedia>

Podcasts: <https://www.strongtowns.org/podcast>

Videos: <https://www.youtube.com/channel/UCTeYrzSQ3YCp3RovGH4y8Ew>

Academy: <https://academy.strongtowns.org>

Events: <https://www.strongtowns.org/events>



## Getting Started

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Below you can find some links that you may find helpful in getting you started.

### 1. Board Regulations:

#### a. Open Meetings Act:

[http://www.mml.org/sites/ItemDetail?iProductCode=304\\_WEB\\_NEO2&Category=MML&WebsiteKey=19f7d527-77ce-46b8-9594-aa3103d1a2a4](http://www.mml.org/sites/ItemDetail?iProductCode=304_WEB_NEO2&Category=MML&WebsiteKey=19f7d527-77ce-46b8-9594-aa3103d1a2a4)

#### b. FOIA:

[http://www.mml.org/sites/ItemDetail?iProductCode=304\\_WEB\\_FOIA&Category=MML&WebsiteKey=19f7d527-77ce-46b8-9594-aa3103d1a2a4](http://www.mml.org/sites/ItemDetail?iProductCode=304_WEB_FOIA&Category=MML&WebsiteKey=19f7d527-77ce-46b8-9594-aa3103d1a2a4)

### 2. Engagement and Plan Making:

a. <https://www.aarp.org/livable-communities/livable-in-action/info-2018/local-planning-a-tool-for-making-livable-communities-webinar.html>

b. <https://www.aarp.org/livable-communities/livable-in-action/info-2018/making-places-meaningful-webinar.html>

c. <https://www.aarp.org/livable-communities/livable-in-action/info-2018/board-game-cafes.html>

d. <https://www.aarp.org/livable-communities/livable-in-action/info-2016/building-community-bonds-across-generations.html>

### 3. Transportation:

a. <https://register.gotowebinar.com/recording/8540624103433274371>

b. <https://register.gotowebinar.com/recording/7725561631146806032>

c. Complete Streets - <https://www.youtube.com/watch?v=8jtLV3xu9IE>

### 4. Parks:

a. <https://www.youtube.com/watch?v=IIOGi5NmnOQ&feature=youtu.be>

### 5. Economic Development:

a. [http://www.mml.org/sites/ItemDetail?iProductCode=304\\_WEB\\_CROWD&Category=MML&WebsiteKey=19f7d527-77ce-46b8-9594-aa3103d1a2a4](http://www.mml.org/sites/ItemDetail?iProductCode=304_WEB_CROWD&Category=MML&WebsiteKey=19f7d527-77ce-46b8-9594-aa3103d1a2a4)

b. <https://www.strongtowns.org/journal/2013/3/25/three-core-understandings.html?rq=local%20government>

### 6. Zoning Fundamentals:

a. <https://www.youtube.com/watch?v=9issmwe29z4>

b.

[http://www.lucaslawpc.com/uploads/3/4/2/1/34214649/how\\_to\\_make\\_sound\\_zoning\\_decisions\\_2015.07.22.pdf](http://www.lucaslawpc.com/uploads/3/4/2/1/34214649/how_to_make_sound_zoning_decisions_2015.07.22.pdf)

*Please keep in mind that this is not a comprehensive list of resources. There are innumerable resources available online, and we encourage board, committee, and commission appointees to share additional materials with fellow members and city staff. Have you worked with an organization you think would be helpful to partner with for trainings? Did you recently find something you think should be added to the Training Guide? Let us know!*

## **Specific Resources**

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Below you can find resources that are tailored to specific boards, commissions, and committees

### **1. Planning Commission**

- Bylaws - <http://cms6.revize.com/revize/frankenmuthmi/Plan%20Comm.pdf>
- Master Plan - [http://cms6.revize.com/revize/frankenmuthmi/2015\\_Master\\_Plan\\_Final.pdf](http://cms6.revize.com/revize/frankenmuthmi/2015_Master_Plan_Final.pdf)
- Corridor Study - <http://cms6.revize.com/revize/frankenmuthmi/M-83%20Corridor%20Study%20Final.pdf>
- Mixed Use District – <http://cms6.revize.com/revize/frankenmuthmi/Mixed%20Use%20District.pdf>

### **2. Zoning Board of Appeals**

- Bylaws - <http://cms6.revize.com/revize/frankenmuthmi/ZBA%20Bylaws.pdf>
- General Information - <http://cms6.revize.com/revize/frankenmuthmi/General%20Info.pdf>
- Determinations - <http://cms6.revize.com/revize/frankenmuthmi/Determinations%20by%20the%20ZBA.pdf>

### **3. Downtown Development Authority**

- Guiding Documents - [http://cms6.revize.com/revize/frankenmuthmi/departments/dda\\_edc/dda/guiding\\_documents.php](http://cms6.revize.com/revize/frankenmuthmi/departments/dda_edc/dda/guiding_documents.php)
- DDA Plan - <http://cms6.revize.com/revize/frankenmuthmi/DDA%20work%20plan.pdf>

### **4. Economic Development Committee**

- Guiding Documents - [http://cms6.revize.com/revize/frankenmuthmi/departments/dda\\_edc/edc/guiding\\_documents.php](http://cms6.revize.com/revize/frankenmuthmi/departments/dda_edc/edc/guiding_documents.php)

### **5. Historic District Commission**

- Handbook - <http://cms6.revize.com/revize/frankenmuthmi/HDC%20Guidelines.pdf>

### **6. Transportation Advisory Commission**

- Complete Streets - <https://walkbike.info/frankenmuth/about/>

<b>Contacts</b>		
<b>Role</b>	<b>Name</b>	<b>Contact Information</b>
City Manager	Bridget Smith	bsmith@frankenmuthcity.com (989) 652-3430 x 110
Assessor	Legacy Assessing – Kevin Mac Dermaid	assessor@frankenmuthcity.com (989) 652-3430 x 114
Building Codes Authority	Mike Setzer – Building Inspector Merle West – Plumbing/Mechanical Travis Cooper – Electrical Inspector	(989) 652-3430 x 250 (989) 652-3430 x 252 (989) 652-3430 x 251  General: buildingcode@frankenmuthcity.com
Zoning and Clerk	Phil Kerns	(989) 652-3430 x 111 Pkerns@frankemuthcity.com
Public Works	Randy Breautigam	(989) 652-3430 x 200 rbreautigam@frankenmuthcity.com
Water Resource Recovering Facility	Mark Schluckebier	(989) 652-3445 mschluckebier@frankenmuthcity.com
Water Department	Ken O’Brien	(989) 652-2443 kobrien@frankenmuthcity.com
Economic Development/ Downtown Development Authority	Dan Hopp	(989) 652-3430 x 120 Dhopp@frankemuthcity.com