

West Branch Township

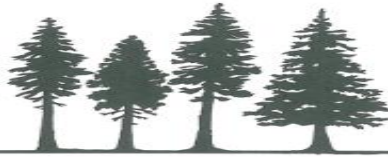
1705 S. Fairview Road, West Branch, MI 48661

Phone: (989) 345-5450 Fax: (989) 345-8419

www.westbranchtownship.org

Training Plan

2023-2024 YEAR



General Information

Introduction

The West Branch Township of Ogemaw County encourages ongoing training for staff, elected officials, and appointed officials charged with making development related decisions for the community. This guide aims to identify goals and expectations for training opportunities, identify ongoing funding sources for those opportunities, and identify how training is encouraged.

Importance of Training

Members of West Branch Township's development related boards and commissions make important decisions for the community which can reach far into the future. Therefore, it is important to prioritize continued education and onboarding training for appointed and elected board members and staff. Furthermore, ongoing training is an important risk management tool, as it educates Township officials on policies and laws to help avoid potential planning and zoning lawsuits. Proper training ultimately assists the overarching goals of the Township, as officials will have the tools and background needed to properly perform their duties.

Official and Member Input

West Branch Township is open to input from officials, board members, and employees to help meet training desires and needs. Any suggestions or recommendations for training can be sent to Jeffrey R. Hickmott at wbtclerk@gmail.com.

Funding Sources

Budget

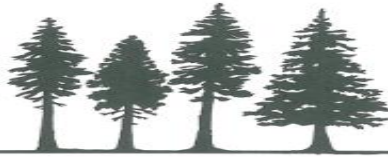
The Township establishes funding for each board and commission. For 2022-2023, funding for training was \$300 for the Township Board, \$475 for Township Supervisor, \$550 for Clerk, \$850 for Board of Review, \$275 for the Zoning Board of Appeals, and \$250 for Township Treasurer. The Board determines the budgets for the Downtown Development Authority based on necessity. The Township may also utilize funding provided by applicable insurance policies and obtained through scholarships.

Training Methods and Procedures

Overview

The Township shall utilize the following methods to provide training to its development related boards and commissions:

- Standing Item on Agenda relating to training and news articles on the pertinent topics



- Formal Training sessions
- Webinars/Seminars
- On-Site Training Workshops, conducted by Township Officials or legal council
- Distribution of Handouts from Trainings Attended
- “See and Share,” wherein members share at meetings information they have researched or encountered

Duration and Scope of Training

Township development related board members are expected to attend at least one formal training session per year. Duration of such formal training session can vary depending on the topic, though every member is expected to attend at least one hour of formal training per year.

Additional training will be provided informally at scheduled meetings and/or workshops throughout the year. Duration of such trainings will vary depending on the topic and method of training.

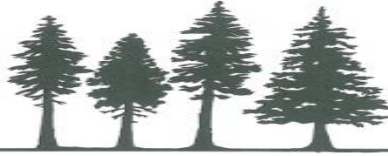
Township development related boards shall have a standing agenda item related to training during which members can share information they learned pertaining to a development related topic. Township staff can schedule additional training sessions, which can consist of on-site workshops, attending a webinar together, reading and discussing an article, etc. Members are encouraged to engage in additional research outside of formal meetings and sessions and share their findings at the next meeting. Boards may select one member to prepare a short presentation for their next meeting. Each member should present outside findings during at least one meeting per year.

Potential Resources

- Michigan Municipal League (MML)
- Michigan Association of Planning (MAP)
- Michigan State University Extension – Planning (MSU-E)
- Michigan Township Association (MTA)
- American Planning Association (APA)
- Michigan Economic Development Corporation (MEDC)
- Michigan Downtown Association (MDA)
- Michigan Department of Environment, Great Lakes, and Energy (EGLE)
- Michigan State Housing Development Authority (MSDHA)
- Michigan Department of Natural Resources (DNR)

Tracking

The Township is developing an Excel spreadsheet to track training activity for staff and officials. Each applicable development board shall have its own excel spreadsheet, which shall be updated after each meeting and reviewed annually when the Township is assessing training needs for the future year. Blank copies of the spreadsheet are to be distributed to each development board member, who shall be responsible for tracking their individual training. Every quarter (January, April, July, and October) each



development board member shall present their spreadsheet to the Clerk of the applicable board to be compiled into a single document.

Goals and Expectations

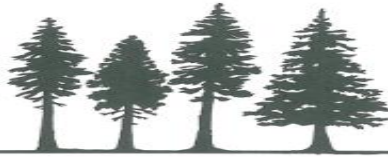
Given the array of duties for each development board, each shall have different training requirements. There may be overlap in topics to be addressed by each board. In such circumstances, the Township will work to coordinate joint training sessions, formal or informal, to meet training needs and provide an open forum for the different boards to reflect and discuss the materials.

Township Board Goals and Expectations

Annual Goal **2 hours of Formal Training**
2 hours of Informal Training

Training Topics

| Topic | Identified Via | Potential Resources/Training Methods |
|--|------------------------|--|
| Open Meetings Act (1976 PA 267) | General Best Practices | Formal Training Sessions, Webinars, On-Site Training Workshops, Handouts, MML, MTA, Joint Training Session |
| Multi-Use Buildings | Master Plan | Article Sharing, Handouts, See and Share, MDA |
| Outdoor Seating | Master Plan | Article Sharing, Handouts, See and Share |
| Multi-Use Buildings | Master Plan | Formal Training Session, Article Sharing, See and Share, Joint Training Session |
| Outdoor Seating | Master Plan | Formal Training Session, Article Sharing, See and Share, Joint Training Session |
| Solar Development | Master Plan | Article Sharing, On-Site Workshop, Webinars/Seminars, Joint Training Session |
| Wellhead Protection Program | Master Plan | EGLE, Article Sharing, See and Share |



Planning Commission Goals and Expectations

Annual Goal **2 hours of Formal Training**
1 Hours of Informal Training

Training Topics

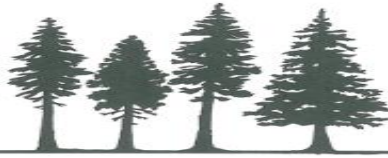
| Topic | Identified Via | Potential Resources/Proposed Training Methods |
|--|------------------------|--|
| Implementing the Master Plan | General Best Practices | Formal Training Sessions, Webinars, On-Site Training Workshops, MML |
| Open Meetings Act (1976 PA 267) | General Best Practices | Formal Training Sessions, Webinars, On-Site Training Workshops, Handouts, MML, MTA, Joint Training Session |
| Ordinance and Regulation Drafting | General Practices | On-Site Training Workshop, Handouts, MTA, MML |
| Special Use Permit Review | General Practices | On-Site Training Workshop, MML, APA, Webinars |
| Site Plan Review | | On-Site Training Workshop, MML, APA, MAP, Webinars |
| Michigan Planning Enabling Act | Board's Role | On-Site Training Workshop, MML, Webinars, Formal Training Session, APA, MAP |
| Multi-Use Buildings | Master Plan | Formal Training Session, Article Sharing, See and Share, Joint Training Session |
| Outdoor Seating | Master Plan | Formal Training Session, Article Sharing, See and Share, Joint Training Session |
| Solar Development | Master Plan | Article Sharing, On-Site Workshop, Webinars/Seminars, Joint Training Session |

ZBA Goals and Expectations

Annual Goal **2 hours of Formal Training**

Training Topics

| Topic | Identified Via | Potential Resources/Training Methods |
|--|------------------------|--|
| Variances | General Board Function | Formal Training Session, On-Site Training Workshop, MSU-E |
| Appeals | General Board Function | Formal Training Session, On-Site Training Workshop |
| Interpretation: Boundaries and Zoning Ordinance | General Board Function | Formal Training Session, On-Site Training Workshop |
| Open Meetings Act (1976 PA 267) | General Best Practices | Formal Training Sessions, Webinars, On-Site Training Workshops, Handouts, MML, MTA, Joint Training Session |



DDA Goals and Expectations

Annual Goal **1 hour of Formal Training**
 1 hour of Informal Training

Training Topics

| Topic | Identified Via | Resources |
|--|------------------------|---|
| DDA Planning | Master Plan | MEDC, MDA |
| Physical Design Plans | Master Plan | Formal Training Sessions, Webinars, On-Site Training Workshops, See and Share, Article Sharing |
| Outdoor Seating | Master Plan | Formal Training Session, Article Sharing, See and Share, Joint Training Session |
| Open Meetings Act (1976 PA 267) | General Best Practices | Formal Training Session, Webinars, On-Site Training Workshops, Handouts, MML, MTA, Joint Training Session |