

**CITY OF HOUGHTON  
COUNCIL, COMMISSIONS, AND STAFF  
TRAINING STRATEGIES  
2023**

The City of Houghton understands the importance of ongoing training for city administrative staff, and elected and appointed officials.

**Goals and Expectations:**

It is the goal of the city that administrative staff, and elected and appointed officials attend basic training for their position as soon as possible after election or appointment to the position. The city further encourages continuing education for staff and officials on a yearly basis. In 2023 the following trainings are suggested for the following boards and staff:

City Staff

- Newly appointed administrative employees are expected to begin training in the first year of their appointment. The training shall be relevant to their position.
- Administrative employees are expected to take continuing education relevant to their position every year.

City Council

- Priority training for the council:
  - MML Elected Officials Training
  - MSU Extension training for Zoning Board of Appeals Members
  - Municipal Finance

Planning Commission

- Priority training for the Planning Commission:
  - Master Plan Update provided by MSU, MAP, or other organizations
  - Brownfield TIF Plans

DDA/TIFA

- Priority training for the DDA/TIFA includes training on such topics as:
  - Brownfield TIF Plans

**Training Strategy:**

- The city shall cover the cost of training as well as travel to and from approved training sessions for administrative staff and elected and appointed officials. Approval will come from the city manager.
- Following the attendance of training, city administration staff will present a summary of the training to other members of the staff at the bi-weekly staff meetings.
- Following attendance of training, elected and appointed commission members will provide a short summary of the training at the next commission meeting to update members who were unable to attend the training session.
- The city understands the importance of training as a group and will work with MSU Extension to provide a joint training session for administrative staff, and elected and appointed officials once each year regarding one relevant topic to be determined at the beginning of the year.