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Recording Secretary
Kelli Furgason

MEMORANDUM

TO: Planning Commission

FROM: Kelli Furgason, Administrative Assistant II *KF*

SUBJECT: Master Citizen Planner Capstone Presentation:
Ethics: Things to Consider & Why They Matter

DATE: March 02, 2023

As the Planning Commission is aware, the Township Planner position has been vacant since August 2022. Since that time Staff has been in discussion on the best options for moving forward. To assist during this process, I have taken on additional responsibilities, including assisting with basic application and building department reviews.

In order to be more effective in these tasks, I enrolled in and completed the MSU Extension Citizen Planner program and am working towards my Master Citizen Planner certificate, which requires a capstone presentation to a board in the community about a topic covered in the Citizen Planner program.

Tonight's presentation, *Ethics: Things to Consider & Why They Matter*, is the final step before obtaining my Master Citizen Planner certificate.

Attachment: Presentation Outline

MCP Capstone Presentation Outline:

Ethics: Things to Consider and Why They Matter

- I. Introduction**
 - a. My Why
 - b. Citizen Planner & Master Citizen Planner Programs

- II. Topic Selection – The Importance of Ethics**
 - a. Definition
 - b. Why it matters

- III. Open Meetings Act**
 - a. What is it?
 - b. Why it matters

- IV. Conflict of Interest**
 - a. Definition
 - b. Why it matters

- V. Incompatible Office**
 - a. Definition
 - b. Why it matters

- VI. Ex-Parte Communication**
 - a. Definition
 - b. Why it matters
 - c. Best Practices

- VII. Closing**
 - a. Recap
 - b. Q&A
 - c. Thank You