Separate registration fees apply. Register for all pre-Conference events, including the Legal Institute, using the Conference registration form on page 10. Room locations and event details will be provided on your confirmation, sent via email prior to the event.

Monday, April 27

Assessors Renewal: Professionally Speaking
8 a.m. to Noon (includes continental breakfast)
What does it take for an assessor to communicate effectively in today’s world? How do you explain a complex assessment administration system to officials and taxpayers? Gain insights, hints and help in this motivational continuing education course approved by the State Tax Commission for four hours of elective credit for assessors. This is not a public speaking course; we’ll offer discussion tips, explanation helpers, and insights into having challenging conversations with coworkers, administration and the public.

It’s hard to be the bearer of bad news, and can be downright difficult to provide facts and state statute to property owners who are emotional and upset. Assessors often must communicate things that are hard for taxpayers to hear. This course is designed to help assessors communicate better with the public.

Assessors have so much information to collect and disseminate. How you take what you know and share it with others is just as important as the information that you have. So, what’s the best way to communicate with others when it comes to assessment administration?

Dive into the “hows” of assessor communication, and learn different ways to communicate what you know with others, including examples of real-life situations. From phone calls to presentations, learn to navigate communications when it comes to property tax law.

Speakers: Shila Kiander, Michigan Master Assessing Officer, Director, Mecosta County Equalization; and Nathan Stein, Clinical Director, Sheridan Community Hospital Withdrawal Management Program

What the Board Needs to Know About the Authorities & Responsibilities of Michigan Townships
9 a.m. to Noon (includes continental breakfast)
MTA’s completely revised Authorities & Responsibilities of Michigan Townships provides a modern take on our original “Little Red Book” to reflect the evolving role of townships in Michigan government. One new emphasis in the book is the ultimate responsibility of the township board as a whole for mandated township functions. So, if you’ve ever wondered just what your township board “job description” is, don’t miss this morning class—taught by A&R author and MTA Staff Attorney Catherine Mullhaupt—offering a deep dive into the key areas where you and your board exercise important policy decisions and practical tips on keeping a productive focus on what matters most:

- **Board authority**: Who decides what a township will do—and how?
- **Revenue sources**: How are townships funded? What options exist?
- **Enabling statutes**: Where do townships get their authority? What must townships do? What may a board choose to do?
- **Lawful expenditures**: What may townships pay for?
- **Administrative responsibilities**: Getting things done by balancing statutory duties with township responsibilities

Spider: Catherine Mullhaupt, MTA Staff Attorney

Legal Institute for Township Attorneys
9:30 a.m. to 4:30 p.m. (Includes continental breakfast and lunch)
Connect with fellow municipal attorneys from across the state to discuss changes, updates and other trends affecting township government.

The Legal Institute is the premier educational event for attorneys who serve Michigan’s townships. Your attendance keeps you on the cutting edge of legal news and changes that impact local government.

Moderator: Rob Thall, MTA Legal Counsel, Bauckham, Sparks, Thall, Seeber and Kaufman, PC

Fundamentals of Assessment and Taxation
1 to 4 p.m. (F-105; F-4 credits) (includes lunch)
Property taxation and assessment administration are two cornerstones of township operations. From assessment and board of review meetings to tax collection—it’s essential that board members have an understanding of how the process works. Learn about the Headlee Amendment, Proposal A, truth-in-taxation and equalization. Delve into a variety of revenue sources coming into the township, including millages, administrative fees and special assessments.

Speaker: Shila Kiander, Michigan Master Assessing Officer, Director, Mecosta County Equalization

Cemetery Management
1 to 5 p.m. (includes lunch)
Township cemeteries provide a positive personal service to residents during a difficult time. We’ll review the rules and regulations, along with many other important aspects of cemetery management and administration. Dig into elements of green or natural burials and other options many conventional cemeteries are incorporating. Learn the legal obligations for cemeteries, including content and procedures for adopting a cemetery ordinance. Explore fees and other financial aspects, including tips on dealing with special cemetery management issues. Examine the role of advisory committees, cemetery sextons and other caretakers, and the responsibilities of the clerk and township board.

Speaker: Cindy Dodge, MTA Member Information Services Liaison