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*MTA members may also purchase an **Officials' Guide Bundle**—which includes all four books, one for each township office—for the **discounted price of \$137.50**

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(Includes CD) 2018 edition

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The Township Guide to Planning & Zoning

Revised 2019

~~Member: \$49.50~~ On-site: \$44.50

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Revised 2019

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Township Basics Kit

Includes the Introduction to Township Board Meetings, Official's Guide to Township Government, and Authorities & Responsibilities of Michigan Townships

Member: \$94 On-site: N/A

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Township Essentials Collection

Includes all resources offered in the Basic Starter Kit PLUS Building a Better Budget, Introduction to FOIA, The Township Guide to Planning & Zoning, and Policy Matters!

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MTA Publication Descriptions

Authorities and Responsibilities of Michigan Townships – Known as MTA’s “little red book,” this primer for township board members and officials includes statutory citations and incorporates recent legislation, court cases and major attorney general opinions. Information is provided on terms of office, vacancy, recall, meeting notices, minutes, elections, ordinance publication, investments and tax collections, in addition to the statutory duties of each elected official and township boards and commissions.

Board of Review Guide – Describes the duties and structure of the board of review, the role of the assessor and the Tax Tribunal, and the equalization process. With tabbed headings for easy reference, this publication includes information on other topics such as principles of value, hints for successful meetings, principal residence and agricultural property exemptions, poverty exemptions, new duties for the board of review, and statutory reasons for holding July and December meetings.

Building a Better Budget – Addressing issues from budgeting basics to projecting future financial trends, this book includes sample general fund budget worksheets and formats to provide users with the foundation that townships need to create their township’s budget. Includes a CD of Microsoft Word® and Excel® versions of several of the appendices to customize for your township’s use.

Good Press, Bad Press, Depressed – This book serves as a roadmap for public officials who want to do a better job of dealing with the media in all forms, from getting the word out when good things happen to avoiding becoming a media casualty when something bad happens.

Introduction to FOIA – A must-have for all members of the township board, as well as employees responsible for fulfilling FOIA requests. This easy-to-understand, user-friendly handbook will help township officials learn more about public records, as well as how to handle FOIA requests.

Introduction to Fund Accounting – This manual provides an introduction for those with no prior accounting experience, or serves as a reference for quick review. With topics ranging from basic accounting concepts to financial statements, this text presents the subject matter in a straight-forward manner and offers useful examples.

Introduction to Township Board Meetings – This publication is a handy reference to some of the most common questions or issues that arise in scheduling and conducting township board meetings.

Managing the Modern Michigan Township – This 500-page reference provides a historical perspective on townships, policy-making issues, administrative procedures, financing/tax/budgeting concerns, discussion on public safety and other services provided through townships, planning and zoning issues, and information on capital improvements.

Municipal Civil Infractions—The Process – This book was developed to help alleviate the confusion that often surrounds the civil infraction process, by supplying information regarding the adoption of a municipal civil infraction procedures ordinance, the issuing of tickets and the handling of court proceedings. Samples are also included.

Officials’ Guides to Township Government – This handy reference to township authorities and statutory responsibilities provides practical tips and techniques for township administration. A separate manual is available for each elected township office with a common “core” introductory section on township administration and meetings management, and additional sections detailing office-specific duties.

On-Call Fire Departments: The Township Board’s Responsibilities – This book includes chapters on the township board’s responsibilities for fire protection, the evaluation of your township’s fire protection, and emergency and disaster planning. Geared toward township board members and fire department personnel, this publication also provides an explanation of state and federal laws impacting fire service and fire department liability, as well as information on motivating and retaining personnel and financing the fire department.

Policy Matters! – In this hands-on book, township board members and staff will find sample policies, practical commentaries and expert tips to get your township started using a policy approach to board governance, ethics, financial procedures and controls, office and facility administration, personnel issues, purchasing, public information, records, using technology, and minimizing risk.

Special Assessments: A Technical Manual for Townships – This manual provides discussion on how to use special assessments as a financial tool and explains the administrative process; provides a reference chart of recommended special assessment statutes for various improvements; and includes sample forms that illustrate the administrative process for creating a special assessment district.

Township Cemetery Management – From a review of statutes that govern township authority over cemeteries, to the financial aspects of this valuable service, *Township Cemetery Management* serves as a guide to assist local units of government carry out this important function.

The Township Guide to Planning & Zoning – Provides a comprehensive look at planning and zoning from the township perspective. Along with providing a detailed look at the planning process and outlining elements of a successful planning program, this guide includes information on the statutory authority for township planning, legal influences and limitations on zoning, cooperative planning with other government units, growth management tools and techniques, and the authorities and duties of planning commissions.

Township Planning & Zoning Decision-making – Covering issues from the technical to the ethical and from day-to-day actions to those that are lasting, this handbook is intended to be at the fingertips of the township’s planning and zoning officials, as a means to help them reach defensible, effective decisions and build a strong community based on sound planning principles and procedures.