



**MICHIGAN  
TOWNSHIPS  
ASSOCIATION**

## 2021 Professional Development Retreats

Connect with MTA and your fellow officials face to face this fall for two days of exclusive learning, networking and fun!

**Clerks' Retreat**  
October 13-14

**Treasurers' Retreat**  
October 26-27

**Supervisors' Retreat**  
October 28-29

**Trustees' Retreat**  
October 24-25

**Planning & Zoning Team Retreat**  
October 27-28

Join us at the Bavarian Inn Lodge in Frankenmuth and walk away with insights tailored to your role in the township and connections that will last a lifetime!



No one understands townships or your roles and responsibilities like the Michigan Townships Association. That's why we created our unique *Professional Development Retreats* with education and information designed specifically for YOU! As a leader in your community, you are expected to have solutions for a wide variety of challenges. How do you ensure you're equipped to anticipate, and develop strategies to overcome, virtually any situation that arises? Join MTA, your colleagues and other municipal experts from across the state at the **Bavarian Inn Lodge in Frankenmuth this October**. You'll walk away with insights tailored to your role in the township and connections that will last a lifetime!

## Content, connections and camaraderie

Each retreat offers a learning experience geared to your role on concepts, trends and pressing issues for townships. These informative educational sessions are designed for officials at every level, and will help you develop new skills while providing you with knowledge of the statutory duties and responsibilities required of you. Sessions are being designed now, and detailed descriptions will appear in registration brochures being mailed this month. Can't wait? Here's a preview:

### Clerks' Retreat—October 13 & 14

- Elections Update
- FOIA: What You Need to Know Now
- Managing Adversity & Hostility
- Your Role with the Open Meetings Act
- Legislative Lowdown
- American Rescue Plan Funding: Reporting & Requirements
- Understanding Unemployment
- What Every Clerk Needs to Know about Personnel Management
- Why Websites Matter

### Trustees' Retreat—October 24 & 25

- Anatomy of a Township
- Providing Township Services
- American Rescue Plan Act Update
- Legislative Lowdown
- Your Role with the Open Meetings Act
- The Township Board is an Employer: Why it Matters
- Managing Adversity & Hostility
- Meetings, Motions and My Contributions
- Ethical Considerations

### Planning & Zoning Team Retreat—October 27 & 28

- Meeting Guidelines and Ground Rules
- Dealing with Difficult Issues (and People!)
- Managing Township Development
- Master Plan Must-Haves (and Have Nots!)
- Adopting and Amending Ordinances
- Renewable Energy Ordinances
- Understanding and Reviewing Site Plans and Variances
- Working With Your Township Board and Zoning Administrator

### Supervisors' Retreat—October 28 & 29

- American Rescue Plan Funding: Reporting & Uses
- What Every Supervisor Should Know About the Land Division Act
- Back to the Budget
- Legislative Lowdown
- Your Role in Assessing
- HR Strategies for Supervisors
- Meeting Management
- Managing Adversity & Hostility
- OMA, Commissions and Committees ... Oh My!

### Treasurers' Retreat—October 26 & 27

- Investment IQ
- Delinquent Personal Property Tax Review
- What Every Treasurer Needs to Know About Personnel Management
- American Rescue Plan Funding: Reporting & Requirements
- Managing Adversity & Hostility
- Understanding Special Assessments
- Accounting Software: Why it Matters
- Legislative Lowdown
- Tax Collection Insights from the County



# Agenda

## Day one

9 a.m.  
Registration check-in

9:30 a.m.  
Welcome

10 a.m.  
Class

11:15 a.m.  
Break

11:30 a.m.  
Class

12:45 p.m.  
Lunch

1:45 p.m.  
Class

3 p.m.  
Break

3:30 p.m.  
Class

4:45 p.m.  
Break

5 p.m.  
Dinner

6:30 p.m.  
Evening activity

## Day two

7:30 a.m.  
Breakfast

8 a.m.  
Class

9:15 a.m.  
Break

9:30 a.m.  
Class

10:45 a.m.  
Break

11:15 a.m.  
Class

12:30 p.m.  
Lunch

1:30 p.m.  
Class

2:45 p.m.  
Break

3 p.m.  
Class

4:15 p.m.  
Adjourn

## Valuable networking

These events go beyond education tailored to your role at the township hall, providing a unique opportunity to gather for peer-to-peer learning.

## Exceptional value

Officials are encouraged to register for the full retreat to get the most out of this educational experience. Registration rates include all meals and handout materials. Save \$60 off full-treat rates by registering your deputy, a fellow trustee, or member of your township planning and zoning team. Discount applies to second registrant who is attending the same retreat. Townships subscribed to MTA Online at the Premium level save 20% off registration rates. Single-day rates are also available.

## Cancellations & substitutions

Written cancellation requests received at the MTA office four weeks prior to the event will receive a full refund; two weeks prior will receive a half-refund. No refunds will be issued thereafter. Registered attendees who are unable to attend in person will be given access to the virtual version in MTA's Online Learning Center. Or you may substitute another individual from your township for your registration without incurring a charge. Please notify MTA of the change.



Are you enrolled in MTA's *Township Governance Academy*? You'll earn four elective credits just for attending. No project required!



Have you started your *Red Book Ready* learning journey? Candidates earn two elective credits for *Retreat* participation.



Are you "ready" to learn more about these exciting educational opportunities? Email [education@michigantownships.org](mailto:education@michigantownships.org) for all the details.

## Evening activity

After a full day of intensive education, we know you'll be ready for some fresh air! Put your notes away, leave the meeting room behind and join the fun. These evening festivities are designed to allow you to catch up with old friends, and connect with new ones. Your peers know the challenges you face better than anyone—after all, they walk in your shoes, just in another part of the state!



# Registration Information

Register early to take advantage of discounted registration fees and don't forget to book your hotel room! Lodging is not included in the registration fee, make your reservation with the Bavarian Inn Lodge directly.

## Retreat Lodging

You must first register for a retreat before booking your hotel room. Upon registration, you'll receive a confirmation email that includes a special group code for MTA's room block and discounted room rates.

The Bavarian Inn Lodge offers comfortable, well-appointed rooms with mini-fridges and coffeemakers. Guests enjoy complimentary WiFi, fitness center, gift shop and multiple on-site restaurants. The Lodge also features a family fun center with four indoor pools, three whirlpools, 160+ video and redemption game tables, and an 18-hole of miniature golf course. The lounge offers free live nightly entertainment.

*Check-in: 3 p.m. Check-out: 11 a.m.*

### MTA Discounted Room Rates

\$99/standard, \$109/premium and \$174/suite  
(rate does not include 7% local occupancy tax)

Discounted rates end two weeks prior to each retreat's start date. A limited number of handicap accessible rooms are available; be sure to indicate any accessibility needs when you make your reservation.

## Registration Form

### Which retreat do you wish to attend?

- ☐ Clerks      ☐ Trustees      ☐ Treasurers  
☐ Supervisors      ☐ P&Z Team

Township \_\_\_\_\_ County \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Email Address \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Email Address \_\_\_\_\_



**Save \$60 off full-retreat rates by registering your deputy, a fellow trustee, or member of your township planning and zoning team. Discount applies to second registrant who is attending the same retreat.**

**Retreat rates:** Includes all sessions, meals and activities. Housing is not included; lodging details will appear in your registration confirmation. **MTA Online Premium** subscribers receive 20% off regular rates.

- ☐ Regular rate      \$362/person  
                                 \$412/person within two weeks of event  
☐ Premium subscribers      \$290/person  
                                 \$330/person within two weeks of event

☐ **BONUS: I saved \$60 on a second full-retreat registration!**

**Virtual rates:** Includes a blend of live and recorded sessions. Must register at least one week prior to retreat to participate live. **MTA Online Premium** subscribers receive 20% off regular rates.

- ☐ Regular rate      \$290/person  
☐ Premium subscribers      \$232/person

☐ **BONUS: I saved \$60 on a second full-retreat registration!**

**Single-day rates:** Includes that day's sessions, meals and activities. Housing is not included; lodging details will appear in your registration confirmation. **MTA Online Premium** subscribers receive 20% off regular rates.

**Check the day you wish to attend:**      ☐ Day 1      OR      ☐ Day 2

- ☐ Regular rate      \$229/person  
                                 \$249 within two weeks of event  
☐ Premium subscribers      \$183/person  
                                 \$199 within two weeks of event

**TOTAL ENCLOSED: \$** \_\_\_\_\_

*Above rates are for MTA members; non-members, call MTA for rates.*

**NOTE: Payment must accompany form in order to be processed.**

- ☐ Check enclosed (payable to MTA)  
☐ Charge to: (circle one) MasterCard      VISA

\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_-       /   
Card #      Expires

\_\_\_\_\_  
Print Card Holder's Name      Signature



Send your completed registration form with payment to MTA, P.O. Box 80078, Lansing, MI 48908-0078; fax: (517) 321-8908. Or register online at <https://bit.ly/MTAretreats> Questions? Call (517) 321-6467.