

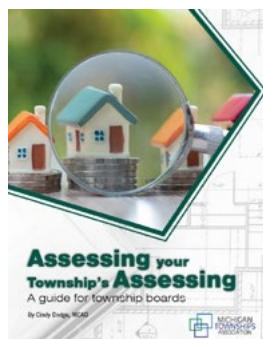


MICHIGAN TOWNSHIPS ASSOCIATION



# LEARN TO LEAD

## MICHIGAN TOWNSHIPS ASSOCIATION PUBLICATIONS & PRODUCTS CATALOG



**Assessing Your Township's Assessing**  
2022 edition

Property Assessment is a core responsibility for Michigan townships, and all townships must focus on excellence in the area. The board of every township of any size, shape or financial status must oversee and budget appropriately for proper assessing. The ultimate responsibility for this essential township function lies with the Township board. This book will help you understand what that responsibility looks like in practice.

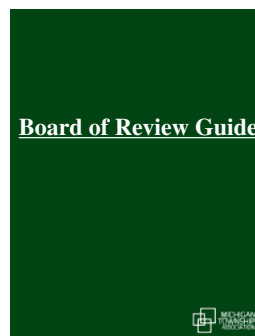
**Member:** \$43  
**Non-Member:** \$60



**Authorities and Responsibilities of Michigan Township Officials, Boards & Commissions**  
2020 edition

This go-to guide for all things township underwent a total review and rewrite in 2020. Covering township topics from A to Z—and everything in between—this resource includes the statutory citations, court cases, attorney general opinions and best practices guiding township operations, services and duties. It truly is THE must-have resource not only for today's elected officials, but also appointed board and committee members, employees, volunteers, attorneys, auditors, and all who play a role in helping to lead their townships.

**Member:** \$57  
**Non-Member:** \$81



**Board of Review Guide**  
Revised 2023

This essential manual describes the duties and structure of the township board of review, role of the assessor and the Tax Tribunal, and equalization process. In a workbook format, with tabbed headings for easy reference, this publication discusses other topics such as principals of value, hints for successful meetings, principal residence and agricultural property exemptions, poverty exemptions, and statutory reasons for holding July and December.

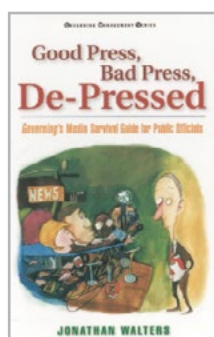
**Member:** \$44  
**Non-Member:** \$61



**Building a Better Budget**  
Revised 2008;  
minor revisions 2013 (Includes Samples)

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.

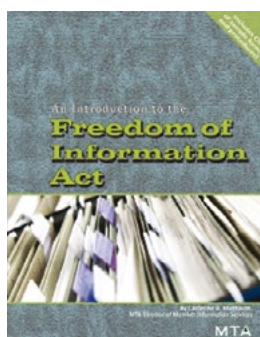
**Member:** \$39  
**Non-Member:** \$55



**Good Press, Bad Press, Depressed**  
2008 edition

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

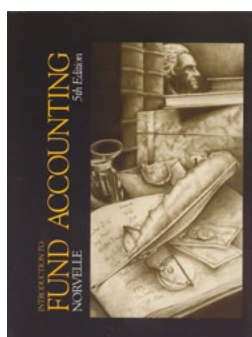
**Member:** \$24  
**Non-Member:** \$33



**Introduction to the Freedom of Information Act**  
Revised 2015 (Includes Samples)

Are your township's board members up to speed on all things FOIA? This book is 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. This book includes digital sample forms that can be downloaded.

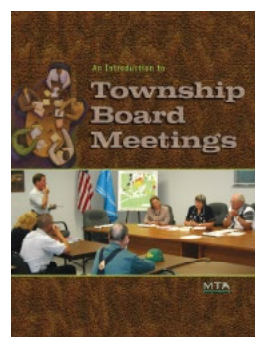
**Member:** \$31  
**Non-Member:** \$44



**Introduction to Fund Accounting**  
1997 edition

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.

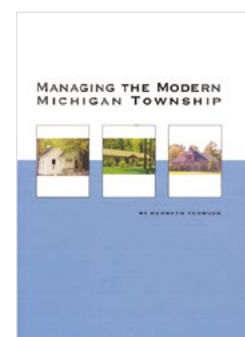
**Member:** \$50  
**Non-Member:** \$70



**Introduction to Township Board Meetings**  
Revised 2016

All township board members are "local legislators," and have important roles to carry out at board meetings. This publication is a handy reference to some of the most common questions or issues that arise in scheduling, conducting and participating in township board meetings.

**Member:** \$18  
**Non-Member:** \$24

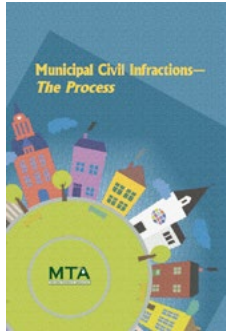


**Managing the Modern Michigan Township**  
Revised 2002 (Includes CD & 2006 update supplement)

This 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.

**Member:** \$40  
**Non-Member:** \$56





### **Municipal Civil Infractions—The Process**

2008 edition

Developed to help alleviate the confusion that often surrounds the civil infraction process, this reference supplies 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.

**Member: \$37**

**Non-Member: \$52**



### **Officials' Guide to Township Government**

(Supervisor, 2016 minor revisions 2020; Clerk, 2016 minor revisions 2022; Treasurer, 2016 minor revisions 2022; Trustee, 2016 minor revisions 2021)

These handy references to township authorities and statutory responsibilities provide practical tips and techniques for township administration. A separate manual is available for each elected township office, offering insights on township governance and meetings, and additional sections detailing office-specific duties.

**Member: \$43**

**Non-Member: \$60**

MTA members may also purchase an *Officials' Guide Bundle*—which includes all four books, one for each township office—for the discounted price of \$153 (no substitutions, please).



### **On-Call Fire Departments: The Township Board's Responsibilities**

Revised 2005

Written by former MTA Executive Director Larry Merrill, this book delves into the township board's responsibilities for fire protection, evaluation of your township's fire protection, and emergency and disaster planning, and also provides information on motivating and retaining personnel and financing the fire department.

**Member: \$31**

**Non-Member: \$44**



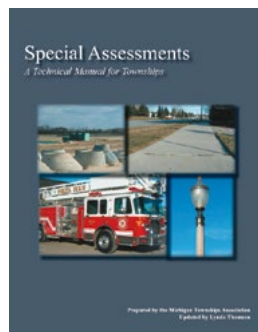
### **Policy Matters! Using Board & Administrative Policies to Manage Your Township**

2010 edition; minor revisions 2014 (Includes Samples)

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.

**Member: \$42**

**Non-Member: \$60**



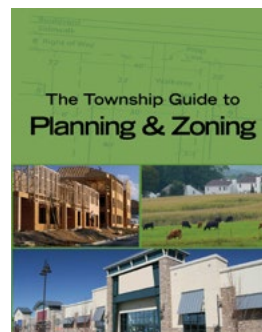
### **Special Assessments: A Technical Manual for Townships**

2003 edition; minor revisions in 2013

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.

**Member: \$42**

**Non-Member: \$60**



### **The Township Guide to Planning & Zoning**

Revised 2019

A comprehensive guide to planning and zoning from the township perspective, this resource provides a detailed look at the planning process and outlines elements of a successful planning program. Also included is information on the statutory authority for township planning, legal influences and limitations on zoning.

**Member: \$54**

**Non-Member: \$76**



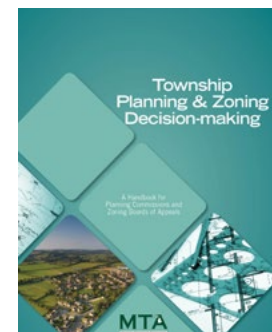
### **Township Cemetery Management**

2018 edition; includes digital samples

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. Includes a CD of samples, including a cemetery ordinance, to customize for your township's use.

**Member: \$42**

**Non-Member: \$60**



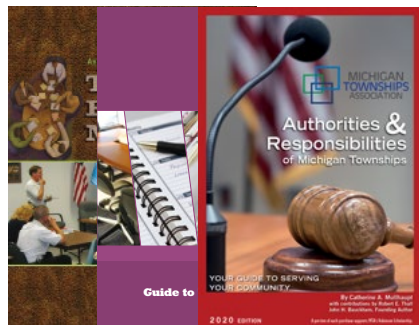
### **Township Planning & Zoning Decision-making**

Revised 2019

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.

**Member: \$39**

**Non-Member: \$55**



## Township Basics Kit

The perfect starter kit, this package contains books that *all* township officials should have in their library—including our *Introduction to Township Board Meetings*, *Official's Guide to Township Government* and *Authorities & Responsibilities of Michigan Township Officials, Boards & Commissions*.

**Member:** \$105

**Non-Member:** N/A



## MTA Padfolio

As a township official, you'll find yourself at meetings taking notes and referring to important documents at a moment's notice. The MTA-logo Padfolio assists in preparing for those meetings with a notepad ready for your use and pockets to hold those important documents. And let's not forget those numbers that need to be taken into consideration—a handy calculator comes in the padfolio! Also included is a clear pocket for your business card, a pen holder, and an outside zipper to hold everything in place.

**Member:** \$20

**Non-Member:** \$29



## Township Essentials Collection

Round out your township reference library with our Essentials Collection, which includes all resources offered in the Basic Starter Kit PLUS *Building a Better Budget* (includes CD), *Introduction to FOIA*, *The Township Guide to Planning & Zoning*; and *Policy Matters!* (Includes CD).

**Member:** \$252

**Non-Member:** N/A



## MTA Window Cling

(Set of two)

Pick up your very own "Townships—Neighbors Serving Neighbors" static cling. Clear with dark green text, it will look great on the rear window of your car or on the door as people enter the township hall. Don't miss your chance to help residents understand why township government is so special.

**Member:** \$2

**Non-Member:** \$3



## Lapel Pins

At 1 inch wide and 5/8 inch tall, this lapel pin manages to communicate the pride that township officials feel in serving their community. The background color is white with a green MTA logo and gold outlines. There is a lapel pin for every position on the board, as well as for your deputy.

**Member:** \$6

**Non-Member:** N/A



## MTA Travel Mug

For many people, waking up with a hot beverage is an essential part of the day. The stainless steel interior of our travel mug will keep your drink piping hot! Or, if you prefer a cold drink, the stainless steel interior will also keep your drink cool. With a beautiful green exterior, silver trim and MTA logo, this cup won't slip out of your hands, and is definitely one that you'll want to show off.

**Member:** \$10

**Non-Member:** \$14

# How to Order

Visit our online store, [www.michigantownships.org/mta-store](http://www.michigantownships.org/mta-store).

(Only MTA-member officials and Allied Service Providers may place online orders. Non-members may order by downloading a [publication order form](#). To receive member rates, you must be logged in to the MTA Store.)

Print an [order form](#) from the MTA Store, and fax to 517.321.8908, or mail to MTA, P.O. Box 80078, Lansing, MI, 48908-0078.

Note: Member rates apply only to MTA member township officials and employees, member counties and Allied Service Providers.

Michigan state sales tax applies, unless tax exempt. Shipping & handling charges apply; see order form for rates.

For additional assistance, contact the MTA Office at 517.321.6467.