



MICHIGAN  
TOWNSHIPS  
ASSOCIATION

## 2025 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**  
September 29-30

**Treasurers' Retreat**  
October 1-2

**Supervisors' Retreat**  
October 14-15

**Trustees' Retreat**  
October 27-28

**Planning & Zoning Team Retreat**  
October 29-30

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 hold 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 fall** for a township educational and networking opportunity like no other.

## 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 materials mailed to every township and posted at <https://bit.ly/mtaretreats>

Can't wait? Here's a sneak peak at topics\*:

### Clerks' Retreat—September 29 & 30

- FOIA Me This: A Guide to Public Records Access
- Three Manuals Walk into a Township Hall ...
- Election Connection: From the Bureau to Your Boardroom
- Reconciliation: What it *Really* is and What Part You Play
- Legislative Update: What's New, What's Next
- Dollars & Sense: Financial Stewardship Made Simple
- Meeting Adjourned ... Now What?
- Payroll and Paper Trails
- From Confused to Compliant: Mastering OMA

### Supervisors' Retreat—October 14 & 15

- From Confused to Compliant: Mastering OMA
- All in Favor? Running Effective Meetings
- Legal Matters: Agent Authority and Attorney Use
- Navigating the Nuances of Revenue Sources
- Legislative Update: What's New, What's Next
- Budget Prep: The Buck Starts Here
- Dollars & Sense: Financial Stewardship Made Simple
- Bonds, Municipal Bonds: Understanding the Process
- Assessing Your Assessor

### Treasurers' Retreat—October 1 & 2

- Legislative Update: What's New, What's Next
- Three Manuals Walk into a Township Hall ...
- Dollars & Sense: Financial Stewardship Made Simple
- Two Roles, One Roll: A Treasurer-Assessor Tag Team
- From Confused to Compliant: Mastering OMA
- PA 20 and the Money: Township Dollars at Work
- Reconciliation: What it *Really* is and What Part You Play
- Defending Your Tax Collection Process
- Settling Up: A Treasurer's Guide to County Reconciliation

### Trustees' Retreat—October 27 & 28

- Legislative Update: What's New, What's Next
- I'm a Fiduciary ... (Psst, What's a Fiduciary?)
- Dollars & Sense: Financial Stewardship Made Simple
- Money, Manuals & Monitoring:  
A Day in the Life of Fiscal Oversight
- Revenue Rundown: Financing Township Services
- From Confused to Compliant: Mastering OMA
- Board Games: Finding Common Ground
- Boards, Boundaries and Behavior
- Promoting What Makes You Proud

### Planning & Zoning Team Retreat—October 29 & 30

- Legislative News You Need to Know
- Clarifying Roles, Following Rules
- It's All Part of Our Master Plan ... Or Is It?
- Zoning In on the Hot Topics
- Watt Works for You: Renewable Energy Ordinances That Fit
- The Power of Possibility: Flexing Your Zoning Ordinance
- By Special Request: Making Sense of Conditional Land Uses
- Next Level Zoning: Navigating Sophisticated Zoning Projects

\* Topics subject to change.



## Valuable networking

These events offer a unique opportunity to **gather with your peers** for valuable education and networking. Your fellow officials know better than anyone the challenges you face!

## Product and service providers

Each retreat includes **networking time with vendors** targeting your role in the township. The Vendor Showcase is designed to help you find providers of products and services that can help your township run more efficiently.

## Exceptional value

We encourage you to register for the full program to get the most out of this experience. The full-program fee includes **11 hours of education tailored to your role**, all meals and refreshments, ample time for networking, evening entertainment and a vendor showcase! Register early to take advantage of early-bird savings. Save \$60 off full-program rates by registering your deputy, a fellow trustee, or member of your township planning and zoning team. Discount applies to second registrant attending the same retreat when registered at the same time. Can't stay for both days? Single-day options are also available.



## Continuing education credit

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? Visit <https://bit.ly/MTAlearnmore> or email [education@michigantownships.org](mailto:education@michigantownships.org) for more details.

## 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 without extenuating circumstances. You may substitute another individual from your township for the same retreat without incurring a charge. Please contact MTA to let us know of the switch. Changes to hotel reservations must be made directly with the Bavarian Inn Lodge.

## 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 us as we hop aboard the Bavarian Belle Riverboat. Enjoy the natural beauty of Frankenmuth along the scenic Cass River on an authentic stern-driven paddlewheel riverboat. These evening festivities are designed to allow you to catch up with old friends, and connect with new ones.

Special thanks to our retreat sponsor,  
Michigan Township Participating Plan!



# Registration Information

Register early to take advantage of discounted registration fees AND lodging.

## Retreat Lodging

Housing is not included in registration rates and must be reserved with the Bavarian Inn Lodge directly. Online reservation links and hotel details are available at <https://bit.ly/mtaretreats> and in your confirmation email, OR call (989) 652-7200 and reference the MTA retreat you are attending. Discounted lodging is limited—reserve your hotel room today!

The Lodge offers comfortable rooms that include mini-fridges, microwaves and free Wi-Fi. Amenities include a fitness center, multiple pools and whirlpools, a gift shop, gourmet coffee bar and a variety of restaurants. Live entertainment is featured in the lounge every evening. The Lodge is also home to the new Bavarian Blast, Michigan's biggest indoor waterpark and family fun center, featuring 16 waterslides, a wave pool, ropes course and climbing wall, mini bowling and more.

### MTA Discounted Room Rates

\$162.28/standard, \$172.98/premium

*(rate includes resort fee and local occupancy tax; does not include 6% sales tax)*

Discounted rates end two weeks prior to each retreat's start date.

*Check-in: 4 p.m. Check-out: 11 a.m.*

## Registration Form

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

Name & Title \_\_\_\_\_ ☐ Full program ☐ Day 1 ☐ Day 2

Email \_\_\_\_\_

Name & Title \_\_\_\_\_ ☐ Full program ☐ Day 1 ☐ Day 2

Email \_\_\_\_\_

### Payment options:

- ☐ Check enclosed (payable to MTA)
- ☐ Invoice my township (members only)
- ☐ Charge to: (circle one) MasterCard VISA

Card # \_\_\_\_\_

Print Card Holder's Name \_\_\_\_\_ Expiration date \_\_\_\_\_

Signature \_\_\_\_\_ CSV 3-digit code \_\_\_\_\_

### Which retreat do you wish to attend?

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

*Save \$60 off your second **full-program** registration by bringing your deputy, a fellow trustee, manager or superintendent OR a member of your township planning and zoning team. **Must** register both individuals for the same retreat at the same time to take advantage of the savings.*

**Full-program rates:** Include 11 hours of education, breakfast and lunch each day, plus dinner and a riverboat cruise down the scenic Cass River on Day 1. Lodging is not included.

- ☐ Early-bird rate \$367/person
- ☐ Regular rate \$417/person within three weeks of event
- ☐ **BONUS: I saved \$60 on a second full-program registration!**

**Single-day rates:** Include that day's sessions, breakfast, lunch and refreshments. Dinner and riverboat cruise can be added for an additional fee. Lodging is not included.

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

- ☐ Early-bird rate \$230/person
- ☐ Regular rate \$280/person within three weeks of event

**TOTAL AMOUNT DUE:** \$ \_\_\_\_\_

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



Send your completed registration form with payment to MTA, P.O. Box 80078, Lansing, MI 48908-0078; fax: (517) 321-8908, email [rebecca@michigantownships.org](mailto:rebecca@michigantownships.org) OR register online at <https://bit.ly/mtaretreats> For event registration assistance, call (517) 321-6467, ext. 226. For event-related questions, use ext. 234.