



Join fellow supervisors from around the state on Oct. 14-15 for the **Township Supervisors' Professional Development Retreat**. Held at the Bavarian Inn Lodge in Frankenmuth, this retreat offers premier educational programming and excellent networking opportunities. Educational sessions include:

From Confused to Compliant: Mastering OMA

The Open Meetings Act (OMA) means that any township public body must do all of its business “out in the open,” in full view of the public—unless one of the few, very limited, exceptions for closed sessions apply. The OMA is a clash of two worlds—public sector vs. private sector. But township board meetings are not supposed to be a “free for all” or “town hall.” Learn about getting township board business done while being open, transparent and efficient.

All in Favor? Running Effective Meetings

Ever feel like your meetings are running you instead of the other way around? Get smart, practical strategies for keeping meetings on track, on time and on point. We'll offer insights into managing public comment, and ensuring every voice around the table is heard—without losing control of the agenda (or your patience). Because, let's face it, no one ever said, “I wish that meeting lasted longer.”

Legal Matters: Agent Authority and Attorney Use

Learn what it really means to be a legal agent, including when to speak and when to seek counsel. We'll cover common scenarios like tax appeals and defending assessments. You'll leave better equipped to recognize when your board can DIY—and when it's time to lawyer up.

Navigating the Nuances of Revenue Sources

Gain insights into the various revenue streams coming into your township, from fees and charges to taxes and special assessments. Review which sources have restricted uses, how to craft ballot language to ensure funds can be used on what the board intended and tips on factoring in administrative costs.

Legislative Update: What's New, What's Next, What You Need to Know

MTA is a successful grassroots organization largely because of the involvement of active members—that's you! With the Michigan Legislature constantly changing and taking on new issues, how can you keep up with it all? Join us as we share the ins and outs, and break down legislative priorities around local authority, funding and infrastructure. Learn the nuances of key legislative issues, what actions can be taken and why those actions matter, and leave with a deeper understanding on how to work together and advocate for successful action.

Budget Prep: The Buck Starts Here

Ready to build a better budget? Join us as we walk through the municipal budgeting process—complete with timelines, required elements and planning strategies—all within legal guardrails. We'll sprinkle in some pro tips to keep things smooth, smart and stress-free, helping you prioritize your township's spending and prepare for the unexpected.

Dollars & Sense: Financial Stewardship Made Simple

Being a responsible steward of township funds doesn't have to be complicated. Packed with practical tips and real-world examples, this session digs into the essentials of financial oversight and explores your fiscal role. We'll walk through sample financial reports together, showing you how to spot what's missing, flag what could be improved, and understand what must be included. You'll get a better understanding on how to follow and protect township funds. Because when it comes to public dollars, a little sense goes a long way.

Bonds, Municipal Bonds

When your township needs to fund big purchases like fire trucks, facilities or infrastructure, you'll need more than a trip to the local bank. This session decodes Michigan's public finance laws, revealing the legal tools and procedures townships must follow to borrow responsibly. From statutory requirements to smart financing strategies, this mission-critical intel will help you navigate the world of municipal borrowing—and leave you feeling licensed to loan.

Assessing Your Assessor

What should you expect from your assessor—and what's your role in making sure it happens? Learn how to set clear expectations for public interaction, get a better understanding of the assessor's core duties, and explore practical oversight policies that keep things on track. Plus, we'll review your key role in the board of review process. You won't want to miss this overview of what's fair, what's expected and what to do when things go sideways.

Agenda

Tuesday, Oct. 14

- 8 a.m. Check-in
- 8:30 a.m. Welcome
- 8:35 a.m. *From Confused to Compliant*
- 10 a.m. *All in Favor? Running Effective Meetings*
- 11:30 a.m. Lunch
- 12:30 p.m. *Legal Matters*
- 2 p.m. *Navigating the Nuances of Revenue Sources*
- 4 p.m. Bavarian Belle riverboat cruise
- 6:30 p.m. Dinner

Wednesday, Oct. 15

- 7:30 a.m. Breakfast
- 8 a.m. *Legislative Update: What's New, What's Next*
- 9:25 a.m. *Budget Prep: The Buck Starts Here*
- 10:55 a.m. *Dollars & Sense: Financial Stewardship Made Simple*
- Noon Vendor introductions
- 12:15 p.m. Lunch
- 1:15 p.m. Vendor showcase
- 1:45 p.m. *Bonds, Municipal Bonds*
- 3:15 p.m. *Assessing Your Assessor*
- 4:30 p.m. Adjourn

R E G I S T R A T I O N F O R M

Township & County

Name & Title ☐ Full program ☐ Day 1 only ☐ Day 2 only

Email Address

Name & Title ☐ Full program ☐ Day 1 only ☐ Day 2 only

Email Address

Payment options:
☐ Check enclosed (payable to MTA) ☐ Invoice my township (members only)
☐ Charge to: MasterCard or VISA

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**Supervisors' Professional Development Retreat
October 14-15**

Bring your deputy and save \$60 off full-program rates!
Discount applies to second registrant who is attending the same retreat.

- Full-program rates:** Include 11 hours of education, breakfast and lunch each day, plus dinner and a riverboat cruise down the scenic Cass River.
- ☐ 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 and lunch. Dinner and riverboat cruise can be added for an additional fee.

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 ENCLOSED: \$ _____

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 or register online at <https://bit.ly/mtaretreats>. For registration assistance call (517) 321-6467, ext. 226. For other event-related questions, use ext. 234.

Special thanks to our sponsors!



Product and service providers

You'll get networking time with vendors targeting your role in the township. The vendor showcase can help you find and use products and services that streamline your township services.

Special dietary or accessibility needs

Participants with special needs should contact Kristin at (517) 321-6467, ext. 230 or email kristin@michigantownships.org at least a week in advance.

Continuing education credit

Elective credits for *Township Governance Academy* candidates; no project required.



Elective and chapter credits for *Red Book Ready* candidates; icon appears next to qualifying sessions.



Cancellation and substitution

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. Those that select "Invoice my township" as payment type but fail to cancel by these deadlines will still be required to pay balance due. You may substitute another individual from your township for the same retreat. Please contact MTA to let us know of the switch. Changes to hotel reservations must be made directly with the Bavarian Inn Lodge.



512 Westshire Drive
P.O. Box 80078
Lansing, MI 48908-0078



Getting there

Held at the Bavarian Inn Lodge located at One Covered Bridge Lane in Frankenmuth. The event will be held in the Conference Center on level two. Event check-in begins at 8 a.m.

Lodging

Make your reservations 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 Supervisors Retreat (Group # 13W6T4)*. 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 multiple pools and whirlpools, a fitness center, 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.

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

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 Sept. 29. Don't delay, make your reservations today!

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Exclusive Event for Supervisors
& Deputy Supervisors



Township Supervisors' Professional Development Retreat

October 14-15, 2025
Bavarian Inn Lodge, Frankenmuth

