

Driving Directions & Locations

Wednesday, December 14:

Treetops Resort

3962 Wilkinson Rd., Gaylord (866) 348-5249

From I-75: Take Exit 282 and follow M-32 east through Gaylord to Wilkinson Rd. Turn left onto Wilkinson Rd. and travel east to the resort, which will be on your left. Continue down the drive, past the tennis courts and turn right. Proceed down the hill; the meeting will be held in the Conference Center.

Need lodging? Call Treetops directly using the number above and let them know you're attending this MTA event.

Thursday, December 15:

Lansing Community College—West Campus

M-TEC Building (near Creyts Rd., not downtown)
5708 Cornerstone Dr., Lansing (517) 483-9300

From I-496: Take the southbound Creyts Rd. exit and head south. In about one-half mile, turn left onto Mt. Hope Hwy. Turn left onto Sanders Rd. (next to the Chapman Insurance Agency), and follow it to the M-TEC building. Use the main entrance, located at the circular tower. The meeting room will be to your right as you enter the building.

Need lodging? Several hotels are available nearby; visit <https://bit.ly/LCCWestHotels> for details.

Special Needs

Participants with special needs (dietary, accessibility) should contact MTA in advance by phone (517) 321-6467 ext. 230 or email kristin@michigantownships.org at least one week in advance.

Cancellations & Substitutions

Written cancellation requests received at the MTA office by Nov. 30 will receive a full refund. In-person event “no shows” or those who cancel after Nov. 30 will be given online access to a recorded version. No refunds will be issued after Nov. 30 without extenuating circumstances. You may substitute another individual from your township without incurring a charge; please notify MTA of the change.



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

Does your township's
assessing measure up?
Don't wait until
it's too late!



What Every Board Member Needs to Know About Assessing

A half-day workshop you can't afford to miss!
Held this December in Gaylord and Lansing.



The township board is responsible for financing and managing the assessment process. You cannot take a hands-off approach or make the mistake of assuming that the job is covered—if something goes wrong, the township board (not the assessor) will be held responsible.

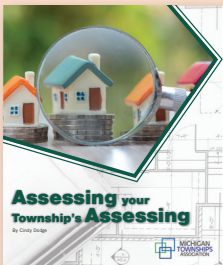
Don't wait until your board is faced with the state's audit of assessing practices, take the wheel now!

Join MTA's own Cindy Dodge, a Michigan Certified Assessing Officer, for an overview of the board's role in assessing and walk away with timelines, calendars and a better understanding of who is responsible for what—and why. We'll review assessing ethics, offer tips on how to respond to a wide variety of public inquiries and so much more!

This half-day event is geared for every member of your township board, regardless their level of experience. Clerks, treasurers, trustees and supervisors should all take a few steps regularly to ensure their township's assessing functions are running smoothly. Not only does this give your township a better chance of passing the state's audit, it's a great way to build trust and confidence with your community. Learn what to do if you have concerns regarding compliance and steps you can take to check the quality of your assessing.

We'll offer insights from both the board and assessor perspective, and explore trouble-spots from a legal and a practical standpoint. You'll take away tips for monitoring your assessor, along with a checklist review sheet to help ensure your assessor meets requirements.

Continue the learning with a brand-new MTA resource



The class registration fee includes lunch and all handout materials. Attendees may also add to their registration MTA's newest guidebook, making its debut at these workshops! Purchase *Assessing Your Township's Assessing* to receive discounted attendee pricing of just \$34.50/person when registering for the class. Books will be distributed at check-in. Additional copies will be available for sale on site while supplies last.

Written in an accessible, yet comprehensive, style, this book is a must-have for every township. It covers the entire property assessment process—from why assessing in Michigan looks like it does, to building your township's assessing team, recordkeeping to equalization, and everything in between. Authored by MTA's Cindy Dodge, it's the only book of its kind geared specifically to township board oversight of property assessing and the perfect pairing for your class experience.

Event Agenda
9:30 a.m.
 Registration check-in

10 a.m. to 3 p.m.
 Workshop
(Includes networking lunch)

Dates and Locations
 Dec. 14: Treetops Resort,
 Gaylord

Dec. 15: LCC West Campus,
 Lansing

Three ways to register:

1. Send completed form with payment to MTA, P.O. Box 80078, Lansing, MI 48908-0078.
2. Fax this form with credit card payment to (517) 321-8908.
3. Register online at www.michigantownships.org.

Questions? Call (517) 321-6467 ext. 221.

Which location you will attend:
 Dec. 14: Gaylord Dec. 15: Lansing

 Township County

 Telephone Email Address

 Name & Title Purchase book: Yes No

 Name & Title Purchase book: Yes No

Early-bird Rate*: Expires Nov. 30
 \$100/person *(Premium subscribers pay \$80/person**)*

Regular Rate*: Dec. 1 thru Dec. 7
 \$125/person *(Premium subscribers pay \$100/person**)*

On-site Rate*: After Dec. 7
 \$150/person *(Premium subscribers pay \$120/person**)*

_____ (# registered) x \$ _____ (rate*) = \$ _____

_____ (# of assessing guidebooks) x (\$34.50/book*) = \$ _____

AMOUNT ENCLOSED = \$ _____

*Rate applies to MTA members. Non-members, call for rates.

****Premium subscribers are townships that have purchased an online learning subscription to MTA Online at the Premium level. Find out if your township is a premium subscriber at www.michigantownships.org (search for "MTA Online").**

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

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

 Card # CSV (3-digit code) Expires

 Print Card Holder's Name Signature