

Hats Off to You!



The 2025 Conference Planning Committee is excited to present the 87th Annual Municipal Clerks and Finance Officers Association of Minnesota (MCFOA) Conference at Heritage Center (Formerly known as Earle Brown) in Brooklyn Center, MN! Kassidi Andres and her staff at St. Cloud State University assisted the committee with scheduling the presenters of the educational sessions, and as well as the keynote speakers in accordance with the theme: "Hats Off to You!" Here are of the highlights for the week:

Tuesday, March 18th: Optional Pre-Conference Sessions

- Athenian Dialogue: "Five Little Indians," facilitated by Anne Uecker (all day)
- New City Clerk Orientation and Election Administration (all day)
- Excel Basics (half day)

Keynote Speakers

Wednesday: Greta Grosch – The Hokey Pokey Paradox: How to Put Your "Whole Self" in

Thursday: Marita Rhude, Kary Tillmann, Linda Rappe, and Betsy Snyder – The Fundamentals of MCFOA

Friday: Desi Payne – Do You Work with the Living Dead?

Educational Sessions and Trade Show

A total of 24 educational sessions will be held on a wide range of topics; note that there will be sessions held on Friday morning. The annual trade show will be held on Thursday; this is a great opportunity to learn about new products and services that can help you perform your job.

Entertainment

The President's Reception will be held on Tuesday night to kick off the conference. On Wednesday night, join us for our "Hats Off to City Clerks Banquet," and after dinner, the Entertainment Committee will be hosting a Bingo Night once again. Magician, Matt Dunn, will show us a few tricks on Thursday night.

MCFOA Organization

- The board will meet on Tuesday afternoon and again on Friday at the conclusion of the conference. Nominations for Board positions will be held on Wednesday at 4:00 PM. If you are interested in serving on the board, please submit an application to the Nominations Committee.
- The annual Awards Luncheon will be held on Wednesday at noon. Normally, we encourage you to **wear your region colors on Wednesday**, however, **please save that for Thursday!**
- The Annual Business Meeting will be held on Thursday morning, and this includes elections for board members.
- The Silent Auction is held on Thursday in the exhibit hall!
- IIMC drawings will be the last item of business on Friday morning – All MCFOA members in attendance are eligible for one of the trips to the annual IIMC Conference. This year's conference will be located in St. Louis, Missouri.

The Committee encourages you to come to the conference and celebrate our achievements! Thank you for everything you do in your roles, and thank you for attending this year's conference. Hats Off to You!

Sincerely,

Beth Carlson, MMC
Vice President & Planning Committee Chair

Special Features

Location/Accommodations

Exciting news! We have changed locations this year! In 2025 and 2026, we will be located at the beautiful Heritage Center in Brooklyn Center, MN (Formerly Earle Brown). Better yet, the primary room block will be set up at The Embassy Suites, which is connected to the venue. **PLEASE**

NOTE: the block at the Embassy is already full, however, there will be a waiting list for cancellations, and an overflow block is located just steps away at The Fairfield Inn & Suites. Both hotels provide overnight guests with a broad range of amenities including heated swimming pools, exercise areas, and dining facilities.

The sleeping room blocks (Embassy Suites-\$129/night plus tax and Fairfield Inn & Suites - \$129/night plus tax) are being held until February 28th, or until they are sold out. Make your overnight reservations via phone or e-mail. A booking link to both hotels can be found on the [PACE website](#).

Optional Tuesday Pre-Conference Workshops

This year's conference includes three pre-conference training options on Tuesday, March 18th. At 9:00 AM, join Daphney Maras, City of Albert Lea, and Kary Tillmann, City of Zimmerman, for a full-day orientation for New City Clerks, or join a full-day Athenian Dialogue moderated by Anne Uecker, Professional Speaker. She will be leading a discussion on the book, "Five Little Indians," by Michelle Good. From 1:00-4:30, Bob Bruce from Trista Technology will be facilitating a half-day session on Excel Basics.

CMC/MMC Points

This year's education-rich conference offers numerous opportunities to earn CMC/MMC Education Points. Even the pre-conference sessions provide opportunity for IIMC credits. You can find more information in your final program and in the conference app, Whova, to receive these points.

For those pursuing CMC (Certified Municipal Clerk) or MMC (Master Municipal Clerk) certification, this conference provides 1 CMC Education or 1 MMC Advanced Education point for every 4 hours of approved participation in combination with a completed learning assessment. St. Cloud State University will provide a Certificate for those participants who check "YES" during the registration process. The cost is covered by MCFOA. Please be sure to request them at the time of registration for costs to be covered. If IIMC Points will not play a role in your ongoing education plans, then you need not obtain them.

Continuing Education Units/Customized Certificates

For those who are not tracking Education Points, but desire a certificate for CEUs (Continuing Education Units) or Certificate of Attendance, you may request if it meets the criteria you need. A CEU is defined as, "10 contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction." If you want a customized certificate, the cost is \$15 each. St. Cloud State University will be in touch for the specific certificate you are requesting, and provide your certificate by email.

Instructional Materials/Speaker Handouts

Moving forward, all speaker handouts from keynote and concurrent sessions will be provided to attendees via the Whova Conference App. This will allow you to print out all materials or load to your devices in advance for use during the Conference.

Wednesday Highlights

This year, we are switching things up a bit. Make sure to wear your region colors on **THURSDAY INSTEAD**, and join us for our annual awards luncheon. Then, make sure to stick around for a cash bar followed by a **our Hats Off to City Clerks Banquet**. Due to last year's popularity, the conference entertainment committee will be hosting Bingo Night again with fun, themed prizes to win.

Please note: registration is required for the plated dinner, so if you sign up, please make sure to attend, and if you don't sign up, please do not attend, as the venue will not have a meal prepared for you.



Thursday Vendor Show

Once again, day two at the Conference brings an exciting exhibit show, with vendors from around the country showcasing their products and services to make a big difference in your daily work lives. **It is extremely important to visit their booths as their support of the conference keeps your attendance costs as low as possible.** Take the time to visit them all, especially at the 2:45-4:30 PM timeslot where many of the exhibitors have brought items, and offer an opportunity to win fabulous prizes!

Thursday Silent Auction

The popular silent auction starts at 10:30 AM. Take time to view and bid on items donated by clerks and finance officers throughout the state, as well as items from our generous sponsors and exhibitors. Be sure to bid often... **Please note: the Silent Auction closes at 4:00 PM.** Silent Auction items must be paid for and picked up by 4:30 PM on Thursday, March 20th. If you are not able to stay for the end of the Silent Auction, please make arrangements to have a colleague pick up your item(s). Proceeds from the auction support the Association's training, scholarship programs, and 3 lucky winners will be granted conference registration and travel costs to attend the 2025 IIMC Annual Conference in St. Louis (**Winners must be active MCFOA members at the time of the drawing**).

Thursday Evening

In accordance with the conference theme, we are excited to welcome Minneapolis magician, Matt Dunn! Make sure to join us right away at 4:30, as Matt Dunn will be providing some improv fun during cocktail hour. Then, from 5:30-6:30 PM, don't miss out on his live performance! **Please note:** we are starting entertainment a little bit earlier on Thursday. **Dinner will be on your own!**

Conference Updates

You asked! We listened! See below for important updates.

****Dietary Restrictions: for those with allergies, a menu will be sent ahead of time, and the Chef will provide labeled options for you in the buffet line. If you are attending the banquet, please see your option on page 3. If the alternative option does not work, please contact Kassidi at kassidi.andres@stcloudstate.edu.**

Conference Updates

We have some exciting news to share! Based on last year's conference feedback, we have implemented a few changes! These changes include:

No More Scanning QR Codes

That's right! We have decided to take out scanning QR codes, submitting attendance cards, and signing attendance sheets all-together! To receive credit for your session, we are going to trust you attended, and you must complete & pass your learning assessment. That's it!



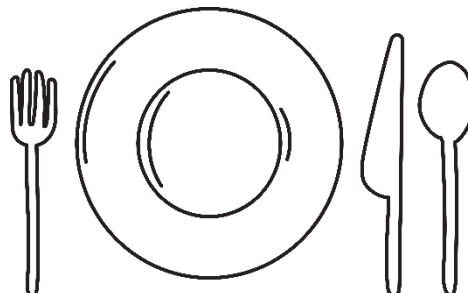
New Assessment Tool: FlexiQuiz

Last year, we used Qualtrics as an assessment tool, and it didn't work out very well. This year, we will be using an assessment tool specifically designed for multiple choice quizzes. All you will have to do is click on the provided links found in Whova, and you will be redirected to your assessment! Your assessment is automatically graded, so you'll know right away if you passed.



Handouts Stored Elsewhere

More great news! It will be much easier to access speaker handouts and presentations moving forward! All you have to do is click on the provided link in Whova, and you will be redirected to a Google Drive, where all handouts will be organized and stored!



Plated Banquet Dinner

This year, you will have two entrees to choose from for Wednesday's dinner: **a)** Chicken Marsala, **b)** Roasted Pork Loin, or **c)** Vegan/Vegetarian/Dairy Free/Gluten Free **ONLY:** Mushroom Bourguignon with celery, baby carrots, and fresh herb

Registration Information

The MCFOA early bird member rates are **\$395/person** (through February 18, 2025) or **\$420** (after February 18, 2025). To qualify for these rates, individuals must be current, paid members of MCFOA. The non-member rate is **\$500**. To determine membership status, contact Betsy Snyder (MCFOA Administrative Assistant) at adminasst@mcfoa.org.

All above fees include tuition for Wednesday-Friday, instructional materials, Wednesday evening entertainment, Thursday evening entertainment, two lunches, three breakfasts, all refreshment breaks, and a Wednesday evening plated dinner. **Appetizers on Thursday are first come, first served, and NOT guaranteed. Thursday dinner is on your own.**

MCFOA retirees can register at a special rate of **\$325, and must pay an additional \$45 to attend Wednesday's banquet**. To be eligible for this reduced rate, they must not be employed by or under contract with a Minnesota community.

Registration fees for Tuesday's pre-conference workshops are in addition to the overall conference amounts:

- Full-day sessions: Member rate **\$100/person**; Non-member rate **\$125/person** (lunch included). **Athenian Dialogue participants MUST be an MCFOA member.**
- Half-day sessions: Member rate **\$60/person**; Non-member rate **\$85/person** (lunch NOT included)
- Half-day participants may purchase lunch for **\$35**

Tuesday workshops are:

- Athenian Dialogue – "Five Little Indians"
- New City Clerk Orientation & Election Administration
- Excel Basics **(Bring your laptop and charger!)**

Registration

Online registration is available at the [PACE website](#).

- While we hope to accommodate the request of participants selected for each breakout session room, you may be asked to consider another session.
- You will not be able to change your breakout sessions this year. Make a note of what you signed up for by creating your own schedule in the conference app.
- You will receive a confirmation email of your registration (Note: may be sent to your Junk/Spam folder). The concurrent sessions selected will **not** be in the confirmation email.

Register online with a credit card or by mail/email with check or purchase order. Online registration is preferred, however, a fillable PDF form is available on the above SCSU-MCFOA Conference website. An invoice will be emailed for those registering with a purchase order. For registration questions, contact Roxann Neu at PACE@stcloudstate.edu or 320-308-4962.

Registrations must be received no later than **February 25, 2025**. Any registrations received/postmarked after February 25, 2025 will incur a \$25 late registration fee. Also, please note that SCSU

has a policy that a \$25 late fee will be applied for payments not received within 30 days of the invoice date. Upon completion of registration for the conference, registrants will receive an electronic confirmation ONLY if an email address was provided.

Additional Lunch or Entertainment Tickets

Have a guest you'd like to bring? Additional lunch tickets are **\$35/person**, and entertainment/banquet tickets are **\$45/person**.

Cancellations/Refunds

Fees will be refunded (less a \$25 service fee) only if cancellation is received via email (PACE@stcloudstate.edu) by **February 25, 2025**. If you do not cancel your registration and do not attend, a refund will not be provided. Should inclement weather (or other circumstances beyond our control) necessitate program cancellation or postponement, you will receive communication from Kassidi Andres.

For Further Information

For program questions, please contact:

Kassidi Andres at kassidi.andres@stcloudstate.edu, 320-308-5759.

For registration questions, please contact:

Roxann Neu at reneu@stcloudstate.edu, 320-308-4962.



SOLUTION DRIVEN.

We approach every client, location, and project as unique and let collaboration lead us to the right solution.

BOLTON & MENK
Real People. Real Solutions.
Bolton-Menk.com

Save the Date:



For more information, please visit [IIMC's website](#),
and check for updates

Agenda – Whova app will include a detailed schedule, menu, and MCFOA points

TUESDAY - March 18, 2025 (Pre-Conference)

- 8:00-9:00 AM Continental Breakfast
- 8:30-9:00 AM Check-In for Full-Day Workshops
- 9:00-3:00 PM Athenian Dialogue: “Five Little Indians”
- 9:00-4:00 PM New City Clerk Orientation & Election Administration
- 12:00-12:30 PM Lunch (Full Day Workshops Only)
- 12:30-1:00 PM Check-In for Half-Day Workshop
- 1:00-4:30 PM Excel Basics
- 2:30-2:45 PM Afternoon Break
- 4:30-5:30 PM Board Meeting (Board Only)
- 4:30-7:00 PM Conference Check-In
- 5:30-6:30 PM President’s Reception

WEDNESDAY - March 19, 2025 (Day 1)

- 7:45-8:40 AM Conference Check-In and Continental Breakfast
- 8:15-8:40 AM First Time Attendee Welcome Breakfast with MCFOA Board
- 8:45-9:00 AM Mayor Introduction & Therapy Dogs
- 9:00-9:15 AM Welcome Ceremony
- 9:15-10:30 AM **Opening Keynote:** Greta Grosch
- 10:30-10:45 AM Morning Break
- 10:45-12:00 PM **Concurrent Sessions #1 (CHOOSE ONE)**
 - 1. Staying Sane from 9-5: Conquering Workplace Frustration
 - 2. Are We Out of the Weeds Yet? – REPEAT SESSION
 - 3. Good Mental Health in the Workplace
 - 4. Digital Accessibility in MN Cities
- 12:00-1:15 PM Awards Luncheon
- 1:15-2:30 PM **Concurrent Sessions #2 (CHOOSE ONE)**
 - 5. Are We Out of the Weeds Yet? – REPEAT SESSION
 - 6. Intro to Public Finance Tools
 - 7. Emergency Management Planning
 - 8. Minnesota Withholding Tax Basics
- 2:30-2:45 PM Afternoon Break
- 2:45-4:00 PM **Concurrent Sessions #3 (CHOOSE ONE)**
 - 9. ESST & Wage Theft Laws
 - 10. PERA Statewide Volunteer Firefighters Plan Benefits & Costs
 - 11. Budget 101
 - 12. Data Requests Panel
- 4:00-5:00 PM Nominations (Nominating Committee Only)
- 4:30-5:30 PM Cocktail Hour
- 5:30-6:30 PM Hats Off to City Clerks Banquet and IIMC Drawing

- 6:30-8:00 PM Bingo Night (Kentucky Derby Theme)

THURSDAY - March 20, 2025 (Day 2)

- 8:00-8:30 AM Conference Check-In | Breakfast Buffet Begins
- 8:30-9:15 AM Oath of Office | Business Meeting | Breakfast Continues
- 9:15-10:30 AM **General Session: Fundamentals of MCFOA**
- 10:30-11:15 AM Exhibit Hall Opens | Morning Break | Silent Auction
- 11:15-12:30 PM **Concurrent Sessions #4 (CHOOSE ONE)**
 - 13. Liquor Licensing Essentials – REPEAT SESSION
 - 14. Artificial Intelligence in Municipal Governance
 - 15. Ordinances Vs. Resolutions
 - 16. Small Town Round Table
- 12:30-1:30 PM Lunch | Exhibitors eat @ 11:30 AM
- 1:30-2:45 PM **Concurrent Sessions #5 (CHOOSE ONE)**
 - 17. Liquor Licensing Essentials – REPEAT SESSION
 - 18. Elections Updates
 - 19. Implementing an Apprentice Program (MNRW)
 - 20. Planning & Zoning: The Basics and More
- 2:45-4:30 PM Connect with Vendors | Afternoon Break | Silent Auction **(Silent Auction closes at 4:00pm)**
- 4:30 PM Vendor Booth Closes | Silent Auction Payments Due
- 4:30-5:30 PM Cocktail Hour & LIGHT Appetizers | Magician improv
- 5:30-6:30 PM Magician, Matt Dun – Show Begins
- 6:30 PM Entertainment Ends | Dinner ON OWN

FRIDAY - March 21, 2025 (Day 3)

- 8:00-9:00 AM Breakfast Buffet
- 9:00-10:15 AM **Concurrent Sessions #6 (CHOOSE ONE)**
 - 21. Records Management
 - 22. Give Me Some Chocolate...I’m Stressed!
 - 23. Grant Writing Essentials
 - 24. Gambling
- 10:15-10:30 AM Morning Break
- 10:30-11:45 AM **Closing Keynote:** Desi Payne
- 11:45-12:00 PM Final Announcements and IIMC Drawings
- 12:00 PM Adjourn

Keynote Speakers

Wednesday Opening Keynote Address

The Hokey Pokey Paradox: How to Put your “Whole Self” in

Greta Grosch

A professional actor, writer, director and public speaker, Greta works regularly as a voiceover artist, an on-camera and live stage performer, and she travels extensively as a motivational speaker and meeting facilitator. In addition, Greta has scripted dozens of theatrical plays and musicals, serves as a staff writer for Awards Shows and fundraisers, and often serves as a Creative Director for commercial and business theatrical events. Past clients include L’Oreal/Matrix, HealthPartners, McDonalds, the Theodore Roosevelt Medora Foundation, Honeywell International, and the Minnesota Vikings. For more information visit gretagrosch.com.



Friday Closing Keynote Address

Do You Work with the Living Dead?

Desi Payne

Got stress? Desi INSPIRES and EQUIPS audiences who work with negative people to better manage their stress. You will LAUGH, LEARN, and be actively ENGAGED with Desi!

Desi is a frequent guest on the lifestyle show, Hello Iowa! As a TV personality, she has a following who learns about managing stress.

As an award-winning entertainer and speaker, she uses humor and storytelling to keep the audience engaged (and awake). Desi is an Executive Maxwell Leadership Team Member. Showcasing nearly 30 years of knowledge as an educator, author, customer service and leadership trainer, her expertise will motivate your team.



She is the author of *Do You Work with the Living Dead?*, *Give Me Some Chocolate...I’m Stressed!* and *Manage Stress Without Losing Your Mind*.

Tuesday Pre-Conference Workshops

Full Day – 9:00 AM to 4:00 PM (Lunch included)

New City Clerk Orientation & Election Administration

Daphney Maras, City Clerk, City of Albert Lea, & Kary Tillmann, City Clerk/Treasurer, City of Zimmerman

In this session, new clerks will receive a toolkit to learn more about the following:

Role of a City Clerk | Election Administration | Official Notices - Types | City Council | Minute Taking | Boards & Commissions | Personnel/Human Resources | Finance | Liquor Licensing | Building Permits | Planning and Zoning | Records Retention | Data Practices and Policies | Codification of City Ordinances | Tips from the Trenches

Full Day – 9:00 AM to 3:00 PM (Lunch included)

Athenian Dialogue – “Five Little Indians,” by Michelle Good

Anne Uecker, Speaker

Taken from their families when they are very small and sent to a remote, church-run residential school, Kenny, Lucy, Clara, Howie and Maisie are barely out of childhood when they are finally released after years of detention. Alone and without any skills, support or families, the teens find their way to the seedy and foreign world of Downtown Eastside Vancouver, where they cling together, striving to find a place of safety and belonging in a world that doesn't want them. The paths of the five friends cross and crisscross over the decades as they struggle to overcome, or at least forget, the trauma they endured during their years at the Mission. Fuelled by rage and furious with God, Clara finds her way into the dangerous, highly charged world of the American Indian Movement. Maisie internalizes her pain and continually places herself in dangerous situations. Famous for his daring escapes from the school, Kenny can't stop running and moves restlessly from job to job—through fishing grounds, orchards and logging camps—trying to outrun his memories and his addiction. Lucy finds peace in motherhood and nurtures a secret compulsive disorder as she waits for Kenny to return to the life they once hoped to share together. After almost beating one of his tormentors to death, Howie serves time in prison, then tries once again to re-enter society and begin life anew. With compassion and insight, *Five Little Indians* chronicles the desperate quest of these residential school survivors to come to terms with their past and, ultimately, find a way forward.

Half Day – 1:00 to 4:30 PM

Excel Basics

Bob Bruce, Information Architect, Trista Technology, LLC.

Learning outcomes:

- Getting started: Exploring the Excel environment
- Navigating, managing worksheets, and views
- Worksheet layout, entering and modifying Data
- Creating formulas and using basic functions
- Formatting cells, themes and cell styles
- Printing worksheets

AT GROUP
REDUCE COST HEALTH
TRUST AT GROUP
SUPPLEMENTAL LIFE
GOVERNMENT COM
MINIMIZE YOUR EXPOSURE
LONG TERM DISABILITY
30 YEARS EXPERIENCE
SHORT TERM DISABILITY
COBRA
MAXIMIZE BENEFIT
ADMINISTRATIVE
HEALTH INSURANCE
MINIMIZE YOUR EXPOSURE
AT GROUP
Simplified
35 YEARS EXPERIENCE

Health Life Dental Disability Vision FLEX COBRA Individual Plans Medicare Supplements

A.T Group has been helping Minnesota cities make a difference in their employee benefits programs for over 35 years.
Stop by booth #310 or contact us today at 877-902-8898

A.T. GROUP
Employee Benefits - Covering Employees / Protecting Employers

Concurrent Sessions #1: Wednesday, 10:45 AM to 12:00 PM

1

Staying Sane from 9-5: Conquering Workplace Frustration

Greta Grosch, Keynote Speaker

Stress: The confusion created when our mind overrides our body's urge to choke the living daylights out of some jerk who desperately deserves it. Whether or not stress kills, it CAN make you want to do serious damage. Dealing with PEOPLE is one of life's greatest stress factors – in the office, on the phone, in the next cubicle – customers, clients and co-workers can tax the patience of even the most generous soul. How do you deal with the customer who thinks they know more than you; and how do you *politely* tell your nose-y co-worker to mind her own business? Following the energy and excitement of the opening keynote, Greta Grosch will help attendees explore specific skills they can implement into their daily lives by taking a lighthearted look at the frustrations we all face - at home and at work - and then give you some techniques for coping. Unfortunately, your co-workers, your family and your difficult clients aren't going anywhere. You have to learn to live with them, try and love them and, if that doesn't work, at least figure out a way to **STAY SANE** in the process.

2

Are We Out of the Weeds Yet? – REPEAT SESSION

Kyle Hartnett, Assistant Research Manager, LMC

In this session, we will discuss where things are at with adult use cannabis in Minnesota and what cities should be doing in preparing for licenses to come online.

3

Good Mental Health in the Workplace: 5 Things You Can Do

Kay King, Older Adults Program Coordinator and Community Educator, NAMI

Learn the five things you can do to create a workplace that values good mental health. Participants will learn how to promote good mental health (including dealing with stress), the common symptoms of a mental illness, how attitudes and language impact people with mental illnesses, and accommodations for a mental illness. This class is for employees, supervisors, organizational leaders, owners, board members, and human resource professionals.

4

Digital Accessibility in MN Cities

Jay Wyant, Chief Information and Accessibility Officer, State of MN

You may have heard that the US Department of Justice recently updated the Americans with Disabilities Act (ADA) with specific requirements for cities and other local governments. These requirements affect your websites, digital documents, mobile apps, and other web-based information.

Jay Wyant, the State's Chief Information Accessibility Officer, will present on this new rule. Attend to learn more about what the rule means for you and how it impacts the work you do.

Specifically, you will learn:

- Why digital accessibility matters, and how the new ADA rule creates urgency for all cities, their employees, and residents.
- Fundamentals of digital accessibility, along with how to determine if your current content is accessible.
- Where to obtain up-to-date information and training on digital accessibility relevant to your role.

Concurrent Sessions #2: Wednesday, 1:15 to 2:30 PM

5

Are We Out of the Weeds Yet? – REPEAT SESSION

Kyle Hartnett, Assistant Research Manager, LMC

In this session, we will discuss where things are at with adult use cannabis in Minnesota and what cities should be doing in preparing for licenses to come online.

6

Introduction to Public Finance Tools to Assist with Private Development

Tammy Omdal, Managing Director & Jessica Green, Managing Director – Northland Securities

- Provide general introductory information on the use of public finance tools
- Presentation will focus on:
 - Source and use of Tax Increment Financing (TIF).
 - Use of development agreements.
 - Managing TIF districts.
 - Tax abatement for economic development.
 - Other forms of public financial assistance.

7

Emergency Management Planning

Brian Olson, Director of Preparedness & Recovery, MDHSEM

This session will be a basic overview of state and federal disaster recovery programs, covering:

- State and Federal Disaster Declaration Process
- The state and federal Public Assistance Program
- The Federal Individual Assistance Program
- State programs that support the Federal Individual Assistance Program
- The different hazard mitigation programs available for applicants
- Key takeaways for Clerks at the city level to be prepared for disaster recovery

8

Minnesota Withholding Tax Basics and Employer Responsibilities

Patrick Smith, Withholding Outreach Coordinator

This seminar covers the basics of Minnesota Withholding Tax and the main responsibilities of employers. We'll place special emphasis on employment forms like the W-4MN (withholding allowance or exemption form) and MWR (reciprocity exemption form).

Concurrent Sessions #3: Wednesday, 2:45 to 4:00 PM

9

ESST & Wage Theft Laws

David Skovholt, Education & Engagement Program Administrator, Dept. of Labor & Industry

This session will cover Earned Sick and Safe time and wage payment laws in Minnesota, including an overview refresher, updates, rulemaking, common violations the Department of Labor and Industry finds. Ask questions and directly interact with the state agency charged with overseeing these laws.

10

PERA SVF Plan Benefits and Costs

Doug Anderson, Executive Director, MN PERA

A Public Employee Retirement Association (PERA) Statewide Volunteer Firefighter (SVF) plan benefit level is the dollar amount corresponding to each year of a volunteer firefighter's certified service. The fire department's governing body has the authority to approve benefit level increases for the fire department. This session provides information on how to assess a plan's current financial health and important considerations when considering benefit level increases.

11

Budget 101

Kary Tillmann, City Clerk, Treasurer, City of Zimmerman and Jean McGann, President of Abdo

When developing a budget, it is critical to understand all budget components as well as the City Council and staff's role in the budget process. During this session we will assist you in understanding budget impacts and other things to consider as well as review the budget timeline and key decision points.

12

Data Requests Panel

Megan Hamilton, City of Burnsville | Casey Carmody, Senior Policy Analyst – Data Practices Office | Christina Scipioni, City of Apple Valley

Fulfilling data requests is an important part of a Clerk's role, but it can be a real challenge! A panel of Data Practices Office staff and clerks will discuss best practices, provide tips, and answer your questions. Topics include organizing large-scale requests that involve multiple departments, anonymous requests, communicating with frequent flyer requestors, and more. If possible, please email your questions ahead of time to Kassidi Andres at kassidi.andres@stcloudstate.edu.

General Session: Thursday, 9:15 to 10:30 AM

Fundamentals of MCFOA

Marita Rhude, City of Barrett | Kary Tillmann, City of Zimmerman | Betsy Snyder, City of Milroy | Linda Rappe, City of Kasson

MAKE SURE TO WEAR YOUR REGION COLORS!

Institute, Certifications, and Academy. Oh, my!!

Think of this session as your "one stop shop" for all things MCFOA and IIMC. This experienced panel of Municipal Clerks will walk you through member benefits of both MCFOA and IIMC, describe in detail the educational offerings of the organization, explain the certification process to achieve the MCFOA MCMC and MMMC and the IIMC CMC and MCMC, and discuss why participation in MCFOA is vital to your success as a Municipal Clerk.

HELPING MINNESOTA COMMUNITIES THRIVE.

We're proud to support MCFOA and offer our expertise to help communities and counties find the right finance solutions that align with their goals.



NorthlandSecurities.com | 800-851-2920

150 S. 5th Street, Suite 3300 | Minneapolis, MN 55402

Division of Northland Securities
Member FINRA & SIPC/Registered with SEC & MSRB

PUBLIC FINANCE SERVICES

- Competitive Bond Sales
- Debt Refinancing
- Property Tax Impact Analysis
- Tax Increment Financing
- Financial Management Plan
- Bond Underwriting
- Bank Private Placement
- Referendum Assistance
- Capital Improvement Plans
- Equipment Financing

RC 24-482B Muni 24-274 1024

Concurrent Sessions #4: Thursday, 11:15 AM to 12:30 PM

13

Liquor Licensing Essentials – REPEAT SESSION

Mike McManus, Program Administrator, and Kellie Murray, Administrative Supervisor, AGED

Provide a Liquor Licensing Overview and Update Information on any changes to law impacting alcohol Licensing

Items covered:

- Brief History of liquor regulation and the three tier system
- An overview of each type of license & submittals for each
- Basic information related to Alcohol & Gambling Enforcement's role and local license jurisdictions role in the process.
- Registrants can submit questions in advance for Q&A portion of the workshop

14

Artificial Intelligence in Municipal Governance

Mark Gill, Director of AI & Visualization Lab, SCSU

Join us for a comprehensive session on embracing AI in municipal governance, tailored for Municipal Clerks and Finance Officers. We'll demystify AI, debunk myths, and showcase its practical applications in document management, meeting minutes, chatbots, financial management, and permitting processes. We'll also address ethical considerations like data privacy, bias, and transparency, and share real-life success stories. Finally, we'll look at future trends in AI and their impact on the job market. Engage in our Q&A to share experiences and envision future AI uses. Conclude with key takeaways and resources for continued learning.

15

Ordinances Vs. Resolutions

Kyle Hartnett, Assistant Research Manager, LMC

In this session, we will discuss the differences between ordinances and resolutions and how cities use each. The discussion will focus on how to properly draft resolutions and ordinances; when to use them (and not use them); and what they mean for Minnesota cities.

16

Small Town Round Table

Betsy Snyder, Clerk/Treasurer, City of Milroy, and Beth Carlson, City Clerk, City of Chatfield

Discussion on current challenges they are experiencing, where to find resources, and sharing what has worked in their individual cities.

- Major topics covered in the course:
 - Overall conflict with residents
 - Council and other employees, and how to work together in a small cityAvailable resources and where to find them

Concurrent Sessions #5: Thursday, 1:30 to 2:45 PM

17

Liquor Licensing Essentials – REPEAT SESSION

Mike McManus, Program Administrator, and Kellie Murray, Administrative Supervisor, AGED

Provide a Liquor Licensing Overview and Update Information on any changes to law impacting alcohol Licensing

Items covered:

- Brief History of liquor regulation and the three tier system
- An overview of each type of license & submittals for each
- Basic information related to Alcohol & Gambling Enforcement's role and local license jurisdictions role in the process.
- Registrants can submit questions in advance for Q&A portion of the workshop

18

Elections Updates

Paul Linnell, Elections Director, Office of the MN Secretary of State

Learn about administering elections in Minnesota. We will review the busy 2024 elections, discuss the implementation of recent election law changes, and look ahead to the next election cycle and the future of election administration in Minnesota.

20

Planning & Zoning – The Basics and More

Nathan Fuerst, Dylan Edwards, and Robin Cauffman, Planners from Bolton & Menk

Join professional planners from Bolton & Menk to learn more about the basics of planning and zoning in Minnesota. This session will cover the basics of planning and zoning and practical information on requirements from Minnesota State Statutes and touch on emerging topics in Minnesota and throughout the planning community. Prepared topics will include planning history and basics, Minnesota Legislation and Statutes, housing trends, and emerging topics such as zoning for cannabis and low salt initiatives. Do you have challenges in your community that you want to see addressed during this session?

19

Implementing an Apprentice Program to Address Workforce Shortages

Lori Blair, Bob Klug, and Joel Jasmer, Minnesota Rural Water Association

The benefits of being in a Registered apprenticeship program: Water and Wastewater Operations Specialists are imperative to your community for access to clean drinking water and to ensure wastewater effluent is returned to the environment properly. Many current operations specialists will be retiring in the next five years, communities will fail to prosper or eventually even exist if replacements aren't put in place AND properly trained. A growing population and increased demand for water and wastewater treatment services plus an aging workforce will drive employment growth and qualified, certified Operations Systems Specialists will be in high demand.

Concurrent Sessions #6: Friday, 9:00 to 10:15 AM

21

Records Management

Terri Spangrud, City Clerk, City of New Brighton

Effective records management is the backbone of transparency, compliance, and trust in local government—and yet, it can feel daunting – especially when transitioning from paper systems to digital solutions. This interactive session will provide practical, actionable strategies for municipal leaders looking to build or strengthen their records management foundations. Attendees will leave equipped with clear steps to assess their current systems, overcome barriers to change, and create a roadmap for digital transformation.

22

Give Me Some Chocolate...I'm Stressed!

Desi Payne, Keynote Speaker

Do you wear so many hats that you don't know if you're coming or going? Does stress wear you down? Do you stay up at night due to anxiety? Are you experiencing burn-out? Are you frustrated with your workload or the people you work with? Then you definitely need this session! Nobody is immune to stress. It affects your health, personal, and professional life. In this breakout, you will learn how to be intentional about taking care of the stress that is robbing you of your happiness and joy. You will learn to manage stress so that you can enjoy life, have more energy, and be more productive on the job.

23

Grant Writing Essentials

Jan Castillo, President/Owner, The Dotted Line Collaborative

Are you new to the world of grant writing? This introductory seminar will demystify the grant writing process and equip you with the confidence to begin your grant-seeking journey. Whether you're starting from scratch or looking to strengthen your basics, this session is perfect for entry-level grant writers, nonprofit staff, and anyone eager to make their funding goals a reality.

Key Takeaways:

- Understanding the components of a grant proposal
- Tips for researching and identifying the right funding opportunities
- How to align your proposal with funder priorities
- Avoiding common pitfalls in grant writing

24


Gambling

Bradley Rezny, Assistant Special Agent in Charge, AGED


Minnesota's gambling laws are complex and sometimes difficult to understand. Learn how they relate to situations you may encounter as a municipal clerk and what steps can be taken to prevent the municipality from becoming a victim. We will also dive into several criminal investigations to explore the importance of internal controls, separation of duties and how it could have prevented large scale thefts. We will also discover how K9 Bia helps recover funds that are given back to charities that support your community.

Building *Minnesota* Communities

It's what we do!



- Financial Management Planning
- Economic Development & Redevelopment
- Investments & Treasury Management
- Debt Planning & Issuance
- Arbitrage Consulting
- Paying Agent Services
- Continuing Disclosures



ehlers-inc.com (800) 552-1171

The information does not create or imply a fiduciary relationship. It is solely for the purposes of marketing our services to you. Ehlers is the joint marketing name for all its affiliated businesses. Please visit www.ehlers-inc.com/disclosures for more information.

4M Fund MINNESOTA MUNICIPAL BOND MARKET FUND **LMC** LEAGUE OF MINNESOTA CITIES

Moving Minnesota Communities Forward



- Competitive Money Market Options
- Online Account & Report Access
- Fixed Term Investments
- Fixed Income Trading
- Bond Proceeds Management
- Checking Services via U.S. Bank
- Registered Independent Municipal Advisor



Kent Johnson
Senior Vice President,
Investment Services
kjohson@manetnetwork.com



Corey Boyer
Vice President,
Investment Services
cboyer@manetnetwork.com



Laura Hamacher
Associate Vice President,
Investment Services
lhamacher@manetnetwork.com



Xander Nguyen
Additional Investment
Services
xnguyen@manetnetwork.com

PMA 4mfund.com | 800.783.4273

© 2024 PMA Financial Network, LLC.

2025 Planning Committee

Cindy Anderson
City of Eden Valley

Beth Carlson
City of Chatfield

Audra Etzel
City of Otsego

Rayla Ewald
City of Mounds View

Cheryl Hahn
City of Sebeka

Megan Hamilton
City of Burnsville

Monica Hennessy Mohan
City of Winona

Rebecca Kiernan
City of Inver Grove Heights

Pamela LaBine
City of Virginia

Kris Luedke
City of Albertville

Daphney Maras
City of Albert Lea

Jessica Mead
City of Luverne

Devin Montero
City of Brooklyn Park

Kristie Moseng
City of Albertville

Jamie Oxley (Ex-Officio)
League of MN Cities

Michelle Peterson
City of Onamia

Linda Rappe
City of Kasson

Marita Rhude
City of Barrett

Laurie Schell
City of Barnsville

Kari Schreck
City of Lake City

Betsy Snyder (Ex-Officio)
City of Milroy

Angie Storlie (Ex-Officio)
League of MN Cities

Kary Tillmann
City of Zimmerman

Nicole Tingley
City of Minnetonka

Sue Uhrinak
City of Cass Lake

St. Cloud State University Staff

Kassidi Andres (Ex-Officio)
Conference Planning

Roxann Neu (Ex-Officio)
Registration

MCFOA President
Monica Hennessy Mohan
Ex-Officio

MCFOA Vice President & Chair
Beth Carlson

Contact Information

For program questions, please contact Kassidi Andres at:

Email: kassidi.andres@stcloudstate.edu

Direct: 320-308-5759

For registration questions, please contact Roxann Neu at:

Email: reneu@stcloudstate.edu

Direct: 320-308-4962

Our Exclusive Sponsors



MCFOA Annual Conference

Conference
March 18-21, 2025



Exhibit Show
March 20, 2025