

## 2024 Minnesota Municipal Clerks Institute Agenda Holiday Inn & Suites, St. Cloud (See Whova for more details)

**Monday, 6:00 – 7:00 PM: Welcome Social**      **Thursday, 6:45-9:00 PM: Banquet**  
**Continental Breakfast, Breaks, & Registration – Pre-Function**      **Hot Meals & Banquet – Celebration Room**  
**Combined Sessions in Minnesota Ballroom for Years One, Two, & Three - Thursday, 2:45 – 5:45 PM**

### YEAR ONE – Huskies Room

<i>Sunday, May 5</i>	<i>Monday, May 6</i>	<i>Tuesday, May 7</i>	<i>Wednesday, May 8</i>	<i>Thursday, May 9</i>	<i>Friday, May 10</i>	
<b>4:30-7:00 PM – Early On-Site Registration</b>	<b>7:00-7:30 AM – Continental Breakfast</b>  <b>7:00-7:30 AM – On-Site Registration</b>  <b>7:30-7:45 AM – MN Ballroom WELCOME/INTRODUCTION TO THE INSTITUTE</b> Kassidi Andres, MN Institute Director Margaret Webb, MCFOA Institute Comm Chair  <b>7:45-10:30 AM Open Meeting Law</b> <i>(Melissa Manderschied)</i>  <b>10:30 AM BREAK</b>  <b>10:45 AM-12:30 PM Elected Officials</b> <i>(Kyle Hartnett)</i>	<b>7:00-7:30 AM – Continental Breakfast</b>  <b>7:30-10:30 AM Fund Accounting &amp; Budget Preparation Pt I</b> <i>(Jessi Sturtz &amp; Julie McMackins)</i>  <b>10:30 AM BREAK</b>  <b>10:45 AM-12:30 PM Fund Accounting &amp; Budget Prep. Pt II, Round Table</b> <i>(Kary Tillmann)</i>	<b>7:00-7:30 AM – Continental Breakfast</b>  <b>7:30-10:30 AM Minute-Taking, Meetings, Parliamentary Procedure</b> <i>(Amber Eisenschenk)</i>  <b>10:30 AM BREAK</b>  <b>10:45 AM-12:30 PM Effective Interpersonal Communication</b> <i>(Laine Larson)</i>	<b>7:00-7:30 AM – Continental Breakfast</b>  <b>7:30-10:30 AM Intergenerational Comm</b> <i>(Scott Nelson)</i>  <b>10:30 AM BREAK</b>  <b>10:45 AM-12:30 PM Liquor Licensing</b> <i>(Mike McManus &amp; Kellie Murray)</i>	<b>6:30-7:30 AM – Breakfast Buffet in Celebration Room</b>  <b>7:30-10:15 AM Elections Training</b> <i>(David Maeda)</i>  <b>10:15 AM BREAK</b>  <b>10:30 AM-12:45 PM HR Issues &amp; Approaches</b> <i>(Donyelle Mikacevich)</i>  Adjourn 12:45 PM (Assessment Deadline: Monday, May 13 <sup>th</sup> at 11:59 PM)	
	<b>12:30-1:15 PM - LUNCH</b> Celebration Room	<b>12:30-1:15 PM - LUNCH</b> Celebration Room	<b>12:30-1:15 PM - LUNCH</b> Celebration Room	<b>12:30-1:15 PM - LUNCH</b> Celebration Room		
	<b>1:15-2:45 PM Building Relationships with Decision Makers</b> <i>(John Eller)</i>  <b>2:45-3:00 PM BREAK</b>  <b>3:00-5:30 PM Key Employment Law Issues</b> <i>(Betsey Lund Ross)</i>  <b>6:00-7:00 PM – Welcome Social</b> Celebration Room	<b>1:15-3:30 PM Capital Planning &amp; Budgeting</b> <i>(Nick Anhut &amp; Dan Tienter)</i>  <b>3:30 PM BREAK</b>  <b>3:45-5:30 PM Working w/Vol. Fire Depts</b> <i>(Troy Walsh)</i>	<b>1:15-3:30 PM Effective Listening</b> <i>(Laine Larson)</i>  <b>3:30 PM BREAK</b>  <b>3:45-5:30 PM Fundamentals Of Data Practices</b> <i>(Corrine Heine)</i>	<b>1:15-2:30 PM Minnesota Property Taxes</b> <i>(Darren Esser, Kristie Strum, and Bill Sparks)</i>  <b>2:30 PM BREAK</b>  <b>2:45-5:45 PM Municipal Issues</b> <i>(Scott Nelson)</i>  <b>6:45-9:00 PM Banquet</b> in Celebration Room		

**YEAR TWO – Johnnies-Gophers Room**

<i>Sunday, May 5</i>	<i>Monday, May 6</i>	<i>Tuesday, May 7</i>	<i>Wednesday, May 8</i>	<i>Thursday, May 9</i>	<i>Friday, May 10</i>
<p><b>4:30-7:00 PM – Early On-Site Registration</b></p>	<p><b>7:00-7:30 AM – Continental Breakfast</b></p> <p><b>7:00-7:30 AM – On-Site Registration</b></p> <p><b>7:30-7:45 AM – MN Ballroom WELCOME/INTRODUCTION TO THE INSTITUTE</b> Kassidi Andres, MN Institute Director Margaret Webb, MCFOA Institute Comm Chair</p> <p><b>7:45-10:00 AM Organizational Comm Pt 1</b> <i>(Scott Nelson)</i></p> <p><b>10:00 AM BREAK</b></p> <p><b>10:15 AM-12:00 PM Conflicts of Interest</b> <i>(John Eller)</i></p>	<p><b>7:00-7:30 AM – Continental Breakfast</b></p> <p><b>7:30-10:00 AM Race Equity Intro</b> <i>(Arianna Bloom)</i></p> <p><b>10:00 AM BREAK</b></p> <p><b>10:15 AM-12:00 PM Technology Problems and Policies – Part 1</b> <i>(Greg Van Wormer &amp; Tori Kee)</i></p>	<p><b>7:00-7:30 AM – Continental Breakfast</b></p> <p><b>7:30-10:00 AM Human Resource Issues for Municipalities - Part 1</b> <i>(Joyce Hottinger)</i></p> <p><b>10:00 AM BREAK</b></p> <p><b>10:15 AM-12:00 PM Human Resource Issues for Municipalities - Part 2</b> <i>(Joyce Hottinger)</i></p>	<p><b>7:00-7:30 AM – Continental Breakfast</b></p> <p><b>7:30-10:00 AM Records &amp; Info. Mgmt.</b> <i>(Charles Stech)</i></p> <p><b>10:00 AM BREAK</b></p> <p><b>10:15 AM-12:00 PM Economic Development/HRA</b> <i>(Jason Aarsvold and Stacie Kvilvang)</i></p>	<p><b>6:30-7:30 AM – Breakfast Buffet in Celebration Room</b></p> <p><b>7:30-10:00 AM Greening Your City</b> <i>(Kristin Mroz &amp; Peter Lindstrom)</i></p> <p><b>10:00 AM BREAK</b></p> <p><b>10:15 AM-12:45 PM Bonding &amp; Other Financing Options</b> <i>(Mike Bubany)</i></p> <p>Adjourn 12:45 PM (Assessment Deadline: Monday, May 13<sup>th</sup> at 11:59 PM)</p>
	<p><b>12:00-12:45 PM - LUNCH</b> Celebration Room</p>	<p><b>12:00-12:45 PM – LUNCH</b> Celebration Room</p>	<p><b>12:00-12:45 PM – LUNCH</b> Celebration Room</p>	<p><b>12:00-12:45 PM – LUNCH</b> Celebration Room</p>	
	<p><b>12:45-2:45 PM Organizational Comm – Part 2</b> <i>(Scott Nelson)</i></p> <p><b>2:45 PM BREAK</b></p> <p><b>3:00-5:30 PM Effective Written Comm</b> <i>(John Eller)</i></p> <p><b>6:00-7:00 PM – Welcome Social</b> Celebration Room</p>	<p><b>12:45-1:45 PM Technology Problems &amp; Policies – Part 2</b> <i>(Greg Van Wormer &amp; Tori Kee)</i></p> <p><b>2:00-3:45 PM Historic Preservation &amp; City Government</b> <i>(Michael Koop)</i></p> <p><b>3:45 PM BREAK</b></p> <p><b>4:00-5:45 PM City Legal Issues</b> <i>(Kyle Hartnett)</i></p>	<p><b>12:45-2:30 PM LMCIT 101</b> <i>(Julie Jelen, Laura Honeck, and Angela Nguyen)</i></p> <p><b>2:30 PM BREAK</b></p> <p><b>2:45-5:30 PM Building Inspections</b> <i>(Scott Qualle)</i></p>	<p><b>12:45-2:30 PM Conflict Management</b> <i>(Scott Nelson)</i></p> <p><b>2:30 PM BREAK</b></p> <p><b>2:45-5:45 PM Municipal Issues</b> <i>(Scott Nelson)</i></p> <p><b>6:45-9:00 PM Banquet in Celebration Room</b></p>	

**YEAR THREE – Rox-Bennies Room**

<i>Sunday, May 5</i>	<i>Monday, May 6</i>	<i>Tuesday, May 7</i>	<i>Wednesday, May 8</i>	<i>Thursday, May 9</i>	<i>Friday, May 10</i>
<p><b>4:30-7:00 PM – Early On-Site Registration</b></p>	<p><b>7:00-7:30 AM – Continental Breakfast</b></p> <p><b>7:00-7:30 AM – On-Site Registration</b></p> <p><b>7:30-7:45 AM – MN Ballroom WELCOME/INTRODUCTION TO THE INSTITUTE</b> Kassidi Andres, MN Institute Director Margaret Webb, MCFOA Institute Comm Chair</p> <p><b>7:45-9:30 AM Influential Gov. Leaders</b> <i>(John Eller)</i></p> <p><b>9:30 AM BREAK</b></p> <p><b>9:45 AM-12:15 PM Municipal Case Study: Intro</b> <i>(Maggi Wentler &amp; Michelle Miller)</i></p>	<p><b>7:00-7:30 AM – Continental Breakfast</b></p> <p><b>7:30 AM-12:15 PM Public Speaking Part 1</b> <i>(Scott Nelson)</i></p> <p><b>10:15 AM BREAK</b></p>	<p><b>7:00-7:30 AM – Continental Breakfast</b></p> <p><b>7:30-10:15 AM Planning &amp; Zoning</b> <i>(Phil Carlson)</i></p> <p><b>10:15 AM BREAK</b></p> <p><b>10:30 AM-12:15 PM Infrastructure Grant &amp; Loan Funding for Cities</b> <i>(Bolton &amp; Menk)</i></p>	<p><b>7:00-7:30 AM – Continental Breakfast</b></p> <p><b>7:30-9:30 AM Simulated Council Meeting</b> <i>(Maggi Wentler &amp; Michelle Miller)</i></p> <p><b>9:30 AM BREAK</b></p> <p><b>9:45-11:15 AM Active Shooter</b> <i>(Tim Fournier)</i></p> <p><b>11:15 AM BREAK – SWITCH SPEAKERS</b></p> <p><b>11:30 AM-12:15 PM Presentation Prep (Homework)</b> <i>(Scott Nelson)</i></p>	<p><b>6:30-7:30 AM – Breakfast Buffet</b> in Celebration Room</p> <p><b>7:30-10:15 AM Parliamentary Procedure</b> <i>(Speaker TBD)</i></p> <p><b>10:15 AM BREAK</b></p> <p><b>10:30 AM-12:45 PM Race Equity Advanced</b> <i>(Heidi Lee)</i></p> <p>Adjourn 12:45 PM (Assessment Deadline: Monday, May 13<sup>th</sup> at 11:59 PM)</p>
	<p><b>12:15-1:00 PM - LUNCH</b> Celebration Room</p>	<p><b>12:15-1:00 PM - LUNCH</b> Celebration Room</p>	<p><b>12:15-1:00 PM - LUNCH</b> Celebration Room</p>	<p><b>12:15-1:00 PM - LUNCH</b> Celebration Room</p>	
	<p><b>1:00-3:15 PM Tax Abatement</b> <i>(Tammy Omdal &amp; Peter Meidal)</i></p> <p><b>3:15 PM BREAK</b></p> <p><b>3:30-5:45 PM Municipal Case Study Cont.</b> <i>(Maggi Wentler &amp; Michelle Miller)</i></p> <p><b>6:00-7:00 PM – Welcome Social</b> Celebration Room</p>	<p><b>1:00-4:00 PM Public Speaking Part 2</b> <i>(Scott Nelson)</i></p> <p><b>3:15 PM BREAK</b></p> <p><b>4:00 PM BREAK – SWITCH SPEAKERS</b></p> <p><b>4:15-5:45 PM Community Planning Pt 1</b> <i>(Bolton &amp; Menk)</i></p>	<p><b>1:00-3:15 PM Simulated Planning</b> <i>(Maggi Wentler &amp; Michelle Miller)</i></p> <p><b>3:15 PM BREAK</b></p> <p><b>3:30-5:30 PM Community Planning Pt 2</b> <i>(Bolton &amp; Menk)</i></p>	<p><b>1:00-2:30 PM Presentation Prep (Homework)</b> <i>(Maggi &amp; Michelle)</i></p> <p><b>2:30 PM BREAK</b></p> <p><b>2:45-5:45 PM Municipal Issues</b> <i>(Scott Nelson)</i></p> <p><b>6:45-9:00 PM Banquet</b> in Celebration Room</p>	