

2026 Minnesota Municipal Clerks Institute Agenda Heritage Center of Brooklyn Center

Thursday, 6:30-8:30 PM: Banquet & Entertainment

Registration: Main Entrance 1

Meals, Breaks, and Banquet: Carriage Hall A

Combined Sessions in Garden City Ballroom for Years One, Two, & Three: Thursday, 2:30 – 5:30 PM

YEAR ONE – Carriage Hall B

<i>Sunday, May 3</i>	<i>Monday, May 4</i>	<i>Tuesday, May 5</i>	<i>Wednesday, May 6</i>	<i>Thursday, May 7</i>	<i>Friday, May 8</i>	
<p>4:30-7:00 PM – Early On-Site Registration</p>	<p>6:45-7:30 AM – Breakfast</p> <p>6:45-7:30 AM – On-Site Registration</p> <p>7:30-7:45 AM – Carriage Hall A WELCOME/INTRODUCTION TO THE INSTITUTE Kassidi Andres, MN Institute Director Margaret Webb, MCFOA Institute Comm Chair</p> <p>7:45-10:30 AM Open Meeting Law <i>Melissa Manderschied</i></p> <p>10:30 AM BREAK</p> <p>10:45 AM-12:30 PM Who Does What? Understanding Roles and Responsibilities in City Government <i>Josie Rosene</i></p>	<p>7:00-7:30 AM – Breakfast</p> <p>7:30-10:30 AM Fund Accounting & Budget Preparation Pt I <i>Jessi Sturtz & Julie McMackins</i></p> <p>10:30 AM BREAK</p> <p>10:45 AM-12:30 PM Fund Accounting & Budget Prep. Pt II, Round Table <i>Kary Tillmann</i></p>	<p>7:00-7:30 AM – Breakfast</p> <p>7:30-10:30 AM Minute-Taking, Meetings, Parliamentary Procedure <i>Amber Eisenschenk</i></p> <p>10:30 AM BREAK</p> <p>10:45 AM-12:30 PM Effective Interpersonal Communication <i>Marshall Meier</i></p>	<p>7:00-7:30 AM – Breakfast</p> <p>7:30-10:30 AM Intergenerational Comm <i>Scott Nelson</i></p> <p>10:30 AM BREAK</p> <p>10:45 AM-12:30 PM Liquor Licensing Level 1 <i>AGED</i></p>	<p>7:00-7:30 AM – Breakfast</p> <p>7:30-10:15 AM Elections Training <i>Paul Linnell</i></p> <p>10:15 AM BREAK</p> <p>10:30 AM-12:45 PM HR Issues for City Clerks: Smart Strategies for Smart Hiring and Personnel File Management <i>Trisha Meyer</i></p> <p>Adjourn 12:45 PM (Assessment Deadline: Friday, May 22ND at 11:59 PM)</p>	
	<p>12:30-1:00 PM - LUNCH Carriage Hall A</p>	<p>12:30-1:00 PM - LUNCH Carriage Hall A</p>	<p>12:30-1:00 PM - LUNCH Carriage Hall A</p>	<p>12:30-1:00 PM - LUNCH Carriage Hall A</p>		
	<p>1:00-2:30 PM Building Relationships with Decision Makers <i>Marshall Meier</i></p> <p>2:30 PM BREAK</p> <p>2:45-5:15 PM Key Employment Law Issues <i>Betsy Lund Ross</i></p>	<p>1:00-3:15 PM Capital Planning & Budgeting <i>Nick Anhut & Dan Tienter</i></p> <p>3:15 PM BREAK</p> <p>3:30-5:15 PM Working with Fire Depts. & Fire Relief Associations <i>Kate Connell & Olivia Bontems</i></p>	<p>1:00-3:15 PM Effective Listening <i>Marshall Meier</i></p> <p>3:15 PM BREAK</p> <p>3:30-5:15 PM Fundamentals Of Data Practices <i>Taya Moxley</i></p>	<p>1:00-2:15 PM Minnesota Property Taxes <i>Speaker TBD</i></p> <p>2:15 PM BREAK</p> <p>2:30-5:30 PM Municipal Issues in Garden City <i>Scott Nelson</i></p> <p>6:30-8:30 PM Banquet in Carriage Hall A</p>		

2026 Minnesota Municipal Clerks Institute Agenda Heritage Center of Brooklyn Center

Thursday, 6:30-8:30 PM: Banquet & Entertainment

Registration: Main Entrance 1

Meals, Breaks, and Banquet: Carriage Hall A

Combined Sessions in Garden City Ballroom for Years One, Two, & Three: Thursday, 2:30 – 5:30 PM

YEAR TWO – Harvest Rooms

<i>Sunday, May 3</i>	<i>Monday, May 4</i>	<i>Tuesday, May 5</i>	<i>Wednesday, May 6</i>	<i>Thursday, May 7</i>	<i>Friday, May 8</i>
4:30-7:00 PM – Early On-Site Registration	6:45-7:30 AM – Breakfast 6:45-7:30 AM – On-Site Registration 7:30-7:45 AM – Carriage Hall A WELCOME/INTRODUCTION Kassidi Andres, MN Institute Director Margaret Webb, MCFOA Institute Comm Chair 7:45-10:00 AM Overcoming Barriers <i>Arianna Lee and Annie Coyle</i> 10:00 AM BREAK 10:15 AM-12:00 PM City Clerks as Communication & Performance Partners <i>Joyce Hottinger</i>	7:00-7:30 AM – Breakfast 7:30-10:00 AM Organizational Comm – Part 1 <i>Scott Nelson</i> 10:00 AM BREAK 10:15 AM-12:00 PM Conflicts of Interest & Other Legal Issues <i>Maria Cisneros</i>	7:00-7:30 AM – Breakfast 7:30-10:00 AM Technology Problems & Policies <i>Greg Van Wormer & Josie Rosene</i> 10:00 AM BREAK 10:15 AM-12:00 PM Liquor Licensing Level 2 <i>AGED</i>	7:00-7:30 AM – Breakfast 7:30-10:00 AM Records & Info. Mgmt. <i>Terri Spangrud</i> 10:00 AM BREAK 10:15 AM-12:00 PM Economic Development/HRA <i>Jason Aarsvold and Stacie Kvilvang</i>	7:00-7:30 AM – Breakfast 7:30-10:00 AM Greening Your City <i>Erica Bjelland & Peter Lindstrom</i> 10:00 AM BREAK 10:15 AM-12:45 PM Bonding & Other Financing Options <i>Mike Bubany</i> Adjourn 12:45 PM (Assessment Deadline: Friday, May 22 ND at 11:59 PM)
	12:00-12:30 PM - LUNCH Carriage Hall A	12:00-12:30 PM – LUNCH Carriage Hall A	12:00-12:30 PM – LUNCH Carriage Hall A	12:00-12:30 PM – LUNCH Carriage Hall A	
	12:30-2:00 PM AI in Municipal Governance <i>Mark Gill</i> 2:00 PM BREAK 2:15-3:45 PM Historic Preservation & City Gov <i>Michael Koop</i> 4:00-5:30 PM City Legal Issues <i>Kyle Hartnett</i>	12:30-2:30 PM Organizational Comm – Part 2 <i>Scott Nelson</i> 2:30 PM BREAK 2:45-5:15 PM Effective Written Comm for Clerks <i>Emil Towner</i>	12:30-1:45 PM I'm a Risk Manager Too? <i>Laura Honeck & Lena Gould</i> 1:45 PM BREAK 2:00-4:00 PM Building Inspections <i>Scott Qualle</i> 4:15-5:30 PM Financial Fraud & Cybersecurity Scams <i>Christian Torkelson</i>	12:30-2:15 PM Conflict Management <i>Scott Nelson</i> 2:15 PM BREAK 2:30-5:30 PM Municipal Issues in Garden City <i>Scott Nelson</i> 6:30-8:30 PM Banquet in Carriage Hall A	

2026 Minnesota Municipal Clerks Institute Agenda Heritage Center of Brooklyn Center

Thursday, 6:30-8:30 PM: Banquet & Entertainment

Registration: Main Entrance 1

Meals, Breaks, and Banquet: Carriage Hall A

Combined Sessions in Garden City Ballroom for Years One, Two, & Three: Thursday, 2:30 – 5:30 PM

YEAR THREE – Captain’s Room

<i>Sunday, May 3</i>	<i>Monday, May 4</i>	<i>Tuesday, May 5</i>	<i>Wednesday, May 6</i>	<i>Thursday, May 7</i>	<i>Friday, May 8</i>
4:30-7:00 PM – Early On-Site Registration	6:45-7:30 AM – Breakfast 6:45-7:30 AM – On-Site Registration 7:30-7:45 AM – Carriage Hall A WELCOME/INTRODUCTION TO THE INSTITUTE Kassidi Andres, MN Institute Director Margaret Webb, MCFOA Institute Comm Chair 7:45-9:30 AM Defining Leadership: Leading with Influence & Trust <i>Marshall Meier</i> 9:30 AM BREAK 9:45 AM-12:15 PM Municipal Case Study: Intro <i>Maggi Wentler & Michelle Miller</i>	7:00-7:30 AM – Breakfast 7:30-10:15 AM Sustainable Land Use Planning & Zoning <i>Kristin Mroz & Co-Presenter</i> 10:15 AM BREAK 10:30 AM-12:15 PM Infrastructure Grant & Loan Funding for Cities <i>Chelsea Alger & Nancy Thorkelson</i>	7:00-7:30 AM – Breakfast 7:30 AM-12:15 PM Speak Up! Presenting & Facilitating – Part 1 <i>Scott Nelson</i> 10:15 AM BREAK 12:15-12:45 PM - LUNCH Carriage Hall A	7:00-7:30 AM – Breakfast 7:30-9:30 AM Simulated Council Meeting <i>Maggi Wentler & Michelle Miller</i> 9:30 AM BREAK 9:45-11:15 AM Active Shooter <i>Tim Fournier</i> 11:30 AM-12:15 PM Presentation Prep & Questions <i>Scott Nelson</i> 12:15-12:45 PM - LUNCH Carriage Hall A	7:00-7:30 AM – Breakfast 7:30-10:15 AM Parliamentary Procedure <i>Jackie Bauer</i> 10:15 AM BREAK 10:30 AM-12:45 PM Race Equity Advanced <i>Heidi Lee</i> Adjourn 12:45 PM (Assessment Deadline: Friday, May 22 ND at 11:59 PM)
12:45-3:00 PM Tax Abatement <i>Tammy Omdal & Jessica Green</i> 3:00 PM BREAK 3:15-5:30 PM Municipal Case Study Cont. <i>Maggi Wentler & Michelle Miller</i>	12:15-12:45 PM - LUNCH Carriage Hall A	12:45-3:00 PM Community Planning & What’s on the Horizon – Part 1 <i>Jeff Matzke</i> 3:00 PM BREAK 3:15-5:15 PM Community Planning – Part 2 <i>Jeff Matzke, Robin Cauffman, and Dylan Edwards</i>	12:45-3:15 PM Speak Up! Presenting & Facilitating – Part 2 <i>Scott Nelson</i> 3:15 PM BREAK 3:30-5:30 PM Simulated Planning Commission & Finance <i>Maggi Wentler & Michelle Miller</i>	12:45-2:15 PM Presentation Prep & Questions <i>Maggi Wentler & Michelle Miller</i> 2:15 PM BREAK 2:30-5:30 PM Municipal Issues in Garden City <i>Scott Nelson</i> 6:30-8:30 PM Banquet in Carriage Hall A	