

2023 Minnesota Municipal Clerks Institute Week at a Glance Kelly Inn, St. Cloud

Monday 5:30 – 6:30 Welcome Social Thursday 6:45-9:00 PM Banquet Breakfast and Breaks – Poolside Lunch – State/Sunwood Combined Sessions in State/Sunwood: Year One, Two & Three - Thursday 3:15 – 5:30 PM				
YEAR ONE				
<i>Monday, May 8</i>	<i>Tuesday, May 9</i>	<i>Wednesday, May 10</i>	<i>Thursday, May 11</i>	<i>Friday, May 12</i>
7:00-8:00 Continental Breakfast 7:30-8:00 Registration Table Check-in 8:15-8:30 Yr 1 WELCOME/INTRODUCTION TO THE INSTITUTE Kassidi Andres, MN Institute Director Margaret Webb, MCFOA Institute Comm Chair 8:30-10:30 Building Relationships with Decision Makers and Stakeholders <i>(John Eller)</i> 10:30 BREAK (Note different break times on Monday) 10:45-12:30 Effective Interpersonal Communication in Stressful Work Situations <i>(Karen Ray)</i>	7:00-8:00 Continental Breakfast 8:00-10:15 Fund Accounting & Budget Preparation Pt I <i>(Jessi Sturtz & Julie McMackins)</i> 10:15 BREAK 10:30-12:30 Fund Accounting & Budget Prep. Pt II, Round Table Discussion <i>(Kary Tillmann)</i>	7:00-8:00 Continental Breakfast 8:00-10:15 Minute-Taking, Meetings, Parliamentary Procedure <i>(Amber Eisenschenk)</i> 10:15 BREAK 10:30-12:30 Getting Along with your Elected Officials: How To Work As A Team <i>(Kyle Hartnett)</i>	7:00-8:00 Continental Breakfast 8:00-10:15 Elections Training <i>(David Maeda)</i> 10:15 BREAK 10:30 – 12:30 Liquor Licensing <i>(Mike McManus & Kellie Murray)</i>	7:00-8:00 Country Fare Buffet Breakfast 8:00-10:15 Intergenerational Communication <i>(Scott Nelson)</i> 10:15 BREAK 10:30-12:30 Capital Planning and Budgeting <i>(Nick Anhut & Dan Tienter)</i> Adjourn 12:30 (Drop off Assessments)
12:30-1:30 - LUNCH State/Sunwood	12:30-1:00 - LUNCH State/Sunwood	12:30-1:00 - LUNCH State/Sunwood	12:30-1:00 - LUNCH State/Sunwood	
1:30-5:30 HR Issues & Approaches for Clerks <i>(Donyelle Mikacevich)</i> 3:30 BREAK 5:30-6:30 WELCOME SOCIAL - Poolside w/ City Locator Activity	1:00-3:00 Effective Listening <i>(Kit Welchlin)</i> 3:00 BREAK (note differs from Yrs 2-3) 3:15-5:30 Working w/Vol. Fire Depts. & Relief Associations <i>(Troy Walsh)</i>	1:00-3:00 Open Meeting Law and What Councils Can & Cannot Do <i>(Melissa Manderschied)</i> 3:00 BREAK (note differs from Yrs 2-3) 3:15-5:30 Fundamentals Of Data Practices <i>(Corrine Heine)</i>	1:00-3:00 Minnesota Property Taxes <i>(Doug Green)</i> 3:00 BREAK 3:15-5:30 State/Sunwood Municipal Issues & Approaches w/Years 2 & 3 <i>(Wendy Bjorklund)</i> 6:00- 6:45 Pre-Banquet Social Poolside 6:45-9:00 BANQUET in State/Sunwood	

YEAR TWO

<i>Monday, May 8</i>	<i>Tuesday, May 9</i>	<i>Wednesday, May 10</i>	<i>Thursday, May 11</i>	<i>Friday, May 12</i>
7:00-8:00 Continental Breakfast 7:30-8:00 Registration Table Check-in 8:15-8:30 Yr 2 ANNOUNCEMENTS led by Yr 2 Class Volunteers 8:30-12:30 Organizational Communication and Conflict Management - Part 1 (Part 2 available on Friday) <i>(Scott Nelson)</i> 10:30 BREAK (Note different break times on Monday)	7:00-8:00 Continental Breakfast 8:00-10:15 Race Equity <i>(Adriana Temali, Arianna Bloom)</i> BREAK 10:15 10:30-12:15 Technology Problems and Policies – Part 1 <i>(Greg Van Wormer & Edward Cadman)</i> 12:15-12:30 Message from IIMC	7:00-8:00 Continental Breakfast 8:00-10:15 Human Resource Issues for Municipalities - Part 1 <i>(Joyce Hottinger)</i> BREAK 10:15 10:30-12:30 Human Resource Issues for Municipalities - Part 2 <i>(Joyce Hottinger)</i>	7:00-8:00 Continental Breakfast 8:00-10:15 Records & Info. Mgmt. <i>(Charlie Rodgers)</i> BREAK 10:15 10:30-12:30 Building Inspections <i>(Scott Qualle)</i>	7:00-8:00 Country Fare Buffet Breakfast 8:00-10:15 Bonding & Other Financing Options <i>(Mike Bubany)</i> BREAK 10:15 10:30-12:30 Organizational Communication & Conflict Management – Part 2 (Continued from Monday) <i>(Scott Nelson)</i> Adjourn 12:30 (Drop off Assessments)
12:30-1:30 State/Sunwood	12:30-1:00 - LUNCH State/Sunwood	12:30-1:00 - LUNCH State/Sunwood	12:30-1:00 - LUNCH State/Sunwood	
1:30-3:30 Conflicts of Interest & Other Legal Issues <i>(John Eller)</i> 3:30 BREAK 3:45-5:30 LMCIT 101 <i>(Julie Jelen, Laura Honeck, and Angela Nguyen)</i> 5:30 – 6:30 WELCOME SOCIAL – Poolside w/ City Locator Activity	1:00-2:30 Technology Problems & Policies – Part 2 <i>(Greg Van Wormer & Edward Cadman)</i> 2:30-3:30 Historic Preservation & City Government <i>(Michael Koop)</i> 3:30 BREAK 3:45-5:30 City Legal Issues <i>(Kyle Hartnett)</i>	1:00-3:30 Effective Written Communication for Clerks (w/ Small Group Activity) <i>(Emily Goenner)</i> 3:30 BREAK 3:45-5:30 Economic Development /HRA/TIF <i>(Jason Aarsvold & Stacie Kvilvang)</i>	1:00-3:00 Greening Your City <i>(Melissa Birch)</i> 3:00 BREAK 3:15-5:30 State/Sunwood Municipal Issues & Approaches with Years 1 & 3 <i>(Wendy Bjorklund)</i> 6:00-6:45 Pre-Banquet Social Poolside 6:45-9:00 BANQUET in State/Sunwood	

YEAR THREE

<i>Monday, May 8</i>	<i>Tuesday, May 9</i>	<i>Wednesday, May 10</i>	<i>Thursday, May 11</i>	<i>Friday, May 12</i>
7:00-8:00 Continental Breakfast 7:30-8:00 Registration Table Check-in 8:15-8:30 Yr 3 ANNOUNCEMENTS led by Yr 3 Class Volunteers 8:30-12:30 Municipal Case Study: Introduction <i>(Maggi Wentler & Michelle Miller)</i> 10:30 BREAK (Note different break times Monday)	7:00-8:00 Continental Breakfast 8:00-12:30 Small Group Communication: Constructive Conversations in Challenging Situations <i>(Wendy Bjorklund)</i> BREAK 10:15	7:00-8:00 Continental Breakfast 8:00-10:15 Tax Abatement: The Alternative to TIF <i>(Tammy Omdal & Peter Meidal)</i> BREAK 10:15 10:30-11:30 Infrastructure Grant & Loan Funding for Cities <i>(Nancy Thorkelson & Chelsea Alger)</i> 11:45-12:30 Community Planning & What's on the Horizon <i>(Harry Davis)</i>	7:00-8:00 Continental Breakfast 8:00-10:15 Simulated Council Meeting <i>(Wendy Bjorklund, Maggi Wentler, Michelle Miller)</i> BREAK 10:15 10:30-12:30 Influential Government Leaders: Exploring Your Unique Leadership Style <i>(Sheila Krejci)</i>	7:00-8:00 Country Fare Buffet Breakfast 8:00-10:15 Sustainable Land Use Planning & Zoning <i>(Phil Carlson)</i> BREAK 10:15 10:30-12:30 Race Equity Advanced <i>(Lamesha Brown)</i> Adjourn 12:30 (Drop off Assessments)
12:30-1:30 State/Sunwood	12:30-1:00 - LUNCH State/Sunwood	12:30-1:00 - LUNCH State/Sunwood	12:30-1:00 LUNCH State/Sunwood	
1:30-5:30 Parliamentary Procedure <i>Jackie Bauer</i> 3:30 BREAK 5:30 – 6:30 WELCOME SOCIAL – Poolside w/ City Locator Activity	1:00-5:30 Speak Up! Public Speaking & Facilitating a Discussion <i>(Wendy Bjorklund)</i> BREAK 3:30	1:00-3:30 Municipal Case Study & Presentation Preparation (cont.) <i>(Maggi Wentler & Michelle Miller)</i> BREAK 3:30 3:45-5:30 Media Relations <i>(Lisa Trnka)</i>	1:00-3:00 Active Shooter Preparedness: Managing Hostile Situations <i>(Tim Fournier)</i> BREAK 3:00 3:15-5:30 State/Sunwood Municipal Issues & Approaches with Years 1 & 2 <i>(Wendy Bjorklund)</i> 6:00-6:45 Pre-Banquet Social Poolside 6:45-9:00 BANQUET in State/Sunwood	