

DRAFT 2019 Minnesota Municipal Clerks Institute Week at a Glance
Best Western Plus ~ Kelly Inn/ River's Edge Convention Center, St. Cloud, Minnesota

General Sessions – Year One, Two, Three:

Monday 12:30-1:30 PRESIDENT'S LUNCHEON; Thursday 3:15-5:30pm and 6:00-9:00 BANQUET

YEAR ONE

<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> River's Edge
<p>7:30-8:00 Registration Table Check-in</p> <p>8:15-8:30 Yr 1 WELCOME/INTRODUCTION TO THE INSTITUTE Jennifer Janasie, MN Institute Director Margaret Webb, MCFOA Institute Committee Chair</p> <p>8:30-10:30 Effective Listening <i>(Kit Welchlin)</i></p> <p>10:30 BREAK (Note different break times on Monday)</p> <p>10:45-12:25 Effective Interpersonal Communication in Stressful Work Situations <i>(Karen Ray)</i></p>	<p>8:00-10:15 Fund Accounting & Budget Preparation Pt I <i>(Andrew Grice)</i></p> <p>10:15 BREAK</p> <p>10:30-12:25 Fund Accounting & Budget Prep. Pt II, Round Table Discussion <i>(Marita Rhude)</i></p>	<p>8:00-10:15 Elections Training <i>(Sandy Engdahl)</i></p> <p>10:15 BREAK</p> <p>10:30-12:25 Getting Along with your Elected Officials: How To Work As A Team <i>(Pam Whitmore)</i></p>	<p>8:00-10:15 Minute-Taking, Meetings, Parliamentary Procedure <i>(Amber Eisenschenk)</i></p> <p>10:15 BREAK</p> <p>10:30 – 12:25 Capital Planning and Budgeting <i>(Rebecca Kurtz & Nick Anhut)</i></p>	<p>8:00-10:15 Liquor Licensing <i>(Mike McManus & Kellie Murray)</i></p> <p>10:15 BREAK</p> <p>10:30 What Now? Using the Institute to Get Energized for Certification <i>(Jennifer Janasie, Audra Etzel, & Linda Rappe)</i></p> <p>Adjourn 12:30</p>
<p>12:30-1:30 – PRESIDENT'S LUNCHEON (working lunch/with Secretary Simon)</p>	<p>12:30 to 1:00 LUNCH</p>	<p>12:30 to 1:00 LUNCH</p>	<p>12:30 to 1:00 LUNCH</p>	
<p>1:30-5:30 HR Issues & Approaches for Clerks <i>(Donyelle Mikacevich)</i></p> <p>3:30 BREAK</p> <p>5:30-6:30 WELCOME SOCIAL w/ City Locator Activity</p>	<p>1:00-3:00 Building Relationships with Decision Makers and Stakeholders <i>(Cindy Bigger)</i></p> <p>3:00 BREAK (note differs from Yrs 2-3)</p> <p>3:15-5:30 Emergency Management & Working w/Vol. Fire Depts. & Relief Associations <i>(Troy Walsh)</i></p>	<p>1:00-3:00 Open Meeting Law and What Councils Can & Cannot Do <i>(Corrine Heine)</i></p> <p>3:00 BREAK (note differs from Yrs 2-3)</p> <p>3:15-5:30 Fundamentals Of Data Practices <i>(Corrine Heine)</i></p>	<p>1:00-3:00 Revenue Sources <i>(Doug Green)</i></p> <p>3:00 BREAK (Open Walls)</p> <p>3:15-5:30 Municipal Issues & Approaches w/Years 2&3 <i>(Wendy Bjorklund)</i></p> <p>6:00 BANQUET</p>	

YEAR TWO

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<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> River's Edge
<p>7:30-8:00 Registration Table Check-in</p> <p>8:15-8:30 Yr 2 ANNOUNCEMENTS led by Yr 2 Class Volunteers</p> <p>8:30-12:25 Organizational Communication and Conflict Management <i>(Jeff Ringer)</i></p> <p>10:30 BREAK (Note different break times on Monday)</p>	<p>8:00-9:00 Emerging Public Policy Issues for Municipalities <i>(Rachel Walker)</i></p> <p>9:15 – 11:15 Technology Problems and Policies <i>(Greg Van Wormer & Ed Cadman)</i></p> <p>BREAK 10:30</p> <p>11:30 – 12:30 LMCIT 101 <i>(Jim Duerre, Joel Muller, Rob Prall)</i></p>	<p>8:00-10:15 Human Resource Issues for Municipalities Part I (Intro) <i>(Joyce Hottinger)</i></p> <p>BREAK 10:15</p> <p>10:30-12:25 Human Resource Issues for Municipalities Part II <i>(Joyce Hottinger)</i></p>	<p>8:00 – 10:15 Records & Info. Mgmt. <i>(Charlie Rodgers)</i></p> <p>BREAK 10:15</p> <p>10:30 – 12:25 Building Inspections <i>(Scott Qualle)</i></p>	<p>8:00-10:15 Bonding & Other Financing Options <i>(Mike Bubany)</i></p> <p>BREAK 10:15</p> <p>10:30 "Greening" Your City <i>(Philipp Muessig, Abby Finis)</i></p> <p>Adjourn 12:30</p>
<p>12:30-1:30 – PRESIDENT'S LUNCHEON (working lunch/with Secretary Simon)</p>	<p>12:30 to 1:00 LUNCH</p>	<p>12:30 to 1:00 LUNCH</p>	<p>12:30 to 1:00 LUNCH</p>	
<p>1:30-3:30 City Legal Issues <i>(Pam Whitmore)</i></p> <p>3:30 BREAK</p> <p>3:45-5:30 Diversity Issues in the City Workplace <i>(Denny Smith)</i></p> <p>5:30 – 6:30 WELCOME SOCIAL w/ City Locator Activity</p>	<p>1:00-2:15 LMCIT 101 (cont.)</p> <p>2:30-3:30 Historic Preservation & City Government <i>(Michael Koop)</i></p> <p>3:30 BREAK</p> <p>3:45-5:30 Conflicts of Interest & Other Ethical Issues <i>(Cindy Bigger)</i></p>	<p>1:00 – 3:30 Effective Written Communication for Clerks (w/ Small Group Activity) <i>(Emil Towner)</i></p> <p>3:30 BREAK</p> <p>3:45 -5:30 Economic Development /HRA/TIF <i>(Jason Aarsvold)</i></p>	<p>1:00-3:00 Organizational Communication & Conflict Mgmt. (cont.) <i>(Jeff Ringer)</i></p> <p>3:00 BREAK (Open Walls)</p> <p>3:15-5:30 Municipal Issues & Approaches with Years 1 & 3 <i>(Wendy Bjorklund)</i></p> <p>6:00 BANQUET</p>	

YEAR THREE

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<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> River's Edge
<p>7:30-8:00 Registration Table Check-in</p> <p>8:15-8:30 Yr 3 ANNOUNCEMENTS led by Yr 3 Class Volunteers</p> <p>8:30 - 10:30 Municipal Case Study: Intro <i>(Steve Wallner)</i></p> <p>10:30 BREAK <i>(Note different break times Monday)</i></p> <p>10:45 – 12:25 Media Relations <i>(Maria Baca & Howie Padilla)</i></p>	<p>8:00 – 12:25 Small Group Communication: Constructive Conversations in Challenging Situations <i>(Wendy Bjorklund)</i></p> <p>BREAK 10:15</p>	<p>8:00 – 10:15 Tax Abatement: The Alternative to TIF <i>(Tammy Omdal)</i></p> <p>BREAK 10:15</p> <p>10:30 – 11:30 Infrastructure Grant & Loan Funding for Cities <i>(Nancy Thorkelson)</i></p> <p>11:45 – 12:25 Community Planning & What's on the Horizon <i>(Kristi Trisko)</i></p>	<p>8:00 – 10:15 Simulated Council Meeting <i>(Wendy Bjorklund, Jeff Ringer, & Steve Wallner)</i></p> <p>BREAK 10:15</p> <p>10:30 – 12:25 Influential Government Leaders: Exploring Your Unique Leadership Style <i>(Sheila Krejci)</i></p>	<p>8:00 – 10:15 Land Use Planning & Zoning <i>(Phil Carlson)</i></p> <p>BREAK 10:15</p> <p>10:30 Race Equity <i>(LMC TBD)</i></p> <p>Adjourn 12:30</p>
<p>12:30-1:30 – PRESIDENT'S LUNCHEON <i>(working lunch/with Secretary Simon)</i></p>	<p>12:30 to 1:00 LUNCH</p>	<p>12:30 to 1:00 LUNCH</p>	<p>12:30 to 1:00 LUNCH</p>	
<p>1:30 to 5:30 Parliamentary Procedure <i>(Jeff Ringer)</i></p> <p>3:30 BREAK</p> <p>5:30-6:30 WELCOME SOCIAL w/ City Locator Activity</p>	<p>1:00 to 5:30 Speak Up! Public Speaking & Facilitating a Discussion <i>(Wendy Bjorklund)</i></p> <p>BREAK 3:30</p>	<p>1:00 – 5:30 Municipal Case Study & Presentation Preparation (cont.) <i>(Steve Wallner)</i></p> <p>BREAK 3:30</p>	<p>1:00 – 3:00 Active Shooter Preparedness: Managing Hostile Situations <i>(Police Chief Tim Fournier)</i></p> <p>BREAK 3:00 (Open Walls)</p> <p>3:15-5:30 Municipal Issues & Approaches with Years 1 & 2 <i>(Wendy Bjorklund)</i></p> <p>6:00 BANQUET</p>	