

*Honor the Past*  
*Acknowledge the Present*  
*Embrace the Future*



The 2024 Conference Planning Committee is excited to present the 86<sup>th</sup> Annual Municipal Clerks and Finance Officers Association of Minnesota (MCFOA) Conference at the River's Edge Convention Center and Best Western Kelly Inn in the City of St. Cloud! 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 to inspire all of us to Embrace the Future. Here are of the highlights for the week:

**Tuesday, March 19<sup>th</sup>: Optional Pre-Conference Sessions**

- Athenian Dialogue: "Quiet Voice, Fearless Leader," facilitated by Marita Rhude (all day)
- New City Clerk Orientation and Election Administration (all day)
- Effective Data Management and Google Forms (half day)

**Keynote Speakers**

Wednesday: Amy Dee – Awareness, Perspective, and Choice  
Thursday: Steve Simon, Minnesota Secretary of State – Elections  
Friday: Steve Fredlund – The Safari Way to Becoming Happier

**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, the Entertainment Committee will be hosting a Bingo Night, and the Deuces Wild Dueling Pianos will be back again this year on Thursday night.

**MCFOA Organization**

- The Board will meet on Tuesday afternoon and again on Friday morning 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 with the announcement of the Member of the Year will be on Wednesday noon. **Wear your Region Colors that day!**
- The Annual Business Meeting is on Thursday morning, and this includes elections for board members.
- The Silent Auction is held on Thursday in the exhibit hall- don't forget to bring your checkbook!
- IIMC Drawings will be the last item of business on Friday morning – All MCFOA members in attendance are eligible for one of trips to the to the annual IIMC conference. This year's conference will be in Calgary, Alberta, Canada, so you won't want to leave early!

The Committee encourages you to come to the conference and Honor our past achievements, Acknowledge our present challenges, and Embrace the Future – it will be a great ride!

Sincerely,

Monica Hennessy Mohan, MMMC, MMC  
Vice President & Planning Committee Chair

# Special Features

## Location/Accommodations

Located in Central Minnesota on the beautiful Mississippi River, St. Cloud is the site for the 2024 Conference. The Best Western Plus Kelly Inn (320-253-0606) serves as the event headquarters, and holds the largest sleeping room block. The Courtyard by Marriott (320-654-1661), holding a smaller sleeping room block, is connected to the other conference venues via skyway. Both hotels provide overnight guests with a broad range of amenities including heated swimming pools, whirlpools, exercise areas, and a variety of dining facilities. Completing the St. Cloud site package is the state-of-the-art River's Edge Convention Center which will serve as the location for all exhibits and various Wednesday through Friday Conference events.

The sleeping room blocks for Conference attendees (Kelly Inn-\$109/night plus tax and Courtyard by Marriott - \$139-149/night plus tax) are being held 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 website: <https://pace.stcloudstate.edu/conference-workshop/mcfoa-exh.aspx>.

## Optional Tuesday Pre-Conference Workshops

This year's conference includes three pre-conference training options on Tuesday, March 19th. 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 Marita Rhude, MMC, Clerk/Treasurer, City of Barrett, MN. She will be leading a discussion on the book, "Quiet Voice Fearless Leader," by Terrance Lee. From 1:00-4:30, Linda Muchow from Alexandria Tech will be facilitating a half-day session, "Effective Data Management & Google Forms."

## 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.

**\*Dietary Restrictions: for those with special diets, you will receive a card. Please find a staff member, show them your card, and they will promptly accommodate your request. There will also be labeled selections in the buffet line as well.**

## 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

Make sure to wear your region colors throughout the day. Then, after nominations, join us for a vendor mixer. Start off the evening with a cash bar and appetizers at 5:30 PM, and make sure to stick around for Bingo Night, proudly coordinated by the entertainment committee. **Please note: in an effort to reduce food waste, we will be asking you when you register if you plan to attend the evening social.** We would like to eliminate the problem of wasted food, so please take the time to address this question when you register.



## 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 21st. 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 provide lucky winner(s) a scholarship of \$100 towards the 2024 IIMC Annual Conference **(Winners must be active MCFOA members at the time of the drawing).**

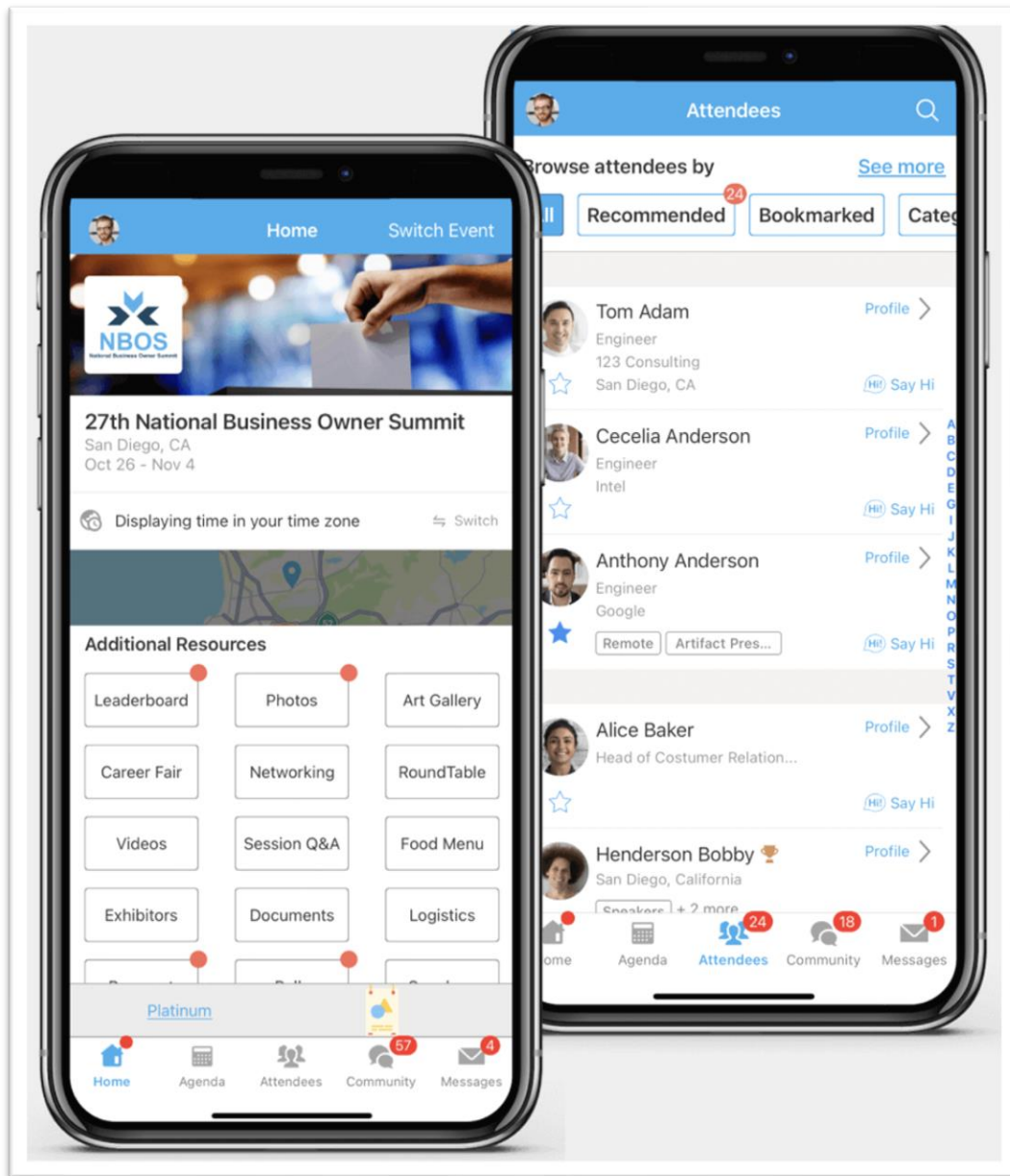
## Thursday Evening

Last year, Deuces Wild Dueling Pianos was a huge hit, so we are bringing them back! Once again, join us from 5:30-6:15 PM for a cash bar and appetizers. Then, from 6:15-8:15 PM, don't miss out on laughter and entertainment with Deuces Wild.

## What is Whova?

What is this new conference app, Whova? See below to learn more!

# Whova Conference App – Sponsored by Widseth



For the very first time, MCFOA is utilizing an on-the-ground conference app, Whova. **Benefits** of the app include:

Registration Check-In | Session Attendance Self Check-In/Out | Accessible Speaker Handouts instead of flash drives | Speaker & Exhibitor/Sponsor Profiles | Networking/Direct Messages | Build Your Own Agenda | Clickable Links, Including Assessments & Evaluations | Session Reminders | Session Descriptions & IIMC Designations

*\*This is the same app that was used at the IIMC Conference last May. If you already have the app, you don't need to download again. You should receive an email in January with directions on how to download the app. If you did not receive this email, or you have questions, please reach out to [kassidi.andres@stcloudstate.edu](mailto:kassidi.andres@stcloudstate.edu).\**

# *Online Assessment Changes*



In the past, assessments were due one week after the conference. However, feedback has shown that the assessment often gets confused with the evaluation, or it's forgotten/missed. We have also found that short answer doesn't always demonstrate what participants have learned from each unique session.

Moving forward, your instructors are going to create a 5-10 question multiple choice quiz via Qualtrics. This will allow you to take the assessment when the session is still fresh in your mind, and it also allows for faster grading and certificate issuance.

Assessment instructions can be found in the Whova app under "IIMC Info," and "Assessment," and if you have questions at the conference, you can always ask your class moderator or instructor.

**Please make sure to bring a charged phone or laptop to take your quiz after each session. If you do not want or need IIMC designation points, you do not need to take the assessment.**

# Registration Information

The MCFOA member rates are **\$375/person** (through February 20, 2024) or **\$400** (after February 20, 2024). To qualify for these rates, individuals must be current, paid members of MCFOA. The non-member rates are **\$450/person** (through February 20, 2024) or **\$475** (after February 20, 2024). To determine membership status, contact Betsy Snyder (MCFOA Administrative Assistant) at [adminasst@mcfoa.org](mailto:adminasst@mcfoa.org).

All above fees include tuition for Wednesday-Friday, instructional materials, Wednesday evening entertainment, Thursday evening entertainment, appetizers, two lunches, three breakfasts, and all refreshment breaks.

MCFOA retirees can register at a special rate of **\$285**. To be eligible for this reduced rate, they must not be employed by or under contract with a Minnesota Community. This fee includes tuition for Wednesday-Friday, instructional materials, Wednesday evening entertainment, Thursday evening entertainment, appetizers, two lunches, three breakfasts, and all refreshment breaks.

Registration fees for Tuesday's pre-conference workshops are in addition to the overall Conference amounts (regardless of registration date).

- Full-day sessions: Member rate **\$100/person**; Non-member rate **\$125/person** (lunch included).
- Half-day sessions: Member rate **\$60/person**; Non-member rate **\$85/person** (no lunch included).
- Half-day participants may purchase lunch for **\$30**.

Tuesday workshops are:

- Athenian Dialogue – "Quiet Voice Fearless Leader"
- New City Clerk Orientation & Election Administration
- Effective Data Management & Google Forms

## 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 [register@scsutraining.com](mailto:register@scsutraining.com) or 320-308-4962.

Registrations must be received no later than February 27, 2024 to ensure that all onsite instructional materials can be provided. Any registrations received/postmarked after February 27, 2024 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.

## Cancellations/Refunds

Fees will be refunded (less a \$25 service fee) only if cancellation is received via email ([register@scsutraining.com](mailto:register@scsutraining.com)) by February 27, 2024. 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](mailto:kassidi.andres@stcloudstate.edu), 320-308-5759.

For registration questions, please contact:

Roxann Neu at [reneu@stcloudstate.edu](mailto:reneu@stcloudstate.edu), 320-308-4962.

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# *IIMC Conference Information*

**Save the Date:**



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

# Agenda – Whova app will include a more detailed schedule and amount of MCFOA points

## TUESDAY - March 19, 2024 (Pre-Conference)

8:00 AM	Continental Breakfast
8:30 AM	Check-In for Full-Day Workshops
9:00 AM	Athenian Dialogue: “Quiet Voice Fearless Leader”
9:00 AM	New City Clerk Orientation & Election Administration
12:00 PM	Lunch (Full Day Workshops Only)
12:30 PM	Check-In for Half-Day Workshop
12:30 PM	Full Day Workshops Continue
1:00 PM	Effective Data Management (Half-Day)
2:30 PM	Afternoon Break - 15 min for all sessions
4:30 PM	All sessions adjourn
4:30 PM	Board Meeting (Board Only) – 1 hour
4:30 PM	Conference Check-In – Closes at 7:30 PM
5:30 PM	President’s Reception – Until 6:30 PM

## WEDNESDAY - March 20, 2024 (Day 1)

8:00 AM	Conference Check-In and Continental Breakfast
8:20 AM	First Time Attendee Welcome Breakfast
9:00 AM	Welcome Ceremony
9:15 AM	<b>Opening Keynote:</b> Amy Dee
10:30 AM	Morning Break
10:45 AM	<b>Concurrent Sessions I (CHOOSE ONE)</b> 1. What You Don’t Know CAN Hurt You 2. Investment Basic for Public Entities: Policies and Principles 3. Active Shooter Preparedness 4. Records Management Essentials
12:00 PM	Lunch   Member of the Year   Sit with Region
1:15 PM	<b>Concurrent Sessions II (CHOOSE ONE)</b> 5. Utility Rate Analysis 6. Best Practices for State & Federal Leave 7. Race & Equity at the Foundation of Local Gov 8. Liquor Licensing Essentials
2:30 PM	Afternoon Break
2:45 PM	<b>Concurrent Sessions III (CHOOSE ONE)</b> 9. Payroll How-To 10. Financing Options for Your City 11. Financial Fraud and Cybersecurity Scams 12. Human Trafficking 101
4:00 PM	Nominations (Nominating Committee Only)
5:30 PM	Conference Vendor Mixer & Bingo Night
8:00 PM	Entertainment Ends

## THURSDAY - March 21, 2024 (Day 2)

7:30 AM	Conference Check-In
8:00 AM	Oath of Office
8:10 AM	Business Meeting & Plated Breakfast
9:15 AM	<b>Secretary of State:</b> Steve Simon
	13. Elections Training
10:30 AM	Exhibit Hall Opens   Morning Break   Silent Auction
11:15 AM	<b>Concurrent Sessions IV (CHOOSE ONE)</b> 14. Zoning, Housing, and Accessories 15. Adult-Use Cannabis: The Year After Legalization 16. Budget 101 17. Elections Training
12:30 PM	Lunch in Exhibit Hall   Exhibitors eat @ 11:30 AM
1:30 PM	<b>Concurrent Sessions V (CHOOSE ONE)</b> 18. Funding Capital Infrastructure Projects for Water & Sewer 19. Drug and Alcohol Testing Requirements for Commercial Drivers 20. Budget 201 21. Data Practices
2:45 PM	Connect with Vendors   Afternoon Break   Silent Auction <b>(Silent Auction closes at 4:00pm)</b>
4:30 PM	Vendor Booth Closes   Silent Auction Payments Due
5:30 PM	Cash Bar & Appetizers
6:15 PM	Deuces Wild Dueling Pianos
8:15 PM	Entertainment Ends

## FRIDAY - March 22, 2024 (Day 3)

8:00 AM	Breakfast Buffet
9:00 AM	<b>Concurrent Sessions VI (CHOOSE ONE)</b> 22. The Safari Way: Roaring Success with the Right Peeps in the Jeep 23. The Language of Empathy and De-escalation 24. Small Town Round Table 25. I’m a Risk Manager Too?
10:15 AM	Morning Break
10:30 AM	<b>Closing Keynote</b> – Steve Fredlund
11:45 AM	Final Announcements and IIMC Drawings
12:00 PM	Adjourn

# Keynote Speakers

## Wednesday Opening Keynote Address

### Awareness, Perspective, Choice

#### Amy Dee

Audiences across the country recognize Amy Dee as a master storyteller and brilliant comedian. She combines her background in standup comedy and theatre with her RN degree and experience as a successful business owner to deliver hilarious stories and valuable content on the brain and behavior. Her message and music rise above the boundaries of gender, age, and occupation.

Amy's hilarious stories and phenomenal content propels audiences to live, act, and work better. Her authentic spirit and down-to-earth approach have made her one of the most sought-after speakers throughout the United States. She is genuinely one of the best speakers in the country at combining message and humor.

Amy's background is as diverse as her audiences. She once ran a non-profit, managing five hundred volunteers and organizing multiple fundraisers culminating in an eight-hour telethon.

Amy lived in Norway from 1994-2003, and while learning to speak, read and write in Norwegian, she started a photo calendar business in her home. Her company grew to become Xerox's largest customer in Scandinavia.

Amy returned to college at age forty-three to obtain her RN degree. She was nominated for Nurse of the Year several times during her nine years as a Psychiatric RN. Amy has been a monthly guest expert on NBC affiliate ND Today. She has written four books and numerous song parodies.



## Friday Closing Keynote Address

### The Safari Way to Becoming Happier

#### Steve Fredlund

Steve Fredlund is a successful, multi-passionate visionary. He has had profound impact as an award-winning actuary, humanitarian, leadership coach, author, TEDx speaker, podcaster, entrepreneur and leader of African safaris.

As founder of *The Safari Way*, Steve weaves together his vast experience to provide actionable insights, supported by data and research, to empower and equip people to become happier and teams to become more effective.

Steve communicates in a compelling way, using stories from his remarkable life using memorable phrases that keep his ideas front-of-mind, even for years into the future. His captivating, authentic and humorous approach to story-telling keeps audiences engaged and longing for more. Steve has been called "genuine", "hilarious" and "the only actuary, in the history of actuaries, you actually WANT to sit next to during dinner."

Steve's book, "Do the Unright Thing: How to Recognize and Escape the Good Life Trap" helps readers learn steps they can take to be happier in their life, work and leadership without having to make major changes. The book is expected to be published in January 2024.

When not working, he can be found on the disc golf course, playing a poker tournament or suffering through another season as a Minnesota sports fan.





# Tuesday Pre-Conference Workshops

## Full Day – 9:00 AM to 4:30 PM (Lunch included)

### New City Clerk Orientation & Election Administration

Daphney Maras, City Clerk, City of Albert Lea, & Kary Tillmann, City Clerk/Treasurer, MCFOA President, 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 4:30 PM (Lunch included)

### Athenian Dialogue – “Quiet Voice Fearless Leader,” by Terrance Lee

Marita Rhude, City Clerk/Treasurer, City of Barrett

"If I could give advice to any introvert who wants to grow as a leader, it would be to read this game-changing book." (Matthew Pollard, best-selling author of The Introvert's Edge series)

Introverts are too quiet and too weak to lead. Have you ever thought this before?

What type of person comes to mind when you think of an introvert, and what type of person comes to mind when you think of a leader? The two words are rarely linked together. Society often labels people with introverted personalities as at least one of the following: quiet, shy, reserved, or timid. While at the same time leaders are described as dominant, passionate, outgoing, and ambitious.

Quiet Voice Fearless Leader was written to challenge the misperception held by many, that introverts cannot lead. Throughout this book not only will that myth be disproven, but in fact, the case is made that an introvert in many cases is the ideal leader. Within each chapter lies a core leadership principle along with multiple pillars, that when mastered will change your life forever.

If you have ever doubted yourself, or ever thought that you had to be extroverted to be successful, then this book was made with you in mind. It's time to awaken the leader inside because the truth is; your introversion is your superpower.

## Half Day – 1:00 to 4:30 PM

### Effective Data Management & Google Forms

Linda Muchow, Technology Specialist, Alexandria Tech

With the ever-increasing requirements of the Clerk's office, become more proficient with managing your data collections through enriched data management skills using standard office applications. Linda Muchow will show you how to increase the accuracy, effectiveness, and impact of your existing data collections by solving the many challenges you may have experienced.

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

### **1**

#### **What You Don't Know CAN Hurt You**

*Amy Dee, Keynote Speaker*

We like to believe that we are fair and rational and form our judgments and decisions by rationally and judiciously weighing out all the facts. It sounds great, but it just isn't true.

In this workshop, you will laugh while learning about common cognitive biases (mental shortcuts) impairing your decision-making, leadership, and interpersonal skills. Amy will also explain the how and why of implicit bias: a form of bias that occurs automatically and unintentionally, affecting judgments, decisions, and behaviors.

We will have lots of fun while you will learn about some of the most common thinking errors, how to spot them and circumvent them to become an even better you!

### **2**

#### **Investment Basic for Public Entities: Policies & Principles**

*Ryan Miles, Senior Investment Adviser and Managing Director*

Join Ehlers' Senior Investment Adviser and Managing Director Ryan Miles as he explores the critical components of public funds investment policies and explains why it's so important to develop and maintain one. Ryan will also walk attendees through many of the most common permissible investments under Minnesota statutes and how they apply in today's investment environment.

### **3**

#### **Active Shooter Preparedness – Managing Hostile Situations**

*Tim Fournier, Manager of Security and Emergency Operations at Anoka Hennepin Schools & NWCS*

Participants will learn to identify the tell-tale signs of violence in the workplace along with practical steps to prevent issues from arising. Participants will gain an understanding of the factors and psychology behind workplace violence and learn to create an emergency plan to deal with workplace violence, especially active shooters.

### **4**

#### **Records Management Essentials**

*Kary Tillmann, City Clerk/Treasurer, MCFOA President, City of Zimmerman & Cindy Anderson, City Clerk/Treasurer, City of Eden Valley*

Do you save or shred? Is it Historical or just clutter? Is electronic okay or do I need paper?

This session will give you the essentials to getting started with your Cities Record's Management Plan.

We will discuss reasons to have a plan, forms needed to be completed and recorded, and discuss ways to successfully address the accumulation of your city's documents.

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

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### Utility Rate Analysis

*Shannon Sweeney, Associate, David Drown*

This session will focus on analyzing utility rates for the purpose of establishing appropriate rates and charges to pay operating costs, debt service, and maintain appropriate cash balances. We will also discuss items to look out for in financial statements that make it more difficult to identify weaknesses in our rate structures.

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### Race & Equity at the Foundation of Local Government

*Heidi Lee, Race & Equity Coordinator, City of Edina*

In the more recent years, many municipalities have taken on the goal of becoming a more racially inclusive and equitable community. For the City of Edina, a Race & Equity Task Force was formed to research and examine City processes and policies through a race & equity lens and provide recommendations to further the work. One of the recommendations laid out to hire a race and equity coordinator, a role that Lee was in for four and a half years. Prior to that role, Heidi Lee spent seven years working for Saint Paul Public Schools, District 625.

Lee's role in the school district was conducting staff training sessions that asked all district employees – from teachers to food service workers – to talk about a topic that has traditionally been off-limits in polite conversation: race. The challenge of creating that dialog follows Lee to her work through public sector organizations and in various departments within local government. In her current role in the City of Saint Paul, Lee works in the Human Resources Department to reimagine recruiting and retention of Saint Paul residents in the City's workforce.

Join Lee to learn more about racial dynamics. This workshop will provide participants opportunities to reflect on how race & equity is at the foundation of their work in local government.

6

### Best Practices for State and Federal Leave Law Compliance

*David Skovholt, Systems, Communications, and Educational Interventions Principal, Minnesota Dept. of Labor and Industry and Corey Walton, Minnesota Dept. of Labor Wage and Hour Division*

During the 2023 Minnesota legislative session, a series of new labor laws were passed and signed into law by Governor Tim Walz. This presentation will review two of those new and amended laws: Earned Sick and Safe Time (ESST) and the Women's Economic Security Act. Topics discussed will include the basics about what employers need to know, who is covered, how ESST accrual and front-loading work, and how both of these laws interact with other employee leave laws.

Attendees will hear directly from the agency charged with implementing, overseeing and enforcing this new law and will have the chance to ask questions specific to their situation.

8

### Liquor Licensing Essentials

*Michael McManus, Alcohol Regulatory Enforcement Supervisor, AGED, & Kellie Murray, Alcohol Licensing Supervisor, AGED*

Provide a Liquor Licensing Overview and Update Information on License Trends in Minnesota.

#### Items covered:

- Brief History of liquor regulation and the three tier system
- A Deep Dive into The Intricacies of each type of license & submittals for each
- Information related to issuing and regulating all license types and background into 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

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

### 9

#### **Payroll How-To**

*Lisa Sova, Assistant Finance Director, LMC and Angie Storlie, Research Analyst, LMC*

This session will cover payroll processing basics, from gathering information on new hires through issuing W2s, and everything in between. Topics to be discussed include, employee vs. independent contractor, new hire forms, and various payroll reports. We will touch on Earned Sick & Safe Time and Paid Family Medical Leave.

### 10

#### **Financing Options for Your City: Implementing the CIP Process Step by Step**

*Tammy Omdal, Managing Director & Jessica Green, Managing Director of Public Finance, Northland Securities*

This session will identify the various options for financing capital improvement projects and provide guidance on how to evaluate the different options. We'll look at how bonding impacts the CIP with a focus on estimating the amount of debt, structuring the debt, the term, and statutory factors. We'll talk about the management of existing debt and accounting for other revenue sources. Time will be spent on understanding why it's important to update a CIP annually and how it factors into the rating process. The information in the session will be relevant for cities of all sizes.

### 11

#### **Financial Fraud and Cybersecurity Scams**

*Christian Torkelson, Cybersecurity Consultant, LMC*

Wire fraud or fraudulent instruction claims represent the single most common type of cybersecurity loss experienced by Minnesota cities.

Scammers manipulate their way into a payday by combining new technology approaches with age-old con-artist tricks. While technology systems can be improved, the challenge is greater than buying better security products, as the most critical exploit involved is that of the human brain.

This track will examine in-depth the strategy, motivations, tactics, and psychology used by cybercriminals in common types of online scams.

At the end of this session, attendees should be better equipped with the knowledge needed to recognize these scams to stop them in their tracks. Both technical and administrative control strategies will be proposed as possible ways to prevent this from occurring in your city.

### 12

#### **Human Trafficking**

*Jenn Thomas, Former Community Relations Program Manager of The Stories Foundation*

Human Trafficking is the largest criminal industry in the world. It brings in over 150 billions dollars worldwide each year. I am going to talk about what human trafficking is, what we are seeing happening here in the state of Minnesota, share survivors stories and let you know how you can be a part of the fight against modern day slavery.

# 13

## Elections with Secretary of State

*Steve Simon*

Secretary of State Steve Simon will present on the state of elections in Minnesota and new voting laws that will impact the 2024 cycle.



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- *Capital Improvement Plans*
- *Goal Setting Workshops*
- *Property Tax Impact Analysis*

- **Debt Management**
- **Economic Development**
- **Strategic Financial Planning**

**OUR COMMITMENT IS IN THE MIDWEST:  
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## ***Concurrent Sessions IV: Thursday, 11:15 AM to 12:30 PM***

### ***14***

#### **Zoning, Housing, and Accessories for Structures**

*Jed Burkett, Loss Control/Land Use Attorney, LMC*

Review the basics of land use regulation and decision making, with a focus on planning and zoning of residential uses and accessories. Consider critiques of zoning as a barrier to affordability, inclusivity, and sustainability. Survey the many ways people live and dwell in our cities, and other novel things they want to do on their land.

### ***15***

#### **Adult-Use Cannabis: The Year After Legalization**

*Alex Hassel, Intergovernmental Relations Representative, LMC*

It's been almost a full year since the law legalizing adult-use cannabis passed the Minnesota Legislature. Cannabis products have since become legal to possess on August 1st, 2023, but there is still much to learn about this new industry in Minnesota. Join this session to hear about how cities have navigated the new law since its passage and what we know about current rulemaking and the establishment of the Office of Cannabis Management.

### ***16***

#### **Budget 101**

*Jean McGann, President, AEM Financial Solutions/Partner, & Kary Tillmann, City Clerk/Treasurer, MCFOA President, City of Zimmerman*

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.

### ***17***

#### **Elections Training**

*David Maeda, Director of Elections, State of MN, Macheal Collins, City Clerk, City of Burnsville*

Learn about administering elections in Minnesota. We will discuss the numerous law election law changes made in 2023. The political environment across the county has made running an election more difficult than ever. We will go over some strategies to operate in this new normal.

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

### 18

#### **Funding Capital Infrastructure Projects for Water & Sewer**

*Chad Kolstad, Bill Dunn, Terry Louwagie, and Becky Sabie*

MPCA will present several case studies of projects that have helped communities construct stormwater treatment systems. This session will touch on how to upgrade wastewater collection systems by replacing aged and worn-out equipment in order to meet increased NPDES permit limits.

### 19

#### **Drug & Alcohol Testing Requirements for Commercial Drivers**

*Matthew Marrin, Minnesota Division Administrator, U.S. Dept. of Transportation*

Controlled substances and alcohol testing regulations are designed to prevent accidents and injuries resulting from the misuse of alcohol or use of controlled substances by drivers of Commercial Motor Vehicles (CMVs). The controlled substances and alcohol testing regulations are found in the Federal Motor Carrier Safety Regulations Parts 40 and 382. These regulations are applicable to most motor carriers and drivers of CMVs required to have a Commercial Driver's License (CDL) operating in interstate and/or intrastate transportation.

In this session, learn more about drug and alcohol testing requirements for commercial drivers, and how it may apply to your city and/or job duties.

### 20

#### **Budget 201**

*Jean McGann, President, AEM Financial Solutions/Partner & Victoria Holthaus, Partner, AEM*

It's important to understand the numbers when it comes to budgeting. During this session we will help you take it to the next level. Gain a deeper understanding of the numbers, what they mean, and how a strategically laid out budget will help your organization reach its long-term goals. Budgeting is not just about the numbers - it's your strategic tool for building a financially successful future.

### 21

#### **Data Practices**

*Kyle Hartnett, Assistant Research Manager/Staff Attorney III, LMC*

The Minnesota Data Practices Act is a complex law that can be troubling for many cities. This course will give attendees the background necessary to deal with common issues related to data.

Major topics covered:

- Types of government data
- Responsibilities of Responsible Authority
- How to respond to data requests
- Common difficult situations

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

### 22

#### **The Safari Way: Roaring Success with the Right Peeps in the Jeep**

*Steve Fredlund, Keynote Speaker*

This breakout is perfect for audiences filled with leaders or others who hire and manage staff. Grounded in my discoveries as an HR actuary analyzing the data on 150,000 global employees, I provide breakthrough insights into how we can build more powerful teams to increase productivity, engagement and retention.

After my talk, audiences are able to improve recruiting, hiring, onboarding and management, resulting in better business results.

### 23

#### **The Language of Empathy and De-escalation**

*Pamela Whitmore, Attorney at Law, Kennedy & Graven, and Aimee Gourlay, LMCIT Collaboration Services Manager, LMC*

Languages are the words and gestures people use to communicate. The use of language, including the art of listening, is a skill – language skills are the abilities that enable you to understand others, express your thoughts coherently and communicate. Using language skills can be difficult during interpersonal conflict when at least one person, and usually more, is escalated and less able to articulate their needs or listen well to others. This session will discuss what escalations is and how it affects communication, ways to modulate your mindset and communicate so that you are understood, and how to de-escalate others by the words you choose.

### 24

#### **Small Town Round Table**

*Marita Rhude, City Clerk/Treasurer, City of Barrett, & Betsy Snyder, City Clerk/Treasurer, City of Milroy*

Participants will be seated at tables with similar size cities, and will have a 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 city

### 25

#### **I'm a Risk Manager Too?**

*Laura Honeck, LMCIT Operations Manager, LMC*

Learn more about the League of Minnesota Cities Insurance Trust (LMCIT) and discuss frequently asked questions it receives from members in areas of coverage, risk management, and claims. Acquire new information about LMCIT's coverages and risk protection programs that are designed to mitigate and safeguard your city against potential claims. Explore the types of claims experienced by Minnesota cities and practical tools you can add to your risk management toolbox.



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Program Planning

**Roxann Neu (Ex-Officio)**

Registration

**MCFOA President**

**Kary Tillmann (Ex-Officio)**

City of Zimmerman

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