

2009 MONTANA MUNICIPAL INSTITUTE FOR CLERKS, TREASURERS,
& FINANCE OFFICERS

May 3-8, 2009 ▪ Holiday Inn Grand Montana ▪ Billings, Montana

AGENDA OF EVENTS

SUNDAY, MAY 3 (REQUIRED ATTENDANCE)

- 4:00 - 6:00 PM **Registration & Reception**
Poolside
Dan Clark, Director, MSU Local Government Center
MMCT&FOA Education Committee
Taco bar, coffee, pop
- 6:00 - 8:00 PM **107.2 Municipal Services**
Yellowstone / Big Horn Room
An overview of municipal service functions and operations.
Dan Clark, Director, Montana State University Local Government Center
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MONDAY, MAY 4

- 7:00 - 8:00 AM **Breakfast**
Yellowstone / Big Horn Room
Assorted pastries, fruit, & yogurt with juices, coffee, & tea
- 8:00 - 10:00 AM **102.2 Montana State Government: The Legislative Process**
Yellowstone / Big Horn Room
An in-depth review of the law-making process in the Montana State Legislature with emphasis on the role of effective municipal representation and the legislative role of the League of Cities & Towns.
Jani McCall, Billings City Council Member
- 10:00 AM - 12:00 PM **406.2 Investing Public Funds**
Yellowstone / Big Horn Room
A review of the legal requirements involved in the investment of public funds.
Carroll South, Executive Director, Montana Board of Investments
- 12:00 - 1:00 PM **Lunch**
Poolside
Chef salad with ham, turkey, Swiss & cheddar cheese, & choice of dressings.
- 1:00 - 3:00PM **710.2 Payroll Reporting**
Yellowstone / Big Horn Room
A review and discussion of payroll reporting requirements and procedures.
Sandra Johnson, Clerk/Treasurer, City of Troy
Doris Pinkerton, Clerk/Treasurer, City of Forsyth
Brenda Schneider, Clerk/Treasurer, Town of Superior
- 3:00 - 5:00 PM **207.2 Intergenerational Communications and Management**
Yellowstone / Big Horn Room
An overview of generational differences, their potential impact in the workplace, and techniques for communicating and managing across generations.
Dan Clark, Director, MSU Local Government Center

TUESDAY, MAY 5

- 7:00 - 8:00 AM** **Breakfast**
Yellowstone / Big Horn Room
Assorted pastries, fruit, & cold cereals with milk, juices, coffee, & tea
- 8:00 - 10:00 AM** **405.2 Debt Management**
Yellowstone / Big Horn Room
A review of the legal limits of municipal debt and the requirements and procedures for issuing general obligation bonds, SID bonds, and revenue bonds.
Anna Miller, Financial Advisor, Department of Natural Resources and Conservation
Robert Murdo, Jackson, Murdo, & Grant, P.C.
- 10:00 AM - 12:00 PM** **303.2 Labor Law**
Yellowstone / Big Horn Room
A review of basic labor law in Montana with emphasis on the Montana Wrongful Discharge from Employment Act.
Joann (Jo) Pintz-Cole, Workforce Consultant, Department of Labor Billings Job Service
- 12:00 - 1:00 PM** **Lunch**
Poolside
Teriyaki chicken
- 1:00 - 3:00 PM** **312.2 Federal Employment Tax Resources – 2**
Yellowstone / Big Horn Room
An overview of federal employment tax responsibilities and of resources available to local governments for assistance in understanding and complying with their employment tax responsibilities.
Dwayne Jacobs, Internal Revenue Service
- 3:00 - 5:00 PM** **611.2 Developing a Council Orientation Plan**
Yellowstone / Big Horn Room
An overview of the information municipal clerks can provide to newly elected council members.
Dan Clark, Director, MSU Local Government Center
- 5:00 - 6:00 PM** **Registration for Graduates (3-Day Attendees)**
Hotel Lobby
- 6:00 – 8:00 PM** **Course 105.2 Ethics in Municipal Government**
Yellowstone / Big Horn Room
An in-depth review and discussion of the Montana Code of Ethics as it relates to elected and appointed municipal officials.
OPTIONAL – Course was offered electronically on April 14, 2009. This session is for clerks who did not participate in the electronic offering.
Dan Clark, Director, MSU Local Government Center
Molly Anderson, Program Coordinator, MSU Local Government Center

WEDNESDAY, MAY 6

- 7:00 - 8:00 AM **Breakfast**
Missouri Room
Beartooth Buffet - Eggs, potatoes, bacon & sausage with fruit, juices, coffee, & tea.
- 8:00 - 10:00 AM **402.2 Fundamentals of Municipal Budgeting (BARS) - Part 2**
Missouri Room
An introduction to the Montana Municipal Budgeting and Reporting System (BARS) with emphasis on the preparation, implementation, and monitoring of the municipal budget.
Norm Klein, Olness and Associates, PC, CPA's

APT TRACK

IIMC TRACK

- 10:00 - NOON **701.2 Government Fund Accounting**
Stillwater Room
A review of the principles of governmental fund accounting.
Norm Klein, Olness and Associates, PC, CPA's

- 613.2 Freedom of Information Act**
Bitterroot Room
An overview and discussion of the Freedom of Information Act
Dan Clark, Director, MSU Local Government Center

- 12:00 - 1:00 PM **Lunch**
Poolside
Downtown deli

APT TRACK

IIMC TRACK

- 1:00 - 3:00 PM **709.2 Revenue Collections**
Stillwater Room
A review and discussion of appropriate revenue collection procedures and techniques.
Sandra Johnson, Clerk/Treasurer, City of Troy
Lorraine Mulonet, Clerk/Treasurer, City of Chinook
Brenda Schneider, Clerk/Treasurer, Town of Superior

- 601.2 Administrative Duties of the Municipal Clerk - 2**
Bitterroot Room
This is a small group practicum in the proper and legally sufficient preparation of municipal ordinances and resolutions in conformance with Montana Law.
Ron Barndt, Clerk/Treasurer, Town of Columbus
Brent Brooks, Attorney, City of Billings
Kelly Thiel, Clerk, City of Plentywood

- 3:00 - 5:00 PM **703.2 Cash Management & Banking**
Stillwater Room
This is a combination lecture and small working group session on cash management and banking.
Laurae Clark, Treasurer, City of Bozeman,
Doris Pinkerton, Clerk/Treasurer, City of Forsyth

- 309.2 Grant Application & Administration**
Bitterroot Room
A review and discussion of effective application procedures including administrative requirements for a successful grant application.
Thomas Erskine, Interstate Engineers

THURSDAY, MAY 7

7:00 - 8:00 AM **Breakfast**
Stillwater and Bitterroot Rooms
Assorted pastries, fruit, & cinnamon rolls with juices, coffee, & tea

APT TRACK

IIMC TRACK

8:00 - 10:00 AM **109.2 Notary Public Rules & Regulations**
Stillwater Room
An overview of the rules and regulations governing the commission and official duties of a notary public in the State of Montana.
Lori Hamm, Notary Compliance & Training Specialist, Montana Secretary of State's Office

509.2 Process Management
Bitterroot Room
A review of process management tips and techniques for recognizing and managing difficult projects.
Craig Ehlert, Adjunct Instructor of Management, MSU College of Business

10:00 - NOON **109.2 Notary Public Rules & Regulations continued**
Stillwater Room

306.2 Risk Reduction Strategies in Personnel Management - Part 2
Bitterroot Room
An intensive review and application of policies and practices to reduce risk exposure in managing municipal employees.
John Cummings, Montana Municipal Insurance Authority

12:00 - 1:00 PM **Lunch**
Ralston Room at the Convention Center
Little Italy Buffet

1:00 - 3:00 PM **204.2 Communicating with the Public**
Missouri Room
A review of the techniques of effective communication with the public.
Ken Weaver, Local Government Associates
Judy Mathre, Local Government Associates

3:00 - 5:00 PM **208.2 Meeting the Media**
Missouri Room
A review of strategies for building positive and productive relationships with the news media. This session will emphasize how to effectively market your jurisdiction's programs to the news media.
Melody Martinsen, Editor of the Choteau Acantha

6:00 PM **No Host Social Hour**
Ralston Room at the Convention Center

7:00 PM **Banquet**
Ralston Room at the Convention Center
Prime rib with garden salad, mashed potatoes, and cheesecake.

FRIDAY, MAY 8

- 7:00 - 8:00 AM **Breakfast**
Missouri Room
Assorted pastries, fruit, & bagels with juices, coffee, & tea
- 8:00 - 9:00 AM **Clerk/Treasurer to Clerk/Treasurer**
Missouri Room
A discussion of current issues and problems in the Clerk/Treasurers office.
Facilitated by Dan Clark, Director, MSU Local Government Center
- 9:00 - 10:00 AM **Legislative Update**
Missouri Room
Joint session with the Elected Officials and Attorneys
An overview of the current issues of concern to Montana municipalities.
Bob Worthington, Former CEO, Montana Municipal Insurance Authority
- 10:00 - NOON **309.2 Employee Motivation**
Humor and Hassles, Laughter and Likability
Missouri Room
Joint session with the Elected Officials
A review and discussion of effective employee motivation techniques.
Tim Gard, CSP, CPAE
- NOON **Adjourn - See you next year!**