Local Government Center

43rd Annual Montana Municipal Institute

Clerks, Treasurers, and Finance Officers Program

Sunday, April 30 – Thursday, May 4, 2023

Best Western GranTree Bozeman, MT
Sunday, April 30th

9:00 AM - 3:30 PM
Athenian Dialogue
Tamarack

3:00 - 4:00 PM
Registration
Foyer

Welcome & Team Building Strategies
Angela Johnson, Clerk/Treasure, IIMC Region VIII Director, Nikki Brummond, MMC, Finance Officer, City of Lewistown
Hyalite & Clark
Fun, informative orientation to explain IIMC and APT certification. In addition, learn about and practice team-building exercises while enjoying hors d’oeuvres and beverages. Have fun, start learning, and kick the week off in true clerk/treasurer style!

Learning Outcomes:
• Learn about and practice effective team-building strategies.
• Understand the certification options for clerks and treasurers.
• Have fun!

(Please note the hotel is strictly enforcing the no outside alcohol policy.)

Monday, May 1st

Clerk Agenda

Treasurer Agenda

7:00 - 8:00 AM
Breakfast - Spanish Peaks
Atrium

8:00 - 9:45 AM
Roles and Responsibilities
Dan Clark, MSU Local Government Center
Hyalite & Clark
Review and discussion of the roles and responsibilities of appointed and elected municipal officials.

Learning Outcomes:
• Be able to list the duties assigned to the legislative and executive branches of municipal government.
• Identify which duties are the responsibility of the municipal clerk, treasurer, and public works director.
• Be able to describe the implications of officials performing duties that are not assigned to their position.

9:45 - 10:00 AM
Morning Break
Coffee and Hot Tea
Analyzing Utility Rates
Bobbie Schular, Montana Rural Water
Hyalite & Clark
An overview of analyzing utility rates to meet bond requirements and maintain a stable utility fund.

Learning Outcomes:
- Know resources available to analyze utility rates and spreadsheets for budgeting.
- Understand the concepts used to analyze utility rates.
- Be able to use the concepts presented to analyze utility rates.

Investing Public Funds
Colton Welhaven, Buchanan Capital
Madison
A review of the legal requirements involved in the investment of public funds.

Learning Outcomes:
- Know the legal requirements for investing funds.
- Understand the legal requirements for pledged securities.
Clerk Agenda

Municipal Debt Management
Dan Semmens and Courtney Ellis, Dorsey & Whitney
Hyalite

A review of the best practices involved in municipal debt management including legal limitations, documentation, and adjusting entries for outstanding debt. In addition, the session explores the different types of debt that exist, bond documents, reserves, and other relevant information.

Learning Outcomes:
• Know general obligation bond debt limits.
• Know general obligation and revenue bonding requirements and procedures.
• Understand the law and principles of debt management in municipal government including documentation and adjusting entries for outstanding debt.

Cash Reconciliation
Tammy Comer, Finance Officer, Town of Fairfield, Sandy Donnelly, Clerk/Treasurer, City of Forsyth
Madison

This session covers best practices for preparing cash reconciliation reports using both BMS and spreadsheets and explains the importance of accurate cash reconciliation as well as the resources available to complete the reports. The session also focuses on helping new clerks figure out where to start and what to do if reconciliation reports were not previously submitted.

Learning Outcomes:
• Know and understand the importance of accurate cash reconciliation.
• Know the resources available to complete the cash reconciliation report.
• Be able to complete the report.

Treasurer Agenda

Afternoon Break
Healthy Harvest Break

Preparation of Minutes & Developing Council Packets
Tom Frownfelder, Deputy Clerk, City of Choteau, Liz Roos, CMC, Clerk, Town of West Yellowstone
Hyalite & Clark

A detailed review of the requirements for legally sufficient minutes and development and distribution of council meeting packets.

Learning Outcomes:
• Know the legal requirements for taking, preparing, and maintaining council meeting minutes.
• Know the legal requirements for agenda preparation and posting.
• Understand the components of the council packet and ideas for distribution.

6:00 - 8:00 PM
BMS Sponsored User Training & Dinner
Stay tuned for RSVP info.
Small Ballroom
Tuesday, May 2nd

Clerk Agenda

7:00 - 8:00 AM
Breakfast - Old Faithful
Atrium

8:00 - 9:45 AM
Stress Management: Self Care for Clerk Treasurers
Alison Brennan & Michelle Grocke, MSU Department of Health and Human Development
Hyalite & Clark
A review and discussion of strategies to reduce individual stress in the workplace.
Learning Outcomes:
• Know the strategies for effective stress reduction and stress management in the workplace.
• Be able to identify and understand the most significant sources of individual, workplace, and group stress.
• Learn effective techniques for addressing and mitigating stress.

9:45 - 10:00 AM
Morning Break
Coffee and Hot Tea

10:00 - 10:50 AM
Understanding Legal Documents
Jodie Campbell, Clerk/Treasurer, Town of Cascade, Jordan Crosby, Ugrin Alexander Zadick, P.C., Jodi Rogers, Finance Officer, City of Choteau
Hyalite & Clark
A review and discussion of the key legal documents clerks/treasurers encounter frequently, the difference between them, the meaning of any specific legal language used, as well as a discussion of the various documents that are required to be filed with the clerk and recorder's office.
Learning Outcomes:
• Understand resolutions and ordinances—what they are, the differences between them, as well as any other legal documents that clerks/treasurers might need to know more about or better understand.
• Know the various documents that are required to be filed with the clerk and recorder's office.

Treasurer Agenda

8:00 - 9:45 AM
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11:00 - 11:55 AM
Contract & Bid Procedures
Brent Brooks, Axion Law
Hyalite & Clark
A review and discussion of the legal requirements for contracting and bid procedures.
Learning Outcomes:
• Know contracting and procurement processes for equipment and professional services.
• Understand how to evaluate bids, document bid receipts, and notice requirements.
• Know what to look for in contracts.
Clerk Agenda

12:00 - 1:00 PM

Sponsored Lunch
- Soup, salad, and wraps
  Atrium

1:00 - 1:50 PM

Clerks’ Procedures Manual
Crystal Turner, Clerk/Deputy Treasurer, City of Three Forks, Ashley Kent, MSU Local Government Center
Hyalite & Clark
An interactive session to provide an overview of the most critical information from the Montana Municipal Officials Handbook that clerks need to know.

Learning Outcomes:
• Know foundational information relevant to day-to-day responsibilities.
• Understand the breakdown of monthly/quarterly responsibilities as well as their time frames.
• Develop an understanding of useful organizational tools to keep track of important deadlines and monthly/yearly tasks.

2:00 - 2:50 PM

Records Management
Marty Rehbein, Legislative Services Director, City of Missoula
Hyalite
A review of the legal requirements for maintaining a records management system and discussion of best records management practices. In addition, legislative session updates to the legal requirements.

Learning Outcomes:
• Know the principles of efficient file management.
• Know the principles of public records management, retention, disposition, and security.
• Be able to develop an efficient records management system in conformance with state and federal law.

Funding Capital Replacement
Jodie Campbell, Clerk/Treasurer, Town of Cascade
Madison
An overview of how to establish and fund a municipal capital improvement program (CIP).

Learning Outcomes:
• Know and understand the importance of accurate cash reconciliation.
• Know the resources available to complete the cash reconciliation report.
• Be able to complete the report.

2:50 - 3:05 PM

Afternoon Break
Mid-Afternoon Pick Up

Treasurer Agenda
Clerk Agenda

3:05 - 5:00 PM

Advanced Communication Skills
Mark Willmarth, Vision West
Hyalite & Lewis & Clark

This joint session with elected officials will delve into the advanced elements of effective communication.

Learning Outcomes:
• Know the techniques to interpret non-verbal communication.
• Know about gender differences in verbal communication.
• Know unethical and inappropriate behaviors in communicating with the public.

5:30 PM

Sponsored Dinner
Fiesta Mexicana

Treasurer Agenda

Wednesday, May 3\textsuperscript{rd}

7:00 - 8:00 AM

Breakfast- Old Faithful
Atrium

8:00 - 9:50 AM

Reasonable Suspicion Testing
Jessa Remington, Associated Employers
Hyalite

An overview of the federal and state regulations of reasonable suspicion testing including a discussion of the signs, symptoms, and effects of alcohol or controlled substance use, how to approach an employee and initiate reasonable suspicion testing, documentation, and handling difficult situations.

Learning Outcomes:
• Know the physical, behavioral, speech, and performance indicators of substance abuse.
• Understand the drug and alcohol regulations that apply to reasonable suspicion testing.
• Be able to approach employees in a professional and rational manner.
• Be able to complete required documentation.

TBD
Madison
TBD

Learning Outcomes:
• TBD
HR Policies & Procedures: Labor Law & Engaging Employees for Success
Jessa Remington, Associated Employers
Hyalite & Clark

A review of current labor law including the ADA, EEO, and the Montana “wrongful discharge” statute, as well as an interactive session to address how to engage employees by identifying and meeting employee motivational needs. Methods to increase employee productivity by clarifying job expectations and providing objective feedback will be practiced.

Learning Outcomes:
• Know the general legal requirements related to wrongful discharge, family leave, ADA, and EEO.
• Know the requirement to afford “due process” and fair dealing in all employer-employee relations.
• Understand employee motivations, know tools and resources to engage employees, and processes for increasing productivity, job satisfaction, and retention.
• Understand what it costs when employees disengage from their jobs and be able to identify and reach out to disengaged employees.

Risk Management: Child Abuse Prevention
Jamie Fray, Presidium, Jim Brandley, MMIA
Hyalite & Clark & Lewis

This joint session with elected officials covers the risks that exist in daily municipal operations involving youths and how to assess the municipality’s ability to control them. Such exposures can include swimming pools, libraries, athletic teams, daycare, playgrounds, Summer Camps, Park and Rec programs, etc. The session looks at the financial and reputational risks involved, as well as resources to help assess and manage these risks.

Learning Outcomes:
• Know and understand the various types of risk – strategic, compliance, operational, technological, financial, and reputational.
• Know and understand the elements of an entity-wide risk management program, including risk assessment, risk governance, risk infrastructure, and risk management.
• Be able to identify the various risks within your organization as well as how to reduce and manage them.
### Clerk Agenda

#### Grant Application and Administration

**Jodie Campbell**, Clerk-Treasurer, Town of Cascade & **Craig Erickson**, Grants Manager, Great West Engineering

**Hyalite & Clark & Lewis**

*This joint session with elected officials offers a review and discussion of effective grant application procedures including administrative requirements for a successful grant application.*

**Learning Outcomes:**
- Know the availability and sources of grants and loans.
- Understand the application process and the components of a successful grant application.
- Understand the process of administering a grant.

#### Dinner on your own

We invite you to find a group and discover some of the great dinner offerings in Bozeman! If you would like suggestions just ask a member of the MSU Local Government Center team.

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### Treasurer Agenda

#### Thursday, May 4th

**Clerk Agenda**

**Montana DNRC--ARPA Funding**

**Anna Miller & Samantha Kemp**, DNRC

**Hyalite & Clark**

*A session to help clerks/treasurers understand the requirements and deadlines around ARPA funding.*

**Learning Outcomes:**
- Understand the disbursement of ARPA funds and whether or not the funds put communities into a federal audit.
- Know what the loans are as well as the basics of payment schedules and deadlines.
- Know the reserve the community needs to have in place.
- Understand what coverage is required and why as well as how to monitor and ensure that coverage requirements are met.

**Tax Vouchers**

**Nikki Brummond**, MMC, City of Lewistown, **Jodi Rogers**, Finance Officer, City of Choteau, **Sonya Southland**, Clerk/Treasurer, City of Scobey

**Madison**

*A session on tax vouchers – set up, how to reach county reports, and balancing the municipal voucher with county reports.*

**Learning Outcomes:**
- Know and understand how to read the county reports.
- Be able to set up a tax voucher and balance with the county report.

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#### Breakfast-

Cowboy Benedict

Atrium

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<thead>
<tr>
<th>Time</th>
<th>Clerk Agenda</th>
<th>Treasurer Agenda</th>
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<tbody>
<tr>
<td>9:45 - 10:00</td>
<td>Morning Break &amp; District Group Pictures</td>
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<td>Coffee &amp; Hot Tea</td>
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<td>10:05 - 11:50</td>
<td>Montana Voter Review</td>
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<td>Dan Clark, MSU Local Government Center</td>
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<td>Hyalite &amp; Clark</td>
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<td>A review of Montana procedures and requirements in conducting municipal elections including initiative, referendum, and recall procedures and the Montana Voter Review process.</td>
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<td>Learning Outcomes:</td>
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<td>• Be able to apply the legally required procedures for initiative, referendum and recall elections.</td>
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<td>• Know the requirements for conducting the Montana Voter Review process.</td>
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<td>• Know the role of the county clerk and recorder’s office in conducting municipal elections.</td>
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<td>12:00 - 1:00</td>
<td>Lunch - Trail Ride</td>
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<td>Atrium</td>
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<td>Graduation &amp; Awards Banquet</td>
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<td>1:00 - 2:45</td>
<td>Clerk/Treasurer to Clerk/Treasurer</td>
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<td>Nikki Brummond, MMC, City of Lewistown, Jodi Rogers, Finance Officer, City of Choteau</td>
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<td>Over the course of the week, participants will be encouraged to write down any remaining unanswered questions they have after each session as well as topics they'd like to discuss in more detail. This highly interactive session, moderated by experienced clerk/treasurers, will address those remaining questions, drawing on the collective knowledge pool as well as offering experts the opportunity to offer answers, additional information, and resources.</td>
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<td>Learning Outcomes:</td>
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<td>• Learn from the best resource available to the municipal clerk/treasurer--your peers!</td>
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<td>• Implement new best practices based on most recent information.</td>
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<td>• Identify the resources available to help answer common questions.</td>
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<td>• Evaluate options to solve current problems facing your community or role.</td>
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<td>• Identify answers to your most pressing questions by the end of the session.</td>
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<td>2:45 - 3:00</td>
<td>Afternoon Break</td>
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<td>Build Your Own Trail Mix</td>
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### Clerk/Treasurer (continued)
Nikki Brummond, MMC, City of Lewistown, Jodi Rogers, Finance Officer, City of Choteau

**Hyalite & Clark**

Continuation of the interactive assistance workshop.

**Learning Outcomes:**
- Learn from the best resource available to the municipal clerk/treasurer--your peers!
- Implement new best practices based on most recent information.
- Identify the resources available to help answer common questions.
- Evaluate options to solve current problems facing your community or role.
- Identify answers to your most pressing questions by the end of the session.

### Creative Problem Solving
Dan Clark, MSU Local Government Center

**Hyalite & Clark**

An overview and discussion of useful problem-solving practices to assist the municipal clerk/treasurer in navigating the wide and varied challenges they face in their roles including a variety of techniques to help the clerk keep cool under pressure and create an environment conducive to learning, promoting positive change, and working well together.

**Learning Outcomes:**
- Know a variety of techniques for solving some of the most pressing and common problems that arise and how to apply them.
- Identify helpful tools for navigating the more frequent and common challenges of the role.