

# MAT Spring Short Course 2017 Agenda

## CLERKS & TREASURERS

### Session A: Morning

9:00 a.m. **Director Welcome/Pledge of Allegiance/Announcements**

9:05 a.m. **Legislative Update – Gary Pedersen**

9:50 a.m. **Insurance Update -- Eric Hedtke**

Learn about updates and developments in the MATIT insurance program. Plus, reminders on how to help your township avoid claims.

10:15 a.m. **Break**

10:30 a.m. **Minnesota Benefit Association (MBA)**

10:45 a.m. **Policies – Why Bother? -- Lucinda Messman**

In this workshop, you will begin working on some policy outlines you can apply to your township. Work from the State Auditor information and info on the MAT website to construct/work through policies regarding reimbursement, meeting minutes, and petty cash. Other policies may be explored as well such as a website policy.

Noon **Lunch**

### Session A: Afternoon

12:45 p.m. **Proof of Life (of a Contract) - Steve Fenske**

This session will cover the paperwork related to contracts in more detail than the Supervisors' counterpart. With bonus slides on information and personnel security!

1:45 p.m. **Resolutions & Motions -- Lucinda Messman**

Workshop to review various types of help available and where to look when determining if you need to use a motion or resolution for particular board actions.

3:00 p.m. **Adjourn**

## SUPERVISORS

### Session B: Morning

9:00 a.m. **Welcome/Pledge of Allegiance**

**Minnesota Benefit Association (MBA)**

9:15 a.m. **Board of Director Announcements**

9:20 a.m. **Truck Weight and Township Roads -- Gary Hayes & Bruce Verdes, Minnesota Truck Weight Education Director and Program Support, Alexandria Technical and Community College**

This is an overview of truck weight issues discussed at the Minnesota Truck Weight Education Program over the last 16 years. It provides a working knowledge of the truck weight laws for road authorities. It also gives some guidance on how to properly post (restrict) weights with proper signage.

10:20 a.m. **Break**

10:35 a.m. **Road Maintenance Potpourri – Duane Blanck, P.E.**

Learn about the *Manual on Uniform Traffic Control Devices* (MUTCD) how to access it and how to use it as an important tool in managing traffic signs on your roads; when and how to close a road to protect the public health, safety and welfare, and to minimize risk to your township; setting speed limits in your township; and springtime road repairs – learn how to deal with “frost boils” or soft spots, retrieving surface material and reshaping the travel surface on your gravel roads.

Noon **Lunch**

### Session B: Afternoon

12:45 p.m. **Insurance Updates – Eric Hedtke**

Learn about updates and developments in the MATIT insurance program. Plus, reminders on how to help your township avoid claims.

1:15 p.m. **Legislative Updates – Gary Pedersen**

2:00 p.m. **The Life of a Contract - Steve Fenske**

This session will consider the process, laws, and considerations supervisors are likely to encounter in contracting, including the Municipal Contracting Law, statutory conflicts of interest, mandated paperwork and forms, individual authority, and managing unexpected problems.

3:00 p.m. **Adjourn**

## **NEW OFFICERS**

### **Session C: Morning**

**9:00 a.m. Welcome/Pledge of Allegiance**

**9:05 a.m. New Officer Orientation – Eric Hedtke & Steve Fenske**

A must-have class for **ALL** officers that have not attended it before. Two of MAT's attorneys cover the many legal requirements that come with holding public office. The indispensable information in this class can help keep your township out of court and you out of jail.

**10:15 a.m. Break**

**10:30 a.m. New Officer Orientation Continued**

**Noon Lunch**

### **Session C: Afternoon**

**12:45 p.m. Board of Director Announcements**

**12:50 p.m. Intro to CTAS & Clerk Resources – Lucinda Messman**

**1:10 p.m. Minnesota Benefit Association (MBA)**

**1:25 p.m. Township Officer Duties and Responsibilities – Eric Hedtke**

This class addresses the specific duties of clerks, treasurers, and supervisors, as well as many township functions you may not have considered or even known about.

**2:25 p.m. Township Association Basics – Gary Pedersen**

Important background on townships and the many ways in which the Minnesota Association of Townships supports townships and town officers.

**3:00 p.m. Adjourn**