

# MAT Spring Short Course 2019 Tentative Agenda

## CLERKS & TREASURERS

- 9:00 a.m. **Welcome/Pledge of Allegiance**  
**Board of Director Announcements**
- 9:10 a.m. **The Ten Commandments of Taking Meeting Minutes**  
This session will cover the who, what, when and where of meeting minutes. Learn some of the tips and tricks of taking minutes at your township meetings.
- 10:15 a.m. **Break**
- 10:30 a.m. **Legislative and MAT Update – David Hann**
- 11:15 a.m. **MnDOT Mapping - Amy Sanda, MnDOT**  
The Minnesota Department of Transportation is updating Township Maps – adding new roads, changing names or road types, etc. – with information provided by townships using GIS technology. Last year, maps and letters were sent to each township and almost 900 responses were received. Township boards and the public can use these maps for future planning efforts. MnDOT will be providing the completed maps to townships in attendance.
- Noon **Lunch**
- 12:45 p.m. **Clerk Training – Financial Fundamentals**  
This session explores the basics of township financial management including budgeting and planning, ongoing fiscal activities, and financial statements and reporting. It will also cover required communications with state agencies and strategies for keeping the township board and citizens informed.
- 2:00 p.m. **The Paper Chase and Persistent Misconceptions: Tracking Data Through the Contract Process – Steve Fenske, MAT Attorney**  
Feeling like the township's paper-housekeeper? You're not alone. When it comes to contracting, the contract itself is only one part of the record to manage, and clerks and treasurers often end up picking up the paper trail. We discuss the less-obvious contracting data that should be kept. Then a review of several common issues that keep coming up.
- 3:00 p.m. **Adjourn**

## NEW OFFICERS

- 9:00 a.m. **Welcome/Pledge of Allegiance**  
**New Officer Orientation — Steve Fenske, MAT Attorney**  
A must-have class for **ALL** officers that have not attended previously. MAT will 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. **(A 15-minute break will be taken during the morning session.)**
- Noon **Lunch**
- 12:45 p.m. **Board of Director Announcements**
- 12:55 p.m. **MnDOT Mapping – Amy Sanda, MnDOT (Same as Clerk Training)**
- 1:25 p.m. **Township Officer Duties and Responsibilities**  
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.
- 2:15 p.m. **Introduction to CTAS and Clerk/Treasurer Resources – Clerk Trainer**  
A short introduction of the different resources MAT offers for Clerks and Treasurers and what new officers should know about CTAS.
- 2:30 p.m. **Township Association Basics – David Hann**  
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**

## **SUPERVISORS**

**9:00 a.m. Welcome/Pledge of Allegiance  
Legislative Update – David Hann**

**9:30 a.m. What Township Officials Need to Know About Minnesota Drainage Law  
Kurt A. Deter and other attorneys from Rinke Noonan Law Firm**  
The presentation will be a discussion of general drainage law in Minnesota, a short discussion of the difference between private drainage and public drainage systems, the authority under the statute that the Road Authority has concerning drainage, along or through their right-of-way, and a general discussion of culvert issues.

**10:30 a.m. Break**

**10:45 a.m. Board of Directors Announcements  
ISO - Public Protection Classification – Steve Ungericht or Doug Robinson**  
The presentation will provide a brief overview on what ISO does, the Public Protection Classification Program, Fire Suppression Rating Schedule classifications, the various sectors that are surveyed, Fire Departments - Primary / Automatic Aid / Mutual Aid.

**Noon Lunch**

**12:45 p.m. Light Em Up! Beavers and Fire Contracts: Covering Two Issues Common to Nearly Every Township! — Steve Fenske, MAT Attorney**  
First, we will talk about laws and methods to control beavers, dams, and lodges, with helpful and distracting videos! Next, we consider fire contracts, the provisions to watch for, and working with the service provider.

**1:45 p.m. MnDOT Mapping – Amy Sanda, MnDOT (Same as Clerk Training)**

**2:15 p.m. Financial Fundamentals — Clerk Trainers**  
This session explores the basics of township financial management including budgeting and planning, ongoing fiscal activities, financial statements and reporting. Also discussed are communication strategies that bring together the Supervisors with the Clerk and Treasurer.

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