

Summer Specialized Training 2019 Agenda

Time	Supervisors
8:30 a.m.	<p>The End of the Road – Ruth Simpson, MAT Staff Attorney This course will review the entire road vacation process – starting with the type of road involved and moving through to the road order. We will look at the difference between abandonment and vacation as well as if a parcel is landlocked. The entire road vacation timeline will be reviewed.</p>
9:45 a.m.	<p>Introduction to Drones — Joe W. Campbell, FHWA Minnesota Division Assistant An introduction to the use of drones in road and bridge inspections.</p>
10:15 a.m.	Break
10:30 a.m.	<p>Insurance Checklist – Jon Mocol, Manager of MAT Agency Do you know what is listed as insured on your property insurance? Now is a good time to review it and find out what is listed and what should be listed.</p>
11:00 a.m.	<p>Culvert Installation, Maintenance, and Inspection A short course for MN Townships — Eric Johnson, LTAP The course also highlights the important role culverts play in the drainage system and a basic understanding of the principles of culvert theory, design, location, planning, scheduling, maintenance, permitting, and typical installations. It also outlines culvert inventory, inspection, repair, and rehabilitation methods.</p>
12:30 p.m.	Adjourn

Time	Clerks & Treasurers	
8:30 a.m.	<p>Budgeting — MAT Clerk/Treasurer Trainers The course will review the budgeting process, focusing on the budget in CTAS.</p>	<p>CTAS One-on-Ones – Mark Albarado The State Auditor’s Office will host a ONE-ON-ONE half-hour session throughout the first 90 minutes of each day. It is a First Come, First Serve sign-up each day.</p>
9:45 a.m.	<p>Insurance Checklist – Jon Mocol Do you know what is listed as insured on your property insurance? Now is a good time to review it and find out what is listed and what should be listed.</p>	
10:15 a.m.	Break	
10:30 a.m.	<p>“Isn’t That Special” – Special Meetings – MAT Clerk/Treasurer Trainers The course will review handling special meetings – from determining how one is called, the notice required and posting issues.</p>	<p>Beginning CTAS – Mark Albarado, State Auditor’s Office The Small City and Town Accounting System (CTAS) is a special software system for towns. The session is for those who are new to the program. The class will begin with an overview of the current CTAS program followed by hands-on training. Limit of 20 for each session.</p>
11:30 a.m.	<p>Planning the “Vacation” – Ruth Simpson The course will review the road vacation process — starting with the type of road involved and moving through to the road order. We will focus on the steps to handle it from the vacation petition to the road order.</p>	
12:30 p.m.	Adjourn	Adjourn