

44th Annual Municipal Institute

Clerks & Treasurers | May 5–9, 2024

Fairmont Hot Springs, 1500 Fairmont Rd, Anaconda, MT 59711

Sunday – May 5

9:00 - 3:30	Athenian Dialogue <i>Location: Sapphire</i>	Nikki Brummond
12:00 - 4:00	Check-in/Registration <i>Location: Meeting Area Foyer</i>	
4:00 - 6:00	Reception Orientation & Clerk/Treasurer to Clerk/Treasurer <i>Location: Cutthroat/Grizzly</i>	Education Committee

Monday – May 6

8:00 - 8:30	IIMC Certification Orientation <i>Location: Bitterroot/Sapphire</i>	Angela Johnson
8:40 - 10:30	Budget from Start to Finish <i>Location: Bitterroot/Sapphire</i>	Jodie Campbell & Jodi Rogers
10:45 - 11:45	STIP/INTERCAP Loans <i>Location: Bitterroot/Sapphire</i>	Louise Welch

BREAKOUT SESSIONS

1:00 - 2:50	Payroll/Payroll Reporting <i>Location: Bitterroot</i>	Tom Frownfelder	LGSB—GASB updates (1:00 - 1:50) <i>Location: Sapphire</i>	Darla Erickson & Danielle Vincent
			Cash Reconciliation (2:00 - 2:50) <i>Location: Sapphire</i>	Tammy Comer & Jodi Rogers
3:00 - 3:50	Admin Duties of the Clerk <i>Location: Bitterroot/Sapphire</i>			Ashley Kent
4:00 - 4:50	Ethics & Nepotism <i>Location: Bitterroot/Sapphire</i>			Dan Clark
5:00 - 9:00	2024 MMCT&FOA Institute User Dinner <i>Location: Meadowlark</i> Register: https://support.blackmountainsoftware.com/support_index.cfm?tc=2035			Black Mountain Software

Tuesday – May 7

BREAKOUT SESSIONS

8:00 - 8:50	Public Water Supplies: What Your Community Needs to Know <i>Location: Sapphire</i>	Greg Montgomery	Council Packets <i>Location: Bitterroot</i>	Crystal Turner
9:00 - 10:00	Leave Policies <i>Location: Bitterroot/Sapphire</i>			Derrek Shepherd

BREAKOUT SESSIONS

10:15 - 12:00	Purchasing, Contracting, and	Collette Anderson	Debt Financing for Muni Govs	Anna Miller, Dan Semmens,
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	Bid Procedures <i>Location: Sapphire</i>	<i>Location: Bitterroot</i>	Courtney Ellis
1:00 - 2:45	Cash Management & Handling/Internal Controls <i>Location: Bitterroot/Sapphire</i>		Nikki Brummond
3:00 - 4:50	Interviewing & Employee Hiring Process <i>Location: Sapphire</i>		Derrek Shepherd
6:00 - 8:00	Association Pizza Night		

Wednesday – May 8

8:00 - 8:50	Activity <i>Location: TBD</i>		
9:00 - 10:00	ARPA Compliance and Closeout <i>Location: Bitterroot/Sapphire</i>		Michelle McNamee & Shawna Swanz
10:30 - 12:00	Voter Review (Joint Session) <i>Location: Bitterroot/Sapphire</i>		Dan Clark & Ashley Kent
12:00 - 1:15	MMIA EB & Allegiance Sponsored Lunch—MMIA Employee Benefits presentation & MMCT&FOA business meeting <i>Location: Cutthroat/Grizzley</i>		MMIA Employee Benefits & Allegiance
1:15 - 1:45	Tax Increment Financing (TIF) 101 <i>Location: Sapphire</i>		Regional Economic Development Professionals
2:30 - 5:00	Interactive Tour <i>Location: Downtown Butte</i>		
6:00 - 8:00	PayGov Sponsored Dinner in Butte <i>Location: Butte Restaurant The Three Amigos</i>		

THURSDAY – MAY 9

8:00 - 9:20	Forming Relationships with the Media/FOIA (Joint Session) <i>Location: Bitterroot/Sapphire</i>		Melody Martinsen
9:30 - 10:20	Land Use and Planning in Montana 101 (Joint Session) <i>Location: Bitterroot/Sapphire</i>		Kelly Lynch
10:30 - 12:00	Intergenerational Communication and Management <i>Location: Bitterroot/Sapphire</i>		Ashley Kent
12:00 - 1:00	Lunch Graduation & Awards Banquet - Blast from the Past <i>Location: Cutthroat/Grizzley</i>		
1:00 - 2:30	Clerk/Treasurer to Clerk/Treasurer <i>Location: Bitterroot/Sapphire</i>		Education Committee
2:40 - 3:30	Advanced Meeting Administration <i>Location: Bitterroot/Sapphire</i>		Ashley Kent
3:30 - 4:00	Closing <i>Location: Bitterroot/Sapphire</i>		Education Committee