



Running a Small City – Role of the Mayor and Clerk/Treasurer

8:30 – 9 am	Registration
9 – 9:05 am	Welcome and Introductions
9:05 – 9:50 am	<p>Roles & Responsibilities</p> <ul style="list-style-type: none"> • Knowing your role • Policy vs. oversight • Executive vs. Legislative <p><i>Presenters: Pat Mason, MRSC; Lynn Nordby, MRSC; Toni Nelson, State Auditor's Office</i></p>
9:50 – 11:15 am (break 10:30 – 10:45 am)	<p>Understanding the Legal Territory</p> <ul style="list-style-type: none"> • Open Public Meetings • Appearance of Fairness Doctrine • Public Records • Conflicts of Interest <p><i>Presenter: Pat Mason, MRSC</i></p>
11:15 am – Noon	<p>Financial Stability</p> <ul style="list-style-type: none"> • Checks and Balances • Timelines/Decision Points <p><i>Presenter: Toni Nelson, State Auditor's Office</i></p>
12 – 1 pm	Lunch
1 – 3:30 pm (Break 2:30 – 2:40 pm) Concurrent sessions	<p>Mayors Breakout Session What does it mean to “Manage?”</p> <ul style="list-style-type: none"> • Organizational Planning • Communicating • How to be Effective <p><i>Presenter: Lynn Nordby, MRSC</i></p> <p>Human Resources & Personnel Management</p> <ul style="list-style-type: none"> • Hiring/Firing • Supervising • Performance Review <p><i>Presenters: Lynn Nordby, MRSC; Pat Mason, MRSC</i></p>
	<p>Clerk/Treasurers Breakout Session Legal Compliance and Your Calendar</p> <ul style="list-style-type: none"> • Disbursements • Personnel/Payroll • Financial Reporting Requirements <p><i>Presenter: Toni Nelson, State Auditor's Office</i></p>
3:30 – 4 pm	What have we learned?
4 pm	Adjourn

(Subject to change)