

45th Annual Municipal Institute

Clerks, Treasurers, Finance Officers | May 4–8, 2025
 Fairmont Hot Springs, 1500 Fairmont Rd, Anaconda, MT 59711

Sunday – May 4

9:00 – 3:30	ATHENIAN DIALOGUE <i>Location: Sapphire</i> Register: https://www.montana.edu/extension/localgov/newsandevents/2024-institute-clerk-registration.html	Dr. Lydia Maunz
12:00 – 4:00	CHECK-IN & REGISTRATION <i>Location: Meeting Area Foyer</i>	
4:00 – 6:00	RECEPTION & ORIENTATION <i>Location: Cutthroat/Grizzley</i>	Education Committee

Monday – May 5

8:00 – 9:00	ROLES AND RESPONSIBILITIES OF MT MUNICIPAL GOVERNMENT <i>Location: Bitterroot/Sapphire</i>	Dan Clark & Ashley Kent
9:00 – 10:00	CLERKS ROLES IN OPEN MEETINGS <i>Location: Bitterroot/Sapphire</i>	Dan Clark & Ashley Kent
10:15 – 11:15	BUDGET BASICS <i>Location: Bitterroot/Sapphire</i>	Jodie Campbell & Jodi Rogers
11:15 – 12:00	MUNICIPAL TRIVIA & SCAVENGER HUNT <i>Location: Fairmont Hot Springs</i>	Education Committee
1:00 – 2:30	TABLE TOPICS <i>Location: Bitterroot/Sapphire</i>	Multiple Partners & Resource Groups
2:30 – 3:00	CLERK/TREASURER TO CLERK/TREASURER <i>Location: Bitterroot/Sapphire</i>	Education Committee

BREAKOUT SESSIONS

3:15 – 4:00	MINUTES, COUNCIL PACKETS, MEETING NOTICE, PUBLIC HEARING <i>Location: Bitterroot</i> Dan Clark & Ashley Kent	GASB 101 (3:15 – 4:00) <i>Location: Sapphire</i>	Darla Erickson
4:00 – 5:00	MONTHLY BALANCING & BANK RECONCILIATION <i>Location: Bitterroot/Sapphire</i>		Tammy Comer & BMS
6:00 - 8:00	2025 BLACK MOUNTAIN SOFTWARE INSTITUTE USER DINNER* <i>Location: Meadowlark</i> Register: https://support.blackmountainsoftware.com/support_index.cfm?tc=2089 *Only BMS users are invited to attend the training dinner.		



Tuesday – May 6

BREAKOUT SESSIONS

8:00 – 9:10	MANAGING BOARDS & COMMITTEES <i>Location: Bitterroot</i>	Dannai Clayborn	GRANTS 101 <i>(8:00 – 8:50)</i> <i>Location: Sapphire</i>	Jodie Campbell
9:10 – 10:00	WORK-LIFE BALANCE & STRESS MANAGEMENT <i>Location: Bitterroot</i>	Dr. Lydia Maunz	UTILITY BILLING <i>(9:00 – 10:00)</i> <i>Location: Sapphire</i>	Tom Frownfelder
10:10 – 11:00	COUNCIL ORIENTATION PACKETS <i>Location: Sapphire</i>	Liz Roos	BASICS OF DEBT FINANCING <i>(10:10 – 11:00)</i> <i>Location: Bitterroot</i>	Dan Semmens & Courtney Ellis
11:00 – 12:00	ORDINANCES v. RESOLUTIONS <i>Location: Bitterroot</i>	Dan Clark	FINANCE FUNDAMENTALS <i>(11:00 – 12:00)</i> <i>Location: Sapphire</i>	Katie Thompson
1:00 – 1:30	CLERK/TREASURER TO CLERK/TREASURER <i>Location: Bitterroot/Sapphire</i>			Education Committee
1:30 – 2:30	RECORDS RETENTION <i>Location: Bitterroot/Sapphire</i>			Mike Maas
2:45 – 3:50	EFFECTIVE COMMUNICATION PRACTICES <i>Location: Bitterroot/Sapphire</i>			Ashley Kent
4:00 – 5:00	PLANNING DOCUMENTS: GROWTH, POLICY, PARK PLAN, CIP, ADA <i>Location: Bitterroot/Sapphire</i>			Jerry Grebenc
6:00 – 8:00	MMCT&FOA HOSTED PIZZA NIGHT & GAMES			


Wednesday – May 7

8:00 – 8:50	MUNICIPAL FUNDING: ENTITLEMENT SHARE, MILS, SID, 15-10-420, TIF <i>Location: Bitterroot/Sapphire</i>		TBD
9:00 – 10:00	AUDIT <i>Location: Bitterroot/Sapphire</i>		TBD
10:00 – 11:00	ETHICS AREN'T FOR THE BYRDES IN OZARK (Joint Session) <i>Location: Bitterroot/Sapphire</i>		Daniel Porter
11:00 – 12:00	FUNDING LAW ENFORCEMENT <i>Location: Bitterroot/Sapphire</i>		TBD & Local Gov. Center

12:00 – 1:15

**MMIA EMPLOYEE BENEFITS & ALLEGIANCE SPONSORED LUNCH—MMIA
 EMPLOYEE BENEFITS PRESENTATION, APT, & MMCT&FOA MEETING**
Location: Cutthroat/Grizzly



1:15 – 2:15	THE RADAR PHENOMENON (Joint Session) <i>Location: Bitterroot/Sapphire</i>	Daniel Porter
2:15 – 3:00	SUBMITTING A CLAIM <i>Location: Bitterroot/Sapphire</i>	MMIA
3:00 – 5:30	INTERACTIVE TOUR <i>Location: Trolley tour of Butte, Underground Mines, and Fairmont Fun</i>	
6:30 – 8:00	PAYGOV SPONSORED DINNER <i>Location: Three Amigos Mexican Restaurant</i>	

Thursday – May 8

8:00 – 9:00	HR: PROGRESSIVE DISCIPLINE (Joint Session) <i>Location: Bitterroot/Sapphire</i>	Derrek Shepherd
9:00 – 10:00	LEGISLATIVE UPDATE (Joint Session) <i>Location: Bitterroot/Sapphire</i>	Kelly Lynch & Jennifer Olson
10:15 – 11:15	THE 3 MILLION DOLLAR RIBBON (Joint Session) <i>Location: Bitterroot/Sapphire</i>	Daniel Porter
11:15 – 12:00	PROCUREMENT POLICIES (Joint Session) <i>Location: Bitterroot/Sapphire</i>	Mike Maas
12:00 - 1:00	LUNCH HONORING GRADUATES <i>Location: Cutthroat/Grizzly</i>	
1:00 – 2:00	FRAUD INVESTIGATIONS FROM A TO Z <i>Location: Bitterroot/Sapphire</i>	Daniel Porter
<i>BREAKOUT SESSION</i>		
2:00 – 3:00	SPECIAL EVENT COVERAGE MMIA <i>Location: Bitterroot</i>	AFR Overview (2:00 – 3:00) <i>Location: Sapphire</i> Darla Erickson
3:00 – 3:30	CLERK/TREASURER TO CLERK/TREASURER <i>Location: Bitterroot/Sapphire</i>	Education Committee
3:30 – 4:00	CLOSING & CELEBRATION <i>Location: Bitterroot/Sapphire</i>	Education Committee

