

February 2015



# MUNIFACTS

A publication of the Minnesota  
Municipal Clerks and Finance  
Officers Association

Telephone: 218-743-3782 or 218-689-3592 Web-site: [www.mcfoa.org](http://www.mcfoa.org)

## President's Message by Renee Eckerly

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Good Day to All,

Wow! I can't believe my year to have the honor and privilege of representing the members as President is almost over. I have been blessed to have this opportunity and I thank you for your support!

The annual March conference is about 45 days away at the Treasurer Island Conference and Event Center in Welch, MN on March 17 - 20, 2015. The brochures have been mailed. There are links on the MCFOA website to Government Training Services (GTS) to get registered for the conference and information on rooms. I hope to see you there in your minion attire. Remember "Clerks are 1 in a Minion".

I would like to thank Terri Boese, the Planning Committee, and the Entertainment Committee for designing this year's conference. You will have fabulous opportunities for education and networking with your fellow clerks.

On behalf of the MCFOA members, I would like to thank Linda Rappe, City of Kasson, for being the IIMC Region VI Representative for the last 3 years. She has done a wonderful job representing Minnesota and our Region!

Remember to submit your grant application for the Institute and Advanced Academy before March 1, 2015, along with your applications for your Minnesota Certified Municipal Clerk (MCMC) or Minnesota Master Municipal Clerk (MMMMC), and Member of the Year applications. The forms are on the website.

I would like to reach out to all members to please consider serving on the MCFOA Executive board. It is a great way to participate in the future of our organization. Positions open this year are: Treasurer, Regional Vice Presidents for Region 1, Region 3 and Region 5. The new Executive Board will be chosen by vote of the body at the March Conference Annual Business Meeting. If you are interested in applying for a board position, send a completed application and a letter of support from your Mayor/Council to Glen Pederson. The deadline for submittal will be Friday, March 12th. If you have any questions on any of the positions, please contact me. Current executive board members, other than the current President, also must submit their application/letter if they wish to move up on the board. Applications can be found under the forms section of the MCFOA website [www.mcfoa.org](http://www.mcfoa.org). Note that Glen Pederson, Nominating Committee Chair's address is on the bottom of the application.

Remember, you are all fantastic at serving your communities and we are all in this together! If I can ever help any of you please give me a call (320) 243-3714 ext. 227 or an email [renee@paynesvillemn.com](mailto:renee@paynesvillemn.com). Many, many thank yous for this opportunity! I will miss it!

# REGIONAL NEWS

## REGION I

**DARLA BERRY, VP  
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Our annual holiday event was held on Friday, January 23, 2015, at the Shooting Star Casino in Mahanomen. We held a Region 1 meeting from 9:30 a.m. to 3:00 p.m. with the League of MN Cities presenting a session on Data Practices, a follow-up to their online webinar on that topic. The social gathering began afterwards and was topped off by an evening comedy show featuring Ralphy May.

Don't forget to make plans to participate in the Silent Auction Fundraiser for the March 2015 Conference. You can send your donations to me at the City of New York Mills, PO Box H, New York Mills, MN 56567, and I'll take care of putting together a group basket or two on behalf of Region 1. I would like your contributions mailed to me no later than March 1 so that I have some time to get in some shopping and planning. Watch for reminder emails in this regard. In addition to a "region" basket, I encourage all of you to put together your own basket for the silent auction. This could include items representative of your City, or it could be something that reflects your personal interests in crafts or homemade items. Or, simply think of something you could purchase or maybe re-gift to put in the silent auction.

We will again be holding Regional meetings at the conference and we plan to use the same format as last year including primarily a roundtable/networking session as well as a Region 1 business meeting. Please note that Region 1 will again wear the color red to unify those from our region. Please plan to wear a red shirt or outfit to the Region 1 meeting on Wednesday of the Conference. If you have any suggestions for discussion topics, please forward them to me at any time. As this is my final conference as the Region 1 Vice President, and also for Elaine Hanson as the Region 1 Assistant Vice President, make sure you attend the Region 1 meeting to meet your new Vice President and Assistant Vice President and share your thoughts with them for the upcoming year!

As always, I thank you, the members, for allowing me to serve as your regional Vice President. And as they say . . . thanks for the memories!

## REGION II

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*"Tomorrow is the most important thing in life. It comes to us at midnight, perfect when it arrives and puts itself in our hands. It hopes we've learned something from yesterday." ~ John Wayne*

What can I possibly say? The man had a point! Region II will have our winter meeting in Bigfork, hosted by Angie Storlie, at the Bigfork Valley Hospital on February 13<sup>th</sup>. The Minnesota Department of Health will be presenting on Cannabis Distribution Centers and the laws and responsibilities for municipalities regarding medical marijuana. And don't forget, the City of Breezy Point will host us for our spring meeting and the new updates on data practices. All are welcome. If you have any questions, concerns or new ideas, please contact myself or the Assistant VP, Britt See-Benes from Aurora at [britt@ci.aurora.mn.us](mailto:britt@ci.aurora.mn.us) and we would be happy to help. Hope to see you all at the region meeting and March Conference. Until then, may you have good health and safe passage!

## REGION III

**VAL MARTIN, VP  
CLERK/TREASURER/EDA DIRECTOR  
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Greeting from Region 3!

We recently held a regional meeting in Benson on January 20<sup>th</sup>. The League of Minnesota Cities was there to provide information on data practices and records management. It was a great training. Thanks to Glen Pederson for hosting. I'm really looking forward to the conference coming up in March. I'm keeping a list of Region 3 members that want to be on a bowling team for the Wednesday night mixer so let me know if you're in! Remember we are wearing purple on Wednesday. I did send an order form for a Region 3 purple t-shirt. If you didn't receive the e-mail and would like to order a shirt, let me know. I am also collecting money for the silent auction baskets from Region 3 so help out if you can! If you have some ideas on great topics or would like to host a Region III meeting, let us know. Please feel free to call me or the assistant VP, Andrea Swenson from Starbuck, if you have any questions or concerns.



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Greetings Region IV!

We held a Regional meeting on November 18<sup>th</sup> in Burnsville to discuss Data Practices & Records Management with about 69 in attendance; on December 3<sup>rd</sup> we had an informal holiday gathering; and on January 27<sup>th</sup> we had a discussion/roundtable on Laserfiche followed by a “how to” for obtaining clerk certifications at the Hopkins Fire Station.

Cathy Sorensen and I are working on the Region IV meeting to be held at the MCFOA Conference and planning a spring meeting (working with Alcohol & Gambling to review licensing of brewpubs, distilleries, winery, etc...). If you have a meeting location and/or topic idea, please email or call me at the address/ phone number above.

We hope to see you all at the MCFOA conference in March! There will be many informative sessions offered and it is a great opportunity for networking! Wednesday is “Focus on Your Region” and we will have the opportunity to enjoy lunch together and welcome the new members followed by a brief region meeting. Members of each region are encouraged to show your MCFOA Spirit and wear your Regional color – our color is **BLUE!**

Speaking of the conference...our region will be putting together baskets for the silent auction. The funds raised from the silent auction are used to send MCFOA Conference participants to the IIMC Conference. This year the IIMC is May 17<sup>th</sup> to May 20<sup>th</sup> in Hartford, Connecticut. Any donation (cash/gifts/gift certificates/handmade items) are greatly appreciated. Kary has graciously agreed (again) to organize baskets for our region. Let Kary know if you have items to donate and/or you can send your donations to Kary Tillmann, c/o City of Zimmerman, 12980 Fremont Avenue, Zimmerman, MN 55398. Contact Kary if you have any questions or concerns at (763) 856-4666 x-22 or email: [ktillmann@izoom.net](mailto:ktillmann@izoom.net)

Prizes are also needed for the MCFOA Conference Mixer on Wednesday evening. Please consider bringing donations of: city mugs, shirts, bags, bottles of wine, etc... Contact me if you would like to be on a bowling team or if you have certain “peeps” you would like to have on your team.

Lastly, if you or a MCFOA member is retiring, please let me know and we’ll help celebrate their years of service as a city employee!

Stay warm and see you soon!

Audra Etzel  
MCFOA Region IV President  
and  
Cathy Sorensen  
MCFOA Region IV Assistant President



KERRY RAUSCH, VP  
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Hello Region V,

ARE YOU EXCITED? We have made it through January and only have a few “short” weeks for getting through the worst of winter, and then here comes the MCFOA’s Annual Conference March 17-20, 2015. If you have not heard, the Conference will be held at Treasure Island Casino in Welch (just outside of Red Wing). I am excited for many of you that this may be close and may allow more of you to attend. Another benefit is the lodging is only \$69 a night. I look forward to seeing you at the conference. Not sure if you should attend the conference? I can personally testify that it is money well spent. Not only will you get the benefit of OUTSTANDING training sessions, you will also have many opportunities to network. This is as valuable as the training. Wednesday is designed to help you connect with others in our region. There will be breakout sessions by region designed to allow for networking. In Region V we will have an informal, open agenda to discuss issues important to you. If you would like to submit a topic ahead of time, please send it to me at the email address above. We will also discuss various certification processes through MFOA and IIMC, the mentorship program, and MCFOA leadership opportunities. We will also review the survey for Region V training that was sent out early in 2014. On Wednesday, each Region is asked to wear a specific color. Region V’s color is **GREEN**. Let’s see how many **Shades of GREEN** we can wear that day. To find out more information about the conference please visit <http://www.mcfoa.org/>

Again this year, the Conference will be hosting a Silent Auction. Each region is asked to provide at least one gift basket for the silent auction. Please consider sending donations to me with the check made out to MCFOA – Region V and mailed to my address above by March 1st. Another option is for you to provide your own items for the silent auction. Ideas could include something that reflects your personal interests in crafts or homemade items or something unique your community has to offer. Last year our basket brought in \$80 for scholarships. **I am so proud to be part of a region that is so generous.** Let’s see if we can top that this year.

On a final note, it is with regret that I will be stepping down as Region V’s Vice President at the end of this year’s conference. Due to family issues, I am not able to give this position the time it deserves. Please consider applying for this position. Contact a MCFOA Board Member or another Regional VP for how to apply or for more information about the position. Contact information can be found on MCFOA’s website which is <http://www.mcfoa.org/>. The great thing about this position is that it is flexible in that you can make it what you and your region wants.

Until then, I would like to encourage you to Make it a Great Day!



**LINDA RAPPE, VP  
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PHONE: (507) 634-6324  
zoning@cityofkasson.com**

It's a January thaw and thank goodness for that! Only in Minnesota will it be 32 degrees and people say it is a beautiful day! Thanks to Neil Jensen from Zumbrota for hosting our December region meeting with David Schultz on ethics, sometimes it is like preaching to the choir! I am working on more region meetings but as of right now I have nothing specific planned. Thanks to Kari Schrek for volunteering to host in Lake City, we will save that for a beautiful spring or summer day in Lake City!! Please let us know if you know of a new clerk in your area and any retirements or resignations. My email address is listed above and Heather's is [hslechta@cityofmontgomerymn.com](mailto:hslechta@cityofmontgomerymn.com)

**Athenian Dialog - January 23rd  
Decorah, IA**



L-R: Facilitator Mary Lynne Stratta, Laura Schaefer from Carroll, IA, Monica Hennessy-Mohan from Winona, MN, Audra Etzel from Rockford, MN and Melissa Barker from Plymouth, MN show off their relational leadership model during the Jan 23rd Athenian Dialog held in Decorah, IA.



**IIMC Region VI Director update**

**LINDA RAPPE, CITY CLERK 401 5<sup>th</sup> Street SE, MN 55944  
PHONE: (507) 634-6324 EMAIL: [cityclerk@cityofkasson.com](mailto:cityclerk@cityofkasson.com)**

Registration is open for the IIMC Annual Conference in May in Hartford, CT. Please check the [IIMC website](#) for the MCEF Region Grant Application. Grant applications are due by February 13. We are allowed two per region so get your application in, this will pay for the registration to Annual Conference! IIMC Study Abroad

Program for 2015 is a historical tour of the Boston and Connecticut area, please check the IIMC website for more information. Also the IIMC website has MCEF grants for Institute and Advanced Academy and grants to get your CMC and MMC. These applications are due by March 1, 2015 and are for use from June 1, 2015 to May 31, 2016! EVERY LITTLE BIT HELPS!

By the time you read this we will have had our IIMC mid-year region meeting in Decorah, IA. I will update you in the next newsletter with the events of this meeting.

**DON'T MISS  
THE DEADLINE!**

**INSTITUTE AND ACADEMY GRANTS - MARCH 1ST**  
Application forms for Institute and Advanced Academy grants are attached to this newsletter or are available on the [MCFOA website](#). Applications received after the March 1st deadline will not be considered.

**MCMC AND M3C CERTIFICATION APPLICATIONS - FEBRUARY 10TH**

If you plan to apply for either the MCMC or M3C certification, and would like to receive your plaque and pin at this year's March conference, your application *must* be received by February 10th. Any applications received after that date will be awarded at the 2016 annual conference. Forms are available on the [MCFOA website](#).

Grant and/or certification application forms and payment should be sent to Administrative Assistant Angie Storlie at the address listed on the bottom of the forms.



News from the Institute Director's desk!

We hope that 2015 is off to a great start for all of MCFOA's members! Our new year is already exciting as we continue planning efforts for our 2015 Minnesota Municipal Clerks Institute (MMCI), as well as for the next Municipal Clerks Advanced Academy (MCAA). (For those new to MCFOA, MMCI is a three-year continuing education program leading to professional accreditation. The MCAA, on the other hand, provides graduates of the MMCI with an opportunity to focus on an in-depth topic of importance to the profession.) As a reminder, we will hold the MMCI at the Crowne Plaza Minneapolis West (Plymouth), May 4-8, 2015. Online registration and downloadable registration forms for the MMCI are available at <http://www.stcloudstate.edu/continuingstudies/ceo/offerings/MMCI.asp>. The Municipal Clerks Advanced Academy Committee has determined that 2015's MCAA, to be held September 10-11, will be in Bemidji! Bemidji should be beautiful that time of year, and we are very much looking forward to bringing this event to Northern Minnesota for 2015. We are currently in the process of researching event spaces and topic details, but will have those items firmed up in the next few weeks. As soon as those details are certain, you can then find MCAA registration and event details at <http://www.stcloudstate.edu/continuingstudies/ceo/offerings/MCAA.asp>. Also on the horizon is planning for our next Athenian Dialogue, but first be on the lookout for a related online survey to MCFOA membership in the next few weeks. The survey will help us gauge interest in particular topics, formats, and timing possibilities. Finally, come check out our booth at the MCFOA Annual Conference, and we can chat about the many benefits of participation in our professional development offerings for clerks, as well as SCSU's credit-based educational options! For details on any of these areas, please do not hesitate to contact Jennifer Janasie at [janasie@stcloudstate.edu](mailto:janasie@stcloudstate.edu), or Gail Ruhland at [gruhland@stcloudstate.edu](mailto:gruhland@stcloudstate.edu). Here's to a wonderful year!

### **Board Positions Open**

Please consider serving on the MCFOA Executive board. It is a great way to participate in the future of our organization. Positions open this year are: Region I Vice President, Region III Vice President, Region V Vice President and Treasurer. The new Executive Board will be chosen by vote of the body at the Annual Business Meeting during the March Conference in Red Wing. If you are interested in applying for a board position, please access an application form on the [Forms section of the MCFOA website](#) and send it, along with a letter of support from your Mayor/Council, to Glen Pederson at the address on the bottom of the form. The deadline for submittal will be March 10th. Current executive board members, other than the current President, also must submit their application/letter if they wish to move up on the board.



Peggy Carlson of Cokato  
Friday, January 16th  
33 1/2 years of service

Nancy Stroth of St. Louis Park  
Tuesday, March 31st  
30 years of service

Pat Weigel of Hopkins  
Friday, January 30th  
37 years of service

Dani Connors-Smith of Minneapolis  
Friday, February 27th  
20 years of service

Cathy Shuman of Monticello  
Monday March 16, 2015  
26 years of service

## **Career Opportunities**

We've seen a lot of new postings in the [Career Opportunities](#) section of the MCFOA website in the last several weeks. If you're thinking of taking your skills to a new position in a new city, check the website for current openings!

# Conference Notes

In case you somehow missed it everywhere else in this newsletter...registration is now open for our 2015 Annual Conference, March 17-20 at Treasure Island in Welch, MN. More information and registration materials are available on the [MCOFA website](#) and the [GTS website](#). Your Conference Committee members have worked hard to line up a great list of speakers and educational sessions for us all this year. See below for some additional information about happenings at the conference this year.

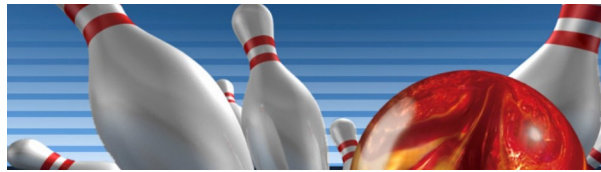
## Silent Auction



It's time to start thinking about donations for this year's silent auction. The auction will take place during the March conference and the money raised will send a few lucky MCOFA members to the 2015 IIMC conference in Hartford, CT! Items donated must have a value of at least \$15. In the past, themed baskets have been well-received items and some Regions coordinate a basket so contact your Region VP if you are interested in contributing. Other ideas are to contact a local merchant to see if they would be willing to donate an item or a gift certificate. Are you an artsy-craftsy person or perhaps an independent consultant for a line of retail items? Show off some of your handiwork or merchandise and help raise funds at the same time. Donated items can be dropped off with GTS staff upon check-in at the conference location. Please contact your Region VP if you have questions about silent auction donations.

And don't forget your checkbook when you pack for the March conference! You can find fun, unique items to bid on at the silent auction and you can feel good knowing your purchase goes to support a fellow clerk's attendance at the IIMC conference. Who knows, maybe you'll even be a winner yourself!

## Wednesday Night Mixer



This year's traditional Wednesday Night Mixer will be held on March 18, 2015 in the Resort's spectacular 24-lane bowling alley! This Bowling Event, sponsored by Crabtree Companies Inc., is sure to be a **FUN** one:

- 9 Pin No Tap Format – Knock down 9 pins, it counts as a strike!
- Moonlight Bowling Theme - Different colored bowling pins are added and whenever a colored pin shows up you have a chance to win prizes!
- Refreshments and cash bars available in the Bowling Alley area!

Sign up either as a team of 4-5 or an individual by **MONDAY, MARCH 16, 2015** to get your name entered into a **SPECIAL EARLY BIRD DRAWING**. To sign up, please contact Britt at [britt@ci.aurora.mn.us](mailto:britt@ci.aurora.mn.us) or 218-229-2614.

**IF YOU ARE NOT A BOWLER** – Stop in at the Mixer to cheer on your favorite team, sign up for door prizes, and enjoy some refreshments and socializing! This a stellar facility with PLENTY of room for mingling!

**DOOR PRIZE DONATIONS ARE NEEDED!** If you are able to donate a door prize item, please bring them with you to the Mixer any time **after 5:00 p.m. on Wednesday at the BOWLING ALLEY**. Britt will have an area marked DOOR PRIZE DROP OFF.

**MINNESOTA MUNICIPAL CLERKS INSTITUTE  
GRANT APPLICATION FOR YEARS I, II, & III**  
Sponsored by  
**THE MUNICIPAL CLERKS AND FINANCE  
OFFICERS ASSOCIATION**

Grants are awarded in \$200, \$300 and \$400 increments. You must be a paid member to apply-If you have not paid your dues you may send your \$35 membership fee along with the grant application.

Name \_\_\_\_\_ Position \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

Zip Code \_\_\_\_\_ Population \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

1. What year of the institute will you be attending? I \_\_\_\_\_ II \_\_\_\_\_ III \_\_\_\_\_
2. Do you supervise any employees? Yes \_\_\_\_\_ No \_\_\_\_\_ If so, how many? \_\_\_\_\_
3. How many years have you been in your present position? \_\_\_\_\_
4. How many years of related experience do you have? \_\_\_\_\_ Where? \_\_\_\_\_
5. What is your highest level of education completed in years? \_\_\_\_\_
6. Since the grants are only partial, how will you fund the remainder of the costs?  
\_\_\_\_\_
7. Will you be receiving wages while attending the institute? Yes \_\_\_\_\_ No \_\_\_\_\_
8. Do you have to use vacation time to attend the institute? Yes \_\_\_\_\_ No \_\_\_\_\_
9. If your city does not receive a grant will you still attend? Yes \_\_\_\_\_ No \_\_\_\_\_
10. What is your budget for training this year? \_\_\_\_\_
11. Are you a paid member of the MCFOA? Yes \_\_\_\_\_ No \_\_\_\_\_ IIMC? Yes \_\_\_\_\_ No \_\_\_\_\_
12. Have you applied for an MCEF Grant through the IIMC? Yes \_\_\_\_\_ No \_\_\_\_\_

Please Mail your completed application **no later than March 1st** to:

*Angie Storlie  
MCFOA Administrative Assistant  
PO Box 196  
Bigfork, MN 56628*

Telephone: Work (218) 743-3782 Cell (218) 689-3529  
Email: [astorlie@mcfoa.org](mailto:astorlie@mcfoa.org)

**MINNESOTA MUNICIPAL CLERKS ADVANCED  
ACADEMY GRANT APPLICATION**  
Sponsored by  
**THE MUNICIPAL CLERKS AND FINANCE  
OFFICERS ASSOCIATION**

Grants are awarded in \$100 increments. You must be a paid member of the MCFOA to apply-If you have not paid your dues you may send your \$35 membership fee along with the grant application. You must also have completed years I, II, & III of the Minnesota Municipal Clerks Institute, or have your CMC, MMC, or MCMC Certification to be eligible for this grant.

Name \_\_\_\_\_ Position \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_  
 Zip Code \_\_\_\_\_ Population \_\_\_\_\_  
 Telephone \_\_\_\_\_ Email \_\_\_\_\_

1. Are you a member of the MN Municipal Clerks and Finance Officers Assn (MCFOA)? Yes \_\_\_\_\_ No \_\_\_\_\_
  - a. Are you a member of the International Institute of Municipal Clerks (IIMC)? Yes \_\_\_\_\_ No \_\_\_\_\_
2. How many years have you been a member of the MCFOA? \_\_\_\_\_ IIMC? \_\_\_\_\_
3. Did you receive your MCMC, if so what year? \_\_\_\_\_
4. Did you complete the 3 year Institute Program? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, year completed \_\_\_\_\_
5. Have you received your CMC? Yes \_\_\_\_\_ No \_\_\_\_\_ if so what year? \_\_\_\_\_
6. Are you pursuing your Master Municipal Clerk Certification from the IIMC? Yes \_\_\_\_\_ No \_\_\_\_\_
7. Are you planning to use the Advanced Academy points for your MMC? Yes \_\_\_\_\_ No \_\_\_\_\_
8. If your city does not receive a grant will you still attend? Yes \_\_\_\_\_ No \_\_\_\_\_
9. Do you plan to use the Advanced Academy for professional development? Yes \_\_\_\_\_ No \_\_\_\_\_

Please mail your completed application **no later than March 1st** to:

*Angie Storlie  
MCFOA Administrative Assistant  
PO Box 196  
Bigfork, MN 56628*

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 Email: astorlie@mcfoa.org