



Agenda

Tuesday, March 21, 2023

- 7:15 am Registration & Buffet Breakfast
- 7:45 am **Welcome**
- 8:00 – 9:30 am **Opening Keynote – Addressing Addiction in Your Community**
Addiction and substance abuse impacts every community in North Dakota. In 2020, approximately 15% of Americans had a substance use disorder. Join Jessica for current information on addiction in our state and also what tools, resources and services are available to cities to address this crisis.
Jessica Brewster, Chief Operating Officer, Heartview Foundation
- 9:30 – 9:45 am Networking Break
- 9:45–10:30 am **NDIRF: Financial Performance and Claims Review + A Look Ahead**
Get a first glimpse at the NDIRF's 2022 financial performance and review of NDIRF and North Dakota State Fire and Tornado Fund claim trends from the past year as well as tips to help strengthen your city's risk management practices to help reduce claims. This session will also preview NDIRF initiatives to further broaden its member service.
Brennan Quintus, CEO, ND Insurance Reserve Fund
- 10:40–11:30 am **Best Practices and ADA Considerations for Municipal Websites**
A municipal website can be a valuable tool in providing information and services to your constituency. The information in this session will help you understand what residents want from your website, how providing services on your website can help you be more efficient and productive and why your website should adhere to regulations stipulated by the Americans with Disabilities Act (ADA).
Liam McAloon, Quality Assurance and Accessibility Lead, Granicus
- 11:45 am–1:00 pm **Leadership Training Program Awards Luncheon**
- 1:30–2:20 pm **Legislative Update**
Get the latest legislative information from the Capitol and what it means for your city.
Matt Gardner, Executive Director, ND League of Cities
Stephanie Dassinger Engebretson, Deputy Director/Staff Attorney, ND League of Cities

- 2:30–3:20 pm **NDIRF: Human Resources for Municipal Government**
The Human Resource Collaborative for Local Government is now an NDIRF program. With this exciting transition will come enhanced resources and programming for North Dakota cities. Learn more about these new opportunities and share how the HR Collaborative can assist your city with building a strong human resources program.
Joanna Drennen, Marketing and Communications Manager and HR Collaborative Executive Director, ND Insurance Reserve Fund
- 3:20-3:30 pm Networking Break
- 3:30–4:20 pm **State of Water in North Dakota**
Join the Director of the Department of Water Resources to discuss the state of water in North Dakota. The State Water Commission has been working on rule changes and the legislature will be in session, so there will be plenty to talk about. Come with questions.
Andrea Travnicek, Director, ND Department of Water Resources
- 4:30–5:20 pm **Capital Improvement Plans**
Municipal infrastructure is the most important asset a city has (besides their wonderful staff). Those infrastructure systems provide critical services to its residents for an expected quality of life, and they are by far the most expensive assets a city owns. Developing and maintaining a Capital Improvement Plan (CIP) to properly manage infrastructure systems is critical to maintain those services your residents expect. Learn CIP best practices from Moore Engineering and the City of Casselton, with the goal of improving lives by building strong communities.
Joan Carvell, Council Member, Casselton
Sheila Klevgard, Auditor, Casselton
Brandon Oye, Senior Project Manager, Moore Engineering
- 5:30 pm **Networking Social**
Connect with old friends and new as you discuss your challenges and success stories in a relaxed atmosphere with appetizers and beverages. Share and learn what your colleagues are doing to increase the vitality of their communities. We will draw the winning 50/50 ticket during the social.

Wednesday, March 22, 2023

- 7:30-8:30 am Buffet Breakfast & Roundtables
- 8:30–9:45 am **Auditors Panel**
Our experienced panel of auditors will answer your questions about best practices and valuable resources and provide tips and tools for building strong cities. Come to this session prepared to ask questions and share in the discussion.
Casey Eggermont, Auditor, Harwood
Monte Erhardt, Auditor, Hazen
Mary Vickers, Auditor, Wishek
- 9:45-10:00 am Networking Break

- 10:00-10:50 am **Records Retention**
This session will include a brief overview of the records management program for cities, including an overview of the records retention schedules, the disposal process, how long to keep records, electronic records and how to better organize your files and much more!
Dawn Cote, Information Management Analyst, North Dakota Information Technology Records Management
- 10:50-11:40 am **Crucial Conversations**
At the heart of healthy and high performing organizations are people willing and able to hold crucial conversations effectively. A crucial conversation is a discussion between two or more people where opinions differ, emotions run strong, and the stakes are high. This session will introduce tools to assist in handling life's most difficult conversations. We will touch on skills for working through disagreements to achieve better results and outcomes, rather than avoiding or skirting around these tough conversations.
Jodi Bjornson, General Counsel, Workforce Safety & Insurance
- 11:40-11:45 am **Closing Remarks**
- 11:45 am Grab and Go lunch
- 12:15-3:30 pm **Basics of Municipal Budgeting**
The League has partnered with TrainND Southwest, powered by Bismarck State College, to offer the Basics of Municipal Budgeting. This course is intended to introduce the North Dakota municipal budgetary process and familiarize participants with the budget cycle, understand operating and capital budgets, plan and implement budgets, and engage in a budget development exercise. This training session is a great learning opportunity for new city auditors or those seeking a refresher on North Dakota budgeting basics.
Rebecca Collins, Executive Vice President, Bismarck State College
- 3:30 pm Conclude Training