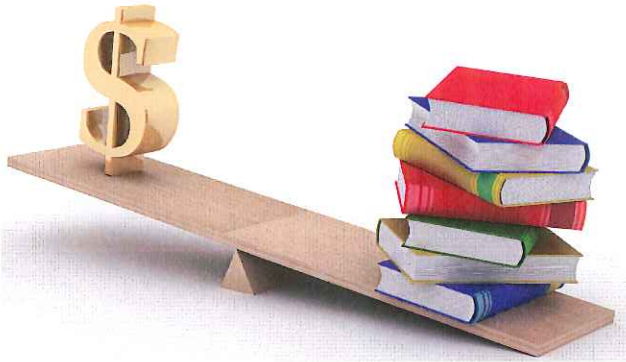


TRAINING FOR CLERKS

New Service

Avoid unnecessary training bells and whistles – *stick to the training you need.*



MRWA now offers low-cost one-on-one on-site training for clerks:

A non-exhausting list of clerk duties that exist in statutory cities and missed reports and deadlines often result in fines and penalties. Bringing your clerk up to speed in your city will avoid such costly errors, develop a positive vision, and reap long term results.



Budgeting

Basic budgeting guideline to assist clerks and city officials in preparing annual budgets.

Significant Dates

Calendar of important dates significant in the city business year.

Deposit & Investment Overview

City deposit and investment overview and laws that pertain to cities.



Election

City election and special election assistance.

Competitive Bidding

Competitive bidding requirements in cities.

Data Practices

Data practices: analyze, classify & respond.

Internal Controls

Policies for internal controls.



Gambling

Lawful gambling requirements.

Meeting Requirements

Types of meetings, open meeting law, notice requirements, scheduling, attendance, minutes, procedures, motions, & newspaper requirements.

Payroll Taxes

State, federal and sales tax reports.

Much More Including:

Liquor Licensing & Regulations
Procedures for Paying City Claims
Securing Payment of Utility Charges
Special Assessment Procedures
Zoning Guidance & PERA Reports
Ordinances & Income Surveys
Utility Billing for Small Systems
Wellhead Protection Plans

We look forward to meeting with you and helping your staff get the training they need, **call MRWA for a price quote today**; reasonable fees.

MINNESOTA RURAL WATER ASSOCIATION

217 12TH Avenue SE • Elbow Lake, MN 56531
Telephone: 800-367-6792 • Fax: 218-685-5272
www.mrwa.com • mrwa@mrwa.com