

Financial Services & Technical Assistance

for Cities, Counties & Other Governmental Agencies



Your source for training and support to help you avoid costly errors, fines, and penalties.

Get up to speed fast with custom training and technical assistance designed for your unique situation.

- On-site and One-on-One training
- Learn at Your Pace
- Great for New City Clerks
- Customized Learning Plan
- Special Project Assistance

About the trainer: Teri Osterman is the preferred city clerk trainer of the Minnesota Service Cooperatives. Teri has been providing in-depth training and technical assistance for Minnesota cities for over eight years. Through her extensive experience as a city clerk, city administrator, and financial services planner, she can help you navigate the complexities of the city clerk role.

For more information contact:

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This service is brought to you through a partnership of the Minnesota Service Cooperatives and hosted by Resource Training & Solutions, the Central Minnesota Service Cooperative.



Deposit & Investment Overview
Internal Controls
Competitive Bidding
Financial Services



Public Meeting Requirements
Significant Dates
Data Practices
Office Ergonomics and Organization



Payroll Taxes
PERA Reports



Utility Billing
Utility Rate Studies
Special Assessment Procedures
Ordinances & Income Surveys
Wellhead Rate Studies
Zoning Guidance
Asset Management Planning



Gambling Requirements
Liquor Licensing and Regulations



City Elections
Special Elections