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# MINNESOTA GOVERNMENT FINANCE OFFICERS ASSOCIATION

# MnGFOA NEWSLETTER

August 2004

*Excellence and Leadership in Government Finance*

[www.mngfoa.org](http://www.mngfoa.org)

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## Message from the President(-Elect)

By Tom Pepper

It's now a couple years later, but I can still hear Ed Burrell's voice: "To be effective as an organization, we have to continue to be *relevant* to our membership."

Looking back over the last decade, I think we'd all agree: times have changed. The makeup of our MnGFOA membership has changed; budgets have changed; maybe our workloads have changed; and technology, oh my! ... has *really* changed. The natural question to ask, then, is, "Have the needs of our members changed as well?"

As immediate Past President at the time, Ed proposed to the Executive Committee the idea of a comprehensive membership survey. Now, in collaboration with Decision Resources, Ltd., and through the efforts of many MnGFOA members—Tom Kelly, Lori Webster, the other Executive Committee members, our standing committee chairs, and others from around the state who were asked to provide input on the survey content—the show is on the road!

Surveys were mailed out this past week to about 170 active members selected through a statistical sampling process. If you are one of the lucky recipients, we thank you in advance for your thoughtful response. Survey results will be compiled by Decision Resources and presented by them at the annual business meeting lunch at Arrowwood on September 23.

In the end, it's *your* association and we on the Executive Committee wish to know how it can continue to be relevant to *you*. If it ain't broke, we won't fix it. But if areas of unmet needs come to light, we'll do our best to respond—we'd like "Excellence and Leadership in Government Finance" to be our trademark, not just our motto.

## August Meeting

Date: Wednesday, August 18, 2004  
Location: Minneapolis Sheraton 4 Points  
Topic: "Managing Employer Healthcare Costs Now and into the Future"  
Speaker: Jeff Azen, Stanton Group  
Meal: Bowtie Pasta Primavera  
Time: 11:30 a.m. – Welcome and Program  
12:15 p.m. – Lunch & Business Meeting  
1:00 p.m. – Executive Committee Mtg.  
Cost: \$15.00

**Reservations:** Please leave your reservation with Liz Berger at the City of Minnetonka at 952-939-8252 or on our website at [www.mngfoa.org](http://www.mngfoa.org) by Thursday, August 12. (Vegetarian meal choice is available.)

**About Our Speaker ...** As a partner with the Stanton Group, Jeff Azen specializes in consulting for medium- to large-sized organizations and public employee groups where greater plan design flexibility and funding options are considered. Jeff has over 30 years of expertise in the employee benefits area. Prior to joining the Stanton Group in 1986, Jeff was with a national property and casualty firm where he developed and managed a benefit consulting division. Prior to that, Jeff worked in individual and group insurance sales with Northwestern National Life.

Jeff is a Chartered Life Underwriter (CLU) and has successfully completed many of the Certified Employee Benefits Specialist (CEBS) courses. He is a member of the Minnesota Association of Life Underwriters (MALU) and Minnesota Association of Health Underwriters (MAHU), and serves on a number of advisory councils to various insurers and HMOs.

# Committee o r n e r

## 2004 MnGFOA Dates

### Monthly Meetings:

[No Sept mtg]            October 20  
November 17            December 15

### Conference/Training:

GFOA Training Seminar  
Minneapolis, MN            August 23-27

MnGFOA Annual Conference  
Alexandria, MN            Sept 21-24

## National Training Seminars

Stephen Gauthier will be among the distinguished faculty presenting six national GFOA seminars at the Hyatt in downtown Minneapolis the week of August 23-27. Here are the offerings:

- Aug 23-24 Designing Performance Measurement Systems
- Aug 23-24 Treasury Management & Cash Flow Forecasting
- Aug 23-25 Intermediate Governmental Accounting
- Aug 25-26 Best Practices in Budgeting
- Aug 25-26 Costing & Outsourcing Government Services
- Aug 25-27 Advanced Governmental Accounting

To register online or learn more about these training opportunities, visit [www.gfoa.org](http://www.gfoa.org) or call the GFOA offices at 312-977-9700.

## Congratulations & Best Wishes to...

- Ralph Fredlund, who—after 34 years of public service!—is retiring from his position as Accounting Director for the Minnesota Department of Corrections. Ralph will now be devoting his time to Primerica Financial Services as a personal financial analyst.
- Dave Bjelland, former Finance Director of the St. Cloud HRA, who has accepted the position of Chief Financial Officer at Alexandria Technical College.
- Matt Mayer, who was recently named a partner in the government audit team at Kern DeWenter Viere.
- Shelly, who has a new puppy!

## Executive Committee Update

At the July 14 Executive Committee meeting, the May 19 minutes were approved. (There was no meeting in June.) Highlights from the minutes include:

- The Committee authorized the President to sign a contract with Decision Resources to conduct the membership survey at a total cost of \$8,500 and present the results at the annual business meeting at Arrowwood in September.
- Two \$1,850 scholarships were awarded to attend the week-long GFOA Advanced Government Finance Institute in Madison, Wisconsin in August. Recipients are Tonya Weinert, Washington County, and Mike Abeln, City of Minneapolis.
- The MnGFOA website ListServ policy was adopted.

## Annual Conference at Arrowwood

Now is the time to register for the 2004 Annual Conference "Financing the Future of Minnesota Government" to be held at Arrowwood Resort in Alexandria from September 22 to 24. Early-registration fee discounts are good through August 25. Included in this newsletter are the registration forms for the conference and room reservation.

Please make sure to send the proper forms and payments to the following:

- Conference registration form along with payment should be mailed to Cory Kampf at the address indicated on the form; and
- Hotel reservation form should be mailed or faxed to Arrowwood Resort at the address or fax number indicated on the form.

Also included in this newsletter is a tentative agenda of topics and speakers for the conference. From Lyle Wray to Stevie Ray, this year's conference offers a wealth of information and fun! *Bring your Hawaiian shirts for the Wednesday night Casino night.* The Conference Committee and the Social Committee look forward to seeing you there!

Continuing Professional Education (CPE) credits will be offered at the Conference this year for the first time. See the July newsletter for details.

Questions about the conference? Contact Robin Roland: [roland@ci.farmington.mn.us](mailto:roland@ci.farmington.mn.us) or 651-463-1880.

## MnGFOA Treasurer

The MnGFOA Selection Committee is now seeking nominations or applications for the 2005 Treasurer. The Committee encourages all members to consider making a nomination. Members may also apply themselves.

Officers of the MnGFOA provide direction and ongoing support for the organization. They are key to keeping the MnGFOA a well-regarded and valuable association to its membership. Please help maintain the high quality of officers by nominating someone who is committed to the government finance profession and can provide leadership to the organization. Treasurer candidates must have been an active member for at least three years. Nominations/ applications are due by August 13, 2004.

Please send nominations/applications to:

Steve Hauer  
City of Maple Grove  
12800 Arbor Lakes Parkway  
Maple Grove, MN 55369



## Thomas J. Moran Award

The Thomas J. Moran Award is given by the MnGFOA in recognition of extraordinary service rendered by an individual to advance the quality of public financial administration, promote the development and education of governmental accounting and accounting personnel, and promote high standards in the field of government finance in Minnesota.

This honor is awarded annually whenever, in the opinion of the Executive Committee, an individual has clearly demonstrated by outstanding effort that he or she is dedicated to the improvement of public financial administration as best exemplified by our past member and president, Thomas J. Moran. Any member of MnGFOA may nominate a candidate for the award. Any person engaged in governmental finance or accounting in the State of Minnesota, including, but not limited to, active or associate members of MnGFOA, is eligible for the award.

Information and nomination forms for the award are available in the MnGFOA Membership Directory or at [www.mngfoa.org](http://www.mngfoa.org). Nominations should be submitted to Tom Pepper at 3830 Pilot Knob Road, Eagan, MN 55122 or [tpepper@cityofeagan.com](mailto:tpepper@cityofeagan.com) by August 13, 2004.

If awarded, the recipient will be announced at the annual business meeting at Arrowwood.

## SCSU Career Fair Help Needed

On Wednesday, October 6, the MnGFOA will be sponsoring a booth at St. Cloud State University's Career Fair Day. Greg Sticha is looking for volunteers to staff the booth and/or assist with preparing for the event. This is a great opportunity to connect with students and share your career experiences with them. If you're interested, contact Greg at 952-939-8254.

## JOB POSTINGS

**Management Systems Specialist** – St. Croix County, Hudson, WI.

Coordinates accounting and human resources databases to insure payroll and budget data integrity. Coordinates purchasing activities and maintains fixed asset data in accordance with GASB 34 requirements. Assists with capital outlay planning and database management. Bachelor's in public or business administration, or related area is required. Four years experience in finance/HR systems management, purchasing and fixed asset management and strong database management skills required. Wages to \$55K DOQ and full benefit package. Application and job description available from the Personnel Office, (715) 381-4310, or download from [www.co.saint-croix.wi.us](http://www.co.saint-croix.wi.us). Candidates may include resume with application. Deadline for material to be returned: August 16. AA/EOE

**As always, visit the [www.mngfoa.org](http://www.mngfoa.org) website for a complete list of current openings.**

# SUMMER

## Message from the Editor

Expenses growing? Income slowing? Not cash flowing? Or not quite knowing where it's all going? Must be that time of year when budget is on the brain. Well, it helps to keep a positive outlook—at least it's not snowing.

In the midst of your budget busy-ness, I hope you are finding time for some summer recreation. I also hope you find time to let us know about the important things happening in your lives. If you have changed jobs, been promoted, won an award, or balanced your budget, share the good news with all of us. Send tidbits or articles to me by August 20 for publication in the September newsletter.

Tom Pepper  
City of Eagan  
3830 Pilot Knob Road  
Eagan, MN 55122



**MINNESOTA GOVERNMENT FINANCE OFFICERS ASSOCIATION  
2004 ANNUAL CONFERENCE**

**Financing the Future of Minnesota Government**

<b><u>WHEN:</u></b>	<b>September 22 – 24, 2004</b>
<b><u>WHERE:</u></b>	<b>Arrowwood Resort Alexandria, Minnesota FAX: 320-762-0133</b>

<b>CONFERENCE [9/22-24/04] <u>REGISTRATION FEE</u></b>	<b>BY</b>	<b>AFTER</b>
<b>Member</b>	<b><u>August 25</u> \$ 200.00</b>	<b><u>August 25</u> \$ 225.00</b>
<b>Non-Member</b>	<b>\$ 260.00</b>	<b>\$ 285.00</b>

**MAKE CHECKS PAYABLE TO:** Minnesota GFOA

**MAIL REGISTRATION/PAYMENT TO:** Cory Kampf, Finance Director  
City of Robbinsdale  
4100 Lakeview Ave. N.  
Robbinsdale, MN 55422

**NEW MEMBER POLICY:** You may join MnGFOA at the time you register. Rates are \$40 for regular members and \$60 for associate members. New members may remit membership dues with the conference registration fee.

**LODGING:** YOU MUST make separate arrangements by completing the attached lodging registration form for Arrowwood Resort by August 23, 2004. YOU MUST MAIL OR FAX YOUR RESERVATION FORM. Reservations are on a first-come first-served basis and overflow lodging reservations WILL BE made for you by Arrowwood. You are encouraged to make arrangements to share a room.

**REFUND POLICY:** The registration fee (less expenses) will be refunded if written notice of cancellation is received anytime through September 15, 2004. Written notice of cancellation received on or after September 16, 2004 will be refunded after deducting expenses including meals. Requests for refunds will only be considered up to October 1, 2004

***THE ANNUAL CONFERENCE COMMITTEE INVITES ALL PARTICIPANTS TO DRESS CASUALLY AND ENJOY THIS YEAR'S CONFERENCE***



**MN Government Finance Officers Conference**  
**Conference Lodging Reservation Form**  
**September 21 – 24, 2004**  
**Arrowwood Resort & Conference Center**

**PREFERRED LODGING HELD UNTIL**

**August 23, 2004**

Company \_\_\_\_\_

Mr./Mrs./Ms. \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_

Day Phone (\_\_\_\_) \_\_\_\_\_

**Special Requests:** (i.e. Room accessibility, dietary, etc.)

Explain: \_\_\_\_\_

\_\_\_\_\_

Method of Payment:

\_\_\_\_\_ Check-Send with form

\_\_\_\_\_ Credit Card - Card Charged Upon Receipt of Form

Visa, MasterCard, American Express, Discover  
accepted.

Card # \_\_\_\_\_ Exp. \_\_\_\_/\_\_\_\_

Cardholder's name: \_\_\_\_\_

Signature: \_\_\_\_\_

**CANCELLATION POLICY**

**LABOR DAY – MEMORIAL DAY**

Our cancellation policy is 72 hours. We will charge your credit card one night's lodging for any cancellations made within 72 hours of your arrival. If payment is made by check, we will refund your money if cancellation is made before 72 hours of your arrival. We will keep deposit if cancelled within 72 hours of your arrival.

MGFOA requests that all cancellations be made as soon as possible to make rooms available for other conference attendees.



**SPECIAL GROUP RATES**

\_\_\_\_\_ \$99.00 Standard accommodations/ Per night + tax

\_\_\_\_\_ \$140.00 Suites Per night + tax (Suites are limited)

Arrival Date: \_\_\_\_\_ Departure

Date: \_\_\_\_\_

Total Room Nights: \_\_\_\_\_

**ROOMMATES**

**If you are sharing a room, each person must complete a separate reservation form.**

List name of the roommate you've selected:

\_\_\_\_\_

If you are selecting roommates, reservation forms must be mailed or faxed together. If not received together, specific roommate requests cannot be guaranteed.

**ROOM PREFERENCE**

*(room preference is taken as a request only and is not a guarantee. Arrowwood will do their best to honor your request at check in.)*

\_\_\_\_\_ Smoking      \_\_\_\_\_ Non-smoking

*Overflow lodging is being held at the Country Inn & Suites. Once Arrowwood Resort is full, attendees will be notified that their reservation has been made at the Country Inn & Suites.*

*The Country Inn & Suites room rate is \$99 with the following cancellation policy: Individual reservations cancelled within 72 hours of scheduled arrival will be charged one night's lodging on the date of cancellation. Once the reservation has been made at Country Inn & Suites, **YOU** are responsible for any changes that would need to be made. Country Inn & Suites phone number is 320-763-9900.*

**MAIL OR FAX ENTIRE FORM TO:**

**Arrowwood Resort & Conference Center**

**2100 Arrowwood Lane NW**

**Alexandria, MN 56308**



**PRELIM Conference Agenda**

**"FINANCING THE FUTURE OF MINNESOTA GOVERNMENT"**

**MnGFOA 41st Annual Conference - September 22 to 24, 2004 - Arrowwood Resort, Alexandria, MN**

TIME	TUESDAY SEPT 21
1-5 pm	Certified Public Finance Officer Testing
9-11 pm	Golf - Executive Putting Course

TIME	WEDNESDAY SEPT 22
9-10 am	Registration Upper Conference Lobby
9:15-9:45	New Attendee Orientation Session-Lake Itasca
10-11:45	Nancy Zielke - President National GFOA <b>Lyle Wray - 'Financing the Future of MN'</b> Lower Conference Center
12-1 pm	Lunch - Lake Darling Ballroom
1:15-2:45	<b>LOCAL CONTROL ISSUES</b> Jack Vogt & Lyle Wray Lake Osakis
	<b>BUDGETING FOR EXCELLENCE</b> Nancy Zielke - President National GFOA Lake Miltona
	<b>ETHICS</b> Dr. David Schultz - Hamline University Lake Minnewaska
2:45-3	Break - Lower Conference Lobby
3-4:30	<b>THE US ECONOMY &amp; TECHNO-GLOBAL REVOLUTION</b> - Bob Moore Lake Osakis
	<b>CAPITAL BUDGETING FOR SMALL CITIES</b> Jack Vogt Lake Miltona
	<b>LIGHTING THE FIRE WITHIN</b> Ursula Pottinga, CPCC, CPG Lake Minnewaska
4:45-6	Activities - Tennis Center Socializing, Cribbage, etc.
6:30	Dinner - Lake Darling Ballroom
8-11 pm	

TIME	THURSDAY SEPT 23
7-8:30 am	Breakfast - Lake Darling Ballroom
8:30-10	<b>GASB 34 &amp; POST EMPLOYMENT HEALTH CARE</b> Darcy Hitesman Lake Miltona
	<b>ECONOMIC DEVELOPMENT FINANCING</b> Craig Rapp Lake Osakis
	<b>PROCURING BANKING SERVICES</b> Panel: USBank, Bremer Bank Lake Minnewaska
10-10:15	Break - Lower Conference Lobby
10:15-11:45	<b>LEGISLATIVE UPDATE</b> Gary Carlson & Gene Raneri Lake Miltona
	<b>PERA UPDATE</b> Mary Most Vanek - Executive director Lake Osakis
	<b>CURRENT TRENDS IN FINANCIAL FRAUD &amp; IDENTITY THEFT</b> - Lake Minnewaska
12-1:30	Lunch - Lake Darling Ballroom <i>Annual Business Meeting</i>
1:30-3	<b>MOODYS/FITCH/S&amp;P</b> "Best Practices" Lake Miltona
	<b>ALTERNATIVE FINANCING METHODS</b> Lake Osakis
	<b>GENERATIONS IN THE WORKPLACE</b> Tammi Nodlund Lake Minnewaska
3-5:30	Activities - Tennis Center; Exec Putting Course Socializing, Cribbage, Ping-Pong
6-9 pm	Dinner & Comedians - Lake Darling Ballroom
9:30 pm	Bonfire

TIME	FRIDAY, SEPT 24
7:30-8:30 am	Continental Breakfast - Lower Conf Lobby
9:00 - 11:00	<b>THINKING ON YOUR FEET</b> - <i>Techniques for handling yourself on the spot</i>  Stevie Ray
11:15	Brunch - Lake Darling Ballroom

ROOM RESERVATIONS	
<b>Use Arrowwood Reservation Form</b>	
=====	
Standard	\$99 single/double per night
Suite	\$136 single/double per night
OVERFLOW: Arrowwood will make ALL overflow reservations	
CONFERENCE INFORMATION	
Robin Roland, Chair	651-463-1880

ADDITIONAL MEAL TICKET COST	
Breakfast	\$12.00
Lunch	\$14.00
Dinner	\$27.00

