



MINNESOTA GOVERNMENT FINANCE OFFICERS ASSOCIATION

MnGFOA NEWSLETTER

August 2007

Excellence and Leadership in Government Finance

www.mngfoa.org

Message from the President

By Greg Sticha

Is it really August already? The calendar tells me it is, which means for most of us it is BUDGET SEASON. With budget season every year we all call each other and ask the same questions. Instead of having all of us call each other and do a number of listservs to find out what we are all doing for a number of budget line items, I have taken it upon myself to help set everyone's budget for 2008 - here goes.....

- We will all set our cost of living increases at 2.5%.
- We will all increase our fuel costs 10% because who knows where they will be in 2008, so this guess is as good as any.
- Our public safety departments will be allowed larger increases in their budget than others because they can get away with it.
- Plan on investment returns of 4.0-4.5%.
- No one will get any state aids or credits. (except if you're Mounds View you will get an abnormal amount of LGA)
- Building permit revenues will be down 30% in 2008.
- We will all increase our transfers from our enterprise operations to our General Funds to cover any increased expenses not covered by other revenues.
- All travel budgets for all departments will remain flat, except finance department travel budgets, because we are all going to the National GFOA Conference in Ft. Lauderdale and the State conference in Alexandria in 2008.
- All legal expense budgets will increase 20%, due to receiving bad budget advice from outside sources.

There..... Now that I have solved and prepared all your budgets for you in 2008, you have no excuse to miss the August 15th meeting! I plan on seeing everyone for our boat trip on the St. Croix.

(DISCLAIMER: The advice and opinions given in this article do not reflect the opinions of the MnGFOA membership or the executive committee.)

On a serious note I would like to thank Linda Patterson who did an excellent job giving us advice on managing our investments in changing markets at our July training session. This leads nicely into our theme for this year's conference "Riding the Highway of Change". Don't forget to register. I hope to see you all up in Alexandria in September!



August Meeting

- DATE:** Wednesday, August 15, 2007
LOCATION: Stillwater, the "Anastasia"
TOPIC: Retirement Planning – What you and your employees should know!
SPEAKER: Dan Faust
TIME: Boarding 11:30 am
Sailing 12:00 – 2:30 pm
LUNCH: Picnic buffet
COST: \$15 (all inclusive cruise and food)

Reservations: Please register on the MnGFOA website (www.mngfoa.org) or send an e-mail to Cathy Shuman (cathy.shuman@ci.monticello.mn.us) by Thursday August 9th. Directions will be sent in a listserv and posted on the website prior to the event.

Speaker Bio...

Our August speaker is Dan Faust, currently self-employed as a Chartered Retirement Planning Counselor doing financial planning for individuals on a fee basis. He is also an insurance agent specializing in long-term care insurance. Dan has 35 years of experience in local government as the chief financial officer at Shakopee, Wayzata and Maplewood. In 1989 he was President of the MnGFOA. Dan's home town is Stillwater. He received his B.S. degree from St. Cloud State University and did graduate work on a M.B.A. degree at Northern Illinois University. Dan received his Chartered Retirement Planning Counselor designation from the College for Financial Planning. He lives with his wife Trish in Woodbury.

2007 Meeting Dates

Monthly Meetings:

September – Annual conference
October 17 – Monthly luncheon, Sheraton Four Points
November 14 – Quarterly training
December 19 – Monthly luncheon, Sheraton Four Points

Training Opportunities

GFOA National Training –
Sheraton Four Points Minneapolis
August 20-24, 2007. For details see
<http://www.gfoa.org/services/documents/Aug08train.pdf>

Annual Conferences:

MnGFOA – Alexandria, MN Sept. 19-21
GFOA – Fort Lauderdale, FL June 15-18, 2008

A Change in Scenery

Congratulations to Rick Wolfsteller of the City of Monticello who officially retires on July 31. Rick has served the City of Monticello since March of 1975, at first to handle most of the financial duties for the City, and then to the joint position of City Administrator and Finance Director in the late 1980's. The Finance Department expanded at that time as the City began to grow. The position of City Administrator was redefined in 2006 when Rick announced his retirement. Rick's title changed to Director of Finance and Administrative Services, and he currently serves in that capacity. The City of Monticello thanks Rick for the many years of excellent service and wishes him the best of times in his retirement years.



Committee

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Executive Committee Update

The Executive Committee met in July and took the following actions:

- Approved April meeting minutes.
- Approved check registers for April – June operations.
- Approved John Lilja Scholarship award to William Gates of St. Cloud State.
- Received RFP's for Website services for review discussion and selection at the August meeting.
- Approved participation in the Accounting and Audit Student conference on September 26th.

ATTENTION!

Annual Golf Outing. Thursday, August 30, 2007 at Noon at Oak Marsh Golf Course. See the attached flyer!



Treasurer Applications

Officers of the MnGFOA provide direction and ongoing support for the organization. They are the key to keeping the MnGFOA a well-regarded and valuable association.

The MnGFOA Selection Committee is now seeking nominations or applications for the position of 2008 Treasurer. The Committee encourages all members to consider making a nomination. Members may also apply themselves.

Consider nominating someone who is committed to the government finance profession and can provide leadership to the organization. Treasurer candidates must be an active member in the association for at least three years.

Nominations/applications are due by August 20, 2007 and should be sent to:

Sharon Legg
City of Coon Rapids
11155 Robinson Drive
Coon Rapids, MN 55433

Where's Waldo?

Best wishes to Tom Kelly as he leaves White Bear Township after 15 years to take the Finance Director reins at Monticello. Tom will take on his new duties at the end of August. Congratulations Tom!

...And speaking of Thomas J. Moran Award winners...



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 when, in the opinion of the Executive Committee, an individual has clearly demonstrated by outstanding effort that they are dedicated to the improvement of public financial administration as best exemplified by our past member and president, Thomas J. Moran. Any member of the MnGFOA may nominate a candidate for the award. Any person engaged in governmental finance or accounting in the State of Minnesota, whether an active or associate member of the MnGFOA, is eligible for the award.

Nomination forms (and further information) are available at the website: www.mngfoa.org or in the MnGFOA membership directory. Nominations should be submitted by August 20, 2007 to Greg Sticha, P.O. Box 147, 7700 Market Blvd., Chanhassen, MN 55317 or by email to gsticha@ci.chanhassen.mn.us.

“Riding the Highway of Change— Leading the Pack in the Fast Lane of Tomorrow”

Mark your calendars for the 2007 Annual Conference, to be held at Arrowwood Resort and Conference Center in Alexandria from September 19-21. Included in this month's newsletter are the two registration forms needed, one for the conference and a separate one for the hotel reservation. The deadline for discounted registrations is August 24th.

Send the proper forms and payments to the following:

- Conference registration form along with payment should be mailed to Liz Berger as indicated on the form;
- Hotel reservation form should be faxed or mailed to Arrowwood Resort as indicated on the form.

A tentative agenda of topics and speakers for the conference

is posted on the website.

From Wednesday's opening session to Friday's closing session you will be educated on a variety of current hot topics in our profession. In addition, the Social Committee has planned evening activities that are sure to provide fun and great networking opportunities for all. Both the Conference and Social Committee look forward to seeing you in Alex.

If you have any questions about the conference please contact Cory Kampf at: cory.kampf@brooklynpark.org or 763-426-3344, or Julie Vogel at: 952-563-4930 or jvogel@ci.bloomington.mn.us.

Proposed Membership Dues Increase

Over the past year, the Executive Committee has been evaluating the cost structure of the various programs and activities provided by the MnGFOA, and the impact they have on our overall budget. Although the MnGFOA is in good overall financial condition, we recognize that a number of member services have been added or enhanced during the past few years. Most of these changes resulted from feedback received from membership surveys. Moving forward, it's important that these valued services remain intact and as cost increases incur, an offsetting revenue source needs to be identified.

During the past 5 years, added membership services have increased our operating costs by approximately \$12,000 annually. While we're fortunate to have contribution increases from some revenue sources, we recognize that to sustain this higher level of service a new dedicated source of funding is needed. The Executive Committee has determined that the most viable and equitable funding source is an increase in membership dues.

Membership dues have remained fixed since 2002, with active and associate members paying \$40 and \$60 per year respectively. To maintain membership services at existing levels, the Executive Committee is recommending that dues be increased to \$60 and \$80 respectively. Enacting this increase would require a by-law change to be voted on by the membership at the Annual Conference. We recognize that on a percentage basis the increase is sizeable. However, in comparison to the services provided and in looking at the membership dues of peer organizations, the Executive Committee has concluded that the proposed increase is prudent.

A broader overview and analysis of the proposed increase is available on the MnGFOA website at: www.mngfoa.org. It will also be included in the Conference Book at this year's Annual Conference.

The MNGFOA is Working to Attract Tomorrow's Financial Leaders

Over the past nine years, the MNGFOA has remained a sponsoring organization and exhibitor at the annual Accounting & Auditing Student Conference. In this role, the MNGFOA has an opportunity to visit with over 500 students from area colleges and universities who are interested in learning about careers in governmental finance and accounting. We need your help in getting the message out! The MNGFOA is looking for members from governmental organizations that are willing to spend some time helping out during the event as a conference ambassador, or in the exhibit booth.

This year's conference is Wednesday, September 26, 2007, and runs from 9:00 – 3:00pm. We could use your help especially in the morning hours, but if you can stay the whole day, there will be a free lunch plus a motivational speaker during the break!

----- Also -----

Has your organization recently hired employees that have recently completed a degree program? At the annual Accounting & Auditing Student Conference, a forum is provided where students interested in careers in governmental finance and accounting can visit with employees that have recently completed a four-year or two-year degree program, and have gone on to work for governmental agencies. This has proven to be extremely popular as the sessions are held 'behind closed doors' which gives the students a chance to find out what it's like to work in government, how rewarding it can be.

We need your help in introducing students to careers in governmental finance and accounting. If you are a recent grad or your organization has hired a recent grad in the past five years, we would like to extend an invitation to the conference so that they can share their success stories with our future hiring prospects. If you are willing to help us out on these important efforts, please contact Chris Miller at 651-792-7031, or by email at chris.miller@ci.roseville.mn.us.

JOB POSTINGS

Finance Officer/Director White Bear Township

White Bear Township (pop. 12,000), Minnesota's largest and only urban township located in Northeast Ramsey County, is accepting applications for the position of Finance Officer/Director. Responsibilities include overall financial management of White Bear Township, preparation of the annual budget and CAFR according to GFOA award programs, investments, debt management, purchasing, utility billing, payroll and benefit administration, risk management

and management of the Township's web site. Also provides financial management services to the City of Gem Lake. Supervises one, full-time staff person. Minimum qualifications include: a Bachelor's Degree in accounting or related field. Minimum of four years experience in municipal or public finance field with a minimum of two years in a responsible management position; or equivalent combination of education and experience, and strong written and verbal communication skills. Salary Range: \$64,210 - \$85,000 DOQ plus other wage incentives and benefits. Applicants must submit a White Bear Township employment application, resume and cover letter to the Clerk/Treasurer of White Bear Township, 1281 Hammond Road, White Bear Township, MN 55110 no later than 4:30 p.m. August 3, 2007. Applications are available on the Township's web site www.ci.white-bear-township.mn.us or by calling (651)-747-2750.

Senior Financial Analyst – City of Minneapolis Annual Salary: \$48,076 - \$70,590

Finance Department - Management & Budget Division. Position is Exempt and Confidential. Perform complex financial studies; make long/short-term financial projections; conduct research projects. Develop labor-costing models, including simulations of changes to salaries, benefits & other contract items. Provide team leadership & strategic advice to City dept. heads/managers. Requires: Bachelor's Degree in Business or Public Administration, Accounting, Economics, Public Policy or closely related field (any of which must have included accounting coursework or government accounting seminars); three (3) years of experience in accounting, finance, economics, or public policy. An equivalent combination of related education/experience may be considered. Applications accepted 07/23/07 through 08/17/07. Call (612) 673-2282 for application materials or apply online at www.ci.minneapolis.mn.us. City of Minneapolis Human Resources Department, Room 100, 250 S 4th St, Minneapolis, MN 55415. **An AA/EOE.**

Accountant II - City of Minneapolis Annual Salary: \$45,603 through \$66,985

Maintain financial data through analysis, audits & review of procedures; resolve accounting problems; prepare statements/schedules for grantor agencies; supervise staff. Requirements: Two years of professional-level accounting experience which has included developing/ monitoring budgets, monitoring grant expenditures/reimbursements, preparing financial statements, preparing bank reconciliations, general ledger, or cost, utility or fund accounting; Bachelors Degree in Accounting, Business Administration, Finance or a closely related field; criminal background check; and responses to screening questions. An equivalent combination of related education/experience may be considered. Applications accepted 07/23/07 through 08/10/07. Call (612) 673-2282 for application materials or apply online at www.ci.minneapolis.mn.us. City of Minneapolis Human Resources Department, Room 100, 250 S 4th St, Minneapolis, MN 55415. **An AA/EOE.**

Robin Roland
City of Farmington
325 Oak Street
Farmington, MN 55024



Message from the Editor

It's those lazy dog days of summer...woof! But don't you be lazy...Send your job openings, ads, career moves, or other items of note to me by the 20th of this month and I'll put them in the next newsletter. Thanks.

Robin Roland
City of Farmington
325 Oak Street
Farmington, MN 55024
651-463-1880
rroland@ci.farmington.mn.us



Assistant Finance Director

Successful candidate will assist Finance Director in providing leadership and direction for all finance related functions. Responsible for supervision and management of the day to day functions of the utility billing, general accounts receivable, accounts payable, cash management, and general accounting areas of the department. Will develop and maintain positive relationships with staff, council, citizens and other departments in the administration of financial activities. Must have Bachelor's degree in Accounting, Finance or related field and 3 years related experience. **Salary: \$75,714 - \$89,075/year** DOQ w/ excellent benefits. **Resume deadline is Friday, August 17, 2007.** Visit www.stlouispark.org for job description. Resumes and cover letters can be emailed to: hr@stlouispark.org or mailed to: 5005 Minnetonka Blvd, St. Louis Park, MN 55416. EOE/AA

MINNESOTA GOVERNMENT FINANCE OFFICERS ASSOCIATION
2007 ANNUAL CONFERENCE
“RIDING THE Highway OF Change”

<u>WHEN:</u>	September 19 – 21, 2007
<u>WHERE:</u>	Arrowwood Resort Alexandria, Minnesota

CONFERENCE [9/19-21/07]	BY	AFTER
<u>REGISTRATION FEE</u>	<u>August 24</u>	<u>August 24</u>
Member	\$ 225.00	\$ 250.00
Non-Member	\$ 285.00	\$ 310.00

MAKE CHECKS PAYABLE TO: Minnesota GFOA

MAIL OR FAX REGISTRATION/PAYMENT TO: Liz Berger, Accounting Coordinator
City of Minnetonka
14600 Minnetonka Blvd
Minnetonka, MN 55345
Fax (952) 939-8244

Note: Faxed registrations require payment by credit card (MC / Visa only). Please fill out credit card information on bottom of registration form.

LODGING: YOU MUST make separate arrangements by completing the attached lodging registration form for Arrowwood Resort by August 24, 2007. 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.

Townhome rooms are available at the standard room rate. Each bedroom in a townhome unit will be considered a standard room. Please direct any questions regarding townhome assignments to Arrowwood Resort.

Water Park passes will be made available to the conference attendees at a rate of \$5 per day.

REFUND POLICY: All cancellation requests regarding lodging must be directed through Arrowwood Resort and are subject to their policies. Conference cancellation requests received by September 14, 2007 will be refunded in full. All cancellation requests received after September 14, 2007 will be subject to a \$100 charge to cover expenses. Requests for refunds on the conference fee will only be considered up to September 21, 2007.

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

REGISTRATION FORM
[PLEASE RETURN WITH PAYMENT]
MINNESOTA GOVERNMENT FINANCE OFFICERS ASSOCIATION
2007 ANNUAL CONFERENCE
“RIDING THE Highway OF Change”

YOUR NAME WILL APPEAR ON YOUR NAME TAG AS SUBMITTED BELOW!!!

LAST NAME _____ FIRST NAME _____

POSITION _____

EMPLOYER _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____ E-MAIL _____

CONFERENCE [9/19-21/07]

<u>REGISTRATION FEE</u>	<u>Member</u>	<u>Non-Member</u>	
BY AUGUST 24 TH	\$225.00	\$250.00	_____
AFTER AUGUST 24 TH	\$285.00	\$310.00	_____
	TOTAL PAID REGISTRATION		=====

IS THIS YOUR FIRST MGFOA CONFERENCE? YES NO

IDENTIFY SPECIAL DIETARY NEEDS: _____

[SOMEONE WILL CONTACT YOU BY PHONE OR EMAIL REGARDING YOUR NEEDS]

FAXED REGISTRATIONS REQUIRE PAYMENT BY CREDIT CARD

MC / VISA CREDIT CARD NUMBER: _____

EXPIRATION DATE: _____ **CVVS NUMBER:** _____

(3 digit number on back of card)

Signature: _____

MINNESOTA GOVERNMENT FINANCE OFFICERS ASSOCIATION
2007 ANNUAL CONFERENCE
“RIDING THE Highway OF Change”
Lodging Reservation Form
September 18-21, 2007

REGISTRATION INFORMATION

Company _____

Mr./Mrs./Ms. _____

Street _____

City _____ St _____ Zip _____

Day Phone (____) _____

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

All of our lodging is non-smoking.

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

*Cancellations requests received after September 14, 2007,
will be subject to a charge for one-nights lodging plus tax.*

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



LODGING SELECTIONS

____ \$102.00 Standard accommodations/ Per night + tax

____ I am willing to stay in Townhome unit, if no
Standard rooms are available at Arrowwood.

____ \$102.00 Townhome room accommodations/Per night+tax

Please select Townhome preference:

____ 3 BR Townhome Unit

____ 4 BR Townhome Unit

____ \$145.00 Suites Per night + tax (Suites are limited)

Arrival Date: _____ Departure Date: _____

Total Room Nights: _____

ROOMMATES

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

List name(s) of the roommate(s) 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.

Overflow lodging reservations will be made for you by
Arrowwood. Once Arrowwood Resort is full, attendees will be
notified where their reservation has been made.

MAIL OR FAX ENTIRE FORM TO:

Arrowwood Resort & Conference Center

2100 Arrowwood Lane NW

Alexandria, MN 56308

FAX: 320-762-0133

Phone: 320-762-1124

****NO RESERVATIONS TAKEN WITHOUT FORM.****

HOTEL CHECK-IN TIME IS 4 P.M.

HOTEL CHECK-OUT TIME IS 11 A.M.



OAK MARSH

MGFOA 2007 GOLF OUTING

Date: Thursday, August 30, 2007

Cost: \$49 per person, includes:
greens fees, golf cart, contests, and prizes.

GPS system including electronic tournament scoring will be used

Place: Oak Marsh Golf Course,
526 Inwood Ave. No., Oakdale, MN 55128
www.wpgolf.com/oakmarsh

Time: Tee times @ **Noon**, - ***A SHOTGUN START***
(A shotgun start is when all golfers start (and hopefully finish) at the same time with each foursome on a different hole.)

This tournament is for golfers of all skill levels. You do not have to be a good golfer to participate. This is a team event. Just come prepared to have a good time!! To promote the social aspect of this event, entries will be grouped in foursomes, mixing skill levels. After golfing, we will meet in the clubhouse area for the presentation of prizes. The registration deadline is Monday August 6, 2007.

We will be having a shotgun start, so all tee times at Noon. Please be at the course at least 30 minutes prior to the tee time. They have a grill available for lunch. If you have any questions, please contact Jim Eichten at Malloy, Montague, Karnowski, Radosevich at 952-545-0424 or Ron Hedberg at the City of Cottage Grove, 651-458-2832, or email, rhedberg@cottage-grove.org.

Golf Outing Registration Form

Name(s) _____

Email: _____

Organization _____

Make checks payable to MGFOA and mail your registration form and payment to:

Average score for 18 holes _____

MMKR
Attn: Jim Eichten
5353 Wayzata Blvd., Suite 410
Minneapolis, MN 55416

Enclosed is a check for \$ _____ for _____ golfers