

**MINNESOTA GOVERNMENT FINANCE OFFICERS
ASSOCIATION**

MnGFOA NEWSLETTER

October 2003

Excellence and Leadership in Government Finance

www.mngfoa.org

MESSAGE FROM THE PRESIDENT

By: Tom Kelly



Greetings once again. There is always an event that signals the end of summer. For some it might be the start of school, for others the beginning of the football season and for others it might be the changing colors of the leaves. For me, fall arrives with the end of the annual fall MnGFOA conference. This year's conference has come and gone and once again was a huge success. This year's conference had 225 attendees, which is down a little due to budget shortages around the state. It was great to see every one that was in attendance and I only see once or twice during the year. This year's conference contained great training technical sessions including GASB 34 Conversion Worksheets, Budget Awards Criteria, Creating Multi-year Budgets, CIP Planning, and Incentive Plans to name a few. On the non-technical side sessions included Navigating Change, Dealing with Difficult People, Listening, 52 Things to Do in Alexandria and Yoga.

The conference kicked off with Ms. Lynn Moline keynote session on Seeing the Forest for the Trees. To do this Ms. Moline suggested the following four points. First you must focus on your priorities, that is what is the real purpose of your work and what will make you happy. Second, you must let go of control. By giving up control you get control. Third, is to rediscover your creativity. Don't be afraid of mistakes. Finally, hone your sense of humor, that is take your job seriously without taking yourself seriously, have a little fun.

Another treat at this year's conference was Past President, Norman Werner sharing how MnGFOA began 40 years ago with 12 Finance Officials meeting to share and discuss ideas. It's from their vision and dedication to the profession that our organization has been able to grow from 12 individuals to around 500.

The Conference Committee did a great job with this year's conference and I applaud them. Every year I think the conference cannot get any better, but every year it gets better. I also want to thank Michelle Pietrick the

Committee Chair and Robin Roland, Vice-chair for all their hard work. Robin will be Committee Chair in 2004 and she and her committee will have their work cut out for them to top this conference, but I know some how, they will. So start planning to attend next year's conference!

The conference isn't just about the many great sessions though. The conference provides I think the best opportunities to meet new colleagues and reconnect with others to share ideas. To help with this the Social Committee put together some great entertainment and social gatherings. Thanks to Jim Eichten, Social Committee Chair, Lynn Cornwell Vice-chair and the entire Social Committee for all their hard work planning and working the social events at the conference. One final note, the trick performed by Comedian/Magician Tim Gabrielson with the \$50 bill was not pre-arranged.

Great events like the MnGFOA conference don't just happen. As any one who has worked on any of MnGFOA's various committees will tell you, it takes lots of planning and hard work. I think they would also tell you it is very rewarding and well worth the effort. So, as we wind down 2003 and Committees start to think about 2004 I would encourage all of you to volunteer for one of MnGFOA committees. The more members on a committee the more the duties can be spread out and more and new ideas for training, seminars, speakers and social events can be generated.

If you were unable to attend this year's conference plan to attend the October monthly luncheon and I'm sure those in attendance would be happy to share their experience with you. See you all on the 15th.

2003 MnGFOA DATES

Monthly Meeting Dates:

November 19 December 17

Conference/Training:

2004 GFOA Annual Conference Milwaukee, WI June 13 - 16
2004 MnGFOA Annual Conference
Alexandria, MN September 21- 24

OCTOBER MEETING

Date: Wednesday, October 15, 2003
Location: Minneapolis Sheraton 4 Points
Topic: Ethics in the Workplace
Speaker: David Rodbourne, VP of Center for
Ethical Business Cultures
University of St. Thomas
Meal: Grilled Breast of Chicken
Time: 11:30AM – Welcome and Program
12:20PM - Lunch & Business Mtg.
1:00PM - Executive Committee Mtg.
Cost: \$ 15.00

Reservation: Please leave your reservation with Chris Miller at the City of Roseville at 651-490-2210 or on our website at www.mngfoa.org by THURSDAY, OCTOBER 9, 2003.
(Vegetarian meal choice is available).

ANNOUNCEMENTS

Congratulations to Reg Vorwerk as the new Finance Director/City Clerk-Treasurer for the City of New Ulm.

Congratulations to Greg Sticha, City of Minnetonka for being nominated the 2004 Treasure of MnGFOA.

GFOA'S ANNUAL GOVERNMENTAL GAAP UPDATE

Annual Satellite Videoconference – Thursday, November 6, 2003 12pm – 4pm.
Presented by Stephen J. Gauthier. For more information check online at www.gfoa.org or contact GFOA. Please note that the following Satellite videoconference sites are available in Minnesota: Washington County– Stillwater, Blue Earth County – Mankato, and the City of Roseville.

BEGINNING GOVERNMENTAL

ACCOUNTING COURSE

The Education Committee of the MnGFOA will be offering a one-day training session on beginning fund accounting in November. The class will be designed to provide the basics of governmental accounting to individuals who work in the finance area, but have little or no governmental accounting training. A registration form with details including locations, dates, and cost will be available on the MnGFOA website in October and in the November newsletter. If you have questions, please contact Bonnie Burton (952-474-3236 or bburton@ci.shorewood.mn.us).

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EXECUTIVE COMMITTEE UPDATE

There is no update this month, due to last month's Annual Conference.

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INTERSHIP GRANT AVAILABLE

Applications are now being accepted for the 2004 Internship Grant. Help a student gain some experience and him or her hooked on a government career and gain some assistance for your department at the same time.

The Internship Grant is a 50/50 matching grant up to \$2,000. The grant is awarded by October 31 and may be used any time during 2004. Grant application deadline is extended to October 10th. You may select an intern to fill the position or if requested, the MnGFOA may assist by providing resumes of interested students.

Don't lose out on this opportunity. If you plan to have an intern in your department next year, take a few minutes and complete the very easy application form. The form can be found on MnGFOA web site www.mngfoa.org. Applications should be mailed, e-mailed (tom.kelly@ci.white-bear-township.mn.us) or faxed to Tom Kelly (651)-426-2258 at White Bear Township. If you need additional information, please call Tom at (651)-429-5827

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GFOA STANDING COMMITTEE APPLICATIONS

Applications are now being accepted for appointments to the seven GFOA Standing Committees. Appointments are effective for a three-year term beginning January 1, 2004. Standing Committees meet twice a year, once in connection with the Annual National Conference and at the winter meeting in Washington D.C.

Serving on a standing committee has many benefits including influencing the direction of GFOA leadership and guiding GFOA polices through recommended practices and is a great way to meet and work with finance professionals from around the country. Committee meetings are well organized and

the time spent is very productive. To encourage participation by MnGFOA members the MnGFOA will provide financial assistance if requested.

For more information see the GFOA web site (www.GFOA.org) or contact Deborah Reaves at (202)-393-8020. Application deadline is September 12, 2003.

**2003 EXECUTIVE BOARD
AND COMMITTEE CHAIRS**

The 2003 MnGFOA Executive Board is as follows:

President	Tom Kelly	651-429-5827
	White Bear Township	
President-Elect	Lori Webster	651-480-2352
	City of Hastings	
Secretary	Tom Pepper	651-675-5017
	City of Eagan	
Treasurer	Chris Miller	651-490-2210
	City of Roseville	
Past President	Sharon Legg	763-767-6433
	City of Coon Rapids	
At-Large	Cathy Shuman	763-271-3204
	City of Monticello	
At-Large	Rosemary Masloski	651-697-8530
	Ehlers & Associates	
State Rep.	Ron Hedberg	651-458-2832
	City of Cottage Grove	

COMMITTEE CHAIRS FOR 2003:

Conference	Michelle Pietrick	715-381-4304
Education	Julie Vogel	952-448-2851
Program	Joe Huss	763-717-2677
Social	Jim Eichten	952-545-0424
Selection	Lori Johnson	763-441-7420

If you have any questions, want to help out, or have suggestions for the Executive Board or for the committees for 2003, please feel free to give them a call.

JOB POSTINGS

**CHIEF FINANCIAL OFFICER
CITY OF BURNSVILLE**

The City of Burnsville, Minnesota (pop. 62,220) is seeking an experienced, service oriented, and progressive finance professional to become the next Chief Financial Officer (CFO). The City of Burnsville has 281 full-time employees, an Aa1 bond rating, an operating budget of \$29 million, enterprise funds totaling \$15 million and has won numerous awards for financial reporting and budgeting. The CFO is a high-level leadership position responsible for the overall planning, organization and direction of the Financial and Information Technology functions of the City. The position will report directly to the City Manager and will be a key member of the City's management team. Minimum Qualifications: Bachelors Degree in Accounting, Finance, Business Administrations or a related field; ten years of relevant management experience in finance/accounting including specific governmental finance experience; five years responsible supervisory experience; and a knowledge of Microsoft Office products. Desirable Qualifications: Certified Public Accountant

designation or Master's degree; experience with direct supervision of a municipal finance department; and knowledge of the Minnesota property tax system and information technology functions. 2003 salary range is \$86,261 - \$100,000/year DOQ with an excellent benefit package. Contact Human Resources at 952-895-4475 or TDD at 952-895-4567 or visit our web site a www.burnsville.org for an application and position profile. Submit completed application and resume by Friday, October 17, 2003. EEO/AA

Arden Hills is seeking a Finance Director to plan, manage, and direct all municipal finance activities for the City of nearly 10,000 residents. This position reports to the City Administrator and heads the finance department, directly supervising the Finance/HR Assistant and Utility Billing Clerk. The Finance Director also provides support and financial knowledge to other members of the staff management team.

The Finance Director oversees, designs and manages systems for bill payment, deposit of monies, utility billing, payroll, fixed assets and selection of the City's banking services; Manages the preparation of the annual budget for the City; Oversees the monthly and quarterly budget reports and the development of the three (3) year financial plan; Oversees the preparation of the City's comprehensive annual financial report, ensuring the report is prepared in accordance with the Certificate of Conformance program sponsored by GFOA; Provides for the investment of all City funds and oversees the administration of the City's debt; Acts as Treasurer for the City and assumes all statutory requirements of the position; Represents the City on various boards and to various state, metropolitan and county agencies.

A Bachelor's Degree (BA) in Accounting, Finance or closely related field is required. A Masters Degree is desired. Four (4) years progressively responsible experience in local government finance is required. Candidates must be proficient with Excel, Access, and accounting suite software.

Annual salary range is DOQ. For more information or to apply, visit the City of Arden Hills website: www.ci.arden-hills.mn.us. Applications may also be obtained by contacting Cynthia Young, Deputy Clerk/HR Director at the City of Arden Hills, 1245 W. Highway 96, Arden Hills, Minnesota, 55112. 651.634.5126. Submittal of a City Application is required and will be accepted until 4:30 p.m. on Friday, October 24, 2003.

**SENIOR GOVERNMENTAL
STAFF ACCOUNTANT**

Expanding regional public accounting firm is seeking 4-6 year senior staff person for their audit department at their Brooklyn Park office. Responsibilities include planning and performing all aspects of governmental audit engagements, directing staff and reviewing their work and managing client accounts. Supervisory and leadership skills and community involvement a must. CPA Required. Exempt position with great career advancement possibilities, competitive salary and benefits. Send resume to KDV, Ltd., Sharon McKenzie, 7100 Northland Circle, Suite 119, Minneapolis, MN 55428-1500. Or email to smckenzie@kdv.com, www.kdv.com

Lori Webster
City of Hastings
101 Fourth Street East
Hastings, MN 55033



**HAPPY
HALLOWEEN**

MESSAGE FROM THE EDITOR

As always, we are looking for information to put in the newsletter of interest to the group. Please contact me with any retirements, job changes, promotions, certifications received or any other items you are willing to share with the group. Please give me a call or e-mail me by the 20th of the month to guarantee publication.

Contact: Lori A. Webster
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