



MINNESOTA GOVERNMENT FINANCE OFFICERS ASSOCIATION

# MnGFOA NEWSLETTER

OCTOBER 2011

*Excellence and Leadership in Government Finance*

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

## Message from the President

By: Ron Hedberg

It was a very good conference (again this year). The keynote and the closing session complimented each other quite well. This year's theme was "Excellence Under Pressure" and Renee Rongen as the keynote speaker offered ideal ways to live under this pressure and to rise above it. Renee opened the conference with the topic on "paying your life forward". It does have an amazing impact on others and will likely influence the recipient's behavior and as Renee suggested will likely improve their overall wellbeing and if they in turn do something positive for another person it can spread very quickly. I'm sure we all have examples of a time when we did something for someone else that was totally unexpected and how appreciative the recipient was, I believe that this impacts that person's future interactions.

The closing session was Judy Urquhart on using humor and not taking yourself too seriously to improve your working environment. Judy showed us a number of ways that to put others at ease and reduce tensions. Remember "smiles are contagious" and we should always try to rise above the circumstances downplaying embarrassing or painful moments.

Again this year there were a number of roundtable discussions which I find valuable by hearing what others are doing and learning from others viewpoints and interpretations.

I was also fortunate to be able to host the New Attendee Session prior to the conference starting and there was a good group of at least 20 new attendees.

The purpose of this session is to introduce the new attendees to some of the "veteran" members and encourage the veterans to involve the new attendees in activities. I was happy to see many of these new attendees at the activities as well as interacting at the sessions. I also hope that they become involved in one of our various committees and work on developing a valuable network.

I want to thank all the people who worked on putting the conference together. Thank you to all the members of both the Conference and the Social Committees, the annual conference takes a lot of work to organize and conduct. This year there were more sessions than we've had in past years and the activities involved more participants than in the past and I hope everyone enjoyed themselves and learned something that they were able bring home with them and use immediately - I know I did.

Congratulations also go to Darin Nelson, who was named Treasurer for 2012. Darin has been involved in the Accounting and Auditing Student Conference Committee for a number of years and has served on the Executive Committee as the State Representative to the GFOA this past year.

### ITEMS OF INTEREST IN THIS NEWSLETTER:

MnGFOA Upcoming Educational  
Opportunities  
National GFOA Training Corner  
Job Announcements  
Job Changes and Retirements



# MONTHLY MEETING

## **NOTE CHANGE OF LOCATION ~ RADISSON ROSEVILLE**

- DATE:** October 19, 2011  
**LOCATION:** Radisson, Roseville  
2540 North Cleveland Avenue  
Roseville, MN  
**TOPIC:** **State Finances and Future Impacts on Aid to Cities and Counties**  
**SPEAKERS:** Jim Schowalter, Commissioner of Minnesota Management & Budget State of Minnesota  
**TIME:** 11:30 am – Speakers  
12:00 pm – Luncheon  
**LUNCH:** To Be Announced  
**COST:** \$15.00 (for those attending ONLY the networking lunch)

***THE OCTOBER LUNCHEON MEETING WILL BE HELD IN CONJUNCTION WITH THE ADVANCED GOVERNMENTAL ACCOUNTING CLASS. IF YOU ARE ATTENDING THIS CLASS YOU DO NOT NEED TO PAY ANYTHING ADDITIONAL TO ATTEND THE NETWORKING LUNCHEON.***

**Topic: State Finance and Future Impacts on Local Governments:** Over the past several years the role of aid to cities and counties has figured prominently in budget discussions between the Governors and Legislators. Commissioner Schowalter has served in Minnesota Management and Budget in several roles through several administrations and has had a unique opportunity to see policy and politics unfold around the issue of state aid to local units of government. He will share his perspective on the status of the state's current financial position and the implications this has for the future role of state aid to cities and counties.

### **Speaker Bio:**

**Jim Schowalter:** Jim Schowalter was appointed Commissioner of Minnesota Management & Budget (MMB) by Governor Mark Dayton on January 3, 2011. Most recently Jim served as deputy commissioner of MMB, and brings a wealth of government and financial experience to the position. Over his sixteen

years in Minnesota state government he has earned a reputation as a respected, non-partisan voice on budget issues.

Previously, Jim served as assistant commissioner and state budget director. After assuming that position in 2004, he led the budget process for the State of Minnesota for six years. He served on the Board of the National Association of State Budget Officers and frequently testified before the state Legislature. He has also served as executive budget coordinator for Health and Human Services and Local Government, as well as executive budget officer.

Before coming to Minnesota, Jim worked as Regional Economist at the Boston regional office of the U.S. Department of Housing and Urban Development, and as Budget Officer at the U.S. Office of Management and Budget.

Jim received his Master's degree in public policy from the Kennedy School of Government at Harvard University and his Bachelor's degree with a major in economics from Macalester College. Schowalter originally hails from Milwaukee, Wisconsin. He currently lives in Eagan with his wife, Stephanie and their two children ages 6 and 7.

**Reservations:** It is preferred that you register on the MnGFOA website ([www.mngfoa.org](http://www.mngfoa.org)) – there is a link on the home page to register for the luncheon event. You can pay for the luncheon online also!! You could also send an email to Dan Jordet at [djordet@ci.brooklyn-center.mn.us](mailto:djordet@ci.brooklyn-center.mn.us) or leave him a voice mail at (763) 569-3345 **NO LATER THAN Friday, October 14, 2011.** Please remember to pre-register for the luncheon to provide that enough meals are ordered and tables set up for the meeting. Thank you for your cooperation.

### **November's Monthly Meeting Topic (Extended Session) ~ Mark Your Calendar!**

Mark your calendars for the November luncheon which will be an extended (10 am till noon) luncheon meeting put on by the Education Committee. The topic is Communications: How to Communicate Effectively to the Public, Council, and Staff" by Donelle Hintermeister, owner/trainer of Signature Training Solutions. More details will be included in the November newsletter and on the MnGFOA website.

# COMMITTEE

## ORNER Executive Committee Update

The Executive Committee with the general membership in attendance at the Annual Business meeting met on September 22<sup>nd</sup> and took the following actions:

- Approved annual business meeting minutes from September 2010.
- Approved check registers and Treasurer's report for August 2011.
- Heard updates from various committees.
- Accepted the nomination of Darin Nelson to be the 2012 MnGFOA Treasurer

## "OKTOBERFEST CELEBRATION"

The Social Committee would like to invite you to an Oktoberfest Happy Hour on Thursday, October 13, 2011. This gathering is being coordinated to provide a chance to network with colleagues and friends in a relaxed atmosphere.

**DATE:** Thursday, October 13, 2011

**LOCATION:** Mario's Keller Bar  
Gasthof zur Gemutlichkeit  
2300 University Avenue NE  
Minneapolis, MN  
(612) 781-3860  
www.gazthofzg.com

**TIME:** 5:00 pm - 7:00 pm



This will be a cash bar. Please RSVP to Lynn Cornwell by May 2<sup>nd</sup> at [lynn.r.cornwell@wellsfargo.com](mailto:lynn.r.cornwell@wellsfargo.com). Hope to see you there.

## 2012 MNGFOA TREASURER ANNOUNCED

Congratulations go out to Darin Nelson for being selected the 2012 Treasurer of the MnGFOA. Darin began his career working for the Minnesota State Auditor's Office for eight years. He was then appointed the Assistant Finance Director for the City of Minnetonka where he worked for five years. Darin is currently the Finance Director for the City of Fridley where he has been since late-2010.

Darin has been an active member of the MnGFOA since 2005. He has chaired the Program Committee, and has been an important leader of the Accounting & Auditing Student Conference since 2008, which is now a standing committee. He is currently the State Representative on the Executive Committee.

Darin has shown he is a committed, knowledgeable and proven leader within our organization. We are very excited to welcome Darin on board as the 2012 Treasurer. We congratulate him and wish him the best going forward serving all of us.



**NATIONAL GFOA  
TRAINING CORNER...**

## National GFOA On-line Training Opportunities

Train without the travel with GFOA's Internet Offerings - ALL courses take place from 1:00 to 3:00 pm (CT) and will earn you 2 CPE credits with your participation. The registration fee for most seminars is \$85.00 for Active/Associate GFOA Members and \$160 for Nonmembers. Upcoming training events include the following:

- Type of Debt Instruments & Understanding Refunding - October 19
- Negotiating Retirement Benefits: Finance Director's Role - October 28

## National GFOA Group-Live Training Opportunities

The GFOA offers the following group-live courses that will be held at the GFOA Offices, 203 North LaSalle Street, Suite 2700, Chicago, IL, 60601-1210. Hotel rooms can be reserved at hotel Monaco, 225 North Wabasha Avenue, Chicago IL 60611. These courses are all 2-days and go from 9:00 am to 5:00 pm (Central). The registration fee is \$580 Active/Associate and \$790 Nonmember.

- ERP Acquisition and Implementation - October 3 - 4
- ERP Project Management - October 5 - 6

Visit [www.gfoa.org](http://www.gfoa.org) for additional information and to register for these and any other training opportunities offered by GFOA.



# **MnGFOA Upcoming Educational Opportunities**

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Presenters: Sue Iverson, City of Arden Hills  
Dave Mol, CPA, HLB Tautges  
Redpath, Ltd.

## **BEGINNING GOVERNMENTAL ACCOUNTING**

This class is designed to provide the basics of governmental accounting to individuals who work in the finance area but have little or no governmental accounting training. It is a great class for any staff who has limited exposure to governmental accounting and needs or wants to understand more.

### **Wednesday, October 5, 2011**

Ramada Inn  
1500 E College Dr.  
Marshall, MN

This session will be held from 9:00 am – 4:00 pm; check-in will begin at 8:30 with a break for lunch around noon. A block of rooms have been secured for Tuesday night at the Ramada Inn under MN Finance.

Presenters: Sue Iverson, City of Arden Hills  
Tom Kelly, City of Monticello

## **INTERMEDIATE GOVERNMENTAL ACCOUNTING**

This class will include: GAAP; fund accounting; capital assets; basis of accounting; budgetary accounting; and financial reporting. It includes the conversion of fund financial statements to government-wide financial statements and fund balance designations. This class assumes individuals have an understanding of basic governmental accounting or limited accounting training.

### **Tuesday, October 11, 2011**

Hermantown City Hall Training Center  
5111 Maple Grove Road  
Hermantown, MN

This session will be held from 8:00 am – 4:30 pm; check-in will begin at 7:30 with a break for lunch around noon. A block of rooms have been secured on Monday night at the Country Inns & Suites (218.740.3851, 4257 Haines Road Duluth, MN 55811) under MNGFOA.

### **Thursday, October 13, 2011**

City Center Hotel  
101 East Main St  
Mankato, MN

This session will be held from 8:00 am – 4:30 pm; check-in will begin at 7:30 with a break for lunch around noon. A block of rooms have been secured on Wednesday night at the City Center Hotel under MNGFOA.

Presenters: Sue Iverson, City of Arden Hills  
Dave Mol, CPA, HLB Tautges  
Redpath, Ltd.

## **ADVANCED GOVERNMENTAL ACCOUNTING**

This class will include: Internal controls; internal service funds; how to set rates for enterprise funds; and financial reporting including cash flow statements, notes to the financial statements, transmittal letter, MD&A, and the statistical section. This class is focused toward finance directors, assistant finance directors, auditors, and those looking for advanced accounting training.

### **Wednesday, October 19, 2011**

Radisson Hotel  
2540 N. Cleveland  
Roseville, MN

This session will be held in conjunction with the MnGFOA monthly luncheon. This session will be held from 8:00 am – 4:30 pm; check-in will begin at 7:30 with a break for lunch around noon.

Presenters: Sue Iverson, City of Arden Hills  
Dave Mol, CPA, HLB Tautges  
Redpath, Ltd.

Each session costs \$50.00 per person and includes all materials and lunch. Please check the MnGFOA website for more information and to register at [www.mngfoa.org](http://www.mngfoa.org). Please contact Tom Kelly, MnGFOA Education Chair, with any questions at [tom.kelly@ci.monticello.mn.us](mailto:tom.kelly@ci.monticello.mn.us).

# Job Announcements

**CITY OF ST. ANTHONY**  
Employment Opportunity  
Finance Director

**Posted:** October 3, 2011  
**Closing Date:** October 20, 2011, 4:30 PM

**Department:** Finance  
**Location:** St. Anthony Village City Hall, 3301 Silver Lake Road, St. Anthony, MN, 55418  
**Status:** Full-Time, Exempt

**Overview:** The Finance Director is a key member of the City's leadership team; working closely with the City Manager, the City Council and fellow Department Heads. This position is responsible for compliance, completeness, accuracy, and timeliness of the City's financial, accounting and management data.

The position plans and directs all City financial functions to accurately account for all financial transactions and funds; manages financial assets to achieve optimal return and protection; provides financial planning and analysis to the City Manager and City Council, and administers all financial, accounting, budgeting, and risk management duties for the City of St. Anthony.

The ideal candidate will possess a thorough working knowledge of Minnesota local government finance, have an understanding of the Minnesota property tax system; as well as the assessment process, tax increment finance, tax abatement, municipal insurance issues and have extensive experience in using Microsoft Outlook, Excel, Word and Power Point.

Excellent oral and written communication skills are required, including the ability to organize and present financial and budgetary information to the City Manager, the City Council and members of the public.

**Minimum Qualifications:** This position requires a Bachelor's Degree in finance, accounting, business administration or a closely-related field, with five (5) years municipal experience in governmental accounting and finance; three (3) years continuous experience in supervising staff.

**Desired Qualifications:** Seven (7) years' experience in municipal government; a Master's degree in Finance or Accounting or Certified Public Accountant; and substantial experience as Finance Director in municipal operations.

**Compensation:** The City offers a competitive salary and benefits package, including:

- Paid holidays and personal leave.
- Medical, dental, life and LTD insurance.
- Deferred compensations plans.
- Continuing education and professional development
- Salary Range: \$84,000 - \$90,000, DOQ

**Applicant Information:** Obtain application and job description from the City of St. Anthony at 612-782-3301, or [www.ci.saint-anthony.mn.us](http://www.ci.saint-anthony.mn.us). Resumes and cover letters are required but may not be submitted in lieu of a completed application. Mail resume, cover letter and completed application to City of St. Anthony, Attn. Finance Director Position, 3301 Silver Lake Road, St. Anthony, MN 55418.

## 2011 Important Dates

**MONTHLY MEETINGS / EVENTS** (event times and locations could change so please check the website or the calendar in the monthly newsletters for updates):

- October 5, 2011 – Beginning Governmental Accounting, Ramada Inn, Marshall, MN
- October 11, 2011 – Intermediate Governmental Accounting, Training Center City Hall Complex, Hermantown, MN
- October 13, 2011 – Intermediate Governmental Accounting, City Center Hotel, Mankato, MN
- October 19, 2011 – Advanced Governmental Accounting, Radisson Hotel, Roseville, MN
- October 19, 2011 – Monthly Luncheon, Radisson Hotel Roseville
- November 16, 2011 – Extended Monthly Luncheon Topic: How To Communicate Effectively To The Public, Council and Staff, Ramada Plaza Minneapolis
- November 16, 2011 – Annual Food Drive in conjunction with November Luncheon
- December 14, 2011 – Monthly Luncheon, Ramada Plaza Minneapolis
- December 14, 2011 – Annual Toys for Tots Collection in conjunction with December Luncheon

Jessie Hart  
White Bear Township  
1281 Hammond Road  
White Bear Township, MN 55110



## Message from the Editor

By: Jessie Hart

If you wish to share any items of interest with the members I look forward to receiving them. Send your job openings, ads, career moves, or other items of note to me by the 20<sup>th</sup> of each month and they will go in the next newsletter. Thanks!



Contact information:

Jessie Hart, White Bear Township  
1281 Hammond Road  
White Bear Township, MN 55110  
jessie.hart@ci.white-bear-township.mn.us  
Phone: 651-747-2760  
Facsimile: 651-426-2258

## Job Changes/ Retirements

Congratulations to Jonathan North who was recently appointed the Deputy Director in the Office of Financial Services for the City of St. Paul. Jon was most recently employed at Ehlers where he came from many years with Moody's. Jon will be providing support in the areas of budget, treasury and accounting functions for the City of St. Paul. CONGRATULATIONS JON!!!!

AEM Financial Solutions is excited to announce that Jeanne Day has started as Client Service Manager, effective September 15. AEM Financial Solutions provides interim and long term accounting and finance director services to local governments. Her past experience at the City of Medina, Three Rivers Park District and other cities will be a tremendous resource for their existing client base. CONGRATULATIONS JEANNE!!!!