



MINNESOTA GOVERNMENT FINANCE OFFICERS ASSOCIATION

MnGFOA NEWSLETTER

September 2009

Excellence and Leadership in Government Finance

www.mngfoa.org

Message from the President

By Larry Jacobson

It doesn't seem like it should be September already! It seems like only yesterday the auditors were calling to confirm the date for audit fieldwork, (least not forget the IRS, the sales tax department and the energy auditors.)

It sure has been an action packed year. It started with the unallotment of state aid in December of last year. That has led to what seems to me to be the endless budget year of 2009. We had only recently passed the 2009 budget when we began to revisit the 2009 budget to make up for the unallotment of 2008 and the unknown but pending unallotments of 2009 and 2010.

The preliminary tax levy date of September 15th can't get here soon enough. Although that may not be the end of things.

The August luncheon meeting on the 19th was a great break for those who attended. The day on the river was nothing like last year's glistening day on the lake. The day on the St Croix was cloudy, cool, and then wet. It rained the entire trip. Brian Wagstrom, the public works director from Minnetonka was brave enough to leave shore with a boat load of finance people. He gave us a great presentation on things Minnetonka has done and is planning to do to save money with lighting conservation measures. Despite the rain and wind, those that attended enjoyed a great speaker and topic, great food and networking. It was an opportunity to catch up on things with colleagues and to establish some new network connections.

September is the month that brings us together for the annual conference. This year – "It's a Whole New Ballgame" will be held September 23rd – 26th.

We will be done with the preliminary tax levy fun and games and will be ready to get energized once again by the excellent speakers and activities that are planned for the conference.

It will be a great week to pick up some new ideas from our speakers, to have discussions with our colleagues on budget tricks and tribulations that others have come up with, and that might be a tool in our own arsenal, for budget balancing, revenue enhancements & cost savings.

A special thanks to all those who have volunteered their time and talents to make this year's conference the excellent event it is. The conference committee members have been meeting and working on all the big and little details that pull the event together. The social committee had their own share of meetings, checking out entertainment and planning other exciting things to keep us involved. I also want to thank the associate members that have been generous and continue their advertising for the conference.

See you at Arrowwood.

CHANGED JOBS OR CONTACT INFORMATION CHANGED?

Have you changed jobs or has your contact information changed recently? If so we would encourage you to update this information directly on the MnGFOA web site in the Members section under "Update Members Information." If you do not remember your login information (user name and/or password) there is a link on the home page to make a request for that information to be emailed directly to you. The web site data base is the official member data base and should be current so to ensure you receive timely information from the organization; please keep your information current.

IT'S A WHOLE NEW BALLGAME

The 46th Annual MnGFOA Conference is fast approaching! See you at the conference September 23 to 25, 2009 at Arrowwood Resort and Conference Center in Alexandria. Please see enclosed forms for:

- Conference Registration – early bird was due by August 28. Please send to Liz Berger as indicated on the form. Please use the registration form provided in this newsletter or register online at www.mngfoa.org (MC/Visa accepted online).
- Room Reservation - must be faxed or mailed to Arrowwood no later than September 18. Enclosed is a room reservation form, which you must use to make your lodging reservation – please make sure to include ALL information requested including roommates.

The conference schedule is also enclosed – please check out the sessions and decide which you plan to attend.

Please note that we will be offering examinations for the Certified Public Finance Officer Program again at the Annual Conference. This will be held on Tuesday, September 22 from 1 to 5 p.m. For more information, go to www.gfoa.org.

OCTOBER EDUCATIONAL WORKSHOPS

The Minnesota GFOA will against sponsor training workshops in October. Tentative plans include Beginning Accounting on October 21 in St Cloud and Advanced Accounting on October 22 in the Metro Area. Please check the MGFOA website for more information as it is posted.

Note: These trainings are separate from the MGFOA monthly luncheon meeting which will be held October 21 at the Ramada Plaza in Minneapolis. Detailed information to be announced in the October newsletter.

CONFERENCE BOOK ADS – LOOKING FOR SPONSORS

The 2009 Annual Conference will be at Arrowwood again this year, September 23 – 25, 2009. The theme this year is “It’s a Whole New Ballgame.” Associate members are invited to achieve maximum results by placing an advertisement in the annual conference book. Your ad will be seen by hundreds of finance officers and other finance professionals and will help to defray the costs of the conference for all members. The advertising opportunities and related costs (no increases for 2009) are as follows:

1/4 Page	(3 ¼” W x 4 ½” L)	\$225
1/2 Page	(7” W x 4 ½” L)	\$350
Full Page	(7” W x 9” L)	\$475

Please adhere to these sizes and orientations when submitting your ads. Email a “clean” black and white copy of your ad to George Eilertson at geilertson@northlandsecurities.com by **August 14, 2009**.

If you placed an ad in the 2008 conference book, we have your ad on file. If you would like to re-run the same ad please indicate. The quality of your program ad will only be as good as what you send us. Acceptable ads will be the appropriate size and acceptable in Adobe (.pdf); MS Word (.doc); MS Publisher or MS PowerPoint (.ppt).

Make your check **payable to “MnGFOA”** and forward to:

George Eilertson, Sr. Vice President
Northland Securities, Inc.
45 South Seventh Street - #2000
Minneapolis, Minnesota 55402

NOTE – if you would like to pay for your ad with a credit card please contact George directly at 612-851-5906.

This is a great way to keep your name in front of the general membership and support the Association at the same time. Thanks to all of you who purchased ads last year. We are looking forward to a great conference and hope to see you at Arrowwood this fall.

Committee

Executive Committee Update

The 2009 Executive Committee met on August 19, 2009 for the monthly board meeting in Stillwater. Discussion included:

- Approval of the July minutes
- Approval of the July Check Register and Treasurer's Report
- Review 2008 financial audit and report
- Review agenda for Annual Meeting, Sept 2009
- Discussion of TimeSaver's services and emailing of newsletter
- 990 filing completed for 2008

2009 GOLF OUTING ~ ENJOYABLE TIME

Fun was had by all at the golf outing held July 29th at Oak Marsh Golf Course with 36 members attending. The weather held off for almost the whole event and only a few stragglers like **Kevin Herbert** got soaked. There was a tie for first place with a score of 61 – 11 strokes under par, great job. The teams tying were **Shawn McMurtry, George Eilertson, Larry Jacobson and Paul Donna** and the tie breaker went to the team of **Jeff May, Dave Callister, Dick Choyke, and Lee Strom**. The longest drive contests were won by **Jen Curtis** and **Brady Hoffman**, the closest to the pin contests were won by **Lisa Wieland, Scott Wilson and Kent Christiansen**, congratulations. (Thanks to Ron Hedberg for his report.)



THE MNGFOA IS WORKING TO ATTRACT TOMORROW'S FINANCIAL LEADERS

Over the past eleven 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 Tuesday, September 29, 2009, and runs from 9:00 – 3:30pm. 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, and 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 Darin Nelson at 952-939-8254, or by email at dnelson@eminnetonka.com, or Amy Sevig at 952-563-8704, or by email at asevig@ci.bloomington.mn.us.

FALL

INTERNSHIP GRANT

The MnGFOA Internship Grant provides valuable work experience to a student interested in a career in government finance. The Grant also allows an active member of MnGFOA and his or her government to employ an intern who can supplement the current staff by assisting with various tasks and projects.

The Internship Grant is a 50/50 matching grant of up to \$3,000. The Grant will be awarded by October 31 of each year, and may be used any time during the following calendar year. Grant application deadline is September 30. Each government receiving a Grant may select an intern to fill the position or, if requested, the MnGFOA may assist by providing resumes of interested students.

The Grant will be awarded based on the following factors listed in priority order:

1. Duties and projects assigned to the intern. (60%)
2. The applicant's expectations of the internship including the benefits to both the intern and the government. (30%)
3. Special needs or special circumstances of the government. (10%)

Because the intent of this Grant is mainly to provide a wide variety of applicable government finance work experience to a student, internships that offer the intern an opportunity to function as true staff member (not someone assigned to only one project or performing duties that are not a normal function of the finance department) will be given priority.

The MnGFOA will reimburse the Grant recipient for fifty percent of the documented internship wage and benefit costs up to a maximum grant of \$3,000. The Grant recipient shall provide wage and benefit expenditure documentation to the MnGFOA before the Grant is paid.

JOB POSTING

City of Cottage Grove, MN (pop. 34,000) - **Finance Director**; Met Council 2020 projection: 44,000. Starting salary \$90,000 to low \$100s. A thriving Twin Cities metro community, Cottage Grove has experienced significant growth in population and development over the last ten years. Moody's AA2 and S&P AA+ G.O. ratings. Multiyear GFOA Excellence in Financial Reporting recipient. 2010 general fund budget of \$12.6 million. Total 2010 revenues projected at \$26.6 million and investment pool at \$51 million.

The position is responsible for the management, direction, development and accountability for all functions under the Finance Department with 7 full-time employees, includes MIS oversight. Director reports to the City Administrator and is part of a 4 person management team. Qualified candidates for the Finance Director position will possess a Bachelor's degree in finance/accounting or a closely related field plus 5 years of governmental finance experience with a history of increasing responsibility. At least five years supervisory experience; Master's degree in public finance. Background in all phases of financial management for a municipality or government agency including: budget preparation, bond issuance, financial audit, and TIF reports. Applications are available on-line at www.cottage-grove.org and are **due 9/14/09** to jswenson@cottage-grove.org or

Jesse Swenson, Management Analyst
7516 - 80th Street South
Cottage Grove, MN 55016

Questions should be directed to Jesse Swenson via email or call (651)458-2833 or contact City Administrator Ryan Schroeder at (651)458-2822. For more information about the City of Cottage Grove, please visit: www.cottage-grove.org.

MINNESOTA GOVERNMENT FINANCE OFFICERS ASSOCIATION
2009 ANNUAL CONFERENCE
"IT'S A WHOLE NEW BALL GAME!!!"

<u>WHEN:</u>	September 23– 25, 2009
<u>WHERE:</u>	Arrowwood Resort Alexandria, Minnesota

CONFERENCE [9/23-25/09] <u>REGISTRATION FEE</u>	<u>BY</u> <u>August 28</u>	<u>AFTER</u> <u>August 28</u>
Member	\$ 225.00	\$ 250.00
Non-Member	\$ 285.00	\$ 310.00

MAKE CHECKS PAYABLE TO: Minnesota GFOA

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

Note: You must register on-line at www.mngfoa.org to pay by credit card (MC / Visa only).

LODGING: YOU MUST make separate arrangements by completing the attached lodging registration form for Arrowwood Resort by August 28, 2009. 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.

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 18, 2009 will be refunded in full. All cancellation requests received after September 18, 2009 will be subject to a \$100 charge to cover expenses. Requests for refunds on the conference fee will only be considered up to September 25, 2009.

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

MINNESOTA GOVERNMENT FINANCE OFFICERS ASSOCIATION
2009 ANNUAL CONFERENCE
“IT’S A WHOLE NEW BALL GAME!!!”
Lodging Reservation Form
September 23-25, 2009

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 18, 2009, 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

_____ \$104.00 Standard accommodations/ Per night + tax

_____ I am willing to stay in a Townhome unit, if no standard rooms are available at Arrowwood.

_____ \$104.00 Townhome room accommodations/ Per night + tax

Please select Townhome preference:

_____ 3 BR Townhome Unit

_____ 4 BR Townhome Unit

_____ \$159.00 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.



“IT’S A WHOLE NEW BALLGAME!!!”



MnGFOA 46th Annual Conference – September 23 to 25, 2009

Arrowwood Resort, Alexandria, MN

TIME	TUESDAY SEPTEMBER 22
1-5 pm	CPFO Testing
6-9 pm	MnGFOA Volunteer Reception At Townhouse

TIME	WEDNESDAY SEPTEMBER 23
9-10 am	Registration Upper Conference Lobby
9:15-9:45 am	New Attendee Orientation Session Lake Le Homme Dieu
10-11:45 am	“It’s a Whole New Ballgame” Michael Kutzke, Keynote Speaker Lower Conference Center
12-1 pm	LUNCH – Lake Darling Ballroom
1:15-2:45 pm	<i>Ethics</i> Frank Schweigert – Metro State University Lake Osakis
	<i>Excel Modeling: Part I</i> Linda Muchow Lake Miltona
	<i>Nutritional Balance</i> Maureen Nagle Lake Minnewaska
	<i>Roundtable Session 1</i> Investments – Cory Kampf Lake Le Homme Dieu

2:45-3 pm	BREAK – Tennis Center
3-4:30 pm	<i>Legislative Update</i> Gary Carlson/Jennifer O’Rourke - LMC Lake Osakis
	<i>Excel Modeling: Part II</i> Linda Muchow Lake Miltona
	<i>Personnel Decisions and Loss Control</i> Laura Kushner - LMC Lake Minnewaska
	<i>Roundtable Session 2</i> Telling Your Budget Story – Terri Heaton Lake Le Homme Dieu

4:45-6 pm	Activities – Posted in Book and by Registration Table
7-8 pm	DINNER – Lake Darling Ballroom
8pm-12 am	Casablanca Orchestra (CBO) - Dancing

TIME	THURSDAY SEPT 24
7-8:30 am	BREAKFAST – Lake Darling Ballroom
8:30-10 am	<i>Water Conservation Rates</i> Joe Richter – Minnesota DNR Lake Osakis
	<i>Sustainability</i> Nancy Zielske Lake Miltona
	<i>GASB 54 and Other Pronouncements</i> Michael Genito Lake Minnewaska
	<i>Roundtable Session 3</i> Lake Le Homme Dieu

10-10:15 am	BREAK – Tennis Center
10:15-11:45 am	<i>Navigating Through the Fog</i> Bob Moore Lake Osakis
	<i>Credit Enhancement Strategies</i> Terri Heaton, Tim Fahey, Steve Bubul Lake Miltona
	<i>GASB/SAS Update with PRG & SEA</i> Michael Genito Lake Minnewaska
	<i>Roundtable Session 4</i> Budgeting & Financial Forecasting–Matt Smith Lake Le Homme Dieu

12-1:30 pm	LUNCH – Lake Darling Ballroom Annual Business Meeting
1:30-3 pm	<i>Embodied Leadership – Lessons Learned from Ballroom Dance</i> Julie Delene Lake Osakis
	<i>Post Issuance Compliance</i> Lyn Endorf/Gayle Robertson Lake Miltona
	<i>Business Writing and Communication</i> Donelle Hintermeister Lake Minnewaska
	<i>Roundtable Session 5</i> Lake Le Homme Dieu
	<i>Certified Public Finance Officer Certification</i> Michelle Pietrick Lake Carlos
3-4:00 pm	<i>Ballroom Dancing Lesson</i> Julie Delene To Be Announced
3-6:30 pm	Activities – Posted in Book and by Registration Table
7-10 pm	Dinner, Comedy & DJ – Lake Darling Ballroom

TIME	FRIDAY SEPT 25
7:30-9 am	Continental Breakfast – Tennis Center
9-11 am	<i>Trivial Pursuit?</i> John Cosgrove Lower Conference Center
11:15-1 pm	BRUNCH – Lake Darling Ballroom
PLEASE...	
REMEMBER YOUR EVALUATIONS AND CPE FORMS	

ROOM RESERVATION
Use Arrowwood Reservation Form: Standard \$104 single/double per night Suite \$159 single/double per night
<u>Overflow:</u> Arrowwood will make ALL overflow reservations

CONFERENCE INFORMATION
Dan Jordet, Chair 763-569-3345 djordet@ci.brooklyn-center.mn.us Bruce DeJong, Vice-Chair 952-924-2511 bdejong@stlouispark.org

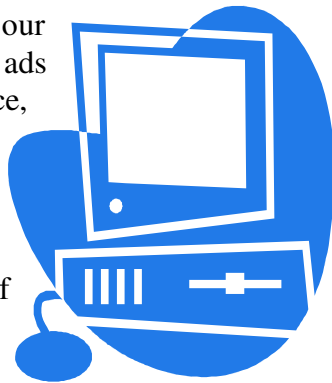
ADDITIONAL MEAL TICKET COST
Breakfast \$14.00
Lunch \$18.00
Dinner \$29.00

Cathy Shuman
City of Monticello
505 Walnut Street
Monticello, MN 55362



Message from the Editor

Please send me any news for our newsletter: job openings, ads related to government finance, career moves, committee updates, or other noteworthy items. You are encouraged to submit general items of interest in any area of government finance. The cutoff date is the 20th of each month, and the newsletter will be emailed or mailed about the first day of the upcoming month. Thanks.



Cathy Shuman, City of Monticello
Cathy.shuman@ci.monticello.mn.us

505 Walnut Street, Suite 1
Monticello MN 55362
Phone: 763-271-3204
Fax: 763-295-4404

2009 Important Dates

MONTHLY MEETINGS/EVENTS:

- September 23-25, 2009 – Annual Conference, Alexandria MN
- October 21, 2009 – Monthly Luncheon, Ramada Plaza Minneapolis
- October 2009 – Beginning Governmental Acctg, St Cloud MN
- October 2009 – Advanced Governmental Acctg, Metro Area
- November 18, 2009 – Quarterly Training (topic TBD), Ramada Plaza Minneapolis
- December 9, 2009 – Monthly Luncheon & Holiday Social, Ramada Plaza Minneapolis

PLEASE NOTE – The **Ramada Plaza Minneapolis** is the new affiliation, replacing the Sheraton Four Points effective May 28, 2009. Same place – new name!!