Wednesday, April 23, 2014

Noon-3:00 p.m. **Conference Registration**

1:00 Welcome and Orientation was conducted by Vice-President, Sarah Olsen, Aitkin County. The meeting was attended by 36 people. The new Highway Accountants were introduced; Cherie Winters – Cottonwood County, Lisa Peterson – Freeborn County, Julie Huneke – Goodhue County, Bryan Kallstrom – Hennepin County, Chelsi Langehaug – Kittson County, Jaime Koob – Pope County, Heather Olson – Wadena County, and Colleen Werlein - Winona County.

Sarah mentioned some fun facts about Rochester:
- Home of the Mayo Clinic
- George Head came from Rochester, New York and founded Rochester, Minnesota
- 60% come to Rochester for the Mayo Clinic, 18% for business, 14% for conventions or sports, 6% for leisure and 2% for other reasons……and other fun facts were given.

Sarah passed out the bylaws for the County Highway Accountants Association as a refresher for all those in attendance. The policy updates that were approved at the 40th Annual MCHAA conference were also handed out. Sarah also passed out MCHAA helpful information sheet with State Aid Contacts and important websites that we may need in our day to day activities. She also mentioned that State Aid would be around if we had any questions for them.

1:30 p.m. **Mixed Roundtable Discussion (questions handed out in packet)**

Everyone was given an assignment in their packet to meet with randomly selected group of accountants to discuss the roundtable questions.

2:30 p.m. **District Roundtable Discussions (questions handed out in packet)**

Accountants met with their districts to discuss roundtable questions.

3:30 p.m. **Business Meeting**

President Judy Peterson, McLeod County, called the meeting to order. The executive and planning committees were introduced. Sarah Olsen, Aitkin County, agreed to take over as President next year. Stacy Reilly, Dakota County, declined the Vice-Presidency, Rhonda Olson, Chippewa County and Linda Moe, Lac Qui Parle County agreed to assume the Secretary-Treasurer position and Gloria Winkler, Mahnomen County, agreed to continue as historian. Judy asked if there were any volunteers for Vice-President and Linda Libal, Lake County, volunteered; so no nominating committee was required.

2015 conference will be in Alexandria at the Arrowwood Resort and Conference Center. The 2016 location will be in Northern Minnesota. Judy asked the group to consider a new process at the Friday
business meeting, in determining the location of future conference sites. The process would be a 4-
person executive committee: President, Vice-President, Secretary-Treasurer and Conference
Chairman. It would be based on the three areas of rotation and a list of possible sites.

The eight new accountants were introduced to the entire group:
   Cherie Winters – Cottonwood County
   Lisa Peterson – Freeborn County
   Julie Huneke – Goodhue County
   Bryan Kallstrom – Hennepin County
   Chelsi Langehaug – Kittson County
   Jamie Koob – Pope County
   Heather Olson – Wadena County
   Colleen Werlein – Winona County

House Keeping Items:
ACS/Costrite update is to be held after the business meeting to allow for time questions.

District pictures will be taken before the banquet, get groups together so we can get them taken
before we eat.

Trolley meeting place is the West Entrance @ 5:45 p.m.

Directions were given regarding the hospitality room, reminded to be quiet walking the halls as many
Mayo patients stay there; all were reminded to buy raffle tickets and the meeting was adjourned;
motioned by Gloria Winkler, Mahnomen County and 2nd by Lisa Beskau, Dakota County.

3:45 p.m. ACS/Costrite Update (Concurrent Sessions)
Counties broke up into their respective groups for their costing system updates/meetings.

4:30 Adjourned

THURSDAY, APRIL 24, 2014

7:00 a.m. Breakfast

8:00 a.m. Welcome
Judy welcomed everyone to the 41st annual conference and introduced Kristi Fischer from the U of M
who went over the contents of the folders and thanked the executive and planning committee for all
of their help this year.

Judy introduced Kaye Bieniek, Olmsted County Engineer – who explained that Olmsted County is a
huge commuter county.
Judy introduced Matt Flynn, Chairperson, Olmsted County Board of Commissioners – who thanked us
for visiting Rochester and thanked us for doing what we do. He also gave us a list of must go to
restaurants:
   Canadian Honker
   Chester’s
8:15 a.m. **Update for County Engineers**
Judy introduced John Brunkhorst, McLeod County Engineer, President, Minnesota County Engineers Association (MCEA).

John went over how the highway user funds are distributed among the Counties of Minnesota and that the formula needs to be revamped. He also discussed the new bonding bill at the Legislature and how the bill would not fund the one billion dollar project list. Bridge bonding requests are about $20 million, and about half of the money is earmarked and more money is needed to fund the other half of the projects.

Potholes in the State are the worst it’s ever been, money for repairs are underfunded.

Engineers are working on an initiative to have a one stop shop for oversize/overweight permits from one County to the next for ease for the consumers. Goal is to have that completed soon.

8:45 a.m. **State Aid and Legislative Updates**
Judy announced Rick Kjonas, Deputy State Aid Engineer.

Rick announced that this will be his last year here at the Highway Accountants Conference. He said that he is no longer the Deputy State Aid engineer, his title is Engineer of Special Project. He is working on cleaning up some legislative issues and working with Ted Schoenecker, the new Deputy State Aid Engineer, for a smooth transition.

Advertising for bids on the County’s websites caught the eye of some auditors and an article in the December 2013 State Aid E-Scene clarifies that the advertisement for bids needs to be done in the local paper. An amendment was proposed in the House Keeping bill for 2014.

Rick discussed the “fund exchange” program. The fund exchange bank was started with State Aid funds, and if there was a small Federal project, State Aid would swap out the Federal funds for State Aid funds or vice versa. State Aid did about 12 of these project swaps in 2014.

Commissioner letters can be sent out earlier, start sending out earlier gradually.

The Program Safe Routes to School has $4 million available for funding projects.

Pothole bill is messy. House bill will only give money to Cities and Counties for material and supplies, would need to see receipts for reimbursement. $11 million available, would be prorated and first come, first served. Senate bill would be for materials, supplies, labor and equipment and more flexible. $11.5 million available, would be prorated and first come, first served.

New Sales tax bill will clarify specific points from the last bill.
Changed the name of the State Aid bonds to Local Agency bonds. If these are used, need to use General Fund to pay back and not use State Aid funds.

Trust fund will be broke, need to find a new source to replenish the account.

**Cindy Degner, State Aid Finance**

Cindy made a request for more volunteers for the State Aid task force and went over the agenda for the morning session.

Cindy touched base on Federal Inactive projects. Feds cracking down on projects, will need to request a payment at least once a year.

9:15 a.m. **Needs Program Update — Kim DeLaRosa, MNDot**

Rick has been working on making the needs program a lot easier for the future. Needs calculation done in May and distribution is in October. Goal is to be less labor intensive for City, County and State Aid. Attempt to be more transparent, more flexible and be repeatable.

9:45 a.m. One Office — **John Brunkhorst, McLeod County**

John walked through a typical project in OneOffice.

10:15 a.m. **Break**

10:30 a.m. **Concurrent Sessions from the Department of Finance**

Mike Kilanowski started off with letting us know that Chapter 10 of the Cost Accounting Manual for Unallocated cost distribution was updated in February 2014.

Mike went over Chapter 10 from State Aid manual (handout in folders). Tools available for year-end spreads are on the Website. These include: E-O-Y spreads, Fringe Benefits. Mike stressed spread unallocated costs as much as possible. Truer numbers you have the better off you are.

Mike went through a part of the Annual Report (page 10, Revenues, Expenditures and Reconciliation, handout in folders) in a Power Point presentation.

Cindy Degner started off by going over State Aid Advances and went through a Power Point (handout in folders).

Cindy then went over the Federal Aid Agreement Pay Request (handout in folders).

Cindy then went over Bond Issues by County (handout in folder)

Cindy talked a little about the Disaster Aid Account (handout in folder) and mentioned that info is on the Website.

Candy Harding discussed State Transportation Bonds (handout in folder)

11:50 a.m. **Lunch**
12:45 p.m. **Pitch the Paper Clips: Move to Paperless AP**
Judy introduced Doug Bertram from Metafile Information Systems

Metafile was started in 1979 as a database company, which turned into a data file holding company. Doug showed us the product step by step from receiving the invoice to getting the invoice paid, all without a piece of paper.

1:45 p.m. **Sales and Use Tax: How the New Government Exemption Affects You**
Judy introduced Sarah Hopkins and Penny Demko from the Minnesota Department of Revenue

Law changed tax exemption on 1/1/2014 for all Cities, Counties and Townships. Fact sheet 176 explains the changes, any current changes and any upcoming changes to Statute MS 297A.70, subdivision 2. Factsheet 128 for Contractors was updated as of 4/1/2014 and Revenue notice for Construction Contracts #95-05 has been corrected by Revenue Notice #02-20. Fact sheet 103 for Capital Equipment will be helpful when we purchase equipment. The following link lists all the Fact Sheets:

http://www.revenue.state.mn.us/businesses/sut/Pages/fact_sheets.aspx

3:00 p.m. **Break**

3:15 p.m. **Rochester: A Story of Innovation Still in the Telling**
Judy introduced Stephen Troutman.
Stephen talked about Rochester and how it came to be and how it is forever changing.

4:15 p.m. **Adjourn**

6:00 p.m. **Annual Banquet (Casual)**
Entertainment was provided by Kid Again Events
Each district provided a basket that was raffled off as an additional fundraiser. Raffle winners included Lisa Avenson, Hubbard County; Paula Olson, Redwood County; Connie Oliphant, Otter Tail County; Robin Evenson, Freeborn County; Larry Philips, Washington County; Stephanie Buss, Stevens County; Tracey Worzala, Stearns County; Tim Stapleton, Freeborn County; Fred Edstrom, Anoka County; Helen Erkenbrack, Otter Tail County; and Shannon Millerbernd, Big Stone County. The basket winners included: Mark Linne, Carlton County; Bette Schweer, Yellow Medicine County; Kristi Keeler, Sherburne County; Robin Evenson, Freeborn County; Collen

**FRIDAY, APRIL 25, 2014**

7:00 a.m. **Breakfast**

8:00 a.m. **Process Leadership**
Judy introduced Stephen Troutman
Stephen talked about process improvements (handout in folders). Take processes step by step and document defects during the process review.

9:15 a.m. **Break**
9:30 a.m. **Generational Futures**  
Judy introduced Stephen Troutman  
Stephen talked about how there are four generational patterns; prophet, nomad, hero and artist and how each generation goes through the pattern.

10:30 a.m. **Minnesota County Highway Accountants Business Meeting**  
Called to order by President Judy Peterson. Thank you to Kristi Fischer, Planning Committee, Executive Committee, Gloria Winkler, Site Committee and Hospitality Committee. The 2013 Conference minutes were approved, and approved to not be read aloud. Motion by Cindy Johnson, Chisago County and 2nd by Fred Edstrom, Anoka County. Approved.

A copy of the 2013 Treasurer’s Report was included everyone’s folders. Motion by Leslie Lueck, Pipestone County and 2nd by Jamie Finne, Dodge County to waive reading the report. Approved.

Stacy Reilly, Secretary-Treasurer, went over the current year (2014) expenses and revenues.

Recognized the new Accountants:
- Cherie Winters – Cottonwood County
- Lisa Peterson – Freeborn County
- Julie Huneke – Goodhue County
- Bryan Kallstrom – Hennepin County
- Chelsi Langehaug – Kittson County
- Jamie Koob – Pope County
- Heather Olson – Wadena County
- Colleen Werlein – Winona County

No retirees for 2014

**New business:**
A vote to keep the baskets as a continued fundraiser was approved. Motion by Shiela Schroeder, Houston County and 2nd by Bette Schweer, Yellow Medicine County. Approved.

Change the process on how we determine the location of future conferences. The location would be determined by a four person executive committee made up of the President, Vice-President, Secretary-Treasurer and the conference chairman, based on the three areas of rotation and list of possible sites. Motion by Lisa Sorlie, Cook County and 2nd by Mark Linne, Carlton County. Approved.

**2015 Conference will be held April 29 – May 1 at the Arrowwood Resort and Conference Center in Alexandria**
Planning Committee is District 7 - Chairman Cindy Wenkel, Nicollet County and Tammy Furth, Brown County
Hospitality Committee is District 6
2016 Conference will be held April 27-29 in Duluth
Site committee will be Mark Linne, Carlton County; Sarah Olson, Aitkin County; Linda Libal, Lake County; Linda Moe; Lac Qui Parle County; and Rhonda Olson, Chippewa County.
District 1 is the Planning Committee
District 3 is the Hospitality

New officers for next year:
Sarah Olsen, President, Aitkin County
Linda Libal, Vice-President, Lake County
Secretary-Treasurer, Rhonda Olson, Chippewa County and Linda Moe, Lac Qui Parle County

Motion to adjourn by Leslie Lueck, Pipestone County and 2\textsuperscript{nd} by Cindy Wenkel, Nicollet County.

Approved.

11:30 \textbf{Adjourn}

Respectfully submitted,
Stacy Reilly
Dakota County
2014 Secretary/Treasurer