

**2019 Minnesota County Highway Accountants Association  
Conference April 24 – 26, 2019  
Holiday Inn – Detroit Lakes, MN  
Minutes from the 46<sup>th</sup> Annual  
Conference**

**Wednesday, April 24, 2019**

**12:00 p.m. Conference Registration**

**1:00 p.m. Welcome and Orientation**

New highway accountants were welcomed.

Mark Florence opened the conference by welcoming all attendees and thanked District 3 who organized the 46th annual meeting and put together raffle tickets for our annual fundraiser. Thank you to Sarah Olsen for heading up the planning committee.

Mark introduced Nick Mielke, the Executive Committee Vice President to kick off the conference.

Orientation by Nick Mielke from Crow Wing County gave general information about when and how the MCHAA was started and the objective of MCHAA. We played a quick “mixer” game, answering fun questions at our tables.

Mark also welcomed the new accountants. The accountants introduced themselves.

They include:

Jessica Brennan, Dodge County  
Erica Ellefson, Washington County (Supervisor)  
Karen Gudvangen, Polk County  
Brandy Hanson, Itasca County  
Katelyn Johnson, Lake County  
Ashley Litscher, Washington County  
Caroline Loewe, Sibley County  
Lori Lorz, Wadena County  
Connie Oliphant, Otter Tail County  
Lynn Salo, Koochiching County  
Amanda Stradman, Watonwan County  
Loni Swenson, Mower County  
Kaylee Voorhees, Stevens County

**1:30 p.m. Mixed District Roundtable Discussions**

Accountants were assigned a number that corresponded to a meeting room where the accountants would meet with individuals from other Districts. Groups discussed roundtable questions.

**2:15 p.m. District Roundtable Discussions**

Everyone met with their own District where they discussed the roundtable questions and how others in their mixed groups had dealt with the issue in each question.

### **3:00 p.m. Business Meeting**

President, Mark Florence, called the meeting to order. Mark introduced and thanked the Executive Committee: Vice President Nick Mielke and Secretary/Treasurer Tracey Worzala., Planning Committee (District 3), Mark thanked District 8 for organizing the hospitality room.

Mark made announcements and housekeeping items:

- Sherry Welinski and Lori Koch and the rest of District 3 are selling raffle tickets and tickets for district baskets.
- Retirees include: Sharon Diesen from Roseau county, and Jamie Finne, Dodge County (announced at last year's conference but retired in December 2018.). Debbie Klemmetsen of Clearwater County, Valarie Nicolaison of Lake County, and Donna Hodel from Koochiching County retired at the end of 2018.
- The U of M requires attendance about 83 people so pass information to engineers to encourage attendance. Registered attendance this year is 97!
- Announced Wednesday night dinner is buffet style, in the main conference room from 5:30-7 PM.
- Art Bar for those that signed up will be held @ 7pm, Wed in the Fireside room which is located on the other side of the pool.
- Hospitality room will be open Wed from 5pm to 10pm and Thursday night from 4:40-6:00 and immediately following entertainment. Location of the hospitality room – next to the pool.
- Thursday night dinner is at 6pm, dress is business casual.
- District photos will be taken before and after the banquet.
- Cash bar at the banquet dinner, please support them! Hospitality drinks not allowed into dinner.
- Katie Partridge, a hypnotist will be entertaining after the banquet dinner
- Encourage net working
- Welcome again to new accountants!

Mark announced that Nick Mielke had taken a new position and was not going to move up to president. Secretary/treasurer Tracey Worzala, Stearns County, 2018/2019 was willing to move up to President. A motion was made to nominate, by Lisa Sorley –Cook County and a second by Gloria Winkler, Mahnomen County to approve the nomination was made. The executive committee will be soliciting additional nominations for secretary/treasurer, vice president and president. All will be voted on at the business meeting on Friday, April 26<sup>th</sup>.

The two individuals that volunteered to be historians for the 2018/2019 year declined. Gloria Winkler, Mahnomen County agreed to continue as long as she was in her position.

### **3:45 p.m. Avenue Insights Update Concurrent Sessions**

Jake Hackenmueller from Avenue Insights and Dominique Mueller from Counties Providing Technology updated users on the systems and took questions from users.

**4:45 p.m. Adjourn**

**7:00 p.m. Art Bar**

**Thursday, April 25, 2019**

**6:30 a.m. Breakfast**

**8:00 a.m. Welcome**

Mark Florence, President, welcomed the accountants to the 46<sup>th</sup> annual conference. Mark introduced Maddie from the U of M for assisting with planning.

Mark welcomed everyone to the 46<sup>th</sup> annual conference and covered some additional housekeeping items. Mark introduced Commissioner Ben Grimsley from Becker County. He also introduced Jim Olson, Becker County Engineer. Each gave a brief welcome and encouraged us to visit the city while here.

**8:30 Wayne Sandberg, Minnesota Engineers Association Update**

Wayne gave an overview of the history of State Aid, dating back to 1849. Other points of interest:

1850 First Federal Aid and First Protest against Road Engineers

1867 Beginning of road standards

1905 First formal SA to counties

1916 – 1917 Fed Government requires state to create a Hwy Department (MnDOT)

1941-1945 County divisions are established

**9:00 Motor Fuel Tax and Refunds**

Mark introduced Jeremy Neeck, Minnesota Department of Revenue, Special Tax Division.

Presentation will be available on the State Aid Website under Conference Recap

**9:45 a.m. Break**

**10:00 a.m. Protect Your Property: A Guide To Maintaining Coverage Schedules**

Mark introduced Tom Suppes, Minnesota Counties Intergovernmental Trust

Presentation material will be available on the State Aid Website under Conference Recap

**10:45 a.m. Prevailing Wage Guidelines for Contracting Agencies**

Mark introduced Kristen Reyes, Labor Compliance Unit, Minnesota Department of Transportation.

**11:45 a.m. Lunch**

### **12:45 p.m. Record Retention**

Mark introduced Charles Rodgers, Minnesota Historical Society.

Saved information can be in many forms: digital, micro film, paper, etc.

Document all items that are destroyed.

Presentation/retention schedule will be available on the State Aid Website under Conference Recap

### **1:15 p.m. State Aid**

Mark introduced Cindy Degener and Mike Kilanowski from State Aid Finance.

Lots of changes in staffing, a couple of openings will be posted, encouraged accountants to apply.

Mike Kilanowski reviewed the FHWA report and also the Project Funding Database.

Presentation will be available on the State Aid Website under Conference Recap.

### **2:45p.m. Break**

### **3:00 p.m. RtVision Highway Accountants Overview**

Mark introduced Melissa Girtz Sheerer, RtVision and Kelvin Howieson, District 3 State Aid Engineer, Minnesota Department of Transportation

Kelvin discussed the pros of using eApproval from a DSAE point of view and eApproval for change orders & supplemental agreements. There is no extra cost for this.

Melissa talked about the new way to get in touch with Support at RTVision – use the Service Desk. It is more efficient for them to manage issues.

Encouraged use of “FAQ’s”.

Reviewed One Office Upgrade changes.

### **4:30 p.m. Adjourn**

### **6:00 p.m. Annual Banquet**

Mark recognized accountants retiring:

- Debbie Klemmetson – Clearwater County
- Valerie Nicolaison – Lake County (not attending)
- Donna Hodel from Koochiching County (not attending)

Again this year, each district provided a basket that was raffled and gift cards were also raffled for a fundraiser. The district basket raffle winners included:

- District 1 basket winner: Tim Stapleton- Freeborn County
- District 2 basket winner: Cherie Winters – Cottonwood County
- District 3 basket winner: Francis Kerber- Carver County
- District 4 basket winner: Colleen Weslein – Winona County
- District Metro basket winner: Jen Ziemer – Goodhue County
- District 6 basket winner: Patsy Waytashek – Wright County
- District 7 basket winner: Erica Ellefson – Washington County
- District 8 basket winner: Jane Larson – Lake of the Woods County
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The gift card raffle winners included:

- \$25 Applebees Paula Olson– Redwood County
- \$25 Applebees – Paul Baker– Kandiyohi County
- \$25 Subway – Kari Moyer – Red Lake County
- \$25 Subway – Brenda Fisher – Jackson County
- \$25 Home Depot – Karen Gudvangen– Polk County
- \$25 Target – Nicole Young – Anoka County
- \$25 Walmart – KellyLammon - Itasca County
- \$25 Walmart – Christina Rice– Hubbard County
- \$50 Home Depot – Dian Tufenk– Isanti County
- \$50 Home Depot – Ann Rodke-Leshovsky – Clay County
- \$100 Walmart – Jodi Oien – Becker County
- \$100 Target – Deb Crooks – McCloud County

### **Friday, April 27, 2018**

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

**8:00 a.m. Drama- Free Communication**

Mark introduced Jodi Janati, Trainer, Speaker and Conference facilitator. Back by popular demand!

**9:15 p.m. Break**

**9:25 a.m. Drama- Free Communication (Continued)**

**10:30 a.m. Minnesota County Highway Accountants Business Meeting**

President Mark Florence called the business meeting to order.

A copy of the 2018 conference minutes was included in everyone's folder. There were several mistakes in the minutes. They will be updated/corrected and sent out for everyone to approve.

Motion by Lisa Sorlie, Cook County, to approve this process. Second by Mark Linne, Carlton County. Approved.

The Treasurer's Report was read by Tracey Worzala. Motion to accept by Gloria Winkler, and second by Sherry Welinski. Vote to approve passed.

Tracey Worzala, Stearns County, was nominated for the 2020 President. No other nominations. Motion to approve, Lisa Sorley, Cook County, second by Sarah Olsen, Aitkin County. Approved.

Patsy Waytashek, Wright County, was nominated for Vice President by Sarah Olsen, second by Tamera Furth, Brown County. Approved.

Erika Ellefson, Washington County, was nominated for Secretary/Treasurer. By Kim VanMeter – Washington County, and second by Ashley Litscher, Washington County.

Erica accepted the nomination and it was approved.

2020 Conference:

- The location will be North, Bemidji
- Kari Moyer is the Planning Committee Chair.
- District 2 is the Planning Committee.
- Metro District is in charge of the hospitality room.

2021 Conference

- The location will be Central.
- Nicole Prickett, Anoka County is the Planning Committee Chair
- Metro is the Planning Committee
- District 2 is in charge of the Hospitality Room.

Mark moved to adjourn the meeting. Leslie from Pipestone County approved the motion and Lisa Cook second the motion. Motion approved.

Respectfully submitted,

Tracey Worzala, Stearns County  
2018/2019 Secretary/Treasurer