

2017 Minnesota County Highway Accountants Association Conference

April 26 – 28, 2017

Arrowwood Resort, Alexandria, MN

Minutes from the 44th Annual Conference

Wednesday, April 26, 2017

12:00 p.m. Conference Registration

1:00 p.m. Welcome and Orientation

New highway accountants were welcomed.

Larry Phillips welcomed the new accountants and gave an overview of the MCHAA. The accountants introduced themselves and then had a question and answer session with Larry and State Aid.

2:00 p.m. Mixed District Roundtable Discussions

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

2:45 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.

3:30 p.m. Business Meeting

President, Julie Huneke, called the meeting to order. Julie introduced and thanked the Executive Committee, Planning Committee, Vice President Larry Phillips and Secretary/Treasurer Mark Florence. Julie thanked District one for organizing the hospitality room.

Julie made announcements and housekeeping items:

- Location of the hospitality room.
- Mark Florence, St. Louis County, is selling raffle tickets and tickets for baskets.
- Announced that there would be a bean bag tournament and the location and time of the tournament.
- Announced dinner was from 6-9 PM in the hotel restaurant.

Julie nominated acting Vice President Larry Phillips, Washington County for President for 2017/2018. He accepted the nomination.

Julie nominated acting Secretary/Treasurer Mark Florence, St. Louis County for Vice President for 2017/2018. He accepted the nomination.

Julie asked for nominations for the secretary/treasurer position. No nominations were made. She then asked for a nominating committee to find candidates for the position. Lisa Beskau, Dakota County and Mark Florence, St. Louis County volunteered to be on the

committee.

Julie then introduced Zack McGough, University of Minnesota and recognized him for his work in organizing the conference. Julie then closed the meeting.

3:45 p.m. Conduent/Costrite Update Concurrent Sessions

Scot Bentley from Conduent and Amy Boyle from Costrite updated users on the systems and took questions from users.

4:45 p.m. Adjourn

6:00 p.m. Bean Bag Tournament

A bean bag tournament was held between the Districts. District 1 defeated District 6 21-13 in the final game to claim the title.

Thursday, April 27, 2017

7:00 a.m. Breakfast

8:00 a.m. Welcome

Zack McGough welcomed the accountants to the 44th annual conference. Zack thanked the Executive Committee and Planning Committee. Zack also reviewed the contents included in the folders that were distributed.

Julie Huneke, President, welcomed everyone to the 44th annual conference and covered some additional housekeeping items.

Julie introduced Dave Robley, Douglas County Engineer. Dave thanked accountants for their important role and welcomed them to Douglas County.

Julie then introduced Todd Jensen, City Council Member, City of Alexandria. He welcomed the accountants to Alexandria and talked about some of the outdoor activities that can be done in the area.

8:15 a.m. Minnesota County Engineers Association (MCEA) Update

Julie introduced Kevin Peyman, MCEA President, Martin County. Kevin talked about Martin County and updated the MCHAA on the MCEA. The presentation also included several legislative updates.

8:45 MN State Aid Website Redesign

Cindy Degener, Mike Kilanowski and Ann McLellan State Aid Finance went over the newly redesigned State Aid Finance website and fielded questions.

9:15 Accountants Manual Chapter Review 1-20

Mike Kilanowski went over the accountants manual chapter by chapter and fielded questions from the MCHAA.

10:15 a.m. Break

10:30 a.m. Keeping the Accountant in the Highway Department - Discussion

Julie Huneke led a discussion with the group discussing the pros/cons and logistics of having the accountant in a centralized location instead of at the highway department.

11:00 a.m. Most Common Questions and Errors

Members of State Aid Finance addressed common questions and errors and fielded questions from the MCHAA.

12:00 p.m. Lunch

1:00 p.m. Cyber Crime Trends

Mark Eich from Clifton Larson Allen went over current cyber crime trends and ways to protect yourself against cyber crime.

2:00 p.m. OneOffice Funding Project Management

Todd Howard from Dakota County gave a brief explanation of Dakota County and then walked through how to fund projects in OneOffice.

3:00 p.m. Break

3:30 p.m. Project Funding Database

Mike Kilanowski from State Aid Finance went over his Project Funding Database with users of the database and fielded questions.

4:30 p.m. Adjourn

6:00 p.m. Annual Banquet

KidAgain Entertainment, provided the evening entertainment which was an interactive game called "Trivia Wars". District 1 claimed the title. Fun was had by all.

Julie recognized accountants retiring:

- JoAnn Kelly -Douglas Co (not attending)
- Roger Perrizo - Faribault Co (not attending)
- Fred Edstrom - Anoka Co (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: Nick Mielke, Crow Wing County
- District 2 basket winner: Sharon Diesen, Roseau County
- District 3 basket winner: Krystina Rica, Hubbard County
- District 4 basket winner: Gloria Winkler, Mahnomon County
- District Metro basket winner: Tim Stapleton, Freeborn County
- District 6 basket winner: Julie Huneke, Goodhue County
- District 7 basket winner: Jamie Koob, Pope County
- District 8 basket winner: Cindy Kriesel, Anoka County

The gift card raffle winners included:

- \$25 Home Depot: Sharon Diesen, Roseau County
- \$25 Walmart: Lisa Sorlie, Cook County
- \$25 Target: Leala Roth, Beltrami County
- \$25 Subway: Heather Olson, Wadena County
- \$25 Applebees: Sandra Martinez, State Aid
- \$25 Walmart: Pam Herman, Sibley County
- \$25 Applebees: Sheila Schroeder, Houston County
- \$25 Subway: Gloria Winkler, Mahnomen County
- \$50 Home Depot: Larry Phillips, Washington County
- \$50 Home Depot: Rhonda Olson, Chippewa County
- \$100 Walmart: Tim Stapleton, Freeborn County
- \$100 Target: Sheila Schroeder, Houston County
- 1 Night Stay & Water Park – Arrowwood Resort: Gloria Winkler, Mahnomen County

Friday, April 28, 2017

7:00 a.m. Breakfast

8:00 a.m. Organization and Prioritization: Day to Day Life Management Strategies

Mike Kutzke, Professional Training Services gave a motivational speech to the MCHAA regarding Organization and Prioritization and gave day to day strategies on how to accomplish your goals.

9:15 p.m. Break

9:30 a.m. Organization and Prioritization: Day to Day Life Management Strategies (Continued)

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

President Julie Huneke called the business meeting to order.

A copy of the 2016 conference minutes was included in everyone's folder. In 2018, the Planning Committee is District 8, and Bette Schweer, Yellow Medicine County is the Planning Committee Chair. In 2019, the Planning Committee is District 3, and Sara Olsen, Aitkin County is the Planning Committee Chair.

Motion by Gloria Winkler, Mahnomen County, to approve the minutes. Second by Mark Linne, Carlton County to approve the minutes. Approved.

The Treasurer's Report was read by Mark Florence, Secretary/Treasurer. Motion by Rhonda Anstine, Hubbard County, to approve the report. Second by Lisa Sorlie, Cook County. Approved.

Lisa Beskau, Dakota County and Mark Florence, St. Louis County, nominated Nick Mielke, Crow Wing County for the 2018 Secretary/Treasurer. Nick accepted the

nomination. Motion by Mark Linne, Carlton County to close nominations. Second by Jamie Finne, Dodge County. Approved.

Mark Florence, St. Louis County, was nominated as Vice President. Motion by Lisa Sorlie, Cook County, to close nominations. Second by Rhonda Anstine, Hubbard County. Approved.

Larry Phillips, Washington County was nominated as President. Motion by Mark Linne, Carlton County to close nominations. Second by Rhonda Anstine, Hubbard County. Approved.

A raffle was conducted for the balance of the hospitality room items.

2018 Conference

- The location will be South, in Mankato.
- Bette Schweer, Yellow Medicine, is the Planning Committee Chair.
- District eight is the Planning Committee.
- District four is in charge of the hospitality room.

2019 Conference will be central.

Stephanie Larson, Chisago County brought up honoring Donna Hodel, Koochiching County who has been with the County for 70 years. The executive committee will work on honoring Donna for the 2018 conference.

Motion by Bette Schweer, Yellow Medicine County, to adjourn. Second by Leslie Lueck, Pipestone County. Meeting adjourned.

Respectfully submitted,

Mark Florence, St. Louis County
2016/2017 Secretary/Treasurer