

September 15, 2006

Volume 57, Issue 2

Montana Municipal Clerks, Treasurers, & Finance Officers



MMCT & FOA News

Message from the President

Dear Fellow Clerks, Treasurers and Finance Officers:

Here it is, nearly fall already. And I don't think I'm the only one wondering where the summer went. I hope you all had a safe and enjoyable summer season, and we can look forward to things slowing down in the fall and winter, right?

The 75th Annual Conference of the Montana League of Cities and Towns will be held October 4th, 5th, & 6th at the Holiday Inn SunSpree Resort in West Yellowstone. I would encourage you to attend this Convention if at all possible. Our MMCT&FOA Semi-Annual Meeting is scheduled for Wednesday, October 4th, 2006 from 8 AM - 10 AM. After that, our hosts from West Yellowstone have planned a series of fun events leading up to the buses leaving for Old Faithful at 4:00, so look for the schedule in this newsletter. And don't forget the social on Tuesday night!

The following Executive Board positions will be voted on at this meeting:

- Vice President of 1st and 2nd Class Cities
- Vice President of Towns
- Treasurer

If you are interested in serving please submit a letter of interest to Carol Schmoeckel, Chairperson of the Nominating Committee, by September 30, 2006. These positions will be voted on by our membership during the Semi-Annual Meeting. Please remember to keep your dues paid to stay active as a member and remain eligible to vote.

I want to again thank Education Committee Chair, Brenda Schneider and committee members for doing a fantastic job putting together the 2006 Institute. Ken and Judy have expressed their appreciation to us for the farewell party, and I would like to read their kind words to you all at the meeting in October.

Also, thank you to all of the committee chairs and members for everything you have done and continue to do. Special thanks to Liz Roos for putting the Newsletter together!! I still have some vacancies to fill, and I know some of you expressed interest last May. However, as I get older, my memory gets less reliable, so please don't be offended that I have not contacted you...I simply can't remember who asked! Please let me know via phone call (406) 628-7431 ext. 3 or e-mail membleton@ci.laurel.mt.us if you are still interested.

I would like to ask all of you if you are interested in increasing the percentage amount allowed for General Obligation bonding (refer to MCA 7-7-4201). If there is enough interest, I would like to propose that the Legislative Committee work on this. We can discuss this more at the meeting, so please be thinking about it.

HOPE TO SEE YOU AT THE 2006 MLCT CONVENTION IN BEAUTIFUL WEST YELLOWSTONE!!

Mary Embleton, MMCT & FOA President

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“Teamwork:
A few harmless flakes
working together can
unleash an avalanche
of destruction.”

www.despair.com

Stacy Ulmen, CMC Designation

Stacy Ulmen, City Clerk for the Town of Manhattan, MT, has been awarded the prestigious designation of “Certified Municipal Clerk” (CMC) from the International Institute of Municipal Clerks (IIMC) for achieving its high educational experience and service requirements. Stacy has worked for the Town of Manhattan for 5 1/2 years. Her favorite part of her job is working with the public and staff in her

office. The part she likes the least is when one person has to handle everything, as often happens in a small town.

Stacy is married to Mark Ulmen. She has one daughter, Katie (13), and one son, Will (8). They also have one dog and two cats. In her spare time, Stacy sings wherever and whenever she can and their family enjoys riding ATVs in the mountains.

Participating in government extends through Stacy’s family. Her father was recently elected as a Sweetwater County Commissioner, her brother works for the Department of Transportation, and her grandfather was the clerk for the City of Big Timber during the 1980s. Imagine the discussions they get into at family get-togethers...

Congratulations Stacy!

Don't forget your basket for the Silent Auction during the MLCT Conference in West Yellowstone!

Agnes Fowler, CPFA Credential

Agnes Fowler, Finance Director for the City of Conrad, MT, has been awarded the Certified Public Finance Administrator credential by the Association of Treasurers of the US & Canada. Agnes has worked for the City of Conrad for 6 1/2 years, but prior to that worked for Pondera County in the Treasurer’s Office for 20 years. She started with Pondera County as a clerk and

eventually worked up to Deputy Treasurer. Her favorite part of her job are the daily challenges and she finds it rewarding when a problem comes together with a great solution.

Agnes has been married to Tony Fowler for 32 years and has two sons, Shawn and Jody. She and her husband also run a game bird farm and kennel business. They keep at least 20 dogs at all times for hunting and breeding stock, but she also

has her own pet, a yellow lab named Gussy.

Agnes said that she used to do a lot of crafts, mainly tole painting and woodworking, but her current job has taken up a lot of her extra time.

Congratulations to Agnes for her achievement!



MLCT Conference, West Yellowstone

This year's Montana League of Cities & Towns Conference in West Yellowstone is going to be fun, fun, fun...and you might learn a few things, too. Join everyone for dinner Tuesday evening at Wild West Pizzeria (see box below). We will start the day on Wednesday with the MMCT & FOA semi-annual business meeting followed by a Tourism/Customer Service Presentation the West Yellowstone Chamber of Commerce. After lunch, the clerks will take a walking tour of the Union Pacific Railroad Historic District. We are scheduled to see the "Yellowstone" Imax Movie at 2:00 PM. We have obtained a group rate of \$6.50 per person, but everyone will need to pay their own admission. The movie lasts about 45 minutes, which should give everyone enough time to get back to the hotel and get ready to leave for Old Faithful at 4:00 PM. Please make

sure your elected officials and co-workers know that they must be in West Yellowstone by 4:00 PM to catch a bus. If you choose to drive your own car into the Park, be advised that the entrance fee is \$25.00 per vehicle. We have obtained a fee waiver from the Park Superintendent for the buses. This event has been made possible by generous donations from **Black Mountain Software, Dorsey & Whitney, Tomas Dean & Hoskins, Morrison Maierle, D.A. Davidson, First Security Bank, Yellowstone Basin Bank, Interstate Engineering, and the West Yellowstone Chamber of Commerce.** Please do not pass up an opportunity to thank these vendors for sponsoring a bus, a cost over and above the support they already give to the MLCT.

2006 MMCT & FOA Silent Auction

Last year the Silent Auction raised almost \$1,500 for the MMCT&FOA Scholarship Fund. It was a great success and I would like to personally thank all of the participants for the time and energy you spent putting together the baskets. If you didn't bring a basket last year, please consider bringing one to West Yellowstone. As always we will be accepting checks and checks, but this year we will also be able to take credit and debit cards. I'm hoping this boosts sales.

The funds raised at the silent auction last year were awarded to Julie Lazaro from Hot Springs. Julie chose to attend the International Institute of Municipal Clerks annual convention in Anaheim, California, in May.

Please call me if you have any questions and thank you in advance for your help!

See you in West Yellowstone!
Theresa White, Kalispell City Clerk

What: The annual Clerk's Pizza Party ...what else are you going to do in West Yellowstone after dark?

When: October 3, 2006

Time: 6:00 PM

Where: Wild West Pizzeria, 14 Madison Avenue, West Yellowstone

Spouses, friends, and co-workers are invited, but will be expected to pay for their own dinner.

Wild West Pizzeria also offers free wireless internet.

MONTANA MUNICIPAL

Clerks – Treasurers – Finance Officers

ASSOCIATION

Minutes of Semi-Annual Business Meeting

May 10, 2006

BigHorn Center

Billings, Montana

The semi-annual meeting of the Montana Municipal Clerks, Treasurers and Finance Officers Association was called to order by President Mary Embleton at 5:00 pm.

The following members were present:

Board Members:

- Mary Embleton, President
- Lee Heidekoper, Vice President of 3rd Class Cities
- Leslie Bales, Treasurer
- Carolyn Schmoeckel, Secretary
- Mike Eve, Past President

Other Members:

Allen, Rose	Clerk	Hamilton
Ames, Pamela	Deputy Clerk	Columbus
Barndt, Ronald	Clerk/Treasurer	Columbus
Barnett, Pam	Clerk/Treasurer	Melstone
Becker, Stacy	Deputy Clerk	Glasgow
Brummond, Nikki	Finance Officer	Lewistown
Clark, Laurae	Treasurer	Bozeman
Corey, Mary	Deputy Clerk	Choteau
Cusker, Deborah	Office Clerk	Glasgow
Davis, Jeanie	Clerk/Treasurer	Glasgow
Duram, Mary	Clerk/Treasurer	Eureka
Embleton, Mary	Clerk/Treasurer	Laurel
Eve, Michael	Finance Officer	Whitefish
Fenner, Cheryl	Clerk/Treasurer	Browning
Fontana, Jean	Clerk/Treasurer	Belt
Fruit, Peggy	Clerk/Treasurer	Broadus
Gillard, Cheryl	Clerk/Treasurer	Rexford
Greddes, Cody	Admin. Asst.	Hamilton
Grose, Cathy	Clerk/Treasurer	Twin Bridges
Guinn, Ginger	Clerk/Treasurer	Ennis
Hay, Deanna	Clerk/Treasurer	Bridger
Heydon, Mary	Clerk/Treasurer	Fort Benton

Huidekoper, Leona	Finance Officer	Choteau
Johnson, Sandra	Clerk/Treasurer	Troy
Jones, Faye	Clerk	Dillon
Kaul, Phyllis	Clerk	Scobey
Kayler, Brenda	Clerk/Treasurer	Winifred
Lazaro, Julie	Deputy Clerk	Hot Springs
Leary, Gail	Clerk	Sheridan
LeCoure, Pari	Office Clerk	Stevensville
Liles, Janie	Deputy Clerk	Thompson Falls
Lorang, Necile	Clerk	Whitefish
Lunde, Twila	Clerk/Treasurer	Winifred
Michelcic, Janie	Deputy Clerk	Red Lodge
Mulonet, Lorraine	Clerk/Treasurer	Chinook
Payovich, Pam	Admin. Assistant	Livingston
Pinkerton, Doris	Clerk/Treasurer	Forsyth
Pray, Kori Lee	Clerk/Treasurer	Saco
Roos, Elizabeth	Clerk	West Yellowstone
Ruff, Teri	Finance Officer	Shelby
Schneider, Brenda	Clerk/Treasurer	Superior
Sheble, Jacalyn	Clerk/Treasurer	Valier
Smith, Sharon	Clerk/Treasurer	Three Forks
Swinney, Annette	Deputy Clerk	Havre
Thiel, Kelly	Clerk	Plentywood
Tomicich, Debbie	Clerk	Red Lodge
Ulmen, Stacy	Deputy Clerk	Manhattan
Weinheimer, Laurie	Clerk/Treasurer	Denton
Whitman, Jo	Finance Officer	West Yellowstone

President Embleton introduced all attending officers of the Association. President Embleton then turned the meeting over to Dr. Ken Weaver who addressed the Association members. Dr. Weaver announced that Judy Mathre and he are retiring and wanted to take this opportunity to say good-bye after 24 years of service to local governments. After a standing applause for Dr. Weaver and Judy Mathre, the regular business meeting was resumed.

Minutes: President Embleton stated minutes from last meeting have been mailed or e-mailed to all members for review. Ron Barndt of Columbus moved to approve the minutes from the September 27, 2005 meeting, 2nd by Jean Anthony of Glasgow. Motion unanimously passed.

President Embleton announced a sign-up sheet is being circulated throughout the room. Everyone is to please sign the sheet for the official records. President Embleton asked for volunteers to get cards for Ken and Judy and to also get decorations for the banquet Thursday evening. President Embleton announced that Bob Worthington would be doing a presentation for Ken and Judy at the banquet.

Treasurer's Report: Leslie Bales reported a balance of \$33,871.41 as of April 30, 2006.

Leslie stated she had to switch banks for officer accessibility. The MMCT&FOA account is now at Glacier Bank. Jean Anthony moved to accept the Treasurer's report, 2nd by Sandy Johnson. Motion carried unanimously. Outstanding payments to be approved are \$9.84 – Agnes Fowler, and \$119.43 to Leslie Bales for new account charge, flowers and postage. Brenda Schneider moved to ap-

prove the submitted bills, 2nd by Sandy Johnson. Motion carried unanimously. Balance is \$34,005.46. Leslie stated \$1,280.00 has been donated for Ken and Judy's retirement gifts. Bills to date are: \$620.00 – Meadow Lark Gallery, \$499.00 – Jane Jelenski, \$17.11 – City of Choteau .

Committee Reports:

Education: Brenda Schneider, Education Committee Chairman, reported 102 people attended institute this year: 23 first year students, 7 second year students, 14 third year students – who will graduate, 58 graduates with 76 cities and towns being represented. Mrs. Schneider reminded all to fill out the evaluation forms. Mrs. Schneider stated a new contract with Holiday Inn – Grand has been signed for four years. The future dates of institute are May 6-11, 2007, May 4-9, 2008, May 3-8, 2009 and May 2-7, 2010. Mrs. Schneider reminded all that scholarship

applications must be completed and turned into her by January 1. Montana Certification applications must be completed and turned in by September 15. The Education Committee is made up of Brenda Schneider, Chair, Superior, Sandy Johnson – Troy, Lorraine Mulonet – Chinook, Lee Huidekoper – Choteau, Kathy Denke – Thompson Falls and Carolyn Schmoeckel – Malta. With the retirement of Robin Sullivan, one position is open on the committee, anyone interested in serving should submit a letter to the committee.

Fund Raising/Silent Auction: Mary Meserve will conduct the 50/50 raffle with half of the money to given away at the banquet. Theresa White submitted a written report on the silent auction fundraising. Twenty-one cities brought baskets that raised almost \$1,500.00. That will go towards the scholarships.

Lee Huidekoper reported eleven sponsors helped defray the cost of coffee breaks and the continental breakfasts. Each donated \$250.00 each.

Courtesy: Leslie Bales reported she has mailed 28 cards, some to new clerks, sympathy, retirees and etc.

Website: No report

MMCT&FOA Achievement Award: Vicki Ellison stated the committee has selected a recipient. The award will be presented tomorrow night at the banquet.

IIMC: No representative present. President Embleton reported the national conference is in Anaheim, California this year. President Embleton stated the organization has received a letter from New Orleans chapter asking for any help our organization could provide, since the next conference will be in New Orleans. After discussion, Doris Pinkerton moved to send \$100.00 to New Orleans, 2nd by Jo Whitman. Motion carried unanimously.

APT: No report.

GFOA: Mike Eve reported the conference in being held in Montreal, Canada, right now.

Committees: President Embleton announced volunteers are needed to serve on the education committee, Finance and Audit, IIMC, Legislative and Records retention.

Convention: West Yellowstone reported on the convention to be held October 3-6. It was mentioned that the Holiday Inn is booked, other hotels can be utilized. Also, if you have extra rooms reserved, please cancel them. A fun time is planned for all.

Nominating: Carolyn Schmoeckel reported offices up for election at the fall convention are Vice President of Towns, Jackie Callison – termed out, Vice President of 1st and 2nd Class Cities, Theresa White and Treasurer, Leslie Bales. Persons interested should send a letter of qualifications to her or Kelly Thiel of Plentywood.

Peggy Fruit moved to accept all committee reports, 2nd by Necile Lorang. Motion carried unanimously.

President Embleton asked for any other comments from the members. With none received, the meeting was adjourned at 5:45pm.

Respectfully submitted:

Carolyn Schmoeckel

Secretary

AGENDA

SEMI-ANNUAL MEETING

MMCT & FOA
Wednesday, October 4, 2006

8-10 A.M.

Holiday Inn Sunspree Resort, West Yellowstone, Montana

1. Call to Order

2. Minutes

- a. Semi-Annual Meeting – May 10, 2006
- b. Executive Board Meeting – July 14, 2006

3. Treasurer's Report

- a. Claims
- b. Financial Report

4. Presentation of FY 2006/2007 Budget

5. Committee Reports

(Note: All committee reports will be accepted in one motion after the last report has been presented)

- a. Education – Brenda Schneider, Chair
- b. Welcoming – Carol Markuson, Chair
- c. Finance & Audit – Chair
- d. Fund Raising / Silent Auction – Theresa White, Co-Chair
- e. Courtesy – Leslie Bales, Chair
- f. Legislative – Chair
- g. Nominating – Carolyn Schmoeckel, Chair
- h. Website – Kathy Denke, Chair
- i. MMCT&FOA Lifetime Achievement Award - Jo Whitman, Chair

6. Professional Association Reports

- a. IIMC
- b. GFOA
- c. APT US&C

7. District Reports

- a. District A
- b. District B
- c. District C
- d. District D
- e. District E & F

8. District Meetings

- a. Select 2006-2007 District Chairperson
- b. Select City and date for District Meeting
- c. Report from each District by new Chairperson

9. Elections

- a. Election of Officers
- b. Election of League Secretary
- c. Installation of Officers

10. Comments from Association Members

11. Adjournment

***MONTANA MUNICIPAL CLERKS, TREASURERS, & FINANCE OFFICER'S ASSOCIATION
EXECUTIVE BOARD AND COMMITTEE MEMBERS
AS OF 10/1/2006***

President

Mary Embleton
Clerk/Treasurer
P.O. Box 10
Laurel, MT 59044

Vice-President of:**1st & 2nd Class Cities**

Theresa White
City Clerk
PO Box 1997
Kalispell, MT 59903

3rd Class Cities

Lee Huidekoper
Finance Officer
Po Box 619
Choteau, MT 59422

Towns

Jackie Callison
Clerk/Treasurer
PO Box 115
Alberton, MT 59820

Secretary

Carolyn Schmoeckel
Clerk/Treasurer
P.O. Box 1300
Malta, MT 59538

Treasurer

Leslie Bales
Deputy Clerk
130 6th Street W., Room A
Columbia Falls, MT 59912

Immediate Past President

Mike Eve, Asst. to City Manager/
Finance Director
PO Box 158
Whitefish, MT 59937

Education

Brenda Schneider, Superior - Chair
Sandra Johnson, Troy
Lorraine Mulonet, Chinook
Lee Huidekoper, Choteau
Kathy Denke, Thompson Falls
Carolyn Schmoeckel, Malta

Welcoming

Carol Markuson, Circle - Chair
Necile Lorang, Whitefish

Finance & Audit

Kathy Denke, Thompson Falls
Carolyn Schmoeckel, Malta

Newsletter

Elizabeth Roos, West Yellowstone
-Chair

Fund Raising

50/50 Tickets: Mary Meserve,
Winnett – Co-Chair
Corporate Sponsorships: Lee
Heidekoper, Choteau – Co-Chair
Silent Auction: Theresa White,
Kalispell – Co-Chair

Records Retention

Marita Herold, Billings
Peggy Bourne, Great Falls

Legislative

Sandra Johnson, Troy
Ron Barndt, Columbus

Nominating

Carolyn Schmoeckel, Malta - Chair
Kelly Thiel, Plentywood

Courtesy

Leslie Bales, Columbia Falls - Chair
Raedelle Aspenlieder, Culbertson

MMCT&FOA Achievement Award

Jo Whitman, West Yellowstone – Chair
Vicky Ellison, Manhattan
Sharon Smith-Three Forks

IIMC Representative

Vacant

GFOA Representative

Mike Eve, Whitefish

APT US&C Representative

Lowell Swenson, Havre

Historian

Agnes Fowler, Conrad - Chair

Convention

Vacant

Persons interested in the following positions on the MMCT&FOA Board,
please send letters of interest to Carolyn Schmoeckel, Malta,
or Kelly Thiel, Plentywood.

Vice President of Towns – Jackie Callison – termed out
Vice President of 1st & 2nd Class Cities – Theresa White – eligible for one more term
Treasurer – Leslie Bales – eligible for one more term