

Message from the President

Dear fellow colleagues:

Does it seem possible to you that another budget year is here? Some of us have never received an approved 2004 budget; this makes it so much fun to work on 2005. I have published, but received no assurance I would receive anything near what I advertised as they have no figures to work with either. I hope if you are a new clerk or clerk-treasurer that you did call Rae Baker Gibson and a district director in your area for help. Please contact me if I can help you in any way.

I will tell you a little about myself. I have been the clerk-treasurer of my small town for 27 years. I have a husband Don, two sons and four grandchildren. I love to read, work with numbers, do aerobics, and serve in my church.

I have served as your interim President for half a year and now will be serving as your

Bev Stout
2004—2005
ILMCT President



President this year. My goal for this year is to serve you in any way that is of help. I want you to have mentors and instructions that will make your job easier to do so your community will be served in the best way possible. I am an IAMC, CMC, and entry level MMCA. Together I feel that we can accomplish our goal of making this job one that is respected by our citizens of the State of Indiana. So let's stick together, work together and play together in this new year. Let us support each other to the best of our abilities. Don't forget to call me or write to me if I can be of help in any way. My number is 765-234-2154; my fax is 765-234-1601, and my e-mail is wtown@wico.net. Thank you for letting me serve as your President. Have a great year!

Beverly Stout

Retha Hicks Joins ILMCT Board



Retha Hicks
2004-2005
Treasurer

The newest member of the ILMCT League Officers is Winona Lake Clerk-Treasurer Retha Hicks. Retha has been Clerk-Treasurer since being appointed in 1993 to fill a vacancy in the office. She has been married for 40 years to her husband Jack and they have seven children and nine granddaughters; four of their children, their sons, were adopted. Her family was involved in the foster care program for six years and they had nine children living with them during that time. Retha and Jack enjoy ballroom dancing and golf in their spare time. She says that relaxing time for her is creating and painting pictures in oils. We have all witnessed her fine artistic talent over the years and her generosity has helped our scholarship committee. Retha has been long active in our league and she serves on several IACT committees as well.

Retha presents her goals, saying "My goals as a clerk-treasurer to my community are to be a servant to the residents of my community; to be fiscally responsible to and for the residents and to obtain and maintain the knowledge required for my position".

Retha goes on to say "My goals as an officer of the Indiana League of Municipal Clerks and Treasurers are to be a servant to my colleagues; to maintain the league's educational program and to continue to build relationships with state entities. We are all key elements to our league. In Ecclesiastes 4:12, it states, "a cord of three strands is not easily torn apart." That is what our league is developing...a strong unit to assist our communities. Our focal point should be to stay on our goal...a complete commitment to our residents. It would be difficult to accomplish this individually but together supporting each other...we can."

Welcome Retha!!!

INDIANA LEAGUE OF MUNICIPAL CLERKS
AND TREASURERS
600 E. Third Street
Mishawaka, IN 46544

**Make IACT Reservations NOW!!!
See Details in this copy of The Quest**

Quest is published quarterly for and
about Indiana's Clerks, Clerk-Treasurers
and Controllers by the Indiana League of
Municipal Clerks and Treasurers.

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WE WANT YOU!!!



BASIC TRAINING—CLERK STYLE

IIMC REGION V ANNUAL MEETING

NOVEMBER 4—6, 2004
CROWNE PLAZA HOTEL
DAYTON, OHIO

Preliminary Program Includes
Off-site Education Tour on Thurs., Nov. 4
Joan Fox and Dawn Waldrop speak on Fri., Nov. 5
Annual Business Meeting on Sat., Nov. 6
Networking Center—Thurs. & Fri.

Hosted by the Ohio Municipal Clerks Association

IACT Conference September 26—30, 2004
See inside this issue of Quest for all the details!!!

INDIANA LEAGUE OF MUNICIPAL CLERKS & TREASURERS

MENTOR APPLICATION

Request for Mentor Assistance _____

Volunteer to Aid as Mentor _____

County _____

City or Town ← (Circle One) → 1st 2nd 3rd Class City

Name of Municipality _____

Population _____

Term of Office (beginning-end) _____

ILMCT District _____ (See below)

Your Name _____

Your Title _____

Mailing Address _____

Telephone Number _____

FAX Number _____

Email Address _____

Do you operate bookkeeping by manual records, computer, or both? _____

What computer software do you use? _____

Services offered by your City or Town (water utility, wastewater utility, electric utility, gas utility, ambulance service, city or town court, cemeteries, etc): _____

District 1—Benton, Carroll, Cass, Fulton, Howard, Jasper, LaPorte, Lake, Marshall, Newton, Porter, Pulaski, St. Joseph, Starke, and White

District 2—Adams, Allen, Blackford, Dekalb, Elkhart, Grant, Huntington, Jay, Kosciuski, LaGrange, Miami, Noble, Stueben, Wabash, Wells, and Whitely

District 3—Boone, Clay, Clinton, Fountain, Hendricks, Montgomery, Morgan, Owen, Parke, Putnam, Tippecanoe, Vermillion, Vigo, and Warren

District 4—Delaware, Fayette, Hamilton, Hancock, Henry, Johnson, Madison, Marion, Randolph, Rush, Shelby, Tipton, Union, and Wayne

District 5—Crawford, Davies, Dubois, Gibson, Greene, Knox Lawrence, Martin, Monroe, Orange, Perry, Pike, Posey, Spencer, Sullivan, Vanderburgh, and Warrick

District 6—Bartholomew, Brown, Clark, Dearborn, Decatur, Floyd, Franklin, Harrison, Jackson, Jennings, Ohio, Ripley, Scott, Switzerland, and Washington

Mail to: Rae Baker Gipson, Clerk Treasurer, City of Rising Sun
PO Box 172, Rising Sun, IN 47040
Phone 812-438-3340 FAX 812-438-3561



DO YOU NEED A MENTOR?

Are you a new clerk/clerk-treasurer that needs some direction and guidance? If you are rest assured, help is on the way. The Indiana League of Municipal Clerks and Treasurers has a mentor program to help you now and in the future. You will be on your way to receiving help from a veteran clerk/clerk-treasurer as near to your city or town as Rae can find. Complete and return this form as soon as possible!

WILL YOU BE A MENTOR?

If you only knew then what you know now!!! Won't you return the above application to BE A MENTOR? Someone out there may be struggling with issues that you could be considered an expert in today; please help a fellow clerk or clerk—treasurer to serve their community more effectively.

**INDIANA LEAGUE OF MUNICIPAL CLERKS/TREASURERS
IACT CONFERENCE LUNCHEON
EVANSVILLE 2004**

(SEPARATE REGISTRATION REQUIRED)

WHO: ILMCT MEMBERS
WHAT: ASSOCIATE LUNCHEON
WHEN: MONDAY, SEPTEMBER 27, 2004 AT 12:00 NOON
WHERE: 2004 IACT CONFERENCE
EVANSVILLE EXECUTIVE INN-CRYSTAL ROOM

MENU: *Mid West Cookin Buffet*
Featuring Mid West Fried Chicken,
Roast Beef Zinfandel, & all the trimmings!
COST: \$18.00 per person
(checks made payable to ILMCT)

DEADLINE: Friday, September 10, 2004

Please mail all reservation forms and payment to:

Barbara Ewing, IAMC
Tell City Clerk-Treasurer
P.O. Box 515
Tell City, IN 47586

Phone: 812-547-2349
Fax: 812-548-4048
Email: tcclerk@psci.net

ILMCT LUNCHEON – MONDAY, SEPTEMBER 27, 2004

NAME: _____

ADDRESS: _____

CITY/TOWN: _____ ZIP _____

NUMBER ATTENDING _____ AT \$18.00 PER PERSON

TOTAL ENCLOSED: _____

CHANCE TO WIN AND HELP SCHOLARSHIP PROGRAM

ILMCT State Treasurer Retha Hicks has donated a painting that she has done to be raffled to provide money for the ILMCT Scholarship Fund.

The raffle drawing for the painting will be held in September at the annual IACT Conference in Evansville instead of at our District meetings in October in Middlebury and Nashville as originally planned.

If anyone would still like to purchase a ticket or tickets you may do so by sending a check made out to: ILMCT, PO Box 338, Winona Lake, IN 46590. Tickets may be purchased for \$1.00 each or six tickets for \$5.00. Tickets may also be purchased during IACT conference.

Retha paints beautiful pictures! Everyone is encouraged to take a chance on this raffle to win a Retha Hicks' original and at the same time help our ILMCT Scholarship Fund!



Bob Harris, Dept of Local Gov't Finance, answers your most frequently asked questions.

ASK

BOB:

Question:

When determining the 2% debt limit for bonding for our city/town, do we use 2% of our most recent net assessed valuation?

Answer:

No. You must first divide the most recent net assessed valuation by 3 to obtain your bonding capacity, per IC 36-1-15.

If you have a question for the Department of Local Government Finance you may contact Bob at bharris@dlgf.in.gov. Those question most frequently asked just may be the next one to appear in the *Quest*.

Charlie's Corner

Charlie Pride
State Board
of Accounts



Question: What may money in a riverboat fund be used for and do we need an appropriation to spend it?

Answer: Money in a riverboat fund may be used for any legal or corporate purpose of the city or town. Council is required to appropriate the money. However, approval by the DLGF is not required.

2004-2005 Education/Development Committee Members



Chairperson

Kay A. Brown
IAMC, CMC, CPFA

Remington

Linda S. Bajzatt, IAMC, CMC
Suzy Bass, IAMC, CMC
Deborah S. Block, IAMC, CMC
Amy Carson, IAMC
Karen Chasteen
Rae Baker Gipson, IAMC, CMC, CPFA
Michael W. Griffin, IAMC, CMC, CPFA
Retha S. Hicks, IAMC, CMC
Jason T. Hartman
Kimberly A. Ingle, IAMC, CMC
Janet S. Jaros, IAMC, CMC
Janice Malinowski, IAMC, CMC
Robin Riley, IAMC, CMC
Beverly Stout, IAMC, CMC
Kathryn T. Chrapliwy, IAMC, CMC
Charlie Pride, State Board of Accounts
Gary Whorlow, Director, HR Unlimited Resources

Etna Green
Jeffersonville
Mishawaka
Bargersville
Richmond
Rising Sun
Highland
Winona Lake
Bainbridge
Nappanee
Noblesville
Schereville
Huntertown
Waynetown
Walkerton
Indianapolis
Indianapolis

2004-05 ILMCT Officers



Left to Right: Retha Hicks, Treasurer; Kimberly Ingle, Vice President; Bev Stout, President; Robin Riley, Secretary

IACT CONFERENCE SPECIAL EVENTS FOR ILMCT

ILMCT RECEPTION

MONDAY, SEPTEMBER 27, 2004
MISSOURI ROOM - EXECUTIVE INN
5:00-6:30 P.M.

PLEASE JOIN US FOR
COCKTAILS & HOR'DOURVES

ILMCT LUNCH

Monday, September 27, 2004
Note Change to LUNCH from Breakfast
See details and registration form in this publication.

Indiana Association of Cities and Towns Association
Annual Conference
September 26—30, 2004
Evansville, IN

Come One, Come All
To Learn, Celebrate Accomplishments, and Share Ideas

Welcome Party and Annual Banquet

Social activities are an important part of the conference, providing an opportunity to network with municipal officials from around Indiana. The City of Evansville will host the Welcome Party at the Executive Inn, featuring three live bands! The conference finale is the Annual Banquet, where dinner, dancing and live music will provide an evening to remember at [The Centre](#).

Municipal Day

For municipal officials from smaller towns who are unable to attend the full conference, Municipal Day is an opportunity to focus on education opportunities by attending just one day on Tuesday, Sept. 28. On-site registration only (at The Centre in Downtown Evansville) includes access to 16 workshops, the Annual Awards Luncheon and Exhibit Hall for \$75.

Annual Awards Luncheon

The IACT Annual Awards Program honors communities and individuals for outstanding accomplishments in municipal government and beyond. The Annual Awards Luncheon, where recipients are honored with awards and a video presentation, is a conference highlight. This year, graduates of the IACT Municipal Management Institute will also be recognized.

Conference Schedule

*You must be registered for the 2004 IACT Annual Conference & Exhibition to attend any function.
Go to www.citiesandtowns.org to register, or call IACT at (317) 237-6200.*

Sunday, September 26, 2004

10:00 a.m. – 5:00 p.m. Registration
12 noon - 5:00 p.m. Golf Outing
Executive Committee meetings and activities on Monday. Members will be contacted with an agenda.

Monday, September 27, 2004

8:00 a.m. – 6:00 p.m. Registration
10:30 a.m. – 11:45 a.m. Workshops
Divided We Fall – Inequality in our Communities
Growth Paying for Growth ☼
Code Enforcement that Works
Changes in Campaign and Election Law
12 noon – 1:15 p.m. ILMCT Luncheon, Executive Inn, Crystal Ballroom (See Registration Form in this Quest)
1:30 p.m. – 3:30 p.m. Opening Business Session
3:45 p.m. – 4:45 p.m. Workshops
TIF and Tax Abatement Reauthorization ☼
Planning Basics
Put Your Matches Away - Open Burning Laws & Practices
Methamphetamine – Solving the Problem
5:00—6:30 p.m. ILMCT Reception, Executive Inn, Missouri Room
7:00 p.m. – 10:00 p.m. Welcome Party

Tuesday, September 28, 2004 Municipal Day

8:00 a.m. – 6:00 p.m. Registration
9:00 a.m. – 10:15 a.m. Workshops
Economic Development Leadership Orienteering™ Local Leadership in a Changing World ☼
Indiana Downtown® - Breathe New Life into the Heart of your Community
Railroad Issues Solved
Annexation: A Roadmap for Success
Creative Uses of Tax Increment Financing
10:30 a.m. Ribbon Cutting (Exhibit Hall)

Conference Schedule (continued)

Tuesday, September 28, 2004 Municipal Day (continued)

- 10:45 a.m. – 11:45 a.m. Workshops
Economic Development Leadership Orienteering™ Local Leadership in a Changing World ☼
Preparing for I-69 – Maximizing Your Municipality's Growth Opportunities
Managing our Communities - City and Town Managers
IACT Legislative Initiatives
FLSA – Working More Than 9 to 5
- 12 noon – 1:45 p.m. Annual Awards Luncheon
- 1:45 p.m. – 3:00 p.m. Dessert Reception/Door Prizes (Exhibit Hall)
- 3:00 p.m. – 4:15 p.m. Workshops
Economic Development Leadership Orienteering™ Local Leadership in a Changing World ☼
How do you Rate? Utility Rate Studies
Public Safety Pensions
Real Estate Law for the Government Official
When Wal-Mart Comes to Town
- 3:00 p.m. – 4:45 p.m. Tour Toyota Motor Manufacturing Indiana
- Dinner “On Your Own” aka Vendor Entertainment Night

Wednesday, September 29, 2004 Youth Day

- 8:00 a.m. – 12 noon Registration
- 7:00 a.m. – 8:00 a.m. Nelson Steele Memorial Run/Walk
- 9:00 a.m. – 10:15 a.m. Workshops
Purchasing and Electronic Sealed Bidding
Balancing Historic Preservation and Economic Development Concerns ☼
The Municipal Role in Art and Culture
Water Quality Issues Affecting Municipalities
- 9:00 a.m. – 11:45 a.m. Evansville Mobile Workshop
Downtown Loft Housing and Loft Tour
- 10:30 a.m. – 11:45 a.m. Workshops
Certified Technology Parks and CRED ☼
Education – Leading the Way on Afterschool
Economic Advantages of Parks and Greenways
Advocating Your Municipality's Interests
- 1:45 p.m. Grand Prize Giveaway (Exhibit Hall)
- 2:00 p.m. – 3:15 p.m. Closing Business Session
- 6:30 p.m. – 7:30 p.m. Presidents Reception
- 7:30 p.m. – 11:00 p.m. Annual Banquet
Entertainment: Zanna-Doo

Thursday, September 30, 2004

- 9:00 a.m. – 10:30 a.m. Closing Breakfast

☼Denotes Economic Development Track (EDT) workshop. Attendance at all EDT workshops counts as “Development” credit in the IACT Municipal Management Institute.

Hotel Information

Conference attendees should make hotel reservations directly with the hotel. **IACT is not responsible for hotel reservations.**

The Executive Inn Evansville
600 Walnut Street
Evansville, IN 47708
(877) 424-0888 or (812) 424-8000
www.executiveinnevansville.com
Standard room rate: \$89 plus tax

Casino Aztar
421 NW Riverside Drive
Evansville, IN 47708
(800) 544-0120
www.casinoaztar.com
Standard room rate: \$83 plus tax

The Executive Inn is the host hotel, connected via skywalk to The Centre, where the conference will take place. Daily shuttles will transport attendees between hotels, which are approximately five blocks apart.

Note: IACT Executive Committee members may contact the IACT office for reservations.



IIMC Held in Canada

(Left) This group of Indiana Clerk and Clerk Treasures and their guest attended the closing banquet of the IIMC Conference in Whistler, British Columbia, Canada. Several other Indiana representatives had returned to the States prior to this event photo.

Our Sympathy To

- Marilyn Chittck on the loss of her husband, Howard Orr
- Diana Cordray on the loss of her mother
- Teresa Otis Skelton on the loss of her father



ILMCT Member Named Fiscal Ambassador

IACI launched the Ambassador Program in January 2004 to provide on-site technical assistance to cities and towns.

The Ambassador Program provides IACI member municipalities with access to former municipal officials who share their unique experience and knowledge to help current officials find solutions to common municipal problems and better understand the multifaceted workings of municipal government.

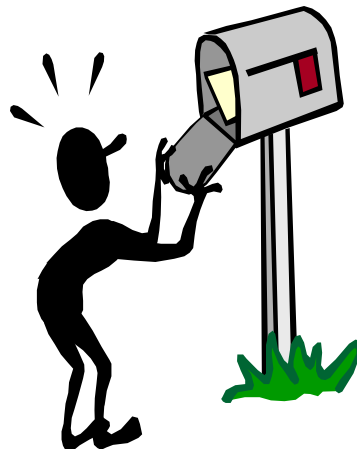


Kathryn "Kackie" Tiede Chrapliwy is well known to many in ILMCT as she has been actively involved with this organization for many years. Kackie began her career in the Town of Walkerton as Deputy Clerk-Treasurer in 1976. She has extensive experience in the preparation of budgets, obtaining grants, and filing state and federal paperwork required of fiscal officers. She is also knowledgeable about corporate, sales and payroll taxes. Kackie is available to assist municipal officials with these and other fiscal matters.

The IACI Ambassador Program is a technical assistance program from the Indiana Association of Cities and Towns—Your Partner in Good Government. There is no cost for the program. To schedule a meeting with an IACI Ambassador, contact the office at 317-237-6200.

Coming Soon to a mailbox near you

- District Meeting Registration Materials
- Educational Opportunities
- What you must do to qualify for certifications
- Amended Constitution and By Law of ILMCT



2004-2005 ILMCT Directors and Committee Chairpersons

Executive Directors

First Class City
Second Class Cities

Sue Beadle
Deborah Block
Sandra Kennedy
Barbara Ewings
Rosie Coyle
Tony Hutchings
Nancy Reed
Tom Hoffman
Jay Southwood
Brenda Young

Third Class Cities

Towns

District Directors

District One
District Two
District Three
District Four
District Five
District Six

Janice Malinowski
Nancy Hewitt
Vickie Powers
Gayle Allard
Jane Deckard
Donna Commer

Standing Committees

Education/Development
Mentor

Kay Brown
Rae Baker Gibson
District Directors

Nominating

Deb Block
Michael Griffin
Dennis Clouse
Kim Ingle
Dave Shaefer
Dennis Clouse
Retha Hicks
Michael Giffin
Beverly Stout
Nellie Thompson

Membership

Legislative
Auditing
Budget

Annual Conference

Resolutions
Quest
Parliamentarian
IACI Conference
Historian
Constitution and
By Laws

Janet Jaros
Deb Twitchell
Deb Block
Michael Griffin
Barb Ewings
Joey Lynch
Michael Griffin
Deb Block