

# 2023 ICCTFOA INSTITUTE



**"A journey of a thousand miles  
begins with the first step."**

-LAO TZU

SEPTEMBER 19-21, 2023  
THE RIVERSIDE HOTEL & CONFERENCE CENTER  
BOISE, IDAHO



# WELCOME



Welcome to the 2023 ICCTFOA Institute! I look forward to this conference each year and I hope you are looking forward to it, too! I

am very excited to welcome you to the institute and excited to take this opportunity to build upon personal relationships and strengthen profes-

sional bonds. Benjamin Franklin said, "An investment in knowledge pays the best interest." The educational opportunities offered here will develop your knowledge and demonstrate your dedication to providing service to your communities. Wednesday's Awards Banquet will include announcement of the Dr. James B. Weatherby Award and will, of course, be fun for all! Come dressed as your favorite villain, if you'd like! I can't wait to see each one of you for an incredible experience.

Konni Kendall  
2022-2023 ICCTFOA President

## ICCTFOA INSTITUTE

### Certification

Continuing Education Credit is available through the ICCTFOA and the APTUSC programs. Tracking of all future credits is **YOUR** responsibility. You will need to show proof of attendance to any events and self-track the courses taken. You will receive a Continuing Education Credit (CEC) list when checking into the registration desk.

You should retain your CEC list for your reporting needs. If you would like AIC to retain a backup copy of this form, please scan and email it to [info@idahocities.org](mailto:info@idahocities.org) by **October 13, 2023**. Questions? Call Sheila Christensen at AIC (208) 344-7024.

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## District Raffles

To raise money for ICCTFOA scholarships, each district has been encouraged to bring one or more items to raffle. Scholarships help bring more attendees to the institute that may not otherwise have the opportunity to attend. Purchase your raffle tickets at the registration desk throughout the conference for \$1 per ticket, 6 tickets for \$5 or 12 for \$10. Winners will be announced after Thursday morning's Ask-It Basket General Session!!



## Gift Exchange



A wonderful tradition at the ICCTFOA Institute is a small gift exchange. Each person bringing a gift may participate in the exchange. Please bring your gift to the Registration Table and exchange it for a ticket. Tuesday and Wednesday afternoon, peruse the exhibitor booths and match up your number one of the gifts that have been placed in the exhibit hall and enjoy your exchange!

## Exhibit Booths

Exhibits will be open:

- Tuesday from 9:00 am - 5:00 pm
- Wednesday from 7:30 am - 4:00 pm

Be sure to have the exhibitors stamp your Exhibitor Passport. Attendees who submit their completed passports will be eligible to enter a drawing for one of two \$25 gift cards during the breakfast on Wednesday, September 20 and at the Raffle Basket Drawings on Thursday, September 21. Must be present to win!



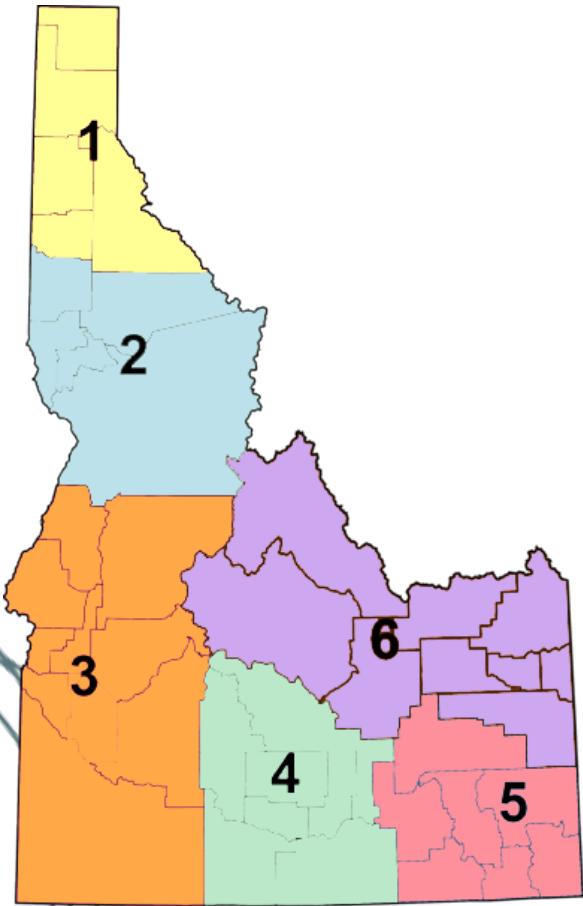
# What's Your District?

Watch for the color of attendee namebadge to see what district they live in. This is a great way to meet everyone within your own district as well!

## Namebadge Colors

District 1 .....	Yellow	District 4 .....	Green
District 2 .....	Blue	District 5 .....	Pink
District 3 .....	Orange	District 6 .....	Purple

## ICCTFOA Districts



Education and accreditation  
provided by ICCTFOA is  
partnered with:



and



# AGENDA

## Tuesday, September 19

7:00 a.m.

*Convention Lobby*

8:00 a.m. - 9:00 a.m.

*Liberty*

9:00 - 9:15 a.m.

*Convention Lobby*

9:15 - 10:30 a.m.

*Ballroom*

10:30 - 10:45 a.m.

*Convention Lobby*

10:45 a.m. - 11:45 a.m.

*Aspen*

*Cinnabar*

### **Registration Desk Open for Check-In**

### **ICCTFOA Welcome Breakfast - Sponsor Recognition: III-A**

Come join the III-A staff at this welcome breakfast that is open to all registered delegates!

### **Exhibitor Showcase**

Come grab your morning cup of coffee and say hello to the sponsors & exhibitors that make the ICCTFOA Institute possible!

### **Opening General Session: "Basically Incredible!" with Matt Booth**

Attitude, communication, taking care of ourselves, having a plan, and having a source of power are basic things that done consistently, lead to incredible things. Basic doesn't mean easy, but it does mean worthwhile and effective. Are you ready to live a basically incredible life? We've feasted upon the false and fake for so long that we're empty on the inside. We think quick fixes, not basic success principles, will give us the Pinterest worthy life we covet online, but as much as Facebook ads and Instagram influencers want to convince us otherwise, an incredible life, incredible relationships, and even an incredible business come from daily, specific actions and small fundamental changes.

### **Exhibitor Break**

### **CONCURRENT WORKSHOPS**

#### **New Transportation Revenue: What is it and How can we Spend it?**

Join Laila Kral with the Local Highway Technical Assistance Council in this workshop that will walk you through all of the different funding streams coming through the Highway Distribution Account. It will also explain when to expect it, limitations on spending, and how to report the different funds.

#### **Family and Medical Leave Act – Let's Talk about it!**

This presentation will cover the entire FMLA process, rules and record-keeping requirements to support your agency and employees. We will cover the types of leave, situations, and options for FMLA. We will talk about how to manage employees and benefits while on FMLA, and cover lots of do's and don'ts to avoid costly mistakes and litigation. Join Tammy Middleton with ICRMP and bring your questions for Q&A!



*"To give real service you must add something which cannot be bought or measured with money, and that is sincerity and integrity."*

*- Douglas Adams*

# Tuesday, September 19, Continued

10:45 a.m. - 11:45 a.m.

NorthStar

## **CONCURRENT WORKSHOPS CONTINUED**

### **A Positive Attitude in a Negative World**

Your attitude determines your thoughts, your actions, and ultimately your success and growth. In the current environment, your attitude (and the attitude of those around you) NEEDS to be positive as often as possible. Join Matt Booth in this unique and timely session will help you recognize the importance of a positive attitude and provide proven strategies to help improve the attitude within your organization. Join Matt Booth to get take home tools for navigating negativity, managing energy, understanding engagement, planning direction and believing in your source of power to do the job.

11:45 a.m. - 12:00 p.m.

Convention Lobby

### **Exhibitor Break**

### ***Networking Luncheon General Session***

12:00 - 1:15 p.m.

Ballroom

Join in on this moderated networking luncheon event that aims to bring professionals together in a casual and enjoyable session moderated by ICCTFOA president, Konni Kendell. You will enhance your current network, meet new colleagues and share best practices. Come learn from your peers and develop new relationships that can contribute to your professional growth!

Look at the colored sticker on the back of your namebadge prior to the luncheon. Please sit at a table with the same colored linens as the sticker on your namebadge to expand your network of colleagues!

*Menu: Southwestern Chicken Salad: Mixed Greens, Black Beans, Roasted Corn, and Spicy Grilled Chicken Topped with Shredded Jack Cheese in a Tortilla Bowl with Salsa Ranch Dressing. Served with Assorted Rolls and Butter and Chef's Choice Desserts, along with Iced Tea, Lemonade, and Coffee*

1:15 - 1:30 p.m.

Convention Lobby

### **Exhibitor Break**

1:30 - 2:30 p.m.

Aspen

## **CONCURRENT WORKSHOPS**

### **You've Been Appointed as City Clerk! Now what?**

Join Wendy Burrows-Severy, Wilder City Clerk/Treasurer, as she explains the duties of the Mayor, Council and City Clerk as it relates to your city. She will cover general meeting management including what is required for a quorum, meeting notice requirements, amendments to the agenda, voting, executive sessions and the Idaho Open Meeting Law.

*"Faith is taking the first step even when you don't see the whole staircase."*

*- Martin Luther King, Jr*



# Tuesday, September 19, Continued

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1:30 - 2:30 p.m.

*Cinnabar*

## **CONCURRENT WORKSHOPS CONTINUED**

### **Treasurers 101 – Defining the Basics of a Treasurer’s Scope of Responsibility**

Scott Miller, Deputy Treasurer/Controller with the City of Rexburg, will look at the fundamentals of fund accounting, basis of accounting, accounting standards, and internal controls as they apply to the role of a municipal treasurer.

*NorthStar*

### **HR Hotspots for City Clerks**

City Clerks will gain a high level understanding of various employment laws from an HR perspective that they may encounter, including: Title VII of the Civil Rights Act, ADEA, Pregnancy Discrimination, Veteran Preference, FMLA, ADA, FLSA regarding Nursing Mothers, and Ban the Box. They will be better able to identify potential HR hotspots and assist their cities in managing risk by knowing when to coordinate with legal counsel, ICRMP, or other HR Professionals. Presenters include: Shelli Boggie, HR Director for the City of Caldwell and Tammy Middleton, ICRMP.

2:30 - 2:45 p.m.

*Convention Lobby*

### **Exhibitor Showcase**

Come grab a sweet treat or soda and don't forget to look for your gift exchange and wrap up those passports for tomorrow's drawing!

2:45 - 3:45 p.m.

*Cinnabar*

## **CONCURRENT WORKSHOPS**

### **Impact/Capacity Fees and Service Levels**

Does your city have sufficient funding to meet your capital infrastructure needs? Are you meeting the capacity demands of your growing city? This course will dive into some of the basics of capacity fees and setting rates for capacity fees. It will also present the basics of impact fees and setting rates and service levels in your growing city. Presenter: Matt Nielson, Chief Finance Officer with the City of Rexburg.

*NorthStar*

### **Mood Maestro: How to Keep Yourself Composed**

Have you ever had a day that was going according to plan, only to be derailed by a sudden negative situation or a difficult encounter with someone? Does work stress tend to follow you home, making it challenging to unwind? If you experience feeling stuck in unwanted moods, you are in the right place! Join music therapist, Audrey Draper in this fun and interactive workshop, where you will be equipped with tools to enhance your emotional well-being.

Her specialized approach taps into the therapeutic power of music. Learn how to connect, express, and self-reflect through lyric analysis, and utilize a mood wheel to craft personalized music playlists. Using these techniques, you will be able to master the art of managing your mood state in just 15 minutes or less, diffuse tense situations with empathy, and foster meaningful connections and emotional understanding. Say goodbye to feeling stuck in negativity and get ready to embrace emotional harmony through a rhythmic reset!

# **Tuesday, September 19, Continued**

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2:45 - 3:45 p.m.

*Aspen*

## **CONCURRENT WORKSHOPS**

### **Records Management**

Records management, also known as records and information management, is an organizational function devoted to the management of information in an organization throughout its life cycle, from the time of creation or inscription to its eventual disposition. This includes identifying, classifying, storing, securing, retrieving, tracking and destroying, or permanently preserving records. Join BessieJo Wagner, City Clerk with McCall, and Jacque Beard, City Clerk with Teton Valley in this workshop which will cover the following:

- What Constitutes a Public Record?
- Preparation of a Record Retention Schedule
- Classification and Retention of City Records
- The Role of Municipal Records Management Officers
- Inventory and Appraisal of Records
- Records Lifecycle
- Final Disposition
- Disaster Preparedness
- Identifying and Protecting Vital Records
- Electronic records management systems

3:45 - 4:00 p.m.

*Convention Lobby*

### **Exhibitor Break**

4:00 - 5:00 p.m.

*Aspen*

## **CONCURRENT WORKSHOPS**

### **Idaho Notary Public Training**

Join Tyler Minlschmidt with the Idaho Secretary of State's office to learn all about the roles and responsibilities of a Notary Public including the notary process, notarial acts, notary law, electronic notarization and remote online notarization!

*Cinnabar*

### **Best Practices for Sharing Your City's Financial Information**

This course will cover some ways to share your city's financial information to your residents through your city website, social media, newsletters, and citizen engagement. Presenters include: Matt Nielson, Chief Finance Officer with the City of Rexburg and Ross Hyatt, Finance Director for the City of Jerome.

*NorthStar*

### **Ordinances, Resolutions and Elections**

Join Jim McNall (retired) and Justin Ruen of AIC for a discussion of the differences between ordinances and resolutions, and the proper use of each for city governance. Dawn Hall of AIC will then go over the remaining dates and reminders for the upcoming elections, including installing the recently elected officials.

# Tuesday, September 19, Continued



*"A good coach will make his players see what they can be rather than what they are."*

*-Ara Parasheghian*

5:00 - 5:15 p.m.

## **Break**

5:15 - 6:00 p.m.



## **District Meetings**

Join your district and vote on your upcoming district director position. Current district directors, please turn your names into the registration desk upon adjournment of your meeting. Thank you!

District 1 - *Aspen*  
District 2 - *NorthStar*  
District 3 - *NorthStar*  
District 4 - *Ballroom*  
District 5 - *Ballroom*  
District 6 - *Aspen*

6:00 p.m.

## **Dinner On Your Own**

Please view the restaurant options within walking distance on page 24 of this program.

*Then another step. It is always the same step, but you have to take it."*

*-Antoine de Saint-Exupery*



# Wednesday, September 20

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7:00 a.m.

*Convention Lobby*

## **Registration Desk Opens**

7:30 a.m.

*Ballroom*

## **Breakfast Buffet Opens**

*Menu: Sunrise Breakfast: Seasonal Fresh Fruit, Scrambled Eggs with Cheddar Cheese, Peppers, Onions; Old-Fashioned Oatmeal; Country Cheese Russets; Crisp Bacon and Link Sausage; Assorted Juices, Coffee, and Tea*

8:00 - 9:15 a.m.

*Ballroom*

## **General Session: How to Survive Being a Clerk/Treasurer While Keeping Your Mental Health Intact - Sponsored by: III-A**

Join Tiffany Atalla, licensed marriage and family therapist will discuss about the pros/cons and burnout involved with being a local government employee. This session will help you understand both emotional and social intelligence and explore common irrational beliefs and their effects, and how to change your mindset to increase resilience.

9:15 - 9:30 a.m.

*Convention Lobby*

## **Exhibitor Break**

Please pick up today's Exhibitor passport from the III-A booth and get it stamped for tomorrow's drawings!

9:30 - 10:30 a.m.

## **CONCURRENT WORKSHOPS**

*Cinnabar*

### **All the Buzz About Booze**

Join Idaho State Police/Alcohol Beverage Control Representative Major Brad Doty and Caldwell City Clerk Debbie Geyer in this workshop that will provide information about the issuance of alcohol beverage licenses and catering permits. Updates about new legislation concerning the "transfer" of alcohol beverage licenses will also be discussed.

*Liberty*

### **Best Practices for Internal Controls**

Internal controls are crucial for ensuring that financial transactions are recorded accurately and in compliance with laws and regulations. A solid program can help improve operational efficiencies and ensure accurate financial reporting during internal or external audits as well. In this presentation, Cheryl Guiddy of Harris CPAs will cover the basic concepts and principles of internal controls and why they are important, review case studies of situations in which internal controls either prevailed or failed, and learn a few best practices every city can implement to ensure a smooth audit and to protect themselves from fraud. Understand the concepts including the control environment, risk assessment, control activities, information and communication and monitoring.

*Aspen*

### **The Right To Film in Public Spaces**

Join ICRMP's Kelly Paananen in this session that will educate members on what a first amendment auditor is, your rights and theirs, and how to respond to potentially confrontational individuals filming in public spaces with cell phones. The best response might be to not respond.

# Wednesday, September 20, Continued

9:30 - 10:30 a.m.

NorthStar

## **CONCURRENT WORKSHOPS CONTINUED**

### **Annual City Financial Reporting Work Session**

The State Controller's Office has assumed responsibility for the annual collection and publication of financial information on Transparent Idaho for all local government entities.

John Iasonides from the State Controller's Office will provide essential concepts, guidelines, and best practices necessary to complete the annual city financial report following uniform reporting standards.



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*“Most great people have attained their greatest success just one step beyond their greatest failure.”*

*-Napoleon Hill*



# Wednesday, September 20, Continued

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10:30 - 10:45 a.m.  
*Convention Lobby*

## **Exhibitor Break**

10:45 - 11:45 a.m.  
*NorthStar*

## **CONCURRENT WORKSHOPS**

### **Payment Processing 101**

According to a 2023 survey by Forbes Advisor, most Americans prefer to use a credit or debit card rather than cash or a check to pay for goods and services. Electronic payment processing can provide a convenient option that today's customers expect, as well as improve a city's efficiencies. Payment Processing 101 covers the basics of taking electronic payments, including factors to consider, frequently asked questions, and the importance of Payment Card Industry compliance.

This session aims to help city governments understand the basics of accepting electronic payments, which allow citizens to pay bills, fees, tickets, and fines online or over the counter with a credit or debit card. Attendees will leave the workshop with knowledge that will help them explore the opportunity to offer electronic payments to their community.

*Cinnabar*

### **ADA Title I and II: An Overview for Public Employers**

Lyndsay Dressler, Risk Manager with ICRMP, will provide an overview of Title I and Title II and how to implement ADA compliance in the workplace. We will also discuss the interactive process and some of the most common Title II inquiries involving access to public facilities.

*Liberty*

### **AIC Online University - How the Legislative Process Works**

This course is the final hour in a 6-week course through the AIC Online University course opportunity. This workshop is open to attendees but is intended for discussion with those who registered to take this course leading up to the ICCTFOA Institute.

This course covers the process of creating legislation at the state and local levels in Idaho and other states; describes major actors in influencing the legislative process; and, describes the budget and oversight roles of legislatures. Presenter: Dr. Stephanie Witt with Boise State University

*Aspen*

### **Intro to Fair Housing: Why it Matters to Your Community and Economy**

Join Erik Kingston with Idaho Housing & Finance Association in this session that provides a summary of essential elements of the Fair Housing Act, why it exists, and its goal of expanding economic opportunity and productivity for all Americans. We'll cover related federal laws that cover local government programs, activities and services, and review the statewide 2022-2027 Analysis of Impediments (AI) and best practices for Idaho's non-entitlement areas.

The goal of this one-hour discussion is to cover basic principles, and explore additional resources to help cities pursue fair housing compliance necessary to reduce liability and support independence and prosperity for every member of your community.

# Wednesday, September 20, Continued

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11:45 a.m. - Noon  
*Convention Lobby*

## **Exhibitor Break**

Noon - 1:15 p.m.  
*Ballroom*

## **Luncheon General Session: Succeeding with Priority and Project Organization**

Have you ever been overwhelmed by daily priorities and projects? Do you feel like you are being "buried alive?" How can you get it all under control?

Dr. Jane Long leads this session and will provide you with an overview of techniques and tools to prioritize daily work, make decisions about the relevance of requests, and create strong project plans for overall project success. Participants will leave with strategies to efficiently prioritize daily work as well as create very strong project plans. Employing these strategies, you will no longer feel "buried alive."

*Menu: Choose of Clubhouse Croissant or Turkey Wrap Boxed Lunch with Bottled Water or Soda, Bag of Chips and Chocolate Chip Cookie.*

1:15 - 1:30 p.m.  
*Convention Lobby*

**Exhibitor Break** - Don't forget to get those passports finished up and hunt for your Gift Exchange!

1:30 - 2:30 p.m.  
*Aspen*

## **CONCURRENT WORKSHOPS**

### **Capital Financing with Annual Appropriation Leases**

Join Michael Keith with Zions Bank Public Finance in this workshop to review the mechanics of how and what types of public infrastructure can be financed with annual appropriation leases which can be an alternative to general obligation bonds.

*Cinnabar*

### **ADA Transition Planning - Part 1**

The Americans with Disability Act (ADA) is a civil rights law that prohibits discrimination against individuals with disabilities in all areas of public life, including jobs, schools, transportation, and all public and private places that are open to the general public. The purpose of the law is to make sure that people with disabilities have the same rights and opportunities as everyone else. Part 1 of 2 sessions, Jeremy Maxand, Executive Director of the Living Independence Network Corporation, leads us in this workshop to provide an overview and introduction to key elements of the ADA. It will also provide an in-depth exploration of ADA transition planning, which is the process agencies use to come into compliance with the ADA. Finally, it will introduce the role of an ADA Coordinator, including the certification process. Learn how to define key elements of an ADA Transition plan and apply the planning process with your city!

# Wednesday, September 20, Continued

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1:30 - 2:30 p.m.

*Liberty*

## **CONCURRENT WORKSHOPS CONTINUED**

### **AIC Online University - How to Deal with People**

This course is the final hour in a 6-week course through the AIC Online University course opportunity. This workshop is open to attendees but is intended for discussion with those who registered to take this course leading up to the ICCTFOA Institute.

Join Dr. Stephanie Witt with Boise State University in this course that focuses on workplace relationships and behaviors in the public sector. Topics include: Organizational Culture; Collaboration and Teamwork; Appropriate vs. Inappropriate Behaviors; Conflict Management; Intrinsic vs. Extrinsic Motivators.

*NorthStar*

### **Finding a New Revenue Stream & Service to Your City & Community through a Passports Program**

A discussion about starting a passport office in your city hall or other city departments. Jacob "Mac" Qualls, City Clerk with the City of Star will lead this discussion that will be based on a few best practices, costs, supply considerations, staffing requirements, scheduling, general passport application process, and geographic locations.

2:30 - 2:45 p.m.

*Convention Lobby*

### **Exhibitor Break**

Join us for a rice krispie treat and don't forget to look for your Gift Exchange and get those passports signed!

2:45 - 3:45 p.m.

*Liberty*

## **CONCURRENT WORKSHOPS**

### **Funding Your Airport: Panel Discussion**

Join Jennifer Schildgen with the Idaho Transportation Department to learn about FAA and State funding availability; How grant assurances affect your funding; and all about land use surrounding airports and funding eligibility. Co-presenters include: Emily Hart, Airport Manager, City of McCall and Kayla Brown, Engineer, J-U-B Engineers, Inc.

*Cinnabar*

### **ADA Transition Planning - Part 2**

The second part of 2 sessions, Jeremy Maxand with the Idaho Access Project continues to lead us in this workshop to provide an overview and introduction to key elements of the ADA.

*NorthStar*

### **Pay it Forward**

Join City Clerk Debbie Geyer and Deputy Clerk Angie Point of Caldwell in this workshop that will provide step-by-step methods in making the City Clerk's Office functional and efficient with the use of pre-planned manuals and forms. A "show and tell" session with lots of ideas!

# Wednesday, September 20, Continued

2:45 - 3:45 p.m.

## **CONCURRENT WORKSHOPS CONTINUED**

*Aspen*

### **Tech Tips & Tricks for a City Clerk/Treasurer**

Grab your laptop and join Sarah Porter, Deputy City Clerk with the City of McCall, to review some tips and tricks for common technology used in your city office including Microsoft Outlook, Windows File Explorer, Microsoft Word, Adobe Acrobat, Tango and a brief review of Windows functionality and accessibility settings to improve organization and efficiency!

6:00 - 8:00 p.m.

*Ballroom*

### **ICCTFOA Awards Banquet**

Join us for this themed evening with a wonderful dinner, opportunities to network with your colleagues from around the state, Years of Service recognition, and presentation of the Dr. James B. Weatherby Award.

*Menu: No-Host Bar; Greek Pasta Salad; Smashed Red Jacket Potatoes; Carved Tri-Tip of Beef with Accompaniments; Fresh Salmon Baked in White Wine Sauce with Lemon and Capers. Served with: Domestic Cheese Tray with Crackers, Fresh Vegetable Display with Dip, Mixed Green Salad with Assorted Dressings, Assorted Rolls with Butter, Sautéed Fresh Vegetables, Chef's Choice Desserts, Iced Tea, Lemonade, and Coffee.*



# Thursday, September 21

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7:30 a.m.

## **Registration Desk Opens**

7:30 a.m.

*Ballroom*

## **Breakfast Buffet Opens**

*Menu: Hearty Country Breakfast: Seasonal Fresh Fruit; Scrambled Eggs with Cheddar Cheese; Crisp Bacon and Link Sausage; French Toast; Biscuits and Gravy; Hashbrowns; Assorted Chilled Juices; Coffee; and Tea.*

8:00 – 9:00 a.m.

*Ballroom*

## **Breakfast and ICCTFOA Annual Business Meeting**

ICCTFOA President Konni Kendell will chair the annual business meeting, which will include election of officers for the upcoming year.

9:00 – 9:15 a.m.

## **Break**

9:15 – 10:15 a.m.

## **CONCURRENT ROUNDTABLES BY POPULATION**

*NorthStar*

### **Population: Under 1,000**

Balancing Clerk and Treasurer duties in the combined job, election administration in small cities, zoning requests, utility billing and management issues in small cities and managing relationships with the council and mayor. In many small Idaho cities, the Clerk/Treasurer is one of few and possibly the only paid employee. As such, they are responsible for administering most city services. Because of the extensive, broad set of responsibilities, this roundtable will allow and foster discussion on a broad range of city services administered by clerk/treasurers. Moderated by Kristina Scott & Jane Bantea with the City of Castleford, this roundtable discussion will cover anything and everything!

*Cinnabar*

### **Population: 1,000-3,000**

Moderated by Donna Wilson and Joni Spencer with the City of Orofino, this roundtable discussion will cover anything and everything!

*Aspen*

### **Population: 3,000-15,000**

Moderated by Patty Parkinson with the City of St. Anthony, this roundtable discussion will cover anything and everything!

*Liberty*

### **Population: 15,000+**

Topics include election and finance laws applicable to larger municipalities, capital budgets, project management, staff supervision, and grant management. While small Idaho Cities have to cover all manner of topics, the large city Clerk has to manage the challenge of scale: how to administer the key Clerk functions in increasingly complex situations? How to manage growing staff? How to ensure effective relationships with other city services and leadership? Moderated by Rhiannon O'Neill with the City of Post Falls and Deborah Lovejoy with the City of Rexburg, this roundtable discussion will cover anything city clerks and treasurers want to discuss.

10:15 – 10:30 a.m.

## **Break**

# Thursday, September 21, Continued

10:30 – 11:30 a.m.

*Ballroom*

## **General Session: Ask-It Basket**

Have questions about city government? Get them answered here! A panel of experts will be available to answer your questions on roles and responsibilities; open meetings; public records; budgeting; purchasing; ethics; capital planning and financing; personnel; liability; planning and zoning; or any other topic that strikes your fancy. Panelists include: Justin Ruen and Kelley Packer of AIC as well as Lindsay Dressler of ICRMP and Jim McNall (retired).

11:30 a.m. - 12:00 p.m.

*Ballroom*

## **Raffle Drawings**

12:00 p.m.

## **2023 ICCTFOA Institute Adjourns**



[www.icrmp.org](http://www.icrmp.org)  
208-336-3100

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## SAVE THE DATE!

### 2023 FALL DISTRICT MEETINGS

9:00 am - 3:00 pm



Tuesday

**OCT  
10**

**COEUR D'ALENE**

Best Western Plus  
Coeur d'Alene Inn  
506 W Appleway Ave

Wednesday

**OCT  
11**

**MOSCOW**

Best Western  
University Inn  
1516 Pullman Rd

Monday

**OCT  
16**

**NAMPA**

Nampa Civic Center  
311 3rd Street South

Tuesday

**OCT  
17**

**IDAHO FALLS**

Hilton Garden Inn  
700 Lindsay Blvd

Wednesday

**OCT  
18**

**CHUBBUCK**

Chubbuck City Hall  
290 E Linden Ave

Thursday

**OCT  
19**

**BURLEY**

The Burley Inn  
800 N Overland Ave

[idahocities.org](http://idahocities.org)



2024 ICCTFOA INSTITUTE

SEPT 17-19

RIVERSIDE HOTEL  
BOISE, IDAHO

TRADITIONALLY A  
WEDNESDAY-FRIDAY  
INSTITUTE -  
2024 WILL RUN  
TUESDAY-THURSDAY

# SAVE THE DATE

## SAVE THE DATE!

NEWLY ELECTED OFFICIALS  
TRAINING WEBINAR

November  
30th  
10 am MST



Please put this date in your calendar and help your  
newly elected city officials RSVP for training!



# 2022 Wall of Memories



# History of the ICCTFOA Quilt

For 31 years the quilt has been on display at the Idaho City Clerks Treasurers and Finance Officers Association annual Institute.

The quilt was inspired by Val Jean Bonnell, who was Middleton's City Clerk for 20 years. Val Jean was also the President of the ICCTFOA at the time she came up with the idea of celebrating Idaho's Centennial.

Recruiting local artists, the work began and three years later, in time for Idaho's Centennial in 1990, Val Jean's idea became a reality.

The quilt depicts a map of Idaho, with attractions from each area drawn in embroidery and applique. The panels on the perimeter include the state bird, tree, flower, flag and Idaho potatoes.

The ICCTFOA is made up of six districts throughout the State of Idaho. Each district was responsible for the embroidery and sewing of their district block of the quilt.



# Years of Service

## Less Than ONE YEAR

Jane Bantea  
    City of Castleford  
Tracy Bustos  
    City of Burley  
Trent Donat  
    City of Ketchum  
Kassadi Dunn  
    City of McCammon  
Deborah Garcia  
    City of Bonners Ferry  
Jackie Gill  
    City of Richfield  
Devon Martindale  
    City of Osburn  
Jodi Meyer  
    City of Rathdrum  
Garrett Michaelson  
    City of Kuna  
Raelynn North  
    City of Caldwell  
H. Leigh Ross  
    City of Nezperce  
Lara Tyler  
    City of Bonners Ferry  
Julie Volking  
    City of Athol  
Corrin Wilde  
    City of Idaho Falls

## ONE YEAR

Candi Baker  
    City of Dalton Gardens  
Hannah Beer  
    City of Soda Springs  
Shelby Buck  
    City of Eagle  
Barbara Conly  
    City of Star  
Mandy Corbett  
    City of Kootenai

## ONE YEAR Continued

Karri French  
    City of Wendell  
Jasmine Griffin  
    City of Victor  
Teresa Koepke  
    City of Pierce  
Britany Luft  
    City of Moscow  
Natasha McDaniel  
    City of Weiser  
Ellen Miller  
    City of Caldwell  
Alisha Nelson  
    City of St. Anthony  
Sarah Porter  
    City of McCall  
Keely Rowland  
    City of Grangeville  
Ashley Scott  
    City of Council  
Joni Spencer  
    City of Orofino  
Robin Whittaker  
    City of Stites  
Laura Williams  
    City of Eagle

**FIVE YEARS**

Jacque Beard  
    City of Tetonia  
Donna Bridges  
    Iona Bonneville Sewer District  
Rachelle Castleberry  
    City of Caldwell  
Teresa Janzen  
    City of Dalton Gardens  
Chris Johnson  
    City of Meridian  
Amy Luna  
    City of Twin Falls

## FIVE YEARS Continued

Scott Miller  
    City of Rexburg  
Lorrann Morrell  
    City of Rathdrum  
Rebecca Osai  
    City of Ammon  
Keri West  
    City of Iona

**TEN YEARS**

Randi Bain  
    City of Post Falls  
Mickey Dalin  
    City of Fairfield  
Mark Hagedorn  
    City of Idaho Falls  
Julie Pate  
    City of Council  
Shelley Reeves  
    City of Grace

## FIFTEEN YEARS

Jennifer Belfield  
    City of Ammon  
Mary Cone  
    City of Hailey  
Marianna Gonzalez  
    City of Rexburg  
Joyanna Hoopes Gold  
    City of Parker  
Patty Parkinson  
    City of St. Anthony  
BessieJo Wagner  
    City of McCall

## TWENTY YEARS

Linda Acock  
    City of Preston

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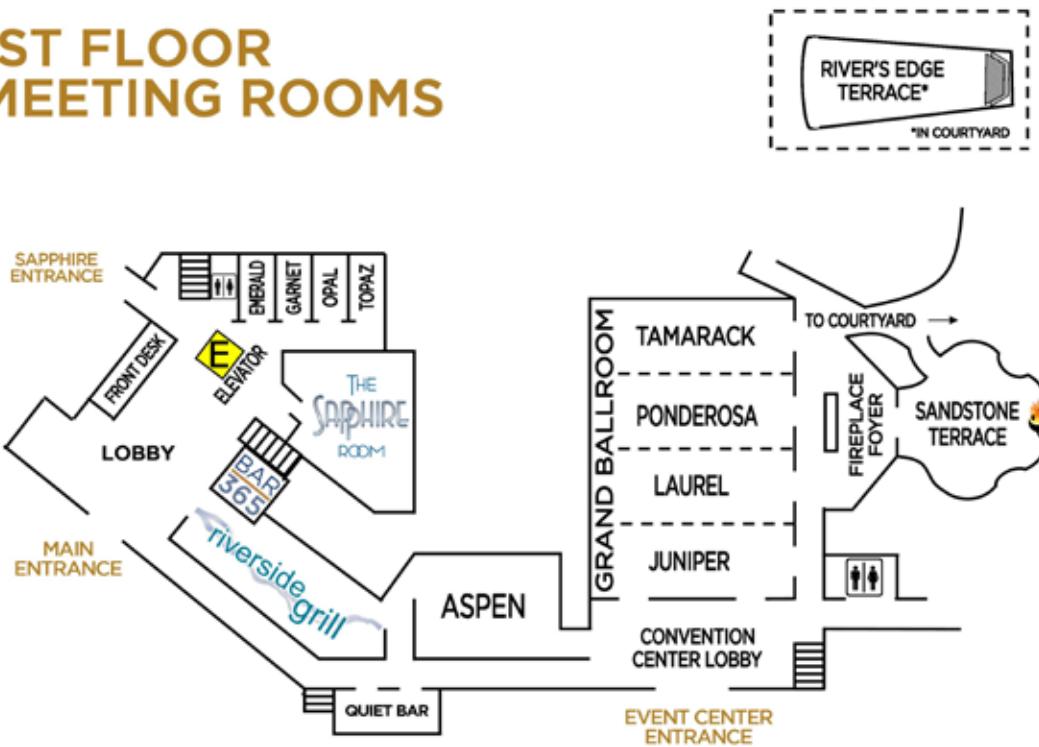




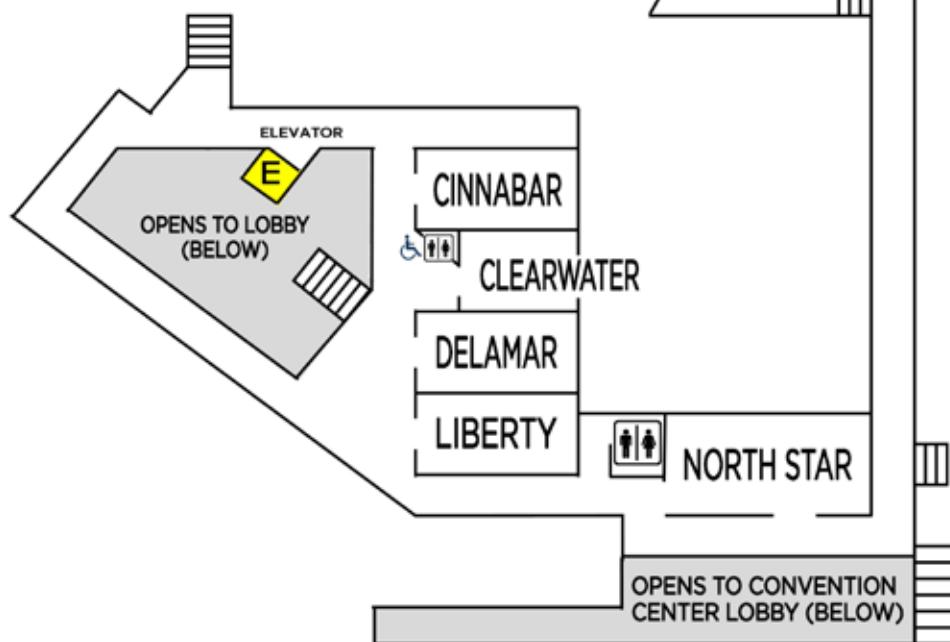
MEET • FEAST • PLAY • DREAM

# Map of the Riverside Hotel

## 1ST FLOOR MEETING ROOMS



## 2ND FLOOR MEETING ROOMS





# ICCTFOA AWARDS PAST AND PRESENT

## **The Marv Kimberling Memorial Award**

*1978 – 1988*

## **The Dr. Sydney Duncombe Award**

*1989 – 1997*

## **The Dr. James B. Weatherby Award**

*1998 – Present*

The Marv Kimberling Memorial Award was first presented in 1978. Marvin Kimberling was Administrative Assistant/City Clerk for the City of Moscow. Marv served as president of the ICCTFOA and was instrumental in the establishment of the organization. Marv was active in the Association of Idaho Cities and was respected by all who had any association with him.

The Dr. Sydney Duncombe Award was first presented in 1989, replacing the Marv Kimberling Memorial Award. Dr. Duncombe participated and helped plan many ICCTFOA Institutes. He served as Director of Public Affairs Research at the University of Idaho. He began his career at the U of I in 1962, serving as Chairman of the Political Science Dept. from 1972 to 1977. He received his BA at Yale University, MPA at Syracuse University and his PhD at the University of Washington. Dr. Duncombe was the author of numerous books on state and local government, contributing significantly to the Idaho City Clerks and Finance Officers Handbook. He served as budget director for the States of Washington, Ohio and Idaho.

The Dr. James B. Weatherby Award replaced the Sydney Duncombe Award in 1998 and is given annually by ICCTFOA to an individual who has served the city clerks, treasurers and finance officers in their pursuit of excellence, effectiveness and efficiency in municipal government. This award is named after Dr. James B. Weatherby, former Director of the Public Policy Center at Boise State University and a past executive director of the Association of Idaho Cities.





# PAST ICCTFOA AWARD RECIPIENTS

## The Marv Kimberling Memorial Award

1978	John Dieffenbach, City of Boise	1984	Sydney Duncombe, University of Idaho
1979	Roy Barnes, City of Idaho Falls	1985	Bud Brinegar, City of Burley
1980	Mary Staples, City of Fruitland	1986	Lorna Coughlin, City of Idaho Falls
1981	June Edwards, City of Grangeville	1987	Elaine Russell, City of Moscow
1982	Ray Holly	1988	Ken Harward, City of Nampa
1983	John Englehart		

## The Dr. Sydney Duncombe Award

1989	Jim Weatherby, Executive Director, AIC	1994	Mike Moore, Moore & McFadden
1990	Annette Mooney, City of Boise	1995	Peter McDougall, City of Pocatello
1991	Val Jean Bonnell, City of Middleton	1996	Jo Bolen, Gibbens, Scott and Dean
1992	Lois Lawson, City of Coeur d'Alene	1997	Elaine Russell, City of Moscow
1993	Nancy Morris, City of Hayden Lake		

## The Dr. James B. Weatherby Award

2003	Virginia Davis, City of Orofino	2013	Nila Jurkovich, City of Kellogg
2004	Kent Rock, City of Boise	2014	Ken Harward, AIC
2005	Chris Pappas, City of Post Falls	2015	Sandra Cady, City of Ketchum
2006	Rhonda Johnson, City of Pocatello	2016	Leon Duce, AIC
2007	Will Berg, City of Meridian	2017	Dr. Stephanie Witt, Boise State University
2008	Jim McNall, ICRMP	2018	Debbie Geyer, City of Caldwell
2009	Nancy Stricklin, AIC	2019	Tonya Kennedy, City of Grangeville
2010	Craig Rockwood, City of Idaho Falls	2020	Lynn Hagman, City of Hayden Lake
2011	Richard Horner, City of Rexburg	2021	Janice Bicandi, City of Marsing
2012	Mary Kay Bennett & S. Craig Lords	2022	Janet Montambo, City of Orofino



# PAST ICCTFOA PRESIDENTS

1967	Donna Williams, Payette	1995	Craig Rockwood, Idaho Falls
1968	John Englehart, Caldwell	1996	Sharon Bryan, Twin Falls
1969	Wayne Rudd, Lewiston	1997	Betty Horn, Challis
1970	Roy Barnes, Idaho Falls	1998	Chris Pappas, Post Falls
1971	Harold J. Cox, Meridian	1999	Will Berg, Meridian
1972	Chuck Shadduck, Burley	2000	Belva Hanson, McCammon
1973	John Evans, Idaho Falls	2001	Virginia Davis, Orofino
1974	Pete McDougall, Pocatello	2002	John P. Franks, Payette
1975	Marvin Kimberling, Moscow	2003	Craig Lords, Idaho Falls
1976	Vida Bower, Heyburn	2004	Donna Spier, Plummer
1977	Bud Brinegar, Burley	2005	Leanna Taylor, Mountain Home
1978	Mike Mather, Boise	2006	Rhonda Johnson, Pocatello
1979	Lois Lawson, Coeur d'Alene	2007	Nila Jurkovich, Osburn
1980	Ken Harward, Nampa	2008	Mary Kay Bennett, Shoshone
1981	Mary Wofford, Wendell	2009	Richard Horner, Rexburg
1982	Marjorie Kuchynka, Weippe	2010	Terry Sharp, Kellogg
1983	Lorna Couglin, Idaho Falls	2011	Kent Rock, Boise
1984	Elaine Russell, Moscow	2012	Stacy Scott, Menan
1985	David Easton, Garden City	2013	Janet Montambo, Orofino
1986	Lila Gold, St. Anthony	2014	Debbie Geyer, Caldwell
1987	Marilyn Fehling, Post Falls	2015	Suzanne McNeel, Blackfoot
1988	Ron Conlin, Chubbuck	2016	Lynn Hagman, Hayden Lake
1989	Val Jean Bonnell, Middleton	2017	Blair Kay, Rexburg
1990	Doug Hooper, Priest River	2018	BessieJo Wagner, McCall
1991	Lois Landrum, Paul	2019	Tonya Kennedy, Grangeville
1992	Camille Beaubien, Nampa	2020	Jennifer Belfield, Ammon
1993	Annette Mooney, Boise	2021	Tami Testa, Council
1994	Nancy Morris, Hayden Lake	2022	Laurie Hopkins, Moscow



# 2022-2023 ICCTFOA BOARD

## Officers

President	Konni Kendell, Clerk, Pocatello
First Vice President	Jacob "Mac" Qualls, Clerk/Treasurer, Star
Second Vice President	Renata McLeod, Clerk/Services Director, Coeur d'Alene
Immediate Past President	Laurie Hopkins, Clerk, Moscow
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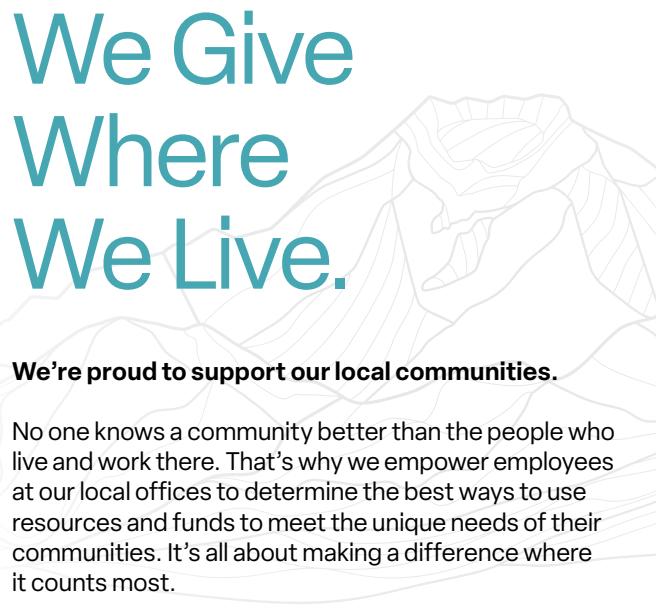
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District 1	Teresa Janzen, Clerk/Treasurer, Dalton Gardens Tina West, Clerk/Treasurer, Hayden Lake
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District 3	Sarah Skelly, Deputy Clerk, Payette Jolyn Thompson, Clerk/Treasurer, Marsing
District 4	Karri French, Clerk, Wendell Angie Black, Clerk/Treasurer, Hazelton
District 5	Grahm Anderson, Treasurer, Blackfoot Jeni Foster, Clerk/Treasurer, Arimo
District 6	Carol Lenz, Finance Officer, Driggs Rebby Osai, Accounts Manager, Ammon

## Committee Chairs

Awards	Angie Point, Deputy Clerk, Caldwell
Communications	Bernadette Coderniz, Clerk, Jerome
Legislative	Sarah Porter, Deputy City Clerk, McCall
Mentoring	Lee Belt, Clerk, Greenleaf
Nominating	Joey Bowers, Deputy Clerk, Chubbuck
Policy & Resolutions	BessieJo Wagner, Clerk, McCall
Training & Certification	Jacob "Mac" Qualls, Clerk/Treasurer, Star
Entertainment	Laurie Hopkins, Clerk, Moscow
Exhibitors	Debbie Geyer, Clerk, Caldwell
	Suzanne McNeel, Clerk, Blackfoot
	Renata McLeod, Clerk, Coeur d'Alene
	Ronda Whittaker, Clerk, Kootenai
	Danielle Painter, Clerk-Treasurer, New Plymouth
	Nathan Haveman, Deputy Clerk, Nampa

## We Give Where We Live.



We're proud to support our local communities.

No one knows a community better than the people who live and work there. That's why we empower employees at our local offices to determine the best ways to use resources and funds to meet the unique needs of their communities. It's all about making a difference where it counts most.



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# Notes

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*“Nothing is as contagious as an example. We never do great good or evil without bringing about more of the same on the part of others.”*

*-Unknown*





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