

# Wings

A PUBLICATION OF THE  
CITY CLERKS AND MUNICIPAL FINANCE OFFICERS OF KANSAS

Volume 1, No. 2

October 1988

"Lend me the stone  
solid strength of the past  
And I will lend you wings  
to the future."

Robert Jeffers

### EDITOR'S COMMENTS: "PEACEMAKER"

As I sit with pen in hand, and try to think of profound statements, and inspiring passages, the word "Peacemaker" comes to mind...and stays. To be quite truthful, it has been there ever since I heard it from Dianne Starcke, Assistant City Clerk from Mission Hills. It seems that when an acquaintance found out her profession, she said, "Oh, you are a peacemaker."

Think about it, and it will grow in your mind as it has in mine. Whether we are dealing with citizens, councils, employees, children, spouses or friends - we are continually making peace, making things right...Talk about a profound statement...there it is. What a world we would have if every person thought of himself as a "Peacemaker" instead of thinking of himself, period.

City Clerks and Municipal Finance Officers of Kansas, this is a challenge to each of us...to think of ourselves, each moment of the day...as "Peacemakers"...to use that premise with each person we meet...to use it in all that we do.

What a difference we can make in the world around us...think about it.

### IIMC CERTIFICATION INSTITUTE

Loretta Carraher has released some information concerning the upcoming Certification Institute. The Institute will be held November 6th through the 11th at the Eldridge Hotel at 7th and Massachusetts. There is a block of rooms being held at the Holidome, and the hospitality room will be there also. The change of location for the actual classes was due to a mix-up with the availability of meeting rooms. There will be some sort of shuttle service available between the two hotels, but Loretta noted that car pooling is preferable. There will be free parking in the Eldridge Garage at 609 Massachusetts.

One of the scheduled speakers may be of great interest to some of you. Buddy Biancalana, ex-Royals baseball player, and media hero of the 1985 World Series, will be speaking on "How Public Opinion and the Media Affect Your Career". For anyone not attending the institute, but interested in hearing Buddy speak, he is scheduled for Tuesday afternoon.

Loretta says that the flyers for the Institute are at the printers, so they should be out to all of you soon.

\*\*\*\*\*

A special note from Loretta: Those of you who will be graduating from the Institute this year need to return the card with how you want your name on your plaque. The plaques will be ordered soon, and she wants you to have your name the way you want it.

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You must learn day by day,  
year by year, to broaden  
your horizon. The more  
things you love, the more  
you are interested in, the  
more you enjoy, the more  
you are indignant about-  
the more you have left  
when anything happens.  
-Ethel Barrymore

## PRESIDENT'S MESSAGE

### "WINGS"

#### EDITOR

#### Officer and Board Reports Calendar, Advertising

Debbie Durler, 316-793-7881  
Box 1168, Great Bend, 67530

#### NEWSLETTER COMMITTEE

##### What's Going On?

Joyce Clark, 913-798-2229  
Box 419, Ness City, 67560

##### Learn A Little

Dan Pickett, 913-754-3821  
Box 555, Quinter, 67752

##### Regional News

Billie Ryan, 316-549-3208  
Box 367, St. John 67576

##### Getting To Know You Committee Reports

Debbie Wendt, 913-258-2271  
Box 31, Herington, 67449

#### EXECUTIVE COMMITTEE

President Tom Roberts  
Kansas City, 913-573-5000

Vice President Barbara Young  
Merriam, 913-722-3330

Secretary/Treasurer Jean Krehbiel  
Hesston, 316-327-4412

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Winfield, 316-221-3060

Howard Pevehouse  
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Joyce Clark  
Ness City, 913-798-2229

Paula Shapland  
Ulysses, 316-356-4600

William Goering  
McPherson, 316-241-6300

These are new and exciting times for the City Clerks and Municipal Finance Officers Association. We are taking tremendous strides in the growth and betterment of our organization.

On July 15th the Board of Directors and the Program Planning Committee met in Salina. The attendance was outstanding and attests to the dedication and commitment of those present.

Loretta Carraher, our K.U. Coordinator, did a splendid job in leading the lively discussion on past program presentations and in evaluating our future needs. Various subcommittees were set up to handle different aspects and Loretta agreed to initiate our new ideas.

The Board of Directors meeting was very fruitful. First, the Board was in agreement that the editor of our "Wings" newsletter should be an ex-officio, non-voting member of the Board of Directors, in order to keep up on current events and to inform the membership.

Discussion was held about instituting a \$1,000 scholarship annually for a deserving City Clerk and/or Finance Officer, who is under financial hardship, to attend either the IIMC or GFDA annual conference. Discussion followed in reference to holding a raffle or drawing to raise money and also about the rating criteria to be used in awarding of the scholarship. Joyce Clark of Ness City agreed to spearhead this project.

Vernon Stallman, Immediate Past President, has consented to administer the vendor booths for our school next March. Anyone who knows of a business that would like to operate an exhibit, should get them in contact with Vernon. Last March we made \$391.98 from the vendor booths, after expenses, which goes into our hospitality fund.

The Board agreed to nominate Dr. William Goering of McPherson as our representative to the Governing Body of the Kansas League of Municipalities. Judy Sargent of Russell was our rep. until she was promoted(?) to City Manager.

Howard Pevehouse of Olathe was appointed to look into several designs for an association banner which could

be voted on and approved at the League meeting in October.

Discussion was held concerning a "Clerk/Finance Officer of the Year" award. Many state associations have this award to give recognition to the many dedicated, hard working professionals, who often toil in obscurity. Information is being gathered from other state associations to see how they establish criteria and vote on this matter.

The IIMC Region VII meeting, originally scheduled for November 11th and 12th in Kansas City, Mo., has been rescheduled. This change was brought about due to the fact that the IIMC Board of Directors will meet late in the year on December 9th and 10th and information from that meeting is necessary for transmittal to our members. The new dates are tentatively scheduled for January 13th and 14th in Kansas City, Mo. More information will be forthcoming.

Congratulations are in order for Debbie Durler, City Clerk of Great Bend, who serves as editor of our newsletter, "Wings". I am extremely proud of Debbie and the Newsletter and Publicity Committee for their outstanding job. A lot of hard work and innovative thinking made it happen. We now have an informative, first class publication which is paramount to the success of our association.

It's somewhat hard to believe that six months have lapsed since I was elected president. I'm proud of the accomplishments we have made to this point, however, there is much to be done towards building the foundation of our future. My personal thanks goes out to Barbara Young and Jean Krehbiel, my fellow officers, who have always been there when I needed their assistance and to Donna Teasley, my Deputy, whose loyalty and extra effort allows me to do my best.

Our future looks bright. We will make progress and grow, only so far as our membership takes us. I challenge each and every member to step forward, join a committee, engage in discussion, and contribute a part of yourself.

Tom Roberts, President

## CALENDAR

October 2-4, 1988  
League of Kansas Municipalities  
Conference, Topeka

November 6-11, 1988  
IIMC Certification Institute,  
Lawrence

March, 1989  
Annual CKNFO School, Lawrence

### "WINGS"

#### PUBLICATION DATES AND DEADLINES

"Wings" will be published in July, October, January and April. Anyone wishing to submit information should do so by the 10th of the month preceding publication.

## GETTING TO KNOW YOU

"Wings" will be featuring CCKFD members selected at random. This issue features our officers - President Tom Roberts of Kansas City, Vice-President Barbara Young of Merriam, and Secretary-Treasurer Jean Krehbiel of Hesston. We hope this article will help you get to know them better.

TOM ROBERTS has been City Clerk of Kansas City, Kansas for three years. Prior to that, he worked as Deputy City Clerk for three years and for the Municipal Court for six years, all for the City of Kansas City, Kansas. Tom is a native of Kansas City, graduating from Bishop Ward High School in 1970. He received a Bachelor of Science degree from Wichita State University in 1974, and a Master of Administration of Justice in 1979. Tom attained his CMC designation on December 19, 1986. He and his wife Janet, who works as a secretary, have two sons - Aaron, 10, and Brian, 6. Tom is on the Board of Directors at the local YMCA, secretary to the Public Building Commission of Kansas City, Kansas, and does volunteer coaching. He was cited as a student athlete at Wichita State for maintaining a B average while a member of the football team. Tom says that he enjoys people, music, softball, skiing, racquetball, hunting, a good book, horseracing, and watching his two boys grow up.



TOM ROBERTS

BARBARA YOUNG is the Director of Finance at Merriam, a position she has held for several months. Prior to that, she was City Clerk for five years and an Assistant City Clerk for five years. Barbara was born in Kansas City, Missouri and raised in Wyandotte



BARBARA YOUNG

County, Kansas. She has attended Junior College and became a Certified Municipal Clerk on February 25, 1988. Barbara has two children - Carolyn, 27, and Terrie, 26. She is on the Board of Directors of the Merriam Optimists, a member of the Country Club, Christian Church, IIMC Education Committee, and the GFOA. Barbara says "I'm a firm believer in the professionalism of the municipal clerk; I also believe Kansas Clerks can do anything".

JEAN KREHBIEL has worked for the City of Hesston for fourteen years - two years as Deputy Clerk and the last twelve years as City Clerk. Prior to that she was employed as an office manager and also worked during tax season. Jean was born in Newton, and raised around Whitewater. Her husband Don does product design for a furniture company that started plants in several areas of the U.S., so Jean has lived in California, Michigan, Texas, Indiana, Colorado, and Florida. The Krehbiel's have two children - Devery, 30, and Jill, 24, and also five grandchildren, three in Albuquerque, New Mexico, and two in Newton, Kansas. Jean has taken some college courses, attained her CMC on January 21, 1983, and became a member of the Academy for Advanced Education in June of 1986. She is listed in "Who's Who of American Women", is a past director of the Hesston Chamber of Commerce, spent three years on the Pride Committee and five years on the Governmental Affairs Committee. Her hobbies include golf, fishing, camping, knitting, sewing, and crocheting. Jean and her husband love to shop and travel. They look forward to "hitting the road" in a motor home whenever they reach a place where they can retire.

## "WINGS" NEWS

The "Wings" Committee met in Salina in July, and we hope that we are now getting a bit more organized. We had a lot of great comments concerning the first edition, and we appreciate the encouragement.

In order to continue to give you the newsletter you deserve we will need input. In order to make that easier to do, we have distributed the different types of articles between the committee members. Whenever you have something to submit, all you have to do is send it to one of the committee members listed below. You can also call them with tips so they can follow through with the actual article. Addresses and phone numbers are listed on page two of each edition.

### Joyce Clark - What's Going On?

Joyce will be gathering information about the members: retirees, new appointments, CMC's, AAE's, honors, and any other items of interest concerning cities.

### Dan Pickett - Learn a Little

Dan will be in charge of educational articles. He will be recapping sessions from our schools, and organize any other articles which will increase our professional knowledge. If you have some knowledge to share about the way you or your city does things, or if you read one that might interest other members, please send it on to Dan.

### Billie Ryan - Regional News

Billie will be gathering information from Regional Committee members, and from the regions as to what has been going on. Please send recaps of meetings or workshops to Billie.

### Debbie Wendt - Getting to Know You, and Committee Chairmen Reports

Debbie will be drawing names from a pool of all members, and will be featuring those members in future issues. She will send a form to each person whose name is drawn. If you receive a form from her, please fill it out and return it.

### Debbie Durler - Officer and Board Reports, Calendar, Advertising, Editorials, Fill-Ins

Officers and Board members should send in their reports to me. Any member who wishes to submit calendar items for events coming up in their cities, or who knows of someone who might want to advertise in the newsletter should send that information on to me. I also welcome guest editorials, so if you have something to say, send it to me. Also send me any miscellaneous items of interest that you find.

Thanks for your continued help and support.

Debbie Durler, "Wings" Editor

The following is an exposure draft of a code of ethics for the G.F.O.A. to be featured at the annual meeting in November, 1988. I would sincerely appreciate any feedback and input received regarding this code and any suggested guidelines which would support the document. If you have any questions or wish additional information, please contact me at 316-225-1391.

Ron Thornburg  
G.F.O.A. State Representative

\*\*\*\*\*

Introduction:

City, county, state and provincial officials are always under scrutiny, and the question of ethics is raised frequently in both large and small jurisdictions. It is clear that public officials are and will continue to be held to higher standards than are many counterparts in the private sector. In light of this situation, GFOA's Executive Board established an ethics committee in April 1987 to revise the association's original Professional Code of Conduct and to design a code of ethics that is more specific and directive than the former Professional Code.

A code of ethics cannot foresee each specific situation that finance officers may be faced with and is not intended to be all-inclusive. It is the intent of the GFOA that a revised code can and should provide sound general guidelines for the ethical conduct of all government finance professionals as they face the challenges of public service. The code is intended to inform the public, politicians and the news media of the principals and standards that should guide official behavior of government finance officers.

Request For Public Comment And Discussion:

To date, the Ethics Committee has gathered and reviewed ethics codes that have been developed by approximately 12 other associations and organizations. Common themes and "ethical categories" that are of universal concern to those in government careers were catalogued and taken into consideration for the first draft of GFOA's revised code.

The GFOA Ethics Committee has, at present, gone through three drafts of the code and feels that critical comment and input from the GFOA membership is essential to any further development and completion of this project. Government finance officers are asked by the GFOA Ethics Committee to provide input in the revision and finalization of the GFOA Code of Professional Ethics. We heartily welcome advice and suggestions on the desirable contents and wording of the code.

We are encouraging state associations to discuss and provide input on the code before November 1988. Opinions on the exposure draft can be given directly to your state or provincial representative who will in turn convey suggestions to the GFOA Ethics Committee.

THE GFOA CODE OF PROFESSIONAL ETHICS

The Government Finance Officers Association of the United States and Canada is a professional organization of public officials united to enhance and promote the professional management of governmental financial resources by identifying, developing and advancing fiscal strategies, policies and practices for the public benefit.

To further these objectives, all government finance officers are enjoined to adhere to legal, moral and professional standards of conduct in the fulfillment of their professional responsibilities. Standards of professional conduct as set forth in this code are promulgated in order to enhance the performance of all persons engaged in public finance.

I. Personal Standards

Government finance officers shall demonstrate and be dedicated to the highest ideals of honor and integrity in all public and personal relationships to merit the respect, trust and confidence of governing officials, other officials, employees and the public. They shall give their time, skills and energies to their office both independently and in cooperation with other professionals. They shall abide by approved professional practices and recommended standards.

II. Responsibility as Public Servants

Finance officers shall recognize and be accountable for their responsibilities as public servants.

\* They shall be sensitive and responsible to the rights of the public and its changing needs.

\* They shall strive to provide the highest quality of performance and advice.

\* They shall exercise prudence and integrity in the management of funds in their custody and in all financial transactions.

\* They shall uphold both the letter and the spirit of the constitution, legislation and regulations governing their actions and report any violations of the law to the appropriate authorities.

III. Professional Development

Government finance officers shall be responsible for maintaining their own competence, for enhancing the com-

petence of their colleagues, and for providing encouragement to those seeking to enter the field of government finance. Finance officers shall promote excellence in the public field.

IV. Professional Integrity-Information

Finance officers shall demonstrate professional integrity in the issuance and management of information.

\* They shall not knowingly sign, subscribe to, or permit the issuance of any statement or report which contains any misstatement or omits any material fact.

\* They shall prepare and present statements and financial information pursuant to accepted practices and guidelines.

\* They shall respect and protect privileged information to which they have access by virtue of their office.

\* Within the framework of state or local government policy, they shall be sensitive and responsive to inquiries from the public and the media.

V. Professional Integrity-Relationships

In all relationships, finance officers shall act with honor, integrity and virtue.

\* They shall exhibit loyalty and trust in the affairs and interests of the government they serve.

\* They shall not knowingly be a party to or condone any illegal or improper activity.

\* They shall respect the rights, responsibilities and integrity of their colleagues and other public officials with whom they work and associate.

\* They shall handle all matters of personnel on the basis of merit so that fairness and impartiality govern decisions pertaining to appointments, salaries, promotions, discipline, training and performance evaluations.

\* They shall promote equal employment opportunities and, in doing so, actively oppose any discrimination, harassment or other unfair practices.

VI. Conflict of Interest

Finance officers shall actively avoid the appearance of or the fact of conflicting interests.

\* They shall discharge their duties without favor and shall refrain from engaging in any outside matters of financial or personal interest incompatible within the impartial and objective performance of their duties.

\* They shall not realize undue personal gain in any form which would influence, or appear to influence, the conduct of their duties.

\* They shall not use public property, funds and power for personal or political gain.

## EDUCATION NEWS

This article is an update from our July, 1988 meeting in Salina where we met to discuss the educational needs of our association.

Our jobs as Clerks, Finance Directors, Treasurers, etc, aren't as simple as they used to be. We are becoming aware that the citizens and governing bodies are expecting a higher degree of professionalism as we perform our duties.

Each year at our March school there are a lot of new faces, which indicates considerable turn over in City Clerk jobs around the state. Is lack of education and training for the job causing frustrations for the new clerk and adding to the job turn over problem?

At the July meeting in Salina the regional chairpersons discussed these needs. Community colleges in every region have been contacted and have been very cooperative in expressing their assistance in furnishing criteria for bringing education to the clerks. It was brought out by the regional chairpersons that perhaps we didn't need to work on such formal education, but that we could think of topics to meet our needs and let the Education Committee bring someone to the various regions.

In August and September Bernie Hayen of the League of Kansas Municipalities presented a one day seminar on "Problem Solving". These seminars were presented in Fort Scott, Topeka, Dodge City and Hays, and were fairly well attended. The Education Committee will be happy to furnish further seminars in your region upon request.

The members that read this newsletter should express their desires on this issue to their regional chairpersons.

Let us help one another in each of our cities. Contact the new Clerk who is a neighbor to your City, let them know about joining our association and receiving the newsletter with it's helpful and informative articles.

Jean Krehbiel, CMC/AEE, Chairman

## LEGISLATIVE COMMITTEE NEWS

The new legislative session will begin after the first of the year, and this year the CCMFO plans to be heard. Chairman Bill Goering is already working on a draft of a bill setting out education requirements and due process for City Clerks. The Board of Directors agreed in July that this is an important issue which needs to be addressed.

If any of you have any special concerns or interests that you would like to have addressed, please contact:

Bill Goering, City Clerk  
PO Box 1008  
McPherson, KS 67460-1008

## SPECIAL NOTE

The Membership Committee wishes to thank all of you who joined the CCMFO this year. We would not ask you to join if we did not truly believe in this association, and we are glad that you feel that way, too.

## NOMINATION COMMITTEE

The Nominating Committee will be meeting on Sunday afternoon at the League of Kansas Municipalities conference to choose a slate of officer candidates for next year. If you would like to recommend someone, or would like to serve, please contact one of the following committee members:

Vernon Stallaan - Hutchinson  
George Colby - Beloit  
Don Hamilton - Mankato  
Marion Logan - Burlington

## INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS

### REWARDS OF IIMC MEMBERSHIP

**THE INSTITUTE:** Continuing education specifically designed for Municipal Clerks.

**CERTIFIED MUNICIPAL CLERK AWARD:** Encourages distinction and professionalism for Municipal Clerks.

**INFORMATION:** Have at your immediate disposal the use of a reference library, sample ordinances, computer network, comparative salary statistics, publications, bulletins, case studies, membership directory, newsletters, and monthly journal.

**ANNUAL CONFERENCE:** Promotes interaction among fellow Clerks, provides for over 50 workshops and seminars, including a general session and IIMC business meeting.

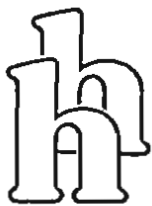
Over 250 Kansas Clerks are members of IIMC. Consider joining now. The annual dues for most Kansas communities are less than \$60 - worth the price of technical bulletins, newsletters, and journals alone.

Won't you join us as a member of the IIMC? For details, please contact an IIMC membership committee person:

Sandy Howell, Chairperson, Lenexa  
Kay Leet, Jetmore  
Norma Moffett, Overland Park  
Paula Shapland, Ulysses

\* \* \* \* \*

A cold is both positive and negative; sometimes the eyes have it and sometimes the nose.



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# WHAT'S GOING ON?

## NEWS ABOUT OUR MEMBERS...

### FLORINE HOSKINSON RETIRES

One of Florine Hoskinson's final official duties as City Clerk of South Hutchinson was to swear in Cynthia Wixson as the new City Clerk. Florine swore her in on June 30th and spent most of her last day, July 1st, at a reception given in her honor.

Cyndi says that along with a new Clerk, the City Office is getting a face lift and an addition so that there will be more room for everyone.

The following excerpts are from an article written by Duane Schrag and published in The Hutchinson News on June 30th.

\*\*\*\*\*

After nearly a dozen years as City Clerk, Florine Hoskinson is calling it quits. "For awhile I'm going to do absolutely nothing," said Mrs. Hoskinson. "I have plenty of yard work to do."

South Hutchinson has been through many changes since Mrs. Hoskinson took the city clerk's job in December 1976: the police department grew from a chief and a helper to a six-officer force; businesses have arrived and expanded, and some have even died; and a high-rise for the elderly was built.

South Hutchinson is overshadowed somewhat by its neighbor on the north side of the Arkansas River, but Mrs. Hoskinson said she never did yearn to be Hutchinson's City Clerk. In fact, one of Hutchinson's best known clerks Milt Martin, once told her she had much more to do than he did. "He told me he wouldn't have half my job for twice the pay," she recalled.

Once she gets used to not going to work every day, Mrs. Hoskinson plans to do some traveling. She is a member of the Altrusa Club of Hutchinson, and plans to attend the organization's international conference in July 1987 in Dublin, Ireland. She'll no doubt use the luggage presented to her by the City Council during a going-away dinner.

"You do things when you are in good health and can do them," she said.

\*\*\*\*\*

A P.S. to a letter I received from Dianne Starcke, Deputy City Clerk from Mission Hills: I have to add that when someone asked me what I did and I told her I am a City Clerk, she said I am a "Peacekeeper". How appropriate your logo of the dove is. I have cut it out and put it on the bulletin board in front of my desk as a reminder when things get rough.

### NEW AAE'S

\*\*\*The IIMC Academy for Advanced Education is the professional body of municipal clerks who have continued their high level of educational achievement beyond the attainment of the prestigious Certified Municipal Clerk (CMC) Award.

In order to become a member of the Academy a person must attain IIMC Certification (CMC), attend a minimum of 36 hours of graduate courses at an IIMC-recognized municipal clerks institute or complete similar educational programs relating to the responsibilities of the municipal clerks office. Specific professional participation must be achieved, such as leadership in national and state associations, attendance at seminars and conferences, and professional writings and accomplishment.

\*\*\*\*\*

Joyce E. Clark, CMC/AAE, City Clerk of Ness City, has been accepted into the IIMC Academy for Advanced Education of Municipal Clerks.

Ms. Clark has been with the City of Ness City since 1980, starting as Deputy Clerk and assuming her present position in 1981.

She received her CMC award in June 1985, after completing the three-year municipal clerks institute program sponsored by the University of Kansas. Continuing her professional education she has completed several Advanced Academy courses sponsored by the University of Kansas.

Ms. Clark is serving a 1988-1990 term on the Board of Directors of the Kansas Municipal Clerks and Finance Officers Association. She is in her 2nd year as a member of the IIMC Membership Committee. She has been a member of the IIMC since June 1981.

\*\*\*\*\*

Paula Shapland, CMC/AAE, City Clerk/Finance Director of Ulysses, has been accepted into the IIMC Academy for Advanced Education of Municipal Clerks.

Ms. Shapland has been with the City of Ulysses since October 1975, starting as City Treasurer and assuming her present position in January 1981.

She received her CMC award in February 1982, after completing the three-year municipal clerks institute program sponsored by the University of Kansas. Continuing her professional education she has completed four Advanced Academy courses sponsored by the University of Kansas, Cash Manage-

ment Seminar (Municipal Finance Officers Association), Governing Body Institute (League of Kansas Municipalities), Individual Development Plan Courses I and II (Business and Professional Women), and Today's Woman Supervisor (Padgett-Thompson).

Ms. Shapland is currently serving a three-year term on the Board of Directors of the Kansas Municipal Clerks and Finance Officers Association. Active in community service, she is a member of Community PRIDE Committee and a member of the Grant Board on Aging. She has been a member of the IIMC since February 1979.

### CHANGES IN MERRIAM

The City of Merriam has undergone a reorganization of the Administrative Services Department. Mayor Irene B. French says, "The reorganization is designed to put renewed emphasis on the financial management functions of the City in a time of budget belt tightening. The plan will promote more effective use of existing resources, and make our work more efficient and cost-effective."

Under the reorganization plan which took effect on Monday, June 27th, the current Administrative Services Department, headed by City Clerk Barbara Young was divided into two separate units, the Office of Finance and Information Services and the Administrative Services Department. Because of her background and expertise in finance and data processing, Barbara Young became the Finance Officer for the City, and heads the new office. An accounting technician is the other full-time employee in this new office.

Effective August 15th, Connie J. Schmidt was appointed as the new City Clerk of Merriam, filling the vacancy created by the reassignment of the former City Clerk Barbara Young. When chosen, Ms. Schmidt was Executive Secretary to the City Manager of Olathe. Prior to that, she was employed by the City of Merriam as one of the Clerk's office staff for five and one-half years, then served as Deputy Clerk from May 1984 to January 1987.

Ms. Schmidt was formally sworn in as City Clerk at the Council Meeting on August 15th, and began her duties that day.

Remember when you looked forward to earning the salary that you can't live on today?

-The Anna(ILL.) Gazette-Democrat



# SHORT TAKES

# REGION NEWS

## REGION 2 NEWS

Scott City is hosting a Region 2 meeting on October 20th at the Chapparel Inn. For more information, or to RSVP, contact Delores Suppes, City Clerk, 221 West 5th, Scott City, KS, 67871, 316-872-5322.

## REGION 3 NEWS

Eight clerks attended an evening regional meeting on September 15. We met at the Black Angus in Great Bend, and shared a buffet meal before the meeting. Those attending spent the evening sharing problems and knowledge and discussing possible subjects for future meetings. Several of the clerks who attended are not able to go to any of the other CCMFO and they really enjoyed getting to meet other clerks in our area. The next Region 3 meeting is tentatively planned for the first part of November.

## REGION 4 NEWS

The clerks from Harvey, Kingan and Reno Counties met for a Regional Meeting, June 30th at the Mesquite Tree Restaurant, South Hutchinson, for a luncheon meeting.

Tammy Borch gave a twenty minute presentation on how to wear and tie accessory scarves. The rest of the meeting was discussion and problems in our cities. We adjourned at 3:00 p.m.

Our next meeting will be after the League Meeting in October. If anyone is interested in joining the above group, contact Jeane Fields in Nickerson.

Clerks from Marion, Morris, Chase and Dickinson counties met in Herington on Thursday, September 15, 1988 for their third regional meeting. A total of nine attended. There was a general discussion on computers, equipment purchases, record keeping and other topics of concern.

Cathy O'Hara from KDOC was in Herington Thursday and participated in the discussion, which was very beneficial. Several of the cities represented have or had received grants from KDOC.

The next meeting will be held early next spring.

## REGION 5 NEWS

Parsons hosted their regional meeting at Joe's Supper Club. Nineteen cities were represented at the dinner and topics discussed were: utilities - alternatives to meter deposits - reconnect charges - prohibiting solicitors at City Hall - and taxes (in reference to the 89-90 budgets). Two new clerks attended - Janey from Yates Center and Barbara from Altoona.

\*\*\*\*\*  
One of my Newsletter Committee members has left her position as City Clerk. She wrote me the following letter which she wished to share with you all.

Dear Debbie:

Just a note to let you know that I will no longer be working with the City of Norton after August 19, 1988. My husband has been transferred to Topeka State Hospital for employment, so we will be moving to Topeka.

Just wanted you to know how much I have enjoyed knowing you and the other city clerks. I feel that a lot of progress has been made in the city clerk's position in the last nine years.

I wish them all the best.

Sincerely,  
Carol Wertemberger  
Norton City Clerk until August 19, 1988

\*\*\*\*\*

I'm sure that many of you have received those wonderful phone calls that start off by someone wishing you a Happy Friday (or Monday, or Thursday) and then asking you for the serial number off of your copier "for their records". What actually happens if you give them the number is that you end up with a shipment of paper or supplies that you didn't order. These rip off artists have been around a long time, but now we are seeing a few new twists to the scams. They are now asking for the serial numbers for your computer printers. I had a new girl who became very intimidated by one of these people who was very insistent and rude. Luckily, my employee was smart enough to have her call back and talk to me, and I got to set her straight. Beware. There are also companies using the mails. They receive names of businesses and municipalities who have bought new equipment, then send a very real looking, computer generated service contract solicitation. This has been happening quite often with check protector and signer purchases, and many people pay for the service by accident. Again, Beware, there are lots of people out there who get rich by using our gullibility.

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A note from Dan Pickett, City Clerk of Quinter: Take advantage of the information contained in each issue of the IIMC News Digest. IIMC is invaluable to its members in terms of education, information, improving our professional skills, and assistance in routine matters. Become a member of the International Institute of Municipal Clerks.

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Betsy Sanders, City Clerk of Pratt, writes with a tip for those of you who need extra help for special projects, and have no budget money to get them. She says that she utilized two high school girls through the JTPA program this summer to get all of Pratt's minutes and ordinances indexed, a job that had needed done for a long time. The JTPA is one of several programs run by the Kansas Job Service Center which allows governments and non-profit organizations to utilize part-time employees without adding them to the payroll and without any cost. If you are interested in a program of this type, contact your local Job Service Center for more information, or visit with Betsy.

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## IIMC HANDBOOK ON MEETING ADMINISTRATION

The Meeting Administration Handbook is a basic reference on the preparation and recording of the council meeting. Published by the International Institute of Municipal Clerks, the 22-page handbook is divided into three sections - Agenda Preparation, Minute Preparation, and Meeting Administration.

Agenda Preparation reviews the objectives of an agenda, the role of the secretary in its preparation, the order of business, and the content of the agenda. It lists a number of useful suggestions for the preparation of the agenda and includes a sample agenda.

The section on Minute Preparation follows the same outline - objectives, role of secretary, and useful suggestions - but also deals with specific points such as Motions, Corrections to the Minutes, Signature on Minutes, Excerpt from Minutes, and Preservation of Minutes. The Exhibits cover Style of Reporting Motions, Wording for Correcting Minutes, and Certification of an Excerpt from the Minutes.

The section on Meeting Administration stresses the importance of advanced preparation in the success of a meeting. It reviews the major factors that assist the council in its deliberations including strategic placement of major items on the agenda, advanced preparation and notification of important meetings, and a checklist for setting up the physical facilities in the meeting room.

Meeting Administration Handbook is available from the IIMC, 160 North Altadena Drive, Pasadena, CA, 91107, at no charge to members; \$3.00 prepaid to nonmembers.

## MEMBERSHIP REPORT

We have good news and bad news to report. The good news is that our membership is up from 380 members to 405 members as of September 1st. The bad news is that we still have 301 non-member cities in the state. They are listed below. If you know the clerk in one of these cities, or they are in your area, please let them know how much we need them and how much they need us. The benefits of education, communication with other clerks, sharing of knowledge and problems, new friends, and the "Wings" newsletter more than pay for the nominal fee. Please help us out.

### NON-MEMBER CITIES

Adaire	Agenda	Agra	Alden	Alexander	Allen
Alaena	Alton	Altoona	Americus	Argonia	Assaria
Athol	Atlanta	Aurora	Barnard	Barnes	Bassett
Baxter Springs	Beattie	Belvue	Benedict	Bennington	Bern
Beverly	Bison	Boque	Bluff City	Bonner Springs	Brownell
Brookville	Buffalo	Burden	Bunker Hill	Burdett	Burns
Burr Oak	Burrton	Bushong	Bushton	Byers	Carlton
Carbondale	Cassoday	Cedar	Cedar Point	Centralia	Chase
Clayton	Climax	Clyde	Coats	Colby	Coldwater
Collyer	Colony	Coolidge	Copeland	Corning	Coyville
Cottonwood Fls	Cuba	Cullison	Culver	Damar	Danville
Dearing	Delia	Denton	Dexter	Dorrance	Dresden
Dunlap	Durham	Dwight	Earlton	Easton	Edmond
Elbing	Elgin	Elk City	Elk Falls	Elmdale	Elsmore
Englewood	Esbon	Everest	Fairview	Freeport	Fulton
Frederick	Frontenac	Galatia	Galesburg	Galva	Garfield
Garnett	Gaylord	Gen	Geuda Springs	Glade	Goessel
Goff	Gorham	Gove City	Green	Haddam	Haalin
Hanover	Hardtner	Harris	Havensville	Havana	Hazelton
Herndon	Holyrood	Hollenberg	Hope	Hope	Hoyt
Hudson	Hunnewell	Hunter	Huron	Inman	Isabel
Iuka	Jamestown	Jennings	Kincaid	Kirwin	LaBette
La Crosse	Lake Quivira	Lane	Lancaster	Langdon	Latham
Latiimer	Lebanon	LeCompton	Lehigh	Lenora	Leona
Leonardville	Lewis	Liberty	Liebenthal	Lincolnvillle	Lone Elm
Long Island	Longford	Longton	Lost Springs	Louisville	Lorraine
Mahaska	Manter	Manchester	Maple Hill	Mayetta	Mayfield
Matfield Green	McCracken	McDonald	McFarland	Menlo	Meriden
Meriden	Milan	Mildred	Milford	Mission Woods	Minneola
Morganville	Morland	Morrowville	Mound City	Mount Hope	Moscow
Mullinville	Mulberry	Munden	Marka	Nashville	Natoma
Neodesha	Neosho falls	Netawaka	Neosho Rapids	New Albany	Niotaze
New Cambria	Nortonville	Oak Hill	Offerle	Oketo	Olivet
Olmitz	Olsburg	Onaga	Oneida	Oskaloosa	Ozawkie
Palco	Paradise	Park	Park City	Paxico	Penalosa
Peasanton	Peru	Plains	Plevna	Powhattan	Prescott
Prairie View	Princeton	Quenemo	Radium	Ramona	Randall
Randolph	Rantoul	Raymond	Redfield	Republic	Reserve
Rexford	Richfield	Richmond	Riley	Robinson	Roseland
Rush Center	Russell Spgs	Rozel	Santanta	Savonburg	Sawyer
Scammon	Schoenchen	Scottsville	Scandia	Severence	Severy
Seward	Sharon	Simpson	Saolan	Smith Center	Soldier
Speed	South Haven	Spivey	St. George	Stark	Stockton
Strong City	Summerfield	Sun City	Susank	Sylvia	Tampa
Tescott	Timken	Tipton	Tonganoxie	Tyro	Uniontown
Utica	Vermillion	Vining	Viola	Virgil	Waldo
Waldron	Wallace	Walton	Waverly	Waterville	Webber
Weir	Westmoreland	Westphalia	Wetmore	White City	Wheaton
White Cloud	Whiting	Wichita	Willard	Williamsburg	Willis
Willowbrook	Wilmore	Wilsey	Woodbine	Woodston	Zenda
Zurich					

## 100...AND COUNTING

Debbie Wendt, City Clerk of Herington, says that they will be having an open house at their power plant on September 30th to celebrate 100 years of generating their own electric power. The following excerpts are from an article written by Jeannine Anderson and found in the September-October 1988 issue of Public Power magazine.

\*\*\*\*\*

A hundred years ago, just nine years after Thomas Edison invented the incandescent light bulb, four midwestern towns set up their own electric power systems. Herington, Kansas, was one of those four, and one of the three that still produces it's own electricity.

Herington Water and Light, first known as the Herington Light & Waterworks Co., was organized in 1887 and bought by the city early in 1888. The city, which had a population of 500 then, approved the sale of \$17,000 in bonds to buy the plant by a vote of 184 - 51. Electric lamps lit Main Street and Broadway for the first time on a winter evening in mid-February.

Street lights were to be lighted "from sundown to 11:30 p.m. except on moonlit nights," as provided in an agreement between the city and its power plant.

Evidently, some Herington residents complained about the service they were getting in 1898. A historical news report cryptically observes that on August 15 "the City Council, tired of all the complaints, ordered the power plant shut down for one week because the townspeople needed 'a lesson to be shown the value of the utility by being denied it.'"

Herington built a connecting line to a neighboring privately owned power company in 1903, and since that time has been buying its power for nine months of the year. Buying power except during peak periods is cheaper for the city, but the plant still remains ready to activate at all times.

## SALINA HONORED

Salina was voted the Greatest American Race City this year in a competition sponsored by Hemmings Motor News, publisher of the "bible" of the old car hobby. Drivers of the Interstate Battery Great American Race, who traveled across the nation from Anaheim, Calif. to Boston in 120 vintage cars, visiting 42 cities in 12 days, selected Salina as the warmest welcoming city based on hospitality, enthusiasm and organization. Salina received a \$2,500 check earmarked for its library.

## PARSONS

A bit of interest - in the past 66 years, Parsons has only had two City Clerks (both still living). The past clerks were Dale Raymond and Mildred Vance. Mildred will receive her 40 year pin at the League Meeting in October.

## LAKIN

City Clerk Cindy Bernbeck said that construction on their new City Hall will begin next week and completion is expected in 150 days. They had an election in June of 1987 for S.O. Bonds for \$187,000 for the construction, which was approved.



## “EUREKA - I FOUND IT”

...was the exclamation that rang through the Flint Hills by early settlers in search of water. Thus the town was appropriately named and founded in 1858.

For over 100 years, horse racing has been a prominent feature in Greenwood County. Eureka Downs has been noted for its fast track and has been billed as Kansas' Horse Racing Capital with entries from the entire country.

Labor Day weekend, 1988, brings in a new era in horse racing at Eureka Downs when for the first time pari-mutuel racing hits the horse rich Flint Hills of Kansas with Eureka being the home of this history making event.

Eureka Downs has been granted authority to implement 19 race dates in September and October.

\*\*\*\*\*

The above is an excerpt from the flyer put out by Eureka Downs. City Clerk Ruby Foster says that it has been great to see the residents working together to get ready for this event, and that the whole town is excited. I bet that she would even share the racing schedule with anyone out there who might be interested. (Tom ???)

## PAY OFF BENEFITS RONALD McDONALD HOUSE

Joe Steineger, Mayor of Kansas City, and Paula McCreight, Mayor of Ness City, both paid off on their bets this summer.

Both Mayors made a wager on a tennis marathon waged by two Lansing State Prison inmates. The inmates were attempting to break the Guinness Book record of 120 continuous hours of tennis playing, and Joe and Paula decided to put up \$1.00 per hour played if they beat the record. The money was to be donated to the Ronald McDonald House in Kansas City.

Well, the men broke the record, with 125 hours of playing. They began at 8:10 a.m. on May 25th and stopped at 1:19 p.m. on May 30th. On July 22nd, Joe and Paula presented their checks, each for \$125.00, at the Ronald McDonald House.

A friend of mine had some marital problems when he got back from a recent week-long conference. He couldn't understand why, until his wife showed him the telegram he had sent her: "Having a wonderful time stop wish you were her."

## ST. JOHN

St. John is hosting a big celebration for Public Power Week on October 9th, from 2 to 4 p.m. The Council approved the promotion of their power plant. The afternoon will consist of refreshments, door prizes and tours. Retired clerks and plant operators will be guests of honor.

The City has done extensive line construction and underground wiring and modification at the City owned power plant using surplus monies the City has.

## CONCORDIA

The City of Concordia recently increased our water rates approximately 21%. We went from a minimum of \$4.50 per 200 cubic feet to \$5.00 per 200 cubic feet. The next 2,000 cubic feet was increased from .88 to \$1.10 per 100 cubic feet.

City staff is working very hard on a proposal to secure a prison facility for Concordia. There are several cities attempting to secure this facility, however, and to date nothing is definite.

\*\*\*\*\*

I don't want to complain about being a middle-income taxpayer, but Charmin isn't the only thing that's being squeezed.

## HILL CITY

Hill City received a grant for sewer improvements and ended up with extra funds. They just received an extension and an approval to use the funds left over.

The City has recently completed new curbs and sidewalks on Hwy 24 using Capital Improvement funds.


Hill City is also building a new baseball complex with four fields. The fence was built by prisoners from Horton. Funds for the complex came from donations, Capital Improvements, and \$10,000.00 from Dane Hansen of Logan.

## ALL ARE STRANGE...

The next time you are tempted to decide "all the world is a little different but me and thee, and I've been wondering about thee..." consider whether you indulge in any of these common idiosyncrasies:

- \* Refuse to take the top newspaper from a newsstand.
- \* Insist on a certain side of the bed.
- \* Make sure the smallest denominations of bills are on the outside.
- \* Wait for the telephone to ring at least twice before you answer.
- \* Follow strict rules about squeezing the toothpaste.
- \* Weigh yourself only first thing in the morning.
- \* Have jars filled with pennies that you never change into bills.
- \* Keep your watch five minutes fast so you are never late.

-Mid-America Shelf-list, May 88



### EYE - IDENTIFICATIONS COMPANY

1010 WILLIAMS STREET  
GREAT BEND, KANSAS 67530  
(316) 792-5043

**MONDAY - FRIDAY**  
**9:00 - 5:00**

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DATERS  
MULTUM ©

## THANK YOU

It is time to say thank you to some very special people:

\* to the officers of the association for supporting "Wings" and the committee in our endeavor.

\* to the members who have taken the time to comment on the newsletter, and to submit articles for future editions.

\* to my committee - Joyce, Debbie, Billie and Dan - without their help, none of this would be possible.

\* to my family, my husband Mike, and my kids, John and Angela - they have done without a wife and mother many a night so that I could fulfill my commitment to the association.

\* and finally, to Tom Roberts - for believing in "Wings" and in me and my dreams, and for supporting me and allowing me to try my "wings" as editor.

In my heart is a special place for each of you.

Debbie

## LOOK FOR MORE TROUBLES

by Robert R. Updegraff

Be thankful for the troubles of your job. They provide about half of your income. Because if it were not for the things that go wrong, the difficult people you have to deal with, and the problems and unpleasantness of your working day, someone could be found to handle your job for half of what you are being paid.

It takes intelligence, resourcefulness, patience, tact and courage to meet the troubles of any job. That is why you hold your present job. And it may be the reason you aren't holding down an even bigger one.

If all of us would start to look for more troubles, and learn to handle them cheerfully and with good judgment, as opportunities rather than irritations, we would find ourselves getting ahead at a surprising rate. For it is a fact that there are plenty of big jobs waiting for men and women who aren't afraid of the troubles connected with them.

## TEN COMMANDMENTS FOR GETTING ALONG WITH PEOPLE

- 1) Keep skid chains on your tongue; always say less than you think. How you say it often counts more than what you say.
- 2) Make promises sparingly and keep them faithfully.
- 3) Never let an opportunity pass to say a kind and encouraging word to or about somebody.
- 4) Be interested in others. Let everyone you meet feel that you regard him or her as someone important.
- 5) Be cheerful. Hide your pains, worries, and disappointments under a smile.
- 6) Preserve an open end on all debatable questions. Discuss, but do not argue.
- 7) Let your virtues speak for themselves and refuse to talk about another person's vices. Make it a rule to say nothing about someone unless it's constructive.
- 8) Be careful of other people's feelings. Wit and humor at someone else's expense are rarely worth the effort, and may hurt when least expected.
- 9) Pay no attention to ill-natured remarks about you. Simply live so that nobody will believe them.
- 10) Don't be too anxious about your dues. Do your work, be patient, keep a pleasant disposition, forget self and you will be rewarded.

If money is the root of all evil, my wallet is rated "G".

\*\*\*\*\*

The capacity of receiving pleasure from common things is one of the secrets of a happy life.

-Garth Henrichs

## NEW RECORDS RETENTION LAW

During its last session, the Kansas Legislature passed a new records retention law. Excerpts from Senate Bill No. 510 are listed below. You may want to take special note since storage space seems to be a universal problem for all City offices.

### SENATE BILL No. 510

An act concerning cities; relating to the destruction of certain records; amending K.S.A. 45-412 and K.S.A. 1987 Supp. 12-120 and repealing the existing sections.

Be it enacted by the Legislature of the State of Kansas:

Section 1. K.S.A. 1987 Supp. 12-120 is hereby amended to read as follows: 12-120.(a) The officers and employees of any city charged with the custody or having in their custody the following records, documents or other papers may destroy the same after they have been on file for the period stated:

- (1) Claims and any purchase orders attached thereto, five years.
- (2) Warrants or warrant checks, whether originals or duplicates, that have been paid, five years.
- (3) Duplicates of receipts or stubs of receipts issued, three years.
- (4) Duplicates of utility bills sent to customers, three years.
- (5) Bookkeeping or accounting records of utility customer's accounts, three years, except that the period for the records of deposits to guarantee the payment of bills or the return of meters shall begin when the account is closed or the customer ceases to receive service.
- (6) Duplicates or stubs of licenses issued for license fees or taxes, three years.
- (7) Bonds of officers or employees, 10 years, the period to begin at the termination of the term of the bond.
- (8) Insurance policies, five years, the period beginning at expiration of the policy unless a claim is pending.
- (9) Canceled checks, five years.
- (10) Requisition and duplicate purchase orders, three years.
- (11) Bonds and coupons, if any, stamped paid or canceled and returned by the fiscal agent, five years, the period beginning at the date of maturity of the bond or coupon. One bond of each issue shall be retained permanently or shall be offered to the state historical society.
- (b) The original of records, documents or other papers listed in subsection (a) may be destroyed at any time if reproduced on film, as provided in K.S.A. 12-122, and amendments thereto, and such film shall be retained for a period not less than required for the original records.



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## COMMITTEES

Below is a brief overview of what each committee does to help you decide which one best fits your interests:

**Program Planning:** Review past educational programs, determine what types of courses are needed, plan courses for association meetings.

**Legislative:** Work on legislation that affects the members of our association.

**Membership:** Promote membership in our association.

**Newsletter and Publicity:** Gather information for "Wings" and help with its publication, keep old records organized.

**Regional:** Organize the regions that our association has been split into, help promote education and communication and set up actual meetings and classes within the regions.

**Nominating:** Review and select possible candidates for offices in the association.

**I.I.M.C. Membership:** Promote membership in the IIMC.

**Hospitality:** Organize hospitality rooms and plan entertainment at association schools.

**Education:** Promote the importance of furthering the education of our members, work with regional committee to set up courses and seminars needed, promote both CMC and AAE Awards.

**Manual, By-Laws, Fringe Benefits:** Work on revisions of the above to better accommodate our members.

The best part of being a member of any of these committees is the chance you have to work with other members, make new friends, have fun and promote our profession through a strong support association such as the CCMFO.

## "WINGS" ADVERTISING

Anyone wishing to place advertising in "Wings" should contact me for further information and rates.

Small classified ads are also available for positions open, special messages, etc.

Debbie Durler, "Wings" Editor

## COMMITTEE APPLICATION FORM

NAME \_\_\_\_\_ TITLE \_\_\_\_\_

MUNICIPALITY \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ COUNTY \_\_\_\_\_ POSTAL/ZIP CODE \_\_\_\_\_

YEARS AS A MUNICIPAL CLERK/FINANCE OFFICER \_\_\_\_\_

STATE ASSOCIATION ACTIVITIES (Officer, Committee Membership, etc.)

ACTIVITIES IN OTHER PROFESSIONAL ASSOCIATIONS (Which would be relative to Committee Activities.)

AREA OF EXPERTISE AND/OR EDUCATION (Which would benefit membership committee.)

I FEEL THAT I AM QUALIFIED TO SERVE ON THIS COMMITTEE(S) BECAUSE:

I AM INTERESTED IN SERVING ON THE FOLLOWING COMMITTEE(S) - LISTED IN ORDER OF PREFERENCE:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

\_\_\_ I WILL SERVE ON ANY COMMITTEE WHERE I AM NEEDED.

THIS FORM MUST BE RETURNED NO LATER THAN DECEMBER 1, 1988 TO:

BARBARA YOUNG  
DIRECTOR OF FINANCE  
CITY OF MERRIAM  
900 W. 62ND TERRACE  
MERRIAM, KANSAS 66202

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)



**Editor**  
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P.O. Box 1168  
Great Bend, KS 67530

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