



Wings

*A Publication of the
City Clerks and Municipal Finance Officers Association of Kansas*

Volume 4, No. 3

October, 1991

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

Robert Jeffers

PRESIDENTS COMMENTS

Our time here is short! Therefore, we should try to make a difference everyday in the things that we do and the people that we influence.

We, as city clerks, have the opportunity to influence many people in varied positions in our communities. Our influence is very important and should be judged by those around us as to the benefit of that influence.

You, as city clerks, and finance officers have a great deal of responsibility, in addition to a lot of what should be called "busy work." In keeping these things in perspective we have to learn to prioritize and plan. Our positions as city clerks and finance officers can gain a great deal during this time of year from the planning and prioritizing that has been put into the associations educational programs that are available. In conjunction with Wichita State University, you can use these programs to help your city and your profession to be more efficient and effective in your community. Please make an effort to attend each time you have an opportunity and return your comments to the committee members who can in turn help your future organization.

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This year is flying by with the Wings of Time. If you have any questions or I can be of any assistance, please do not hesitate to give me a call.

Ron Thornburg, President

NOMINATING COMMITTEE REPORT

In accordance with the Bylaws, of the City Clerks and Municipal Finance Officers Association of Kansas, your President, Ron Thornburg appointed a nominating committee.

The report shall be given in writing to all members twenty days prior to the annual meeting. Let this serve as the official notice.

Members of the Nominating Committee are:

Mary Reed, Clerk, Parsons
Jean Krehbiel, Clerk, Hesston
Jan Powers, Clerk, Bucklin
Tom Roberts, Clerk, Kansas City

For the Office of President your committee submits the name of Karen Fitzmier, CMC/AAE, Maize.

For the Office of Vice President, the name of Verna Ferguson, CMC, Clerk/Finance Officer, Concordia.

For the Office of Secretary, the name of Howard Pevehouse, CMC, Clerk, Olathe.

For the Office of Treasurer, the name of Sandy Howell, CMC, Clerk, Lenexa.

For the Board of Directors,

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 5th of the month preceding publication.

continued on page 2

Wings

EDITOR

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Vice Pres. Karen Fitzmier
Malze, (316) 722-7561

Secretary Verna Ferguson
Concordia, (316) 243-2670

Treasurer Howard Pevhouse
Olathe, (913) 782-2600

Past Pres. Mary Reed
Parsons, (316) 421-7000

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the name of Cindy Wixon, Clerk, South Hutchinson, and Leroy Stewart, Clerk, Wamego.

The following will continue on as directors for the Board of Directors:

Debbie Durler, Clerk, Great Bend
Norma Robbins, Clerk, Topeka
Jan Meisinger, Clerk, Hillsboro
Laurie Neemann, Clerk, Hiawatha

We also call to your attention that the association By-Laws provide for nominations from the floor.

CLERK/FINANCE OFFICER SCHOLARSHIP

In this issue of the "Wings" you will find the application for the Clerk/Finance Officer Scholarship to attend the IIMC Annual Conference. The conference will be held in Salt Lake City, Utah in May of 1992.

This scholarship will pay for a clerk's expenses including registration, meals, transportation and lodging up to a maximum amount.

The applications are due January 1, 1992 and the announcement will be made at the March School.

The conference is a great chance for learning and fellowship and an opportunity to meet clerks from all over the world.

If you have any questions please call Vicki Gillett, City Clerk, CMC, Larned (316) 285-2149.

THE MILDRED VANCE CLERK/FINANCE OFFICER OF THE YEAR AWARD

Nominating slips are included in this issue of the "Wings" for the Clerk/Finance Officer of the Year Award. The yearly award is made to a Clerk in Kansas meeting certain criteria and is named in honor of Mildred Vance, retired City Clerk from the City of Parsons.

Mildred began her career in 1948 and retired in 1988. She served as auditor and City Clerk/Municipal Finance Officer

for the City of Parsons for forty years. Mildred was instrumental in starting the Certification Program in the state of Kansas. She is Past President of the CCMFOA of Kansas, a member of IIMC since 1961, one of the first one hundred clerks to receive her CMC award in 1972 and again one of the first hundred clerks to receive her advanced academy (AAE). She is a past director of IIMC and served on many committees for IIMC. She actively participated as panelist on workshops and chairing workshop sessions. She is a recipient of the Golden Quill Award.

Mildred also felt strongly that City Clerks and Municipal Finance Officers should contribute to their community as well. She served her community in many capacities and was presented the "Woman of the Year" award in 1972 and "Citizen of the Year" in 1975. She is active in both civic activities and church endeavors.

Mildred exemplifies what the City Clerk and Municipal Finance Officer of the Year Award is about. She was active in the State and National organization and her community and gave unselfishly of her determination, time and talent.

The criteria for the nomination is as follows:

Must have at least CMC or G.F.O.A. Certificate of Achievement for Excellence in Financial Reporting Program or be in pursuit.

Must belong to State and National Associations, ie CCMFOA and IIMC or GFOA.

Active in community affairs.

Must have a letter of recommendation from a member of their governing body.

Go to your Mayors, Councilmembers and fellow employees to get the nomination to enter this contest for Clerk/Finance Officer of the Year Award.

"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.

Pat Kasper, "Wings" Editor



NEWS FROM IIMC

By *Tom G. Roberts*
REGION VII DIRECTOR

I have just returned from the IIMC Mid-Year Board of Directors Meeting in Montreal, Canada. The most important order of business was to hammer out contract provisions for our new executive director. I'm happy to report that Mr. John Devine from Green Bay, Wisconsin, signed on the dotted line and is now working at the home office in Pasadena. John was the unanimous recommendation from the executive committee who interviewed the final six candidates. I am confident that Mr. Devine will do an excellent job and institute many improvements to professionalize our headquarters. He has a lot of good ideas.

Reports on the various IIMC committees were given and action taken on various proposals. An update was given on the upcoming Salt Lake City conference next May and it promises to be one of the best ever.

Bids were received on the 1997 conference location and Buffalo, New York, was selected. In my opinion Buffalo offered the most reasonable rates and the two major hotels are connected to the convention center for convenience.

Our Region VII meeting will be held in Wichita, Kansas, on November 15-16, 1991. Please make arrangements to attend if possible and make our guests from Illinois and Missouri feel welcome. Contact Lynn Schall of Wichita State University for further information.

Best wishes to everyone and as always please contact me if I can be of service.

Tom G. Roberts

POLICY FOR AWARD OF CERTIFICATION INSTITUTE SCHOLARSHIPS

Howard Pevehouse, our Association Treasurer of Olathe was asked by the executive committee at the June 1991 meeting to write up a policy for the scholarships that are applied for each year.

This was presented in our business meeting at the League of Municipalities convention in October and was submitted as follows:

AMOUNT

The amount of scholarship will be the registration fee for the institute.

NUMBER OF SCHOLARSHIPS TO BE AWARDED

The number of scholarships to be awarded is determined by the membership at large. Changes will be voted on at a March general meeting.

WHO CAN APPLY

Scholarships will be awarded on a first come, first served basis, with no restrictions on the size of city that can apply. However, if the number of requests exceed the number to be awarded, priority will go first to 3rd class cities, then to 2nd class cities, then to 1st class cities.

HOW TO APPLY

Requests for scholarship may be made by letter, and sent to the association treasurer by October 1st.

HOW THE AWARD WILL BE MADE

Checks made payable to Wichita State University will be mailed to applicants by the 5th of October each year, so that they can be submitted with the institute registration form.

Please apply early after the new treasurer takes office after our March 1992 business meeting.

All ten scholarships for this year 1991 have been awarded.

RECOGNIZING THE RETIRED CLERK/FINANCE OFFICER

The retired City Clerk/Finance Officers were recognized at the meeting in Topeka on October 7, 1991. They have been a valuable contribution to our association and to the cities they served. Some of them have served for many years, through thick and thin.

Whenever any of you hear of a Clerk/Finance Officer retiring you might give the President of the CCMFOA a call and let them know, that way we won't miss anyone.

Our hats go off to the people who have served so long and well in this capacity. It is also a little emotional to say good bye to them, they are a part of us. Send them cards or notes to let them know how much they mean to you as I am sure it was hard for them to give their city the final good bye.

The following people retired so far this year and we wish them well and say so long you good and faithful servants.

George Colby
City of Beloit

Marion Logan
City of Burlington

Bernice Crummett
City of Overland Park

Mildred Boswell
City of Kingman

Joan Martin
City of Wellington

Twila Howard
City of Dighton

Tom Knoll
City of Garden City

Roberta Kimble
City of Mulvane

SHIRT PROJECT

During the June Board Meeting, a motion was made to order shirts for sale during the various state meetings and international meetings. The blue polo shirts (XL, L, M) have a maize color logo of the State of Kansas above the pocket on the left-hand side and sell for \$12.00 each. For more information call Ron Thornburg, City of Dodge City. Possibly each member of your family will want one so lets get out and sell them and help our treasury.

MENTORING PROGRAM APPROVED

At the League meeting in Topeka on October 7th, the decision was made to develop a mentoring program for Kansas clerks and finance officers. Completing the form is the first step toward participating in this new program. This information will allow us to develop a data base for linking new clerks with experienced clerks of similar city size and job responsibility.

The next step is to notify either Ron Thornburg, Dodge City, 316-225-1391, or Connie Schmidt, Merriam, 913-722-3330, when new city clerks are appointed in your area. With everyone's help, we can be assured that all new clerks and finance officers in Kansas will have a mentor.

REACH OUT AND TEACH SOMEONE

Do you remember your first day in the office as a City Clerk? As we look back, we can all recall times when we wondered how we would ever make it from one day to the next.

In 1991, the Professional Status Committee of the International Institute of Municipal Clerks developed the theme, "Reach Out and Teach Someone," to promote a mentoring program for all state associations. This program is designed for all New City Clerks, to enable them to seek advice on the varied responsibilities of their new office. For Experienced City Clerks, this is an opportunity to assist the new clerks in the day-to-day responsibilities of being municipal clerks.

We would like to gather information on those who would like to participate as a mentor. This questionnaire will enable us to match interested individuals with like population, type of government and duties.

If you have been a City Clerk for three years or more, and would be willing to make a commitment for one year to help a new Clerk in your area, please fill in the following form. You will be matched with a new clerk from a city of similar size and the same type of duties. Your name will be kept on file and when a call for help comes, we will contact you.

YES, I would be willing to participate in the "Reach Out and Teach Someone" mentoring program.

NAME: _____

MUNICIPALITY: _____

ADDRESS: _____

TELEPHONE: _____

DATE APPOINTED: _____

POPULATION: _____ COUNTY: _____

TYPE OF GOV'T: _____

OTHER TITLES AND POSITIONS HELD: _____

BRIEFLY DESCRIBE MUNICIPALITY: _____

Please mail or FAX form to:

*Connie Schmidt, CMC, City Clerk
Merriam City Hall
9000 West 62nd Terrace
Merriam, Kansas 66202
(913) 722-3330 • FAX (913) 722-0238*



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CITY CLERKS AND MUNICIPAL FINANCE OFFICERS ASSOCIATION OF KANSAS

CITY CLERK/FINANCE OFFICER SCHOLARSHIP APPLICATION

TO ATTEND IIMC CONVENTION IN SALT LAKE CITY, UTAH - MAY, 1992

Name: _____ Date: _____

Title: _____ City: _____

Community Affairs Activities: _____

Why I Want To Go _____

PLEASE ATTACH A LETTER OF FINANCIAL NEED

Deadline is January 1 of each year

Mail this application to:

**City of Larned
Vicki Gillett, City Clerk
P.O. Box 70
Larned, KS 67550**

CITY CLERKS AND MUNICIPAL FINANCE OFFICERS ASSOCIATION OF KANSAS

MILDRED VANCE CITY CLERK/FINANCE OFFICER OF THE YEAR AWARD

Name: _____ Date: _____

Title: _____ City: _____

Community Affairs Activities: _____

City Clerk/Finance Officers Association Activities:

Local, Regional, State: _____

Years of Experience? (must have 5) _____

Do you have CMC/ or G.F.O.A. Certificate of Achievement for Excellence in Financial Reporting Program or are you in pursuit? _____

Do you belong to IIMC or GFOA? _____

Please enclose a letter of recommendation from your governing body, and a biographical sketch which will include records of contributing to your community and state.

Deadline is January 1 of each year

Mail this application to:

**City of Larned
Vicki Gillett, City Clerk
P.O. Box 70
Larned, KS 67550**

COMMITTEE APPLICATION FORM

NAME: _____ TITLE: _____

MUNICIPALITY: _____

ADDRESS: _____

CITY _____ COUNTY: _____ ZIP: _____

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 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 15, 1991 TO:

KAREN FITZMIER • CITY CLERK • CITY OF MAIZE
P.O. BOX 245 • MAIZE, KS 67101

SIGNATURE _____ DATE: _____

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.

IIMC 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.

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CITY CLERKS AND MUNICIPAL FINANCE OFFICERS FALL BUSINESS MEETING

October 7, 1991 Topeka, Kansas

The regular meeting of the CCMFOA was called to order by President Ron Thornburg. Officers present were Karen Fitzmier, Vice President; Verna Ferguson, Secretary; Howard Pevehouse, Treasurer.

The introduction of the new City Clerks/Finance Officers and the new CMC's and AAE's were recognized and given a carnation.

The minutes of the meeting of March 13, 1991 were approved.

The Treasurers report submitted by Howard Pevehouse was approved with a balance of 24,231.38.

Committees reported as follows:

GFOA Representative -- Sandy Howell, City of Lenexa, reported that several Kansas cities won GFOA awards this year including Olathe, Lenexa, Merriam, Hesston, Newton.

Regional Committee -- Stacey Johnston, City of Coffeyville, reported that out of 15 Regions, 12 are active. Regions 3, 7, and 16 remain inactive.

Manual and By-Laws -- Don Hamilton, City of Mankato, thanked the League and Bernie Hayen for the Manual update. Proposed By-law changes were printed in the July issue of the "Wings" and will be voted on by the membership during the March meeting.

State Membership -- Don

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Drennen, City of Winfield reported that of the 627 cities in Kansas 440 are members of CCMFOA. He suggested that the Region Meeting were reaching cities that have been non-members or inactive.

Legislative Session Reports -- Tom Roberts, reported that the Association is not always aware of Legislative Committee activities and findings during the year. Consensus of the members present was to become better informed of pending legislation and committee activity. It was also suggested that the Association establish a better working relationship with the League.

CITY CLERK MANUAL UPDATE

For all of you who missed the regular meeting of the City Clerks

and Municipal Finance Officers Meeting in Topeka in October, this newsletter serves to notify everyone that a new update to the City Clerks Manual was handed out by Bernie Hayen of the League. To those of you who didn't get one you may write to Bernie at the League of Kansas Municipalities and get yours. The last update was done in 1987. Bernie assured us that the Manual will be updated on an annual basis in the future.

Happy
Holidays!

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GETTING TO KNOW YOU

A "Wings" look at CCMFO members from around the state

Mary Katherine Smith has been the City Clerk of Kiowa for the past five years. Prior to that, she served as City Treasurer for 9 years. She attended Fort Hays State University for four years, majoring in Home Economics with a minor in business. Mary is a member of IIMC and a graduate of the Certification Institute. She has attended the Annual City Clerks meeting for the last 5 years, the Advanced Academy for two years, and has taken continuing education classes in computers. Mary was born in Walnut Ridge, Arkansas, and besides Kansas has also lived in Virginia, Iowa, Texas, and Germany. Her husband Spencer is a mail carrier, and the couple has two children -- Justice, 19; and Charity, 16. Mary is a member of the General Federation of Women's Clubs and has served her local club in various positions including President for two terms. She is also a member of the Church of Christ where she teaches Bible classes and works with the teens. This year she's in charge of her Ladies Bible Class. She has served on the Library Board and was a den mother for several years. Mary enjoys camping and traveling with her family, reading, and doing counted cross-stitch. She also enjoys attending plays (especially when her son who is a theatre major at Oklahoma Christian University is in them). Mary and her husband are big track fans, especially since their daughter runs cross country and is the long distance runner for the track team.

Tom Hicks worked for the City of Hugoton as clerk and Assistant City Clerk from 1975-78, and for the last 13 years has served as City Clerk. He is a member of IIMC and received his CMC designation in 1990. Tom is a native of Hugoton, and is a graduate of Hutchinson Community Junior College and the University of Kansas with a B.S. in accounting. His wife Malissa is a legal secretary and they have two children -- Nathan, 13, and Chelsea, 9. Tom is a past Stevens County chairman for the Kansas Honors Program, served 10 years on the Hugoton Recreation Commission, and is a former board member of KMU. He has coached Little League baseball for 18 years, and is also coaching youth soccer and basketball. He is an ardent follower of KU basketball, and also enjoys playing town team basketball. Tom is also employed by

the Hugoton Hermes, the local weekly newspaper, providing sports coverage and pictures for the high school, youth, and adult sports teams for all seasons. Tom tells us that Hugoton is located in the heart of the largest natural gas reserve in the world. Hugoton is a 2nd class city with a population of 3,179, and has two power plants that generate all of the electricity for the community.

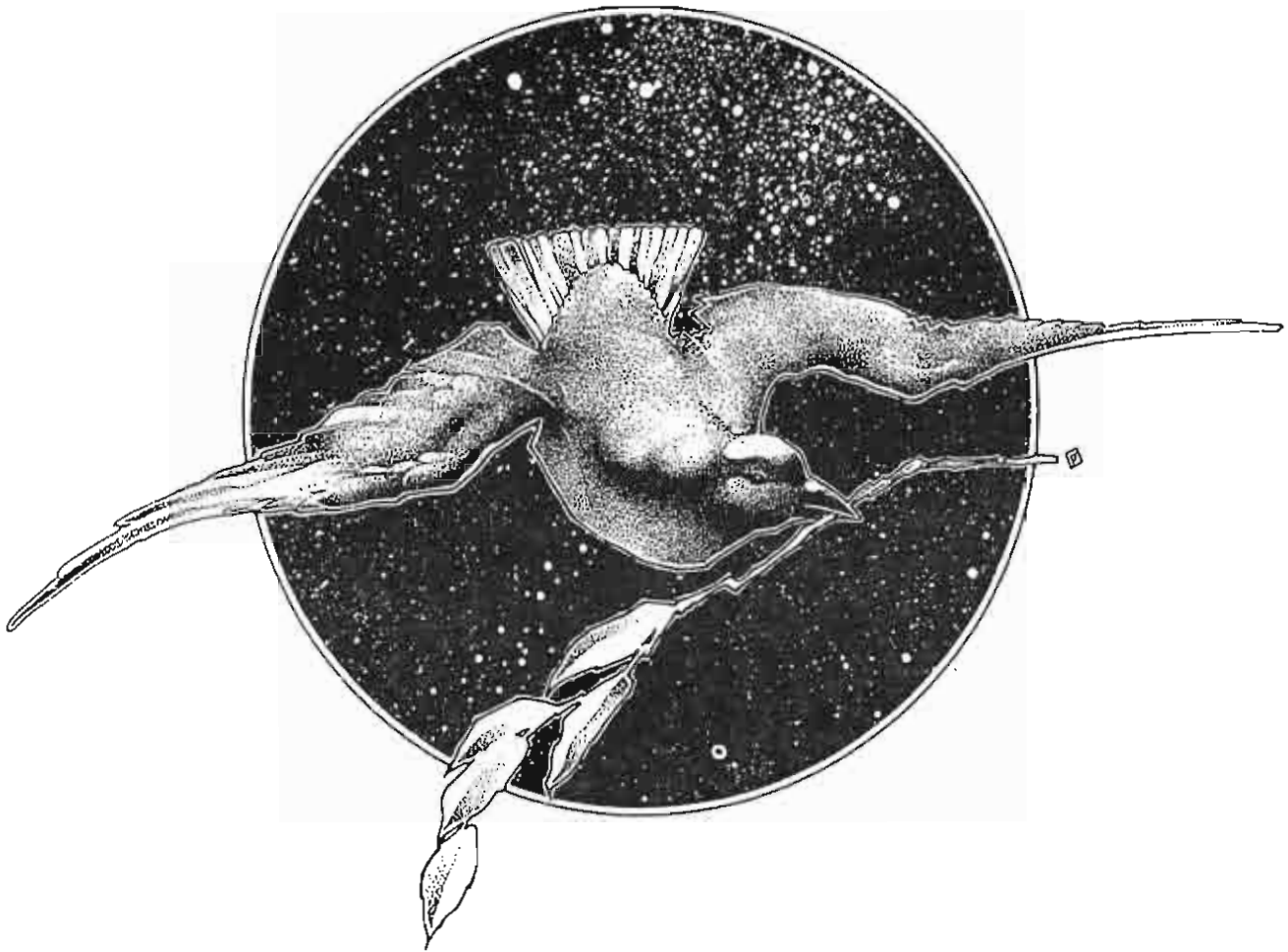
Debra Ehling has served as the City Clerk of Abbeyville for the past six years. She is a member of IIMC and attained her CMC in 1989. Debra is a native of Abbeyville and has a B.S. in business from Fort Hays State University. Her husband Randall is a farmer, and the Ehlings have two children -- Brandon, 7; and Ashlee, 5. Debra is also President of the Abbeyville Booster Club and a member of the Abbeyville United Methodist Church.

Sandy Howell's career with the City of Lenexa began 24 years ago, when she became Assistant City Clerk in 1967. From 1972-76 she was City Clerk, 1976-81, City Treasurer, and 1981 to present she has served as City Clerk/Finance Director. Sandy is a member of IIMC and GFOA, and is currently the Kansas representative of CCMFO to GFOA. She attained her CMC in November, 1988, and is also a 1991 graduate of the Advanced Government Finance Institute from the University of Wisconsin (sponsored by GFOA). She has also attended various workshops on supervisory management, writing and grammar, organizational skills, and reading dynamics. Sandy was born and raised in the Shawnee Mission area, which includes Mission, Merriam, Overland Park, Shawnee, and Lenexa. Her husband Gary is a chemist, and works as a director of a regional crime lab. The Howells have two sons -- Greg, 15; and Mike, 11. Sandy is a member of the Lenexa United Methodist Church, member and past board member of the Lenexa Chamber of Commerce, League of Municipalities, and various organizational committees. She enjoys bass fishing, water skiing, duck hunting, snorkeling and scuba diving, mushroom hunting, and all outdoor activities. Sandy is an avid Kansas City Chiefs fan, and also likes great restaurants, all movies, rock and roll music, and traveling.

Sharleen Allen became the City Clerk of Lebanon in April, 1981. She was born in Smith Center, lived on a farm north of Athol, attended high school at Smith Center, and college at Fort Hays State University, where she received a B.S. degree in Elementary Education. She taught 4th grade at Leavenworth for one year, was married, taught 1st grade for one year at Smith Center, then stayed home to raise her children for several years. Sharleen's husband Claude is a Rural Letter Carrier, and they have two sons -- James, 30; and John, 26. She is a member of 1st St. John Lutheran Church, Kensington, is a substitute cook at the Lebanon Grade School, treasurer for the district Rural Letter Carriers Auxiliary, and treasurer for Lebanon's Hub Club (local Chamber of Commerce). Sharleen tells us that her husband's great-great grandfather helped to establish the town of Lebanon in the 1870's. Lebanon also has the distinction of being the "Center of the Original 48 States" with a monument stating such about two miles northwest of town.

Cheri Hollingsworth has worked for the City of Oswego since November of 1974. She worked as Utility Billing Clerk for 4½ years, Deputy City Clerk for 5 years, and has served as City Clerk for the last 7½ years. Cheri is a member of IIMC, graduated from certification school in 1986, and attained her CMC certification in June of 1990. She is a 1974 graduate of Oswego High School, and has attended several classes at Labette Community College. Cheri was born in Oswego, and lived in Chetopa until 1970 when she moved to Oswego. Her husband Mitch is a Watershed Manager for the Labette-Hackberry Watershed, and they have four children -- Tracy Hollingsworth, 21; Melissa Hollingsworth, 16; Misti Blair, 14; and Marc Blair, 10. Cheri is a member of the Oswego Chamber of Commerce, the Parent Teachers Organization, the Labette Baptist Church, and the CCMFO Planning Committee. She enjoys reading, music, cross-stitch, and spending time with her family.

Seasons Greetings!



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