



Wings

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

Volume 4, No. 4

January, 1992

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

Robert Jeffers

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PRESIDENT'S COMMENTS



Ron Thornburg, president CCMFO

A new year, a new beginning, an opportunity at every turn. The people in the City Clerks and Municipal Finance Officers Association are our greatest asset.

I can't imagine anyone being effective as a city clerk or finance officer without having some insight into people. Clues for insight abound and are there to be used by anyone who is tuned into them. Insight allows us to see beyond the present. It is our insight into people that gives you the ability to predict the future.

A person's true nature, true self cannot change with situations. That

nature is totally consistent. The ability to listen or to hear what someone is saying has far greater implications than simply gaining insight into people. At one time, I was more impressed by outward factors -- money, power and appearances. But as I grow older and theoretically wiser, I have come to appreciate the importance of true character and other inner qualities and to see the relative insignificance of outward glitter.

It is the little things you say and do that often make the most enduring impression. How people relate to you is based on the conscious and unconscious statements you make about yourself. The impression you make is what allows you to be successful. If we can take advantage of all the little opportunities to create an overall, ongoing impression of confidence, effectiveness, maturity and fair minded toughness, people will overlook the occasional transgression. People will forgive all sorts of out-of-character behavior in you if their overall lasting impression is favorable.

Our organization has a very favorable impression through our educational programs, our dedication and yes, even our social functions. Thank you for working hard to be a part of this positive force in this great country.

Ron Thornburg, President

EDITOR'S COMMENTS

The Association of City Clerks of Kansas is the greatest organization to belong to. I'm very proud to be a part of this family of professionals.

Most small towns run with few employees and when one of those employees is suddenly gone a tremendous hardship is placed on those remaining. This happened to me in September.

I would like to take this opportunity to thank Jean Krehbiel for jumping right in and giving me the helping hand I needed to get the last issue of "Wings" out. Jean was my shining light at a very dark time.

This was a great example of the love and support given by City Clerks. Without each other we usually find ourselves out there in the dark.

Again, thank you Jean for being my shining star!

Pat Kasper, Editor

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.

Wings

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NEWS *from your Roving Reporter*

by Jean Krehbiel

On December 23, 1991, I thought it would be nice to see every City Clerk/Finance Officer on Santa's lap at a shopping mall, finally taking his or her turn on getting something for only them, so I called and asked the question: "If you could sit on Santa's lap, What Would You Ask For?" The things they asked for will give you an idea of what is going on in other cities because most of them didn't ask for anything personal, as always they were thinking of how they could do a better job in the city they work in.

- Andover -- Teresa Sexson: Instant knowledge of what its going to take to learn my new computer program.
- Caldwell -- Freda Cink: Alot of understanding, expecially at this time of the year.
- Edgerton -- Rita Moore: A larger assessed value for our City.
- Lakin -- Cindy Bernbeck: Would like to have the power plant up and running on all four engines.
- Hesston -- Polly Mains, Deputy City Clerk: The perfect Man!!
- Lyons -- Norma Miller: Peace around the world.
- Pretty Prairie -- Patti Brace: Harmony, working together and being considerate of one anothers feelings among the City employees.

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GETTING TO KNOW YOU

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

Archie Wicke has been with the City of Goodland for 20 years. He originally went to work for Roberts Construction Company, Lincoln, Nebraska, in 1963-66 as a bookkeeper. He moved to Denver, Colorado and went to work for Marshall Burns, a subsidiary of Technicolor, as inventory control clerk from 1966-68, at which time he moved to Goodland and became office manager at the Goodland Co-op Equity Exchange from 1968-70. In May of 1970 Archie went to work for the City of Goodland as Office Manager and was promoted to City Clerk and Finance Director in November 1972. Over the years, he has also held the position of City Manager several times during vacancies in that position. Archie attended the Parks School of Business from May 1957-April 1958, and has a degree in business management and accounting. Two years (1962-63) were also spent at Fort Hays State College, majoring in business management. Archie was born in Palisade, Nebraska and raised on a farm in Rawlins County Kansas. He attended a country grade school and Atwood Community High School. He also went to work for Safeway Stores, Goodland, from 1958-62. His wife Patricia is a homemaker (domestic engineer). Archie is a member of IIMC, Our Lady of Perpetual Catholic Church where he is a committee member, and the Goodland Elks Lodge #1528. During Archie's time as City Clerk/Finance Director he has been instrumental in converting the bookkeeping and billing systems from the manual way to computer.

Nancy Peters has served in the capacity of City Clerk of Lebo for the past five years. She also worked as Municipal Court Clerk for the City of Topeka for three years. Nancy was born and raised in Osage City and has lived in Lebo for 9½ years. She has taken college courses in accounting and computers and completed IIMC certification school in 1987. Nancy is married to Ron Peters and has two children - Ronnie, 8, and Kayla, 3; a stepson Vernon, 20, and a stepdaughter Micki, 18. She is a member of the Lebo Methodist Church, IIMC, CCMFO, Region 16 chairman, Boy Scout committee member and 1990 popeorn chairman, Lebo pre-play school vice-president, and co-chairman of the Lebo Fourth of July Planning Committee. Nancy enjoys reading, camping, making crafts, and going to auctions. She also bow hunts for deer. She says that "most of the time, its not the hunting but the solitude I really enjoy."

Carolyn Matheson is the City Clerk of Holcomb. She was born in Hutchinson and lived at Burdett during her school years, where she graduated from High School. Carolyn attended Fort Hays State University and graduated from Garden City Community College. She has lived in Holcomb about 30 years. Carolyn and her husband Verneal, who is a truck owner/operator, have two sons -- Timothy, 26; and Kevin, 23. She has also been a

progressive EHU member for 23 years.

Shirley Stuever has worked as the City Clerk of Andale for 12 years. She is a member of IIMC and attained her CMC on March 22, 1991. Shirley graduated from East High School in Wichita, completed one year of college, and she attends City Clerks school and workshops offered during the year. Her husband Max is an accountant and they have eight children -- Kitty Champlin, 33; Janet, 32; Joyce Bird, 30; Patty, 28; Bob, 27; Kristin, 25; John, 23; and David, 16. The Stuever's also have five grandchildren, ages 1 month to 7. Shirley was born in Topeka and has lived in Topeka and Wichita most of her life. She moved to Andale in 1966 and has lived there since. Shirley is a member of St. Joseph Church, past president of the Andale Alter Society, member and former officer of the Andale Extension Homemakers Unit, and has been a 4-H leader for 21 years.

Jane Buessing has served as the City Clerk of Axtell for 3½ years. Prior to that she was Assistant Clerk/Bookkeeper for 2 years. She is a member of IIMC, a graduate of certification institute, and is working on her CMC. Jane is a native of Axtell and her husband Gary is a mechanic and dairy farmer. The Buessings have 2 children -- Sara, 10, a 5th grader; and Tony, 8, a 2nd grader. Jane is a Region 11 director for CCMFO, a member of St. Michael's Church and Ladies Guild, and Co-chairman for 8 years for the Axtell Harvest Days in August and Santa Claus Day in December. She also volunteers one afternoon a week at St. Michael's School doing office work and helping kids on computers, and is a Boy Scout helper. Jane is a 4-H community leader, and sewing and photography project leader. She received the Outstanding 4-H leader award from Kodak for 1991. A few years ago Jane, a councilmember, and their husbands spearheaded the design and construction of complete new Christmas decorations for Axtell, with all the work being done by volunteers. Jane enjoys any kind of crafts, especially sewing, ceramics, and cross stitch. Each year she and her father make a different kind of reindeer for a Christmas decoration.

Patsy T. Van Sickle is the City Clerk of Howard, a position she has held for the last 12½ years. Prior to that, she worked in the abstract office in Howard for three years (1976-79) and was a school secretary in Coffeyville in 1948-50, prior to her marriage. Patsy is a 1944 graduate of LCCHS (Altamont) High School and has taken computer, accounting, and several business courses from Independence Junior College. She is also a member of IIMC and attained her CMC in November of 1981. Patsy was born in Edna, Kansas and has lived in Howard for the past 36 years. Her husband Ardell died in a drowning accident on their 27th wedding anniversary on July 3, 1976. She has three children -- Susan Evinger, 40, Lawrence, who is one of the

first women hired for the Kansas Highway Patrol; David, 36, of Finley, Oklahoma; and Tim, 26, who lives in Newton. Patsy is a member of the First Baptist Church, where she serves as an officer in the women's organization. She is also involved in the Chapter R-PEO Sisterhood, Rebekah Lodge, Past President of the American Legion Auxiliary, and Secretary-Treasurer for the Grace Lawn Cemetery Association. Patsy will retire January 1, 1992. She said she has enjoyed the work and working with the residents of Howard. While she was City Clerk, a new lagoon system was built, several streets rebuilt, and a new water plant constructed. Patsy is looking forward to retirement and visiting with her children and doing volunteer work at the city owned Nursing Home.

Merl B. Page has been the City Administrator/Clerk of WaKeeney for the past four years. Prior to that, he was a business Manager/Assistant Hospital Administrator for 5½ years. Merl has a Bachelor of Science in Business Administration from Emporia State University. His wife, Brenda, is a teacher and they have a son, Michael, age 4. Merl was born in Herington, moved to WaKeeney in July of 1982, lived in Hays for one year, and then moved back to WaKeeney. He is a member of Bethlehem Lutheran Church and serves on the Airport Authority. Merl enjoys outdoor hobbies, sports of all kinds, and cooking.

Pam Corby became the City Clerk/Administrator of St. John three years ago. Prior to that, she was the head bookkeeper for the Stafford County Highway Department for five years. She is a member of IIMC and completed certification school in November of 1991. Pam is a native of St. John, graduated from St. John High School, and is currently continuing her education through Barton County Community College. She has two sons -- Chris, 16; and Clint, 11. Pam has attended the Annual Clerk's meeting and various workshops the past three years, is a member of KACM, and was a moderator at the March Conference of the Kansas Rural Water Association. Pam enjoys the horse races, fishing, watching old movies, and spending time with her two boys and their activities.

Iris Clubb has been the City Clerk of Kechi for 10 years. She is also the Court Clerk for Municipal Court. Prior to that, she was City Treasurer for two years. She is a member of IIMC and attained her CMC March 23, 1991. Iris was born 3 miles East of Kechi and has lived in the area all but six years of her life. She has lived in Kechi for 36 years. Her husband James is a building supervisor and they have two sons -- Jerry, 39; and Alan, 37, and 10 grandchildren. Iris is a member of the Church of the Nazarene and the Good Neighbor Club. Her hobbies include traveling and genealogy.

WHAT'S GOING ON?



IIMC Region VII News

by Tom G. Roberts

REGION VII DIRECTOR

The Region VII annual meeting was held in Wichita, November 15-16 and was an unqualified success. Sponsored by our CCMFOA of Kansas, special thanks goes out to President Ron Thornburg, who was determined that our meeting participants be shown what Kansas hospitality is all about.

In an effort to boost attendance, the meeting was scheduled at the end of a combined week of academy and institute sessions. This allowed persons to only make one trip for two activities. Evidently it worked as about 50 persons participated. Lynne Schall of WSU was extremely helpful in getting all the details worked out.

The events started with an informal barbecue Friday evening in the hospitality suite. It was an excellent opportunity to mix with our friends from Missouri and Illinois. Lee Parker of WSU assisted in getting us some of the best barbecue beef known to man, from R & J Bar-B-Q. Norma Robbins, our social chairperson, worked very hard to make sure all of our needs were met. It was an enjoyable evening which culminated with an hour long joke telling jamboree which had everyone in stitches. Of course our own lovable Bill Goering stole most of the limelight.

The meeting commenced Saturday morning at 9:00 a.m. Everyone introduced themselves and told a little bit about their town. This was followed by reports given by the

three state organizations on their programs and activities. Ron Thornburg had to be back in Dodge City for his daughter's wedding so Past President, Mary Reed and Vice President, Karen Fitzmier, very capably filled in for him. Kirsten Davis of Evanston, Illinois, and Bruce Lowrey of Independence, Missouri, gave updates on their respective state operations.

A nice lunch was followed by our guest speaker, Sister Ann Cecile Gaume, whom many of you heard last March. A noted humorist, Sister was very well received and her topic "Jest for the Health of It" was relevant. When facing a stressful situation, Sister said to say "Ha-ha, ho-ho, hee-hee," in order to relax. Driving home to Kansas City Saturday evening in the driving rain, I had a death grip on the steering wheel whenever I was side by side with a semi tractor-trailer. I'm glad no one heard me but by using Sister's short, little phrase, several times I was able to actually feel the tension leave my body.

Linda Medlock, my Region VII Co-Director, and I gave a synopsis of the IIMC Mid-Year board of director meetings held last October in Montreal. A preview of the upcoming IIMC conference in Salt Lake City was given along with reports on IIMC committees.

Kirsten Davis, President of the Illinois Clerks, invited everyone to attend next year's Region VII meeting in Chicago. The dates are yet to be determined.

The meeting was concluded by a raffle of various donated items from our three state region.

All in all I felt the meeting went very well. Linda Medlock and I are committed to do our very best for you as your IIMC representatives on the board. We welcome the opportunities to serve you.

IIMC Conference Scholarship

I want to take this time to thank you for the scholarship I received to the 45th Annual IIMC Conference in Grand Rapids, Michigan. It was an exciting learning experience. I can only imagine the hours it must have taken the Michigan clerks to organize such an event.

The education sessions were very good. I attended two sessions on grant writing and returned back to work just in time to put my newfound skills into action! The keynote speaker, C. W. Metcalf, was fun and a refreshing way to start the day. I just wonder how many clerks are wandering around the office with a little red ball on their nose, bringing some humor to their day!

It was a great learning experience and so much fun meeting clerks from around the world. The receptions were fantastic and everyone made you feel welcomed.

A special thanks to Rhonda Schuetz, Hiawatha, for rooming with me. Also to all of the other Kansas clerks who attended for making sure I didn't get lost in the crowd.

I also owe my office staff and governing body a great thanks for their support and hard work. Although most conference attendees went back to work the next week, I was off another month for health reasons. I'm doing great and appreciate everyone's concern.

Brenda L. Chance, City Clerk
City of Phillipsburg

Deputy Clerk Retires After Long City Career

*Ellen Dayton, Daily News Reporter
Olathe Daily News, 10/23/91*

Deputy City Clerk Marea Long will retire Thursday after working for the city of Olathe for 31 years.

Long began her career with the city in July 1960 as a part-time employee in the city clerk's office. She then moved to the water department as a part-time cashier and billing clerk. She was reclassified as a full-time employee in January 1961.

She was named office manager of the water department in 1969. From 1970 to 1974, Long worked as a clerk in various areas of the finance department.

Long was city clerk from 1974 to 1982, when Howard Pevehouse was hired as city clerk. Long asked to stay on as deputy city clerk.

"I've grown with the city," Long said. "When I started working for the city in 1960, the population was only 8,000."

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Deputy Clerk Retires from 4

Long said she had seen a number of changes over the years in the way the city operates.

"We didn't go to computers or automation until 1969. The majority of what we do now is on computers, especially in customer service," she said. "You couldn't do it today like we did it 1960."

Pevehouse said Long's knowledge about the city will be missed in the clerk's office.

"She's our encyclopedia, and we're going to miss that," he said. "That kind of knowledge you just can't replace."

Long, who has been on leave from her job since September, said she will miss her co-workers and daily contact with the public the most.

She said she is looking forward to visiting friends and spending time with her children and grandchildren during her retirement.

The city will honor Long with a reception from 2 to 4 p.m. Thursday in the council chambers. Past and present council members and city managers are among those invited to the ceremony.

Region 8 News

The Region 8 City Clerks & Municipal Finance Officers from Harper, Harvey, Kingman and Reno Counties met at the Countryside Dining at noon on Wednesday, December 11, 1991. Following lunch a meeting was held at the Buhler City Building.

Discussion was held concerning a time to meet in February. The announcement will be made at a later date.

Marilyn F. Prather, CMC
City Clerk, Buhler

New CMC's

Four Kansas clerks have been awarded the designation of "Certified Municipal Clerk" (CMC) from the International Institute of Municipal Clerks (IIMC) for achieving its high educational, experience, and service requirements. This program provides over 100 student/instructor contact hours of in-depth courses in managerial/leadership skills, social and interpersonal concerns, and functionally-related subjects. It

gives perspective, information, and technical training needed to deal with changes taking place in local government today.

Sue A. Grosdidier, has been City Clerk of Mission, Kansas, since 1988. Previously she held finance and managerial positions in private business. In addition to completing the Municipal Clerks Institute, Sue has a Bachelors of Science Degree in Accounting Business Administration from St. Mary's College and a Associate of Science Degree in Math from Donnelly College. She also attended a number of workshops relating to her position, including problem solving, accounting, information access and Anti-Drug Criminal Justice.

Her professional affiliations include membership in the City Clerks & Finance Officers Association and the International Institute of Municipal Clerks. Her community activities include member of St. Pius X Parish, Mission Women's Club, Co-Chairman of O.L.P.H. Circle of 1992, and (Past Chairman) of Ward High School Board and (Past Treasurer) of Daughters of Isabella.

Sue has four grown children and four grandchildren.

Tamara Y. McCammon has been Deputy City Clerk of Belle Plaine, Kansas, since 1986. Previously she held managerial positions in private business. In addition to completing the Municipal Clerks Institute, Tamara has attended courses at Cowley County community college and Wichita State University. She also attended a number of workshops relating to her position, including budget seminar, secretarial seminar, public safety committee, ambulance billing and computer payroll.

Her professional affiliations include membership in the International Institute of Municipal Clerks. In her spare time Tami enjoys gardening, cross-stitching, boating and fishing. Tami and her husband, Dennis, have three children and four grandchildren.

Sharon Ricker has been Deputy City Clerk of Scott City, Kansas, since 1988. She began her career with Scott City in 1980, where she held a variety of positions including Municipal Clerk Assistant and Office Manager. In addition to completing the Municipal Clerks Institute, Sharon has attended classes at the University of Southern Colorado.

Her professional affiliations include membership in the Kansas City Municipal Clerks and Finance Officers Association and the International Institute of Municipal Clerks. Sharon's community activities include active 4-H Leaders and Administrative Council,

First United Methodist Church.

Sharon and her husband, Stan, have five children, Dusty, Tara, Rusty, Kara and Tris. Her hobbies include rock hunting, camping, fishing, sewing and watching wrestling and enjoying her children.

Anthony D. Royse has been Director of Finance-City Clerk of Independence, Kansas, since 1987. Previously he held finance positions in private business. In addition to completing the Municipal Clerks Institute, Anthony has a Bachelor of Science degree in Accounting from Bartlesville Wesleyan College, Bartlesville, Oklahoma. He also attended a number of workshops relating to his position, including problem solving, Supervisory practices building effective relationship, finance and budgeting, and info/Access.

His professional affiliations include membership in the City Clerks and Municipal Finance Officers Association of Kansas and the International Institute of Municipal Clerks. Anthony's community activities include Treasurer of Independence High School's Bulldog Booster Club.

Anthony and his wife, Robin, have two children; Joshua, age 16 and Megan, age 5.

The unique Certification Program of the IIMC was launched in 1970, climaxing a decade of planning. The program aids municipal clerks and deputy clerks in improving their job performance and recognizes the professionalism of the Municipal Clerk's office. Completion of a recognized career development institute or a baccalaureate degree in public administration or related field, responsible experience in local government, and participation in conferences, meetings, and educational seminars are required to achieve this prestigious Certified Municipal Clerk designation. Qualifications of applicants are reviewed and approved by the IIMC Certification Committee.

The International Institute of Municipal Clerks is devoted to advancing the professionalism of the office of Municipal Clerk and improving the administration and efficiency of government. Founded in 1947, it provides its 10,000 members with educational, conference, research, reference, and informational services which keep them informed on the changes in the urban scene.

IIMC

Certification School & Advanced Academy Photo's

Year 1

IIMC Municipal Clerks Certification Institute Wichita, Kansas • November 1991



Front Row (L-R; seated): Jean Greve, Cindy Conrardy, Joni Ripper, Penni Porter, and Diane Rosecrans

Row Two (L-R): Bill Butrick, Sandra McCreary, Gloria McGinness, Pam Simecka, Teresa Saxson, Debbie Lamb, Esther Shields, and Becky Bolce

Row Three (L-R): Phil Deneault, Joann Penka, Karen Ruggles, Galia Nielsen, Jean Solze, Ramona K. Brown, and Stephanie Krug

Row Four (L-R): Gary W. Mangus, Donna Rettiger, Judy Brigham, and Vio Finkenbinder

Year 2

IIMC Municipal Clerks Certification Institute Wichita, Kansas • November 1991



Front Row (R-L; seated): Barbara Noah, Leann Hughes, Polly Maine, Janice Brown, and Brenda Smith

Row Two (L-R): Martha Scott, Colleen Woodruff, Jane Boeh, Jacyln Reimer, Pat Halter, Darla Ellis, Sharon Gueho, Carolyn Dreher, Nanoy Hodges, Karen Walters, Mariotta Lucas, and Charlene Abell

Row Three (L-R): Mary Jo Walz, Joyoe Chartier, Donna Oleason, Stephanie Krug, Donna Greenlee, Patti Brace, Darla Snook, Dee Anne Grunder, Carely M. Yaeger, and Esther Shields

Year 3

IIMC Municipal Clerks Certification Institute Wichita, Kansas • November 1991



Front Row (R-L; seated): Janet Freal, Donna Schoonover, Barbile Wilbur, Rhonda Schuetz, Kathy Chandler, and Beth Blackford

Row Two (R-L): Vera Dragonas, Harriett Mitts, Dorene Metzger, Laralee Miller, TruDee Little, Cindy Sutton, Rod Barnes, Laura Gilleaple, Ann Elmquist, and Jane Powers

Row Three (R-L): Shiela Gilbeon, Debra Gragg, Michael Cox, Pam Corby, Debra Shepard, Freda Clink, and Marsha Baker

Row Four (R-L): Carol Jones, Dan Allen, and Deb Fox

IIMC Advanced Academy Wichita, Kansas • November 1991



Front Row (R-L; seated): Ron Thornburg, Donna B. Albert, Beverly Rodgers, Carol McBeath, Coralie J. Bennett, and Betty Martine

Row Two (L-R): Pat Kasper, Carolea Wellen, Cheri Hollingsworth, Rachel A. Mueller, Laurie Neemann, Jean Krehbiel, Cindy Bernbeck, Patricia Brooner, Sue Groddier, Marilyn F. Prather, Karen Gates, Susan Jacobs, and Cyndi Wbeon

Row Three (L-R): Sherryl Cutter, Gus Colline, Sharon Peterson, Tony Royse, Susan Mendoza, Rod Franz, Mary Reed, Sharon Rloker, Mary Sue Fry, Sue Martell, Vicki Gillett, Jill Holmes, Debbie Durier, Paula Holle, Alloe Sander, Paula Shapland, Phyllis Walton, and Jackie Shiever

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The best theology is a pure and beneficent life.

The best navigation is steering clear of contention.

The best music is laughter.

The best science is extracting sunshine from a
cloudy day.

The best art is painting a smile.

The best mathematics is that which doubles the
most joys and divides the most sorrows.

The best biography is that life which writes
goodwill in the largest letters.

--Sunshine Magazine

The Municipal Clerk

When council battles are over

and all the votes cast,

there's only one voice

in the city which last;

it's not the chair's--

strong though that be--

or the LOUDEST voice

which becomes history;

it's the words that are written

by one who sits by,

who listens and watches

with an observant eye.

Yes, the words that live on

is the official work

recorded so carefully by the Municipal Clerk.

Mary L. Haynes, CMC/AAE 1991

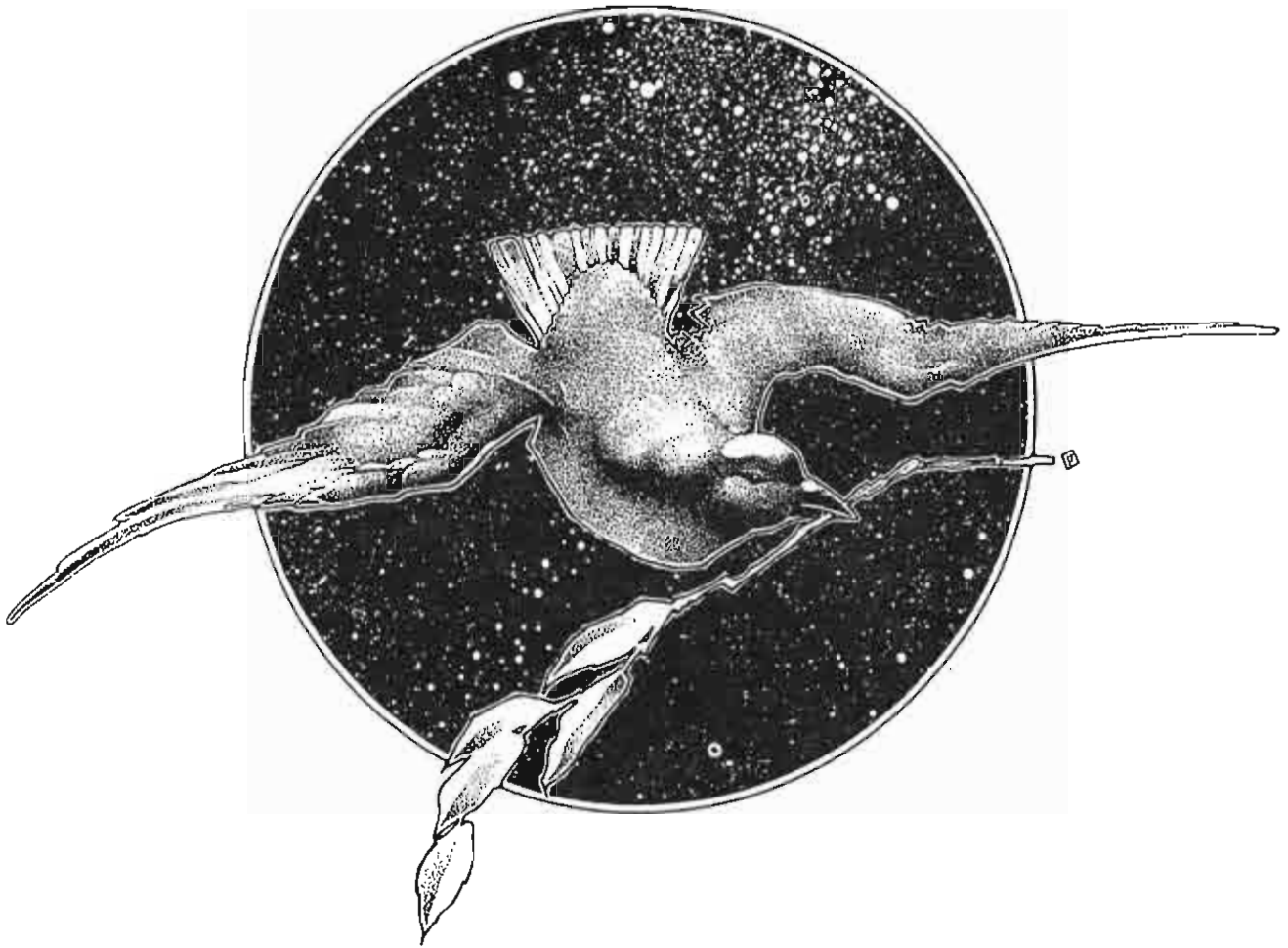


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BY LAWS
CITY CLERKS AND MUNICIPAL FINANCE OFFICERS
ASSOCIATION OF KANSAS

ARTICLE I-NAME

The name of this organization shall be the City Clerks and Municipal Finance Officers Association of Kansas.

ARTICLE II-PURPOSE

The purpose and objectives of this Association shall be to develop a better understanding of the official duties and obligations of its members and to promote the improvement of their offices by development of standard procedures, discussion of various problems arising in these offices, promotion of wider city consciousness concerning the importance of municipal government and its operation with particular reference to those services and facilities administered by the city clerks and the municipal finance officers, development of closer relationships and understanding within this organization dedicated to the improvement of municipal affairs.

ARTICLE III-MEMBERSHIP

Any person serving in the capacity of city clerk and/or municipal finance officer of any city or governmental agency of the State of Kansas, either elected or appointed; or any assistant city clerk, deputy city clerk, city treasurer, or assistant city treasurer, or assistant city finance officer shall be eligible for membership in this organization.

The annual membership dues of the City Clerks and Municipal Finance Officers Association of Kansas shall be established or amended when necessary by a majority vote of those members attending the annual meeting. The new dues structure shall become effective one year after approval. Dues may vary depending on the class of city; cities of the first class, cities of the second class and cities of the third class. Dues of other agencies shall be the same as established for cities of the second class.

Associate membership may be retained by any member no longer serving in a capacity described in the first paragraph of this Article III. Associate membership may be obtained by those holding full membership and voting rights in city clerk and municipal finance officer associations of other states. Annual dues for associate members shall be one-half the amount established for Kansas cities of the second class. Associate members shall have no voting privileges.

ARTICLE IV-OFFICERS

The officers of this Association shall be President; a Vice-President; a Secretary; a Treasurer; and six Directors. All officers shall be active members.

At each annual meeting the Association shall elect by ballot, where more than one person is nominated for an office, the officers enumerated in the Article. Nominations shall be made by a Nominating Committee of not less than four members, appointed by the President. The report of the Nominating Committee shall be given in writing to all members twenty days prior to the annual meeting. Additional nominations may be made from the floor. The Vice-President shall serve as chairman of the Program Committee. [Amended 3-14-90]

The terms of office of the President, Vice-President, Secretary and Treasurer shall be for one year. The term of office of the Directors shall be for three years and each officer shall hold his or her office until his or her successor is elected and qualified; provided no elective officer shall succeed himself or herself to the same office; and provided further that no elective officer shall hold office [more than 90 days] after he or she ceases to be an active member.

A vacancy in the office of President shall be filled by the Vice-President. Vacancies in other offices shall be filled for the remainder of the term of office by a majority vote of the Executive Committee present.

Except as otherwise provided, the powers and duties of the officers of this organization shall be such as by the title of their offices. The President shall have such other powers and duties as may be delegated to him by the Executive Committee, consistent with the provisions of these by-laws.

ARTICLE V-MEETINGS

The regular meeting held in conjunction with the City Clerks and Municipal Finance Officers School shall be designated as the annual meeting. Business, not specifically designated for the annual meeting, may be conducted at other open meetings of the Association i.e.; the city conference business meeting held in the Fall.

ARTICLE VI-EXECUTIVE COMMITTEE

The executive committee shall consist of the officers of the Association including the Directors and Immediate Past President. The President of the Association shall be exofficio Chairman of the Executive Committee. A majority of this Committee shall constitute a quorum for the transaction of official business. Transaction of official business may be conducted by meeting in group session or by conference call.

ARTICLE VII-COMMITTEES

The President shall appoint such committees as he may deem necessary. No committee shall be authorized to create financial liabilities unless approved both in nature and amount by the President and Treasurer.

ARTICLE VIII-OFFICIAL PUBLICATION

The official publication of this Association shall be the Kansas Government Journal.

ARTICLE IX-PARLIAMENTARY AUTHORITY

The rules contained in "Robert's Rules of Order Revised" shall govern the proceedings of the Association in all cases in which they are applicable, and where they are not inconsistent with the By-laws or the special rules of order of this Association.

ARTICLE X-AMENDMENTS

These By-laws may be amended at any annual meeting of the Association by a two-thirds vote of the members present; provided that copies of the proposed amendments shall be given in writing to all members twenty days prior to such meeting.

PROPOSED BY-LAWS ADDITIONS

ARTICLE V-MEETINGS

The regular meeting held in conjunction with the City Clerks and Municipal Finance Officers School shall be designated as the annual meeting. Business, not designated specifically for the annual meeting, may be conducted at other open meetings of the Association i.e.; the city conference meeting held in the Fall. Business [including policy decisions] other than official business, as referred to in Article VI-Executive Committee, shall not be conducted by the Executive Committee unless they have been specifically authorized to conduct such business at either the annual meeting or the city conference business meeting held in the Fall. In all instances, any business conducted by the Executive Committee that makes any major changes in the affairs of the organization must be voted on by members present at one of the two above mentioned meetings. All members must be notified at least twenty days in advance of any major changes to be proposed and/or voted on at one of the meetings.

ARTICLE VI-EXECUTIVE COMMITTEE

The executive committee shall consist of the officers of the Association including the Directors and Immediate Past President. The President of the Association shall be exofficio Chairman of the Executive Committee. A majority of this Committee shall constitute a quorum for the transaction of official business. Transaction of official business may be conducted by meeting in group session or by conference call. Official business shall be construed to mean conducting financial affairs of the organization that must have immediate attention.