

JULY 1993

*Published by the
City Clerks and Municipal
Finance Officers
Association of Kansas
Vol . 6, No. 2*

INSIDE

**TOM ROBERTS
ELECTED 2ND
VICE PRESIDENT**

CITY SPOTLIGHT

IIMC NEWS

**THE SPOTLIGHT IS
ON...**

**KANSAS CLERKS
HOST
CELEBRATION IN
ORLANDO**

REGION NEWS

**STOP HIDING!
COME OUT FROM
BEHIND A PAPER
MOUNTAIN**

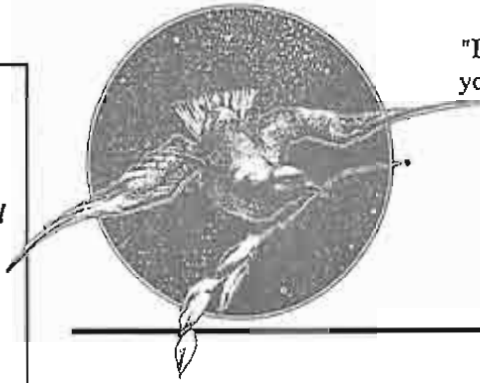
**FAMILY LEAVE
LAW
REGULATIONS**

**MEMBERSHIP
INFORMATION**

**PROGRAM
PLANNING
COMMITTEE
REPORT**

DID YOU KNOW???

**UPCOMING
EVENTS**



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

WINGS

PRESIDENT'S MESSAGE

I attended the IIMC conference in Orlando the week of May 23rd through May 27th--and had such a good time renewing old friendships and meeting new people. It is always refreshing to exchange ideas with other people from other states as well as other countries around the world. This conference is always well worth the effort to get there.

KANSAS! was well represented and we hosted a reception for Tom Roberts who was installed as Second Vice President of IIMC. Thank you to all who helped and especially Mary Sue Fry for the beautiful centerpiece she created.

I was especially honored this year to represent Kansas in the opening ceremony and carry our state flag.

For me, the conference is explained like this saying written by Richard J. Needham:



"What is SUCCESS in this world? I would say it consists of four simple things -- to live a lot, to love a lot, to laugh a lot, and from it all, to learn a lot".

WINGS

Editor

Connie Schmidt, City Clerk
Merriam, Kansas

Staff

Diana Brooks, Information Specialist II
City Clerk's Office, 9000 W. 62nd Terrace,
Merriam, KS 66202
(913) 722-3330 FAX (913) 722-0238

Past Editors :

Debbie Durler, Great Bend 1988-90
Pat Kasper, Potwin 1990-92

NEWSLETTER COMMITTEE

Jean Kréhbiel, Hesston
(316) 327-4412

Carol McBeath, Haysville
(316) 524-3243

Martha Scott, Manhattan
(913) 537-0056

EXECUTIVE COMMITTEE

President Verna Ferguson
Concordia (316) 243-2670

Vice-President Howard Pevehouse
Olathe (913) 782-2600

Secretary Sandy Howell
Lenexa (913) 492-8800

Treasurer Debbie Durler,
Great Bend (316) 793-4100

Past President Mary Reed, Parsons

BOARD OF DIRECTORS

Leroy Stewart
Wamego (913) 456-9119

Cindy Wixson
So. Hutchinson (316) 663-7104

Laurie Neemann
Hiawatha (316) 742-7417

Jan Meisinger
Hillsboro (316) 947-3162

Stacey Johnston
Coffeyville (316) 252-6100

EDITOR'S LETTER

Dear Friends,

For many municipal clerks and finance officers (including me), the path to success in our careers has been paved by hard work and "on-the-job training". In reality, our most valuable training was received very early in life. Each day our mail includes flyers promoting conferences, workshops and seminars on various aspects of management training. Many are oriented to self-improvement, and in reality are skills that we should have learned at home or in elementary school.

I recently read an article written by Dr. Robert L. Sanders, CRM, published in the Records Management Quarterly. Dr. Sanders translates these seminars in this way: A third grade teacher's command "Don't mumble" was transformed into "How to Speak Convincingly." "Pay attention to your mother!" became "How to Listen Effectively." "How to Negotiate a Win-Win Solution" was originally, of course, "If you two don't learn to get along, I'll spank both of you." "How to Manage Time Effectively" was "You have five minutes to pick up your room, or you're grounded."

So often we don't think about the important messages we are sending to our children in the home and at school. After reading this article I actually felt good about nagging my children!

PUBLICATION DATES AND DEADLINES FOR NEWS ITEMS

"WINGS" will be published in July, October, January and April. Information should be submitted by the 15th of the month preceding publication. Anyone wishing to place advertising in "WINGS" should contact Jean Krehbiel for further information and rates. Small classified ads are also available for positions open, special messages, etc. Jean's address is P.O. Box 100, Hesston, KS 67062. Telephone: 316-327-4412

TOM ROBERTS ELECTED SECOND VICE PRESIDENT OF IIMC



Pasadena, CA--June 7, 1993--The International Institute of Municipal Clerks, a professional organization with approximately 9,700 members throughout the United States, Canada and 15 other countries, has elected Tom G. Roberts, CMC, Kansas City, KS as Second Vice President. The elections were held in May during the 47th Annual International Conference in Orlando, FL.

"Tom's exceptional listening and people skills will help facilitate his efforts in implementing IIMC's strategic plan as well as providing it with leadership and vision," said John R. Devine, Executive Director, IIMC. "Along with concentrating on expanding IIMC's membership, Tom's other top priorities include education and training."

Roberts has been employed by Kansas City since 1975. He became City Clerk in 1985 and received his CMC designation one year later. In 1990, Roberts was elected Region VII Director. That same year, he was awarded the IIMC Records Management Award in the archives category. He's attended nine annual conferences, often acting as a presenter and convener. He's hosted an international exchange visit from Wales and authored a chapter in the IIMC publication, *Role Call: A Strategy for Clerks*.

Roberts has been active in many IIMC committees including International, Technological Development, Professional Status, Big Cities and Records Management Committee. Roberts earned his undergraduate and Master's degrees from Wichita State University. He is Past President of his state association and, in 1991, received the Mildred Vance City Clerk and Municipal Finance Officer of the Year Award.

The International Institute of Municipal Clerks prepares its membership to meet the challenge of the diverse role of the municipal clerk by providing educational seminars in 46 permanent college and university-based learning centers. IIMC offers municipal clerks a Certified Municipal Clerk Program, an Academy for Advanced Education and Services and continuing professional development opportunities to benefit members and the government entities they serve. It is governed by a 26-member Board of Directors, a 4-person Executive Committee and 17 Standing Committees.

REGION VII DIRECTOR POSITION AVAILABLE

IIMC Region VII is comprised of the states of Kansas, Missouri, and Illinois. Each region has two members serving on the IIMC Board of Directors. The state associations take turns selecting a member to serve on the board for a period of three years. In 1994, it will be the Kansas association's turn to select one of our members. Our selection must be made at the October business meeting at the League of Kansas Municipalities meeting in Overland Park. At that meeting, the executive committee will receive nominations for the position, and the association members present will select a person to serve. Members who are interested in serving as a director should submit their interest, in writing, to the President, prior to the October meeting.

DID YOU KNOW ???

The Kansas City Clerks and Municipal Finance Officers Association is proud to announce that the following Kansas clerks have been awarded the designation of "Certified Municipal Clerk" (CMC) from the International Institute of Municipal Clerks:

Carol L. Livingston, Altamont City Treasurer/Deputy City Clerk

Sheila Gibson, Horton City Clerk,

Donna Schoonover, Coffeyville Deputy City Clerk.

They join 102 other Kansas Municipal Clerks who presently hold the designation of Certified Municipal Clerks.

Congratulations to **Vernon Stallman**, City Clerk-Director of Finance of the City of Hutchinson has been accepted into the second sustaining membership of the Academy for Advanced Education of IIMC.

Congratulations are also extended to **Paula Shapland**, City Clerk/Finance Director of Ulysses, who was accepted into the first sustaining membership of the IIMC Academy for Advanced Education.

The following Kansas Clerks have volunteered to serve as IIMC committee members: **Paula Holle**, City Clerk, Marysville, Educational/Personal Growth Committee; **Brenda Chance**, City Clerk, Phillipsburg, Meeting Administration Committee; **Phyllis Walton**, City Clerk, Atchison, Membership Committee; and **Connie Schmidt**, City Clerk, Merriam, Technical Development Committee.

THE SPOTLIGHT IS ON



Wayne Musgrove
City Clerk & Cable TV
Manager
Cawker City
Nickname: Mr. Musgrove
Birthplace: Glade, KS
Spouse: D'Meris
Children: Curtis and Linda

Favorite type of music: Country & Easy Listening

Favorite TV show: Married with Children & Star
Trek the Next Generation

Favorite movie: Any good western, mystery, or
courtroom movie.

Favorite entertainer: John Wayne, Jimmy Stewart,
& Henry Fonda

Best book read recently: Agatha Christie mysteries

Best part of my day: Evenings

Worst part of my day: Very early in the mornings.

First job: Sorting Eggs & Produce in a Produce
Store

In my spare time I like to: Golf, play basketball

Fondest childhood memory: My first trip to the
mountains in Colorado with my parents.

Proudest achievement: My marriage, kids and
grandchildren.

I knew I was grown up when: I got out of school
and went to work as a bookkeeper in a Ford garage.

I hope I never have to: Live in a large city. I like
open space.

**If I could change one thing about myself, I
would:** Not be so hyper and have better speaking
ability.

If I couldn't do what I am doing, I would: Like to
own a good, challenging profitable
business of some kind.

Five words I hope people use to describe me:
Knowledgeable, caring, truthful, cheerful
and community minded.

One thing I really can't stand: People that don't
tell you the truth.

The most rewarding thing I ever did was:

Being active and involved from the ground up when
the city decided to build their own Cable TV system
and then being able to see that it was successful.

For one day I'd like to trade places with: The
Governor of Hawaii

If I had a million dollars, I would: Have a bigger
smile on my face.

Most embarrassing moment: When my wife catches
me in a mistake. She thinks its funny.

I can die happy, once I've: Lived out my retirement
years to the fullest, as planned, until I run
out of money.

The one person I would like to have met:

President Harry Truman while he was in office.



Mary Alice Carlile, CMC
City Clerk
Colwich
Nickname: "Mac"
Birthplace: Great Bend,
KS
Spouse: Jim
Children: Tracy & Jennifer

Favorite type of music: Country Western

Favorite TV show: Seinfeld

Favorite movie: "Dances With Wolves"

Favorite entertainer: Tom Selleck

Best book read recently: The Way Things Ought
To Be

Best part of my day: Evening

Worst part of my day: Early morning

First job: Clerk in a small grocery store.

In my spare time I like to: Read, be outdoors

Fondest childhood memory: A vacation trip to
northern California to visit grandparents.

Proudest achievement: Raising our daughters and
seeing them graduate from college.

I knew I was grown up when: I became a mother-
in-law.

I hope I never have to: Pull the plug on a life
support.

If I could change one thing about myself, I would:
Like to be independently wealthy.

If I couldn't do what I am doing, I would: Hope
that I could find another job as interesting
as city clerk in a small town.

Five words I hope people use to describe me:
Dependable, professional, fair, dedicated,
friendly.

One thing I really can't stand: Man's cruelty to
children and animals.

The most rewarding thing I ever did was: Marry
and have two daughters.

For one day I'd like to trade places with: Joan
Embry at the San Diego Zoo.

If I had a million dollars, I would: Invest it to earn
10 million.

Most embarrassing moment: A birthday
celebration for me during a city council
meeting (all those candles!!).

I can die happy, once I've: Become acquainted
with our great-grandchildren.

The one person I would like to have met:
Joan of Arc

THE SPOTLIGHT IS ON



Jean Greve
City Clerk
Erie
Nickname: Jeanie
Birthplace: Chanute, KS
Children: Stan & Ronda

Favorite type of music: Easy listening, instrumental.
Favorite TV show: Law & Order
Favorite movie: Out of Africa
Favorite entertainer: Meryl Streep, Robert Redford
Best part of my day: 5:00 pm to midnight.
Worst part of my day: Mornings 'til 9:00.
First job: Selling tickets at a movie theatre.
In my spare time I like to: Spend time with good friends and family; dining out; theatre; movies; concerts.
Fondest childhood memory: The love and time my parents shared with me.
Proudest achievement: Raising my children.
I knew I was grown up when: The cold cruel world reared up and stared me in the eye and I stared back.
I hope I never have to: Lose my children or grandchildren.
If I could change one thing about myself, I would: Be more assertive.
If I couldn't do what I am doing, I would: Go back to working as a legal secretary/paralegal.
Five words I hope people use to describe me: Honest, responsible, considerate, kind and pleasant.
One thing I really can't stand: A lie meant to hurt another.
The most rewarding thing I ever did was: Again, raising my children.
For one day I'd like to trade places with: I like my place.
If I had a million dollars, I would: Pay my debts and RETIRE!
I can die happy, once I've: Lived to a ripe old age and am content my children are settled and happy.
The one person I would like to have met: Two of my grandparents who died before my birth.

NO PHOTO
AVAILABLE

Rod Franz
Director of Administration
Arkansas City
Nickname:
Birthplace: Newton, KS
I was raised in Walton
Spouse: Deanna
Children: Brian, 10;
Christopher, 5

Favorite type of music: 1950's and 60's Rock; some Jazz and some Country.
Favorite TV show: I don't watch enough TV to have a favorite.
Favorite movie: "A River Runs Through It", "Crossroads"; "Jurassic Park" was O.K. but the book was better.
Favorite entertainer: Mick Jagger; John Lee Hocker; Cream; Robert Johnson
Best part of my day: The morning run.
Worst part of my day: Does a day have bad parts?
First job: Bailing hay. I was in the 6th grade and got paid fifty cents per hour.
In my spare time I like to: Run, read, do things with my family, shoot my bow, play with the computer, travel (as long as I don't have to fly).
Fondest childhood memory: My sister reading to me, having bike mounted water ballon wars with my friends.
Proudest achievement: Completing my first marathon.
I knew I was grown up when: Am I grown up??
I hope I never have to: See my family or friends hurt.
If I could change one thing about myself, I would: Be more comfortable, relaxed, and skilled in social situations.
If I couldn't do what I am doing, I would: Find something else I enjoy.
Five words I hope people use to describe me: Intelligent, caring, competent, thoughtful, modest, helpful. I know, that's six but I'm on a roll.
One thing I really can't stand: People who are judgmental and critical of other's behavior, and then who engage in the same type of behavior themselves.
The most rewarding thing I ever did was: Have my children. Well, actually, I did have some help doing this, so I should share the credit.
For one day I'd like to trade places with: Bill Gates
If I had a million dollars, I would: Move to the Canadian Rockies. Montana or Idaho might do in a pinch.
Most embarrassing moment: I don't think I have ever been embarrassed by something I am willing to admit.
I can die happy, once I've: Seen my boys grow up healthy, safe and happy.
The one person I would like to have met: Ghandi

KANSAS CLERKS HOST
RECEPTION IN ORLANDO FOR
TOM ROBERTS, CITY CLERK,
KANSAS CITY

As you can see, we had lots of "hot air"
for our balloons. The guy with the good
looking legs is Ray Hummert, City
Clerk, Lawrence.



"Sunflowers" were everywhere!! Our
main man in charge of sunflowers was
Howard Pevehouse, City Clerk, Olathe.
Howard drove to Orlando, and had the
pleasure of filling his trunk with
sunflowers.

Our buffet table was a true reflection of
"Kansas". Thanks to Mary Sue Fry,
Asst. City Clerk, Lenexa, for the
beautiful floral arrangements. From
now on, she is in charge of all of our
decorating needs!!





We represented Kansas with pride! Pictured are: (front row) Phyllis Walton, Atchison; Carol Sadler, Leavenworth; Connie Schmidt, Merriam, Verna Ferguson, Concordia; Lynn Schall, WSU; Martha Heiser, Leawood; Mary Reed, Parsons. (second row) Mary Sue Fry, Lenexa; Sue Grabbe, Hays; Debbie Durler, Great Bend. (standing) Sharon Peterson, Newton; Carol McBeath, Haysville; Ray Hummert, Lawrence; Howard Pevehouse, Olathe; and Bill Goering, McPherson.

Verna Ferguson, President, Kansas CCMFO, and Mary Reed, who currently holds the record for serving the longest term as immediate past president.



Members of the band are pictured with our own Tom Roberts and Bill Goering. Pictured in the center (paisley dress) are Vicky Miel, City Clerk, Phoenix, Arizona, and her husband. We owe a BIG thank you to Vicky's husband and his band for providing the entertainment for the reception.



IIMC NEWS
BY MARY L. HAYNES, CMC/AAE
REGION VII DIRECTOR (ILLINOIS)

Hello to my Fellow Kansas Clerks. Thank you for your support for my recent election as the IIMC Region VII Director. I was delighted to be able to inform the delegates in Orlando of your endorsement at the Candidates' Luncheon.

The 47th Annual IIMC Conference was held in Orlando, Florida, from May 23-27, 1993. Our Region was very well presented. The President's Reception kicked off the Conference with a Pool Party and Birthday Party for Christina Wilder. The Florida Clerks did an excellent job of making everyone welcome. For the entire week, the food was plentiful, the spirit was casual, the camaraderie was evident everywhere. This year we had many attendees from our International Clerks. It was great fun to visit with Clerks from South Africa, New Zealand, Australia, Israel, Holland, and Great Britain, as well as Clerks from all over the United States and Canada. President Norma set the tone for the coming year with a great deal of joyful celebration. She had a surprise poolside reception. Traditional Mexican music was played, and traditional Mexican dancing was enjoyed by all, as well as a taco and fajitas buffet. Oh yes, the Margaritas flowed plentifully also. The calibre of the educational sessions this year was excellent. If you did not have a chance to attend, we urge you to take advantage of purchasing tapes from the various sessions, because truly the presenters knew their business and made their expertise readily available to all. Your own Tom Roberts participated in the IIMC Destiny Planning, and it was an informative session. Of course, as you are aware, Norma Rodriguez was elevated to President, and your own Tom Roberts was elected 2nd Vice.

IIMC is aggressively addressing several areas, such as long-range strategic planning, cost containment, a move to new, more efficient headquarters, and greater efficiency of staff. This year, the IIMC membership did ratify a slight dues increase in order to maintain fiscal responsibility, and made some general revisions to the Constitution. Absentee voting was again defeated. I know that there is division regarding whether or not all members of IIMC, whether or not they attend the Annual International Conference, should be allowed to vote; and it has been seriously looked at several times and was defeated again on the floor. Also, IIMC has developed a Mission Statement, and these are the ten goals they have developed and will be implementing over the next year.

- | | |
|---|--|
| Goal One: Promote Educational Development | Goal Two: Expand/Diversify Revenue Resources |
| Goal Three: Develop a Marketing Plan | Goal Four: Review Headquarters Operation |
| Goal Five: Develop Electronic Systems | Goal Six: Educate Public/Council Concerning Clerk's Role |
| Goal Seven: Enhance Membership Services | Goal Eight: Review Strategic Plan |
| Goal Nine: Establish Research Program | Goal Ten: Recruitment and Proper Use of Leadership |

These are certainly worthwhile goals, and the implementation steps already in place should assure success.

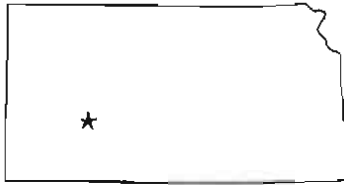
I certainly want to compliment all the Kansas Clerks on the well organized party they gave for Tom's candidacy. It certainly showed a great deal of team spirit, and I thought presented to the delegates the style they could expect from Tom's leadership, i.e., warm, comfortable, open, friendly, and competent. Kansas Clerks certainly shone that evening, and I compliment you.

President Norma has made some excellent choices in her Committee structure, and there are some exciting things which will unfold during this year. Two new areas come quickly to mind. One is a study of ethics, and the other is a study on how Clerks can provide research for their municipality.

All in all, the conference at Orlando was excellent. The sessions were extraordinarily informative, and well received. It was a pleasure to see so many Kansas friends, and for those of you who were unable to go, I certainly hope that one day soon you can participate in this wonderful experience.

Fellow region VII Director, Linda Medlock, is finalizing plans for the region VII meeting to be held in St. Charles, now tentatively set for early November. As you must know, St. Charles has excellent facilities and historic shopping districts. In addition, this will be a fun, fun informative meeting so watch for coming announcements.

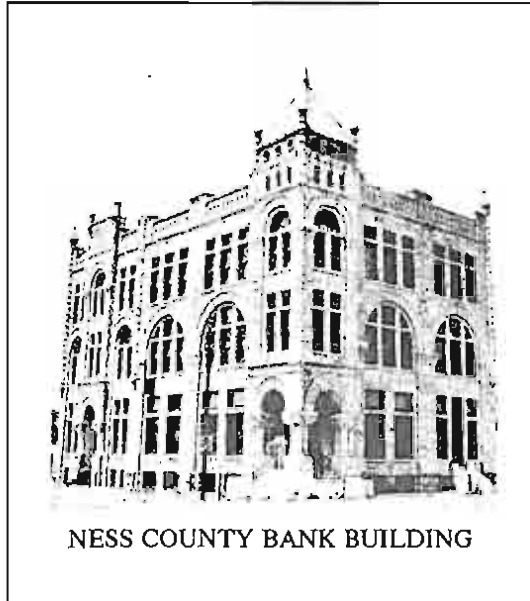
I look forward to having the opportunity to visit with you sometime during the year, and will work with your State leaders to make that possible. In the meantime, I can be reached at (309) 672-8565. Questions? Please feel free to give me a call.



CITY SPOTLIGHT

NESS CITY

By: Carely Yaeger, Ness City, City Clerk



NESS COUNTY BANK BUILDING

Located at the crossroads of Western Kansas, approximately 10 miles from Nebraska on the North, 100 miles from Colorado on the West, and 100 miles from Oklahoma on the South, lies "NESS CITY"

Most of the first settlers were buffalo hunters who had seen the Walnut Valley, which passes through the center part of the county, and came back to settle.

The area first became a territory in 1854, and a county in 1867. Ness County was named for Corporal Noah V. Ness, who died of Civil War wounds on August 22, 1864. In 1880 the county was organized, and the county seat of Ness City established. In 1886 Ness City was incorporated.

Citizens are very proud of the old Ness City Bank Building, known as the "Skyscraper of the Plains". The building is a four-story, 18,700 square foot native stone structure completed in 1890. In February of 1972, the building was placed on the National Register of Historic Landmarks. According to Professor Charles L. Hall,

A.I.A., associate professor of architecture at Kansas State University in Manhattan, Kansas, the old Ness County Bank Building is one of the most elegant in Western Kansas.

Ness City, a third-class city of 1,724, has a Mayor-Council type of government. Water, sewer, streets, public swimming pool, park areas, and police protection are the main services provided by our city.

Diversified agricultural remains the basis of the Ness County economy. Ness County has also consistently ranked high in production of crude oil, with several oil related businesses providing goods and services to the oil industry. Appropriately speaking, the Derrick Inn, located on Highway K-96, accommodates the traveling public, as well as those working in the area on a temporary basis. It is a domed structure with an indoor pool, as well as a private club and fine restaurant. Other dining spots include Pizza Plus, Balloon's West, and the Twilite Club. Ness City is blessed with a modern downtown shopping district that is capable of accommodating shopping needs.

Educational needs of the youth of our area are met with highly accredited schools and modern facilities. Our fine hospital, with long-term care wing attached, is a vital part of our community, with skilled physicians and surgeons on call at all times. The spiritual needs of our area are served by seven denominational groups.

Ness City has a Recreation Commission, with a full-time director and a year-round program designed for the needs of all ages. Cedar Bluff Reservoir, a recreational area on K-147 Highway, only 27 miles northeast of Ness City, provides good fishing, campgrounds, and boating. Goodman Dam, located just five miles southeast of Ness City, also provides excellent camping and fishing.

A highlight of Ness City is "Old Settlers Reunion" which is celebrated every five years during the first weekend in June. Our fair city is quite jubilant during this time as old-timers and new-timers spend their time getting reacquainted, and there are activities all ages to enjoy.

We are a small, but strong, community, where the people are involved in making life better for all.

REGION NEWS

Region 1

Martha Nemeth, City Clerk of Oberlin, hosted the regional meeting on Friday, April 19, 1993. The day began with a tour of City Hall and a local wholesale gem business. The group then traveled to the new Gateway Convention Center. This was very exciting, the complex is a wonderful addition to the City of Oberlin. Lunch was served at the Red Crown Restaurant. We then rolled back over to the Gateway. Our guest speaker was Steve Fraker. He was chosen as a team member by Rotary International to go on a goodwill tour to Norway. The next meeting will be hosted by Goodland City Clerk, Mary Antholz in August.

Region 2

Vicki Hesser of Montezuma hosted the quarterly meeting on April 19, 1993, at the Wheatland Convention Center in Garden City. We were few in number but had an interesting meeting and speaker. Ms. Joy Schwartz of Big Brothers Big Sisters spoke on how the programs matching of a big brother or big sister can change a young persons life and be very rewarding to the volunteer, in helping to develop that young persons life. Our next meeting will be held in August with the City of Cimarron hosting.

Regions 8 and 13

A joint meeting of Regions 8 and 13 was held on Tuesday, April 13, 1993 in Hillsboro. The group met at Historic 1887 Olde Towne for lunch, then went to Hillsboro's City Hall for the meeting. The guest speaker was Ron Grant, Attorney/Tax Specialist with the Kansas Department of Revenue. The topic discussed was Kansas State Retailer's Sales Tax and how it applies to cities. Twenty were in attendance. The meeting was very informative, especially for the clerks who were unable to attend City Clerk's School in March.

Region 15

Sue Grosdidier, City Clerk of Mission recently hosted the regional meeting for Region 15 with eighteen in attendance. Following a catered lunch at Mission City Hall, Georgia Nesselrode, Program Manager, Government Services Institute of Johnson County Community College reported on continuing education programs available at the college. The Institute was established to provide training, professional development and technical assistance for public sector employees.

A tour of Mission's municipal offices followed the program.

Region 9

The Regional/Area Clerks Meeting was held at the Campus Activity Center at Wichita State University on Friday, May 7, 1993. There were 12 Clerks and Finance Officers in attendance as well as Lynne Schall from the Hugo Wall Center for Urban Studies at W.S.U.

About nine individuals met prior to the meeting for lunch at W.S.U. and thoroughly enjoyed (as usual) the good discussion.

Dr. Ron Hammerschmidt, Deputy Director of the Division of Environment, Kansas Department of Health and Environment (KDHE) was the speaker. He made a valiant attempt to convince us that "he was from the government and he was there to help". One example was in trying to establish who their customer is in the case of a wastewater treatment plant application so they can focus on what that customer wants and how best to serve their needs. The applicant city, of course, is a customer since they are requesting the permit; there might also be a second or even a third city involved would also be a customer; the citizens who may or may not want the plant; special interest groups or various kinds; and EPW (Every Politician in the World).

He did discuss a few "warm fuzzy" programs that provide grants and low interest loans. The State Revolving Loan Fund is restricted to wastewater treatment plants and some of us in particular listened a little more attentively about that specific item. Other funding programs are the Community Development Block Grants and Farmers Home Administration loans.

The State Revolving Fund is scheduled to be discussed more in depth at the League of Kansas Municipalities meeting next fall.

Other items Dr. Hammerschmidt touched on were the underground storage tanks program, local environmental protection plans and the household hazards waste program, water quality and the federal regulations governing the levels of toxics allowed, solid waste laws and the state's conflict with federal regulations. He pointed out that KDHE cannot stop transport of solid waste into Kansas from outside sources although they are not in favor of it and hope regulations can be changed.

KDHE is trying to improve the general public's perception of them and are working toward developing a totally new concept--helping people. Now that would be a nice change, wouldn't it?

STOP HIDING! COME OUT FROM BEHIND A PAPER MOUNTAIN

"Paper shuffler"--it even beats "bureaucrat" as the ultimate corporate put-down. If one is to believe the stereotype, a paper shuffler works hard to stay at the top of the heap of nonachievers. Yet at one time or another all of us are threatened with extinction under an avalanche of paper.

What's important is that we learn to make the paper serve us. Psychologists say that sometimes, though, we may use the mountain as a psychological device.

See if you recognize yourself or anyone else:

Some people unwittingly let piles of paper stack up on their desk because they fear success. Unknowingly, they let the paperwork create a disorganized impression to ward off a promotion and the prospect of having to prove themselves all over again.

Others use paperwork as an excuse to avoid intimacy; all that paper screaming for attention is an excuse to keep a distance between themselves and their co-workers.

Then there are those who enjoy punishing themselves with guilt. The more paperwork to pore over, the easier to postpone feeling good.

And finally, we find the folks who use the paper to project an aura of importance. "I must be important," they tell themselves, or else I wouldn't have all this work to do.

There's probably a bit of these types in all of us. The question is, what do we do about it? Quite often, people spend almost as much time complaining about their paperwork as working on it. Of course, we needn't all be compulsively neat. The person who has every bit of paper color-coded and stacked in neat piles of exactly the same height has problems of his own. A messy desk doesn't mean you have a messy mind, only a messy desk. But if you'd like to see the wood underneath all the paper, here are a few tips:

Think of three categories:

- Special papers
- Special place
- Special time

Any time you are tempted to save something, look around your office at all the other papers you've kept for the same reason that are still waiting to prove their utility.

Set time frames for keeping each piece of paper that enters your life, correspondence included. Two years is probably more than enough, unless you have papers the company must keep by law.

Just as double-parking creates traffic problems on the streets, placing papers in temporary places on your desk can cut down

efficiency. Where you put something is less important than the fact that it has a special place. Double park for only the shortest period of time. If the document is going to be around longer, file it.

Chose a special time to deal with recurring paperwork. This will help you concentrate on one thing at a time. Nothing can be more frustrating than trying to deal with several things at once. Keep the paperwork hours sacred. Don't schedule appointments during them unless absolutely necessary.

Remember, when you look at that mountain of paper, even icebergs melt. So, apply a little heat by keeping these three things in mind:

Special papers--concentrate on them.

Special place--assign a special place for all important papers, and put them there when you're not working on them.

Special time--set aside a special time to deal with the paperwork

Watch that iceberg turn to a puddle.



George K. Baum & Company INVESTMENT BANKERS

SPECIALISTS IN KANSAS MUNICIPAL FINANCE

PROVIDING FINANCIAL ADVISORY & UNDERWRITING
SERVICES FOR GENERAL OBLIGATION, UTILITY
REVENUE AND LEASE TRANSACTIONS

Call: ROGER EDGAR OR DAVID PERKINS
1004 Baltimore Avenue
Kansas City, MO 64105
1 (800) 821-7195
1 (800) 474-1100

DoL ISSUES FAMILY LEAVE LAW REGULATIONS

Public Risk Management Association

"RiskWatch"

The Department of Labor issued regulations June 4 implementing the Family and Medical Leave Act (FMLA), P.L. 103-3, in the form of an interim final rule. The act applies to employees in both the public and private sectors.

Title I of the act lets qualified employees take up to 12 weeks of unpaid leave per year to care for a newborn child or newly adopted child, to care for a spouse or immediate family member with a "serious health condition" or to recover from a personal illness or injury. To be eligible, an employee must have worked for the employer for at least 12 months, for at least 1,250 hours during the year preceding the state of the leave and must be employed at a worksite where the employer has at least 50 employees within a 75-mile radius.

DoL requires employers to maintain preexisting health coverage during a leave period and to reinstate each employee in the same position or an equivalent one after a leave. In the preamble to the interim final rule, DoL states: "There is no indication in either the act or its legislative history supporting a view that public agencies are not required to maintain employees' health benefits during periods of FMLA leave, and they must do so." However, employers may require an employee to use paid vacation, sick leave or other accrued time off instead of unpaid leave. Employers covered by both federal FMLA laws and applicable state laws must comply with the provisions of both. If an employee's leave qualifies as both an FMLA leave and a leave under state law, the leave counts against the employee's entitlement under both laws.

DoL defines a "serious health condition" as one requiring either in-patient care or continuing treatment by a health-care provider. Employers may require that employees' leave requests be supported by a certification issued by a health-care provider. The regulations limit married couples working for the same employer to a combined total of 12 work weeks during any 12-month period if one or both members of the couple takes leave to give birth, adopt a child or receive a foster child. This limitation does not apply to employees who take leave to care for a seriously ill spouse or child or workers who take leave due to their own serious health condition.

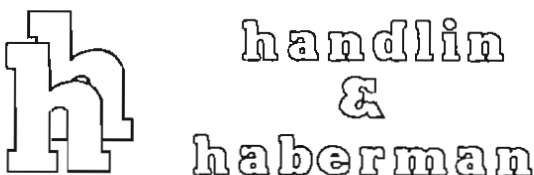
Employers may recover premiums paid for maintaining group health plan coverage during any period of unpaid FMLA leave if an employee fails to return to work after an unpaid leave, unless the employee is disabled by a serious health condition, needs to care for a seriously ill family member or is faced with other circumstances beyond his or her control.

The regulations specify the text and format for the notice employers must post describing the act's provisions. DoL encourages employers to produce their own notices for display; however, employers may obtain copies of the notice from DoL's Wage and Hour division. Employers must also include FMLA information in employee handbooks, if these are normally distributed, or must provide written guidance when an employee requests an FMLA leave.

The interim final rule contains special rules applicable to employees of "local educational agencies," including public school boards and public and private elementary and secondary schools. Employers may require "instructional" employees to either take leave no longer than the duration of the planned medical treatment or be transferred to an alternative position if the requested leave is more than 20 percent of the total working days of the academic period in which the leave would be used. DoL addresses several scenarios applicable to leaves taken near the end of an academic term. An employee's restoration to an equivalent position must be based on existing policies and practices or collective bargaining agreements.

The interim final rule is effective August 5, 1993. Title I of the act also becomes effective on that date, except in cases where a collective bargaining agreement is in effect. In such cases, the provisions take effect the date the collective bargaining agreement ends or Feb. 5, 1994, whichever is earlier. You may submit comments on this interim final rule to DoL on or before Sept. 2, 1993.

The rule is outlined in a question-and-answer format in the June 4, 1993, "Federal Register." Members may request a copy from PRIMA's government affairs section.



P.O. Box 604
1723 Williams
Great Bend, Kansas 67530
316-792-2759

Carl F. Handlin
Joyce C. Haberman

Complete Hardware/Software Solutions & Service Work For Municipalities

CITY CLERKS AND MUNICIPAL FINANCE OFFICERS

1993-1994

EXECUTIVE COMMITTEE

Verna Ferguson--Concordia, President
Howard Pevehouse--Olathe, Vice President
Sandra Howell--Lenexa, Secretary
Deborah Durler--Great Bend, Treasurer
Mary Reed--Parsons, Past President

BOARD OF DIRECTORS

Leroy Stewart--Wamego (95)
Cindy Wixson--So. Hutchinson (95)
Lauree Neeman--Hiawatha (94)
Jan Meisinger--Hillsboro (94)
Stacey Johnston--Coffeyville (96)
Brenda Chance--Phillipsburg (96)

PROGRAM PLANNING/ EDUCATION COMMITTEE

Howard Pevehouse--Olathe, Chair
Sandra Howell--Lenexa
Debbie Durler--Great Bend
Verna Ferguson--Concordia
Norma Moffett--Overland Park
Tom Robert--Kansas City
Donna Teasley--Kansas City
Connie Schmidt--Merriam
Don Drennan--Winfield
Lauree Neeman--Hiawatha
Stacey Johnston--Coffeyville
Brenda Chance--Phillipsburg
Alice Sander--Victoria
Sue Martell--St. Marys
Jean Fields--Nickerson
Cindy Bernbeck--Lakin
Leroy Stewart--Wamego
Martha Scott--Manhattan
Vernon Stahlman--Hutchinson
Jean Krehbiel--Hesston
Gus Collins--El Dorado
Paula Holle--Marysville
Sharon Ricker--Scott City
Phyllis Walton--Atchison
Bob Biles--Saline

GFOA/FINANCE

OFFICERS COMMITTEE

Bob Biles--Salina, Chair
Sandra Howell--Lenexa, State Rep.
Dennis Howard--Lenexa
Kurt Wood--Manhattan
Donna Greenlee--Colby

NOMINATING COMMITTEE

Mary Reed--Parsons, Chair
Gus Collins--El Dorado
Debbie Fox--Ashland
Ray Hummert--Lawrence

LEGISLATIVE COMMITTEE

Tom Roberts--Kansas City, Chair
Paula Hollee--Marysville
Barbara Wilbur--Leoti
Rod Franz--Arkansas City

NEWSLETTER PUBLICITY COMMITTEE

Connie Schmidt--Merriam, Chair
Jean Krehbiel--Hesston
Carol McBeath--Haysville
Martha Scott--Manhattan

MANUAL & BY-LAWS COMMITTEE

Brenda Chance--Phillipsburg, Chair
Howard Pevehouse--Olathe
Jean Krehbiel--Hesston
Sharon Ricker--Scott City

MEMBERSHIP COMMITTEE

Don Drennan--Winfield, Chair
Margaret Agee--Belle Plaine
Sharon K. Peterson--Newton

SCHOLARSHIP/CCMFOA OF THE YEAR COMMITTEE

Jean Fields--Nickerson, Chair
Gail Houser--Columbus
Brenda Chance--Phillipsburg
Patty Brooner--Sedgwick
Paula Holle--Marysville

REGIONAL COMMITTEE

Stacey Johnston--Coffeyville, Chair
(Region 17)
Donna Greenlee--Colby
Connie West--Deerfield
Brenda Chance--Phillipsburg
Vicki Gillett--Larned
Verna Ferguson--Concordia
Norma Miller--Lyons
Marilyn Prather--Buhler
Carol McBeath--Haysville
Rod Franz--Arkansas City
Jane Buessing--Axtell
Martha Scott--Manhattan
Jan Meisinger--Hillsboro
Donna Teasley--Kansas City
Lisa Lene--Westwood
Marsha Baker--LaCygne
Stacey Johnston--Coffeyville

The Nation's Leading Codifier

- Ordinance Legal Review
- Professional Indexing
- Continuous Updating
- Special Publications
- Sample Ordinance Service



**Municipal
Code
Corporation**
1-800-262-CODE



Home Office: Tallahassee, Florida

CITY CLERKS AND MUNICIPAL FINANCE OFFICERS ASSOCIATION MEMBERSHIP INFORMATION

MEMBERSHIP ELIGIBILITY

City Clerks, Deputy Clerks, Finance Officers, City Treasurers, and Associate Members

APPLY FOR (CMC) CERTIFICATION

Application forms are available at all state business meetings, certification schools or contact any officer of CCMFO.

PROCESS FOR CERTIFICATION

Certification school held in November of each year (Wichita State University)
Three year program. (May be completed in two years)

MEETINGS

Yearly business meeting is held during the Annual meeting of the League of Kansas Municipalities.
At the City Clerks school in March of each year.
Regions: The state is divided into 17 regions
Several regions are having meetings on a regular basis and other regions are still in the forming stage.

* MEMBERSHIP APPLICATION * KANSAS CLERKS AND MUNICIPAL FINANCE OFFICERS ASSOCIATION MEMBERSHIP

Don Drennan, City of Winfield, Membership Chairman
P.O. Box 646, Winfield, KS 67156-0646
Call (316) 221-3060

PLEASE TYPE OR PRINT CLEARLY

____ Mr. ____ Ms.
Name _____
Title _____
Municipality _____
Street Address _____ P.O. Box _____
City _____ State _____ Zip Code _____
Signature _____ Date _____

Telephone

Fax

MEMBERSHIP DUES/YEAR/ CITY CLASS

1ST CLASS CITY \$50.00
2ND CLASS CITY \$30.00
3RD CLASS CITY \$15.00

**Please cut along solid lines
and return form with your
registration.**

IIMC MEMBERSHIP INFORMATION

Members of the Kansas CCMFO Association who are not members of IIMC have recently been sent information about the International Institute of Municipal Clerks. If you did not receive the letter and pamphlet, please contact either Vernon Stallman, City Clerk/Finance Director, Hutchinson, or Norma Moffet, City Clerk, Overland Park.

IIMC is an international organization which has for its members, besides the monthly publication, sample ordinances, information on Clerks duties, salary surveys, technical bulletins, and case studies. Educational programs such as Certification Institutes, Yearly Conferences and Academies for Advanced Education are presented annually. This organization will help you grow professionally at the same time you are developing a network of friends.

Annual dues are based upon municipal population.

PROGRAM PLANNING MEETING REPORT

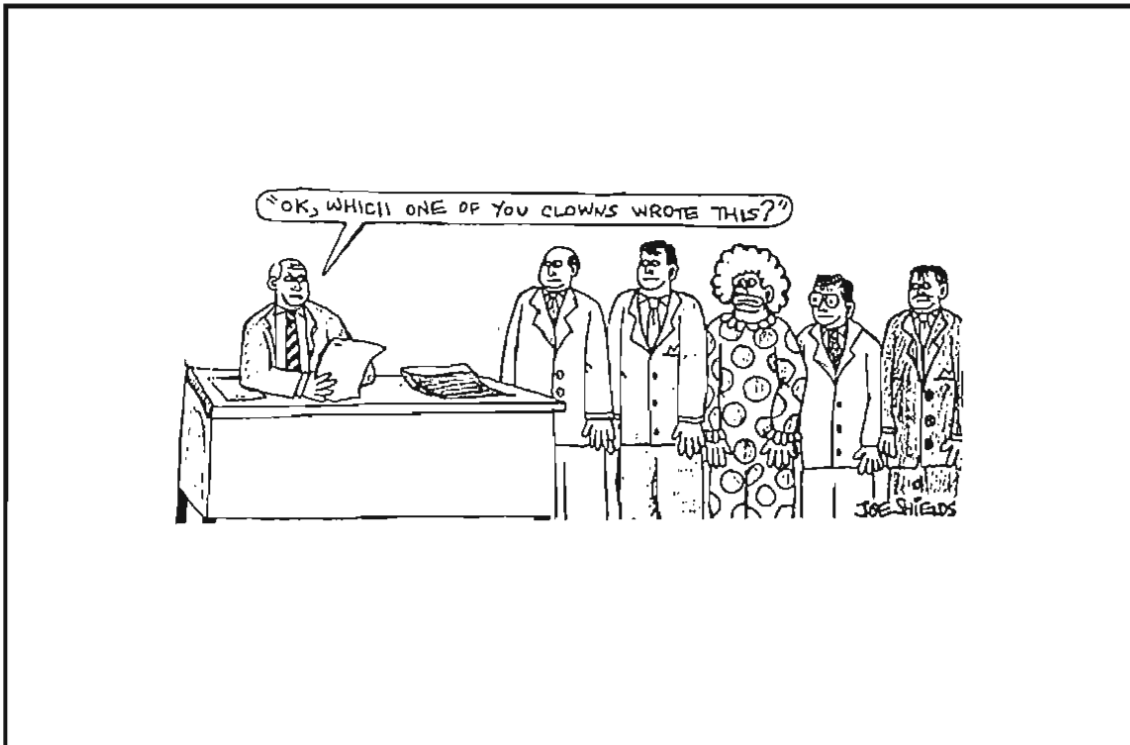
The Program Planning Committee met in Wichita on Wednesday, June 23, 1993. The dates for the upcoming certification institute were established, as follows: Year 1 and Year 3: November 1-5, 1993; Year 2: November 8-12, 1993. We decided to hold the Advanced Academy on November 4 and 5, 1993. This will allow more clerks to attend the Graduation for the certification institute. The 1994 dates for the institute were established as follows: Year 1 and Year 3: November 7-11, 1994; Year 2: November 14-18, 1994; and the Advanced Academy on November 17 and 18, 1994.

Certification and conference rates were also increased, as follows: March conference, increased from \$110 to \$125.; Advanced Academy, increased from \$90 to \$147; and Certification Institute, increased from \$240 to \$325. This reflects the first increase in approximately 15 years. Clerks wishing to attend the certification institute are encouraged to apply for the Municipal Clerk's Education scholarship. PMC indicates that there is money available, and very few requests for scholarships. If you are interested, please contact Norma Moffett, City Clerk, Overland Park or Vernon Stallman, City Clerk/Finance Director, Hutchinson.

The March conference dates were established as March 9, 10, and 11, 1994. Our conference hotel will be the Wichita East, with a room rate of \$57.00 per night. Lynne Schall contacted other hotels in Wichita, as follows: Hilton West - \$68/per night; and Marriott - \$66/68 per night. The consensus of the committee members was to keep costs at a minimum so that more clerks could attend the conference.

The **good news** is that we decided to have a DJ or jukebox available at the hotel in the evening on Wednesday and Thursday, with a cash bar. For those of you wondering, "Yes", it was Don Drennan's idea. By the way, Sue Martell, St. Marys, has volunteered to instruct those interested (and daring) on country line dances.

If anyone has ideas or suggestions regarding conference session or speakers, please feel free to contact Lynne Schall, at Wichita State University (316) 689-3737.



UPCOMING EVENTS AND DEADLINES

Mark Your Calendars Now!

September 15, 1993	Deadline for articles for October edition
October 3-5, 1993	League of Kansas Municipalities Conference Overland Park, Kansas
November 1-5, 1993	Year 1 and Year 3 Certification Institute Wichita East Hotel
November 4 & 5, 1993	Advanced Academy Wichita East Hotel
November 8-12, 1993	Year 2 Certification Institute Wichita East Hotel
March 9, 10 & 11, 1994	Annual CCMFO of Kansas Conference Wichita East Hotel

EDITOR
9000 WEST 62ND TERRACE
MERRIAM, KS 66202

BULK RATE
U.S. POSTAGE
PAID
Permit No. 53
Hesston, KS

710

CHERI HOLLINGSWORTH
CITY CLERK
PO BOX 210
OSWEGO KS 67356