

**October, 1993**

*Published by the  
City Clerks and Municipal  
Finance Officers  
Association of Kansas  
Vol. 6, No. 3*

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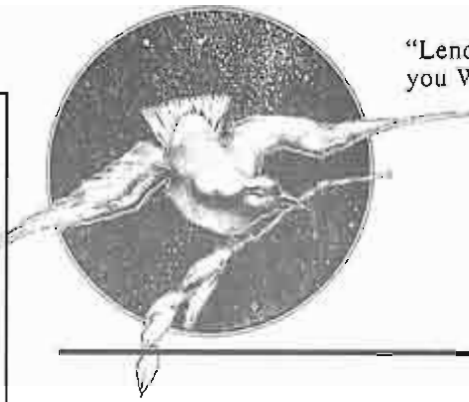
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"Lend me the stone solid strength of the past and I will lend you Wings to the future" --Robert Jeffers

# WINGS

**PRESIDENT'S MESSAGE**

During the past few months, many of our sister cities in Kansas, Missouri, and Illinois suffered extensive losses as a result of the 1993 flood.

This edition of *Wings* features articles about the effects of the flood on several cities. Many thanks to Laurie Neemann and Rhonda Schuetz, City of Hiawatha, and Marietta Lucas, City of Chapman, for sharing their stories.

The pictures show the damage caused when the Republican River flooded in the City of Concordia. As you can see, the damage was extensive and the effects of the flood on our communities have been far reaching.

As always, thanks to the dedicated efforts of all city employees throughout this region, cleanup efforts have been a success, and many of the communities are returning to their normal day to day operations.



## WINGS

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Merriam, Kansas

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## EDITOR'S LETTER

For the past 1-1/2 years it has been my privilege to serve the International Institute of Municipal Clerks as Chairman of the Technical Development Committee. One goal of this committee has been the establishment of an award focusing on the use of technology in the Municipal Clerks office.

I am pleased to announce that the IIMC Board of Directors has approved the establishment of the Technology Award of Excellence. This competition will recognize a technological advance which has benefited the clerk's office and the municipality, with the first award to be presented at the 1994 Annual Conference in Anchorage, Alaska.

One award will be presented jointly to the municipal clerk and the municipality in the following population ranges: less than 10,000; 10,001 to 50,000; 50,001 to 100,000; 100,000+. In addition, a "grand prize winner" will be selected from all entries received. Each application will be evaluated by our special panel of judges according to the following criteria:

1. Elimination of information processing deficiencies
2. Support of new or changed program requirements
3. Improvements in economy/efficiency
4. Improvements in service delivery
5. Innovative application of information technology
6. Transferability, or the degree to which it shows promise of inspiring replication by other municipalities
7. Flexibility, or the adaptability of the technology to unforeseen situations

Application forms will be available in the November issue of the *IIMC News Digest*. The deadline for entry submission is February 1, 1994.

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### 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

## IIMC REGION VII MID-YEAR MEETING

**COME ONE; COME ALL** to the IIMC Region VII meeting in St. Charles, Missouri on November 19 and 20. Linda Medlock, CMC/AAE, Region VII Director from Missouri, has planned a dynamite meeting.

St. Charles is conveniently located on I-70. It's just a 20-minute taxi ride from the St Louis, Missouri Airport (cost: \$12.00-\$15.00) if you care to fly.

The Missouri Clerks will welcome us on Friday evening, so plan to arrive in time for that. The next day promises to be fun, informative, entertaining and educational. So make

your reservations now. So many Midwestern cities have endured great hardship in this tragic flood that Dr. Lorton's topic is especially timely. The Eastern Missouri Clerks have a surprise in store for us which will both educate and entertain. Plus, there's dinner theater: A Chorus Line by an off-Broadway troupe, historic trolley rides and shopping galore.

It's always a great time when Region VII Clerks gather, because we are indeed fortunate to have so much camaraderie in our Region. Let's renew it and continue it at the Region VII meeting. See you there!

**NO LATER THAN OCTOBER 1, 1993 TO:**

LINDA MEDLOCK, CMC/AAE  
CITY CLERK - CITY OF SAINT CHARLES  
200 N. SECOND STREET, ST. CHARLES MO. 63301

NAME: \_\_\_\_\_ MUNICIPALITY: \_\_\_\_\_ TITLE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

Have you made lodging reservations - if so where? \_\_\_\_\_

Please list your anticipated arrival and departure date/time: \_\_\_\_\_

Amount enclosed: (Make check payable to: CCFOA - Eastern Division)

\_\_\_\_\_ \$40 for Regional Meeting/Education Session/Luncheon

\_\_\_\_\_ \$70 for Regional Meeting/Education Session/Luncheon  
and Saturday evening's optional event:  
GOLDENROD SHOWBOAT - Dinner 6:30 p.m., Curtain 8:00 p.m.

## REGION NEWS

---

### Region 1

Mary Antholz, City Clerk of Goodland, hosted the regional meeting on Friday, August 27, 1993. We started with refreshments and a tour of the newly remodeled City Hall building. Ron Thornburg, Goodland City Manager, talked to the group on upcoming problems cities will soon be facing. Several strategies on avoiding the worst were discussed. Our group was also shown through the Goodland Activity Center. This facility's many activities are open to all persons kindergarten through adult. The highlight of the day was a tour of the Goodland Weather Service and its Doppler Radar. Lunch was served at Crazy R's. The next meeting will be hosted by Darla Ellis, Norton City Clerk.

### Region 9

The Regional/Area Clerks Meeting was held at the Campus Activity Center at Wichita State University on Friday, September 24, 1993. Lunch was served prior to the meeting with approximately 10 people attending. About 10 others came after lunch for the meeting only.

A letter had been mailed recently from KPERS regarding how to calculate the final average salary and that letter prompted Carol McBeath to ask Lynne Schall to have Jim Handley from KPERS speak at one of our Area Clerks Meeting. Because of that request, Carol McBeath was volunteered to be the Host Clerk for the September workshop. Carol said the letter seemed fine until someone asked her to explain it and then she decided it wasn't as clear as she thought.

Jim Handley is probably quite well known among City Clerks since most of us are the designated agents and most of our questions are directed to him. Mr. Handley discussed membership, verification of service, benefits and workers' compensation, disability, designation of a beneficiary, calculating benefits and choosing a retirement option.

We from Region 9 wish all of you a safe and happy Thanksgiving.

### Region 17

26 area City Clerk's and guests were hosted by City Clerk Barbara Noah in Altoona for the quarterly meeting held May 6th. Ron Grant, Tax specialist from the Department of Revenue, presented the group with a three-hour seminar on Kansas Retailer Sales Tax & Compensation (Use) Tax laws. The seminar was held in Altoona's "Old Time Music Association Building".

"Tie one on" served as the theme for the day when the group was presented a hand-made "tie-on" aprons made by our own Barbara Noah. Each apron pocket included plastic utensils, one napkin, and two great! home-made cookies. Lunch,

courtesy of the City of Altoona, included sandwich fixins', cole-slaw, potatoe salad, and chips. The business meeting followed the luncheon.

Veda Roets, an annual Kansas State Fair exhibitor, ended the meeting by giving a demonstration on ribbon flowers and bows. With the entire group in awe of her talents, many purchased the books, ribbon(s), and ribbon cutters. (SEK KS Clerk's are famous for spending money at the regional meetings!!!) Door prizes were won by Iola's Carolyn Dreher, Neodesha's Joyce Livingston, Bronson's Ellen Harper, and Humboldt's Rachael Muller, (who wins something at every meeting!). The August meeting will be hosted by Ellen Harper, City Clerk of Bronson.

Friday, August 27th, the SEK City Clerks experienced a day of "wild life" when invited to Bronson, Kansas by City Clerk Ellen Harper. Lunch was served compliments of the City of Bronson at the well-known Chicken Shack. A short business meeting followed lunch ending with everyone going home with a gift from the community.

The Sunflower Wildlife Farm, owned and operated by the Mayor of Bronson, was the Clerks next stop. Ostriches, goats, ducks, and a real life reindeer were only a few of the animals on the farm.

The afternoon got even "wilder" when all the guests caravanned to Moran to visit Maude's Fowl Farm. This extremely interesting Emu farm is owned and operated by the parents of Moran's former City Clerk, Lori Boyd. Raising children is a breeze compared to the care and responsibilities required for the Emus on their farm.

The afternoon concluded with a tour of the beautiful bed & breakfast home in the area and a snack of homemade breads and jellies and freshly brewed ice tea. This very interesting day proved that life in even the smallest of communities can be nothing less than "Wild"!

The next meeting will be hosted this fall by City Clerk, Jim Younberg of Chanute.

### REGIONAL RELEASE

Vicki Gillette, City Clerk of Larned, has graciously agreed to serve as Regional Committee Chairperson by filling the unexpired term of Stacey Johnston. Vicki will assist the Regional Coordinators and coordinate information relating to the regional meetings, mentoring program, and membership committee by encouraging all our new City Clerks to become more active within their regions and state organizations. Vicki can be reached at (316) 285-2149.

Region 17 has a new coordinator, Rachel Mueller, City of Humboldt.

Thank you to both Vicki & Rachel for assuming these very important positions.

## CLERK CITED FOR YEARS OF SERVICE

Leawood on Monday, August 2, 1993 recognized a familiar face, City Clerk Martha Heizer, with a resolution for 20 years of service to the city.

Heizer is one of only four or five clerks who have worked in Leawood. She has been employed there since July 16, 1973.

The 46-year-old Prairie Village resident is known for getting to work early and always managing to complete assignments by the deadlines.

"She's just an amazingly disciplined employee," said Julie Baer, director of human resources. Heizer is officially certified with the International Institute of Municipal Clerks. The hard working employee said she enjoys her job.

Heizer's job responsibilities make up a long list. She is part of the support staff of the mayor and City Council members. She also keeps records and official documents of the city. Other duties include writing resolutions, putting proclamations together and occupational and animal licensing.

Wednesday, August 4, 1993 - The Kansas City Star

### RAFFLE A BANNER

One dollar may buy you the winning raffle ticket for a banner filled with member pins to be won at the 1994 IIMC annual banquet in Anchorage, Alaska. Proceeds of the raffle will be applied towards "Send A Clerk to Harvard" scholarship fund that will enable a clerk to attend the executive management training program for public officials from state and local government.

Of course to have a valued banner and a successful fundraiser we need your participation. Thus, we ask that you send in your pin to Alice Church, Chairman, Raffle a Banner Fundraiser.

Raffle tickets are three for \$1.00 and will be sold at all Regional meetings as well as State Association meetings by either IIMC Board members or Big City Committee members. For further details, please contact Alice Church CMC/AAE, City Secretary, City of Fort Worth, 1000 Throckmorton, Fort Worth, TX 76102.

### Who Works for You?

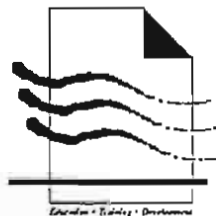
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### IIMC SCHOLARSHIPS

The October issue of the News Digest published by IIMC will have information and an application for scholarship assistance. These scholarships are granted to participants to the Municipal Clerk Institute held in Wichita during the month of November each year.

The scholarship for 1994 must be used between June 1994 and May 1995. The application must be postmarked by January 31, 1994. This is an excellent opportunity for those who work for cities which do not have funds available for furthering education.

## THE SPOTLIGHT IS ON .....

NO  
PHOTO  
AVAILABLE

**Mary Sue Fry**  
Assistant City Clerk  
Lenexa  
**Birthplace:** Kansas City, KS  
**Spouse:** Kenneth  
**Children:** Kevin, Nikki, &  
Janeane



**Norma Moffet**  
City Clerk  
Overland Park  
**Birthplace:** Great Bend,  
KS  
**Spouse:** Bernie  
**Children:** Sheri & Richard  
**Grandchildren:** Amber,  
Brandon, and Chad

**Favorite type of music:** Easy listening; Country & Western  
**Favorite TV show:** Don't watch T.V. too much  
**Favorite movie:** "An Affair To Remember"  
**Favorite entertainer:** Johnny Mathis  
**Best book read recently:** All the books I read are good.  
Enjoy historical non-fiction.  
**Best part of my day:** Late evening  
**Worst part of my day:** Right after lunch  
**First job:** Insurance company clerk  
**In my spare time I like to:** Read, spend time with friends  
and family.  
**Fondest childhood memory:** Family vacation to Colorado,  
cooking out by side of road.  
**Proudest achievement:** Raising three children  
**I knew I was grown up when:** Had to travel half way around  
the world and be responsible for six week old child.  
**I hope I never have to:** Out live my children  
**If I could change one thing about myself, I**  
**would:** Be more tolerant  
**If I couldn't do what I am doing, I would:** Like to own my  
own business.  
**Five words I hope people use to describe me:** Friendly,  
funny, understanding, compassionate, fair  
**One thing I really can't stand:** "Not my job" syndrome  
**The most rewarding thing I ever did was:** Everytime I make  
a correct decision, I feel rewarded.  
**For one day I'd like to trade places with:** The President  
**If I had a million dollars, I would:** Invest wisely and live  
off the interest.  
**Most embarrassing moment:** Falling flat on my face in  
front of about 100 people. (I was a young teenager).  
**I can die happy, once I've:** Seen my children all settled with  
families of their own.  
**The one person I would like to have met:** Sam Walton

**Favorite type of music:** 50's  
**Favorite TV show:** Jayhawk Basketball-K.U. Final Four  
**Favorite movie:** Sound of Music  
**Favorite entertainer:** Frank Sinatra  
**Best book read recently:** The Firm  
**Best part of my day:** Mornings  
**Worst part of my day:** After lunch  
**First job:** Clerk for gas service (when I was in high school)  
**In my spare time I like to:** Garden, Bicycle, Bridge  
**Fondest childhood memory:** Going to grandma's  
**Proudest achievement:** College graduation  
**I knew I was grown up when:** I could stay by myself  
overnight.  
**I hope I never have to:** Swim for my life.  
**If I could change one thing about myself, I would:**  
Be more outgoing.  
**If I couldn't do what I am doing, I would:** Do more  
volunteer work.  
**Five words I hope people use to describe me:**  
Helpful, trustworthy, compassionate, organized,  
friendly  
**One thing I really can't stand:** Sleeping in a sleeping bag  
in a tent.  
**The most rewarding thing I ever did was:** Having  
children.  
**For one day I'd like to trade places with:** A ballerina  
**If I had a million dollars, I would:** Travel more  
**Most embarrassing moment:** I fainted when I joined Jobs  
Daughter.  
**I can die happy, once I've:** ?  
**The one person I would like to have met:** Eleanor  
Roosevelt.

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## THE SPOTLIGHT IS ON .....

NO  
PHOTO  
AVAILABLE

**Donna M. Teasley**  
Deputy City Clerk  
Kansas City  
**Nickname:** Tease (Thanks to  
Bill Goering)  
**Birthplace:** Kansas City, KS  
**Children:** Cathy & David



**Stacey Johnston**  
Former City Clerk  
Coffeyville  
**Nickname:** Stace  
**Birthplace:** Cedarville, Kansas  
**Spouse:** Jeff  
**Children:** Adam & Bryce

**Favorite type of music:** Country & Western  
**Favorite TV show:** Sisters  
**Favorite movie:** Gone with the Wind  
**Favorite entertainer:** Tom Selleck/Wayne Newton  
**Best part of my day:** Morning  
**Worst part of my day:** Mid-afternoon  
**First job:** City Clerk's office  
**In my spare time I like to:** Read, camp, and embroidery  
**Fondest childhood memory:** Going to grandma's on weekends.  
**Proudest achievement:** Raising my children and becoming Deputy City Clerk.  
**I knew I was grown up when:** I got my first job.  
**I hope I never have to:** See anything bad happen to my family.  
**If I could change one thing about myself, I would:** Be more self-confident  
**If I couldn't do what I am doing, I would:** Be a nurse  
**Five words I hope people use to describe me:** Caring, fair, hard-working, friendly, dedicated  
**One thing I really can't stand:** Is a dirty house.  
**The most rewarding thing I ever did was:** Raise my children and have them turn out to be the good kids they are.  
**For one day I'd like to trade places with:** A millionaire  
**If I had a million dollars, I would:** Buy a new house and share with my family.  
**Most embarrassing moment:** Surprise party at work celebrating 25 years of employment.  
**I can die happy, once I've:** Seen my children successful, married and seeing grandchildren.  
**The one person I would like to have met:** J.F. Kennedy

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**Favorite type of music:** Oldies and Country  
**Favorite TV show:** Night Court  
**Favorite movie:** The Body Guard  
**Favorite entertainer:** Kevin Costner  
**Best book I have read recently:** I read "Where the Red Fern Grows" to Adam - Great Book.  
**Best part of my day:** Late afternoon & early evening  
**Worst part of my day:** Right after a big lunch  
**First job:** During High School - Cooper's Flower Shop  
**In my spare time I like to:** Play the piano, work on my counted cross stitch, or bicycling with my family on our tandem.  
**Fondest childhood memory:** Our family's annual 2-week camping vacations at Beaver Lake, Arkansas with my cousins.  
**Proudest achievement:** Obtain my AAE  
**I knew I was grown up when:** I moved out on my own and my mother did not speak to me for two months.  
**I hope I never have to:** Experience another fire tragedy.  
**If I could change one thing about myself, I would:** Have natural curly hair.  
**If I couldn't do what I am doing, I would:** Love having the talent to be a professional pianist.  
**Five words I hope people use to describe me:** Dependable, loyal, adaptable, fun, organized  
**One thing I really can't stand:** Asparagus!  
**The most rewarding thing I ever did was:** Serve as City Clerk and as Regional Committee Chairperson for the CCMFO.  
**For one day I'd like to trade places with:** Susan Lucci  
**If I had a million dollars, I would:** Travel - beginning in the Netherlands.  
**Most embarrassing moment:** Most recently - Introducing myself to Coffeyville's new City Manager at my "going away" party.  
**I can die happy, once I've:** Traced my Danish ancestry in England and Sweden.  
**The one person I would like to have met:** Michael Landon



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

---

Hello, Kansas Region VII Friends. We are looking forward to seeing many of you at the Region VII meeting in St. Charles, Missouri. You've already received information elsewhere in this newsletter, as well as an advance notice with your membership notice. So, I hope you've signed up. If you missed either of those notices, contact **LINDA MEDLOCK, CMC/AAE** immediately at **314-949-3281** to reserve your space. Come network and share. A fun, informative time is planned.

We are happy to report that IIMC now boasts 9,689 members. Our region stats break-out like this:

IIMC			
State	Members	CMC's	AAE's
KS	280	105	16
IL	383	116	26
MO	239	79	16

Membership Chairs, keep up the good work. We are delighted that you are informing your State Municipal Clerks of the excellent educational opportunities available through IIMC. And congrats to all Institute people. Our Region is high on the list of certifications.

The Annual IIMC Conference scheduled for Alaska, May 22-26, 1994 is running full steam ahead. Be sure to save some vacation time and

some pennies for sightseeing after. Mother Nature has been very kind to Alaska, and you're in for a wonderful treat! Marcella Dalcamp reports she is having great success attracting top-notch sessions. (They are asking us not to reveal too much ahead of the official announcement, but she has some good ideas).

Senior Region VII Director Linda Medlock has asked that all mid-year Board updates be given at the Region VII meeting, so we hope you'll plan to be with us. We will announce Conference location, progress on goals, and any other pertinent information. For those of you who can't be with us, we'll send an update after.

You may wish to bring City and/or State pins. Sharing and trading is always fun, isn't it? And, it's a good networking tool.

An update on some of my assignments from President Norma include accessing funds from USIA to underwrite visits from Clerks from emerging governments. These people have lived for so long without freedom of choice, they don't know how to form self-government. Also, we have some ideas for further enhancement of an International presence at Alaska and I am providing some assistance to their effort. Chicago will host the mid-term IIMC Executive Board

Meeting, and we look forward to helping organize that.

President Norma is indeed a Woman of Substance and you can be proud to have someone of her calibre at the helm of IIMC. It's a pleasure to work with her.

Kansas' own **TOM ROBERTS, CMC** is, of course, doing a top notch job of serving as 2nd Vice President. Kansas can be proud of his input and service. He has certainly helped to advise me, and that's appreciated.

To those of you who are new to the profession, may I offer a word of encouragement. You have entered a demanding world, but you are indeed at the heartbeat of your municipality. The work you do is very important. Although you may not receive the recognition you deserve, the work you do cements the foundation of democracy. Without you, it crumbles. You are a fortunate individual because you are doing important work. I have learned: therein lies the seeds of greatness and happiness.

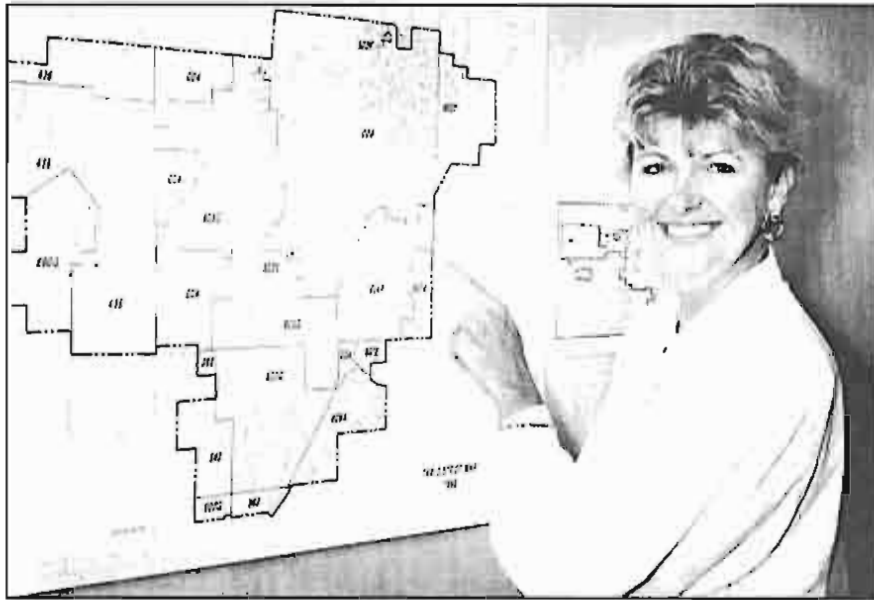
Again, the welcome mat's open to all who can attend the Region VII meeting in St. Charles. Questions? Please call me at (309) 672-8565. Looking forward to seeing you there.

**ASSOCIATION COMMITTEES FORMING**

Vice President, Howard Pevehouse is beginning the process of forming association committees for 1994-95. Anyone wishing to chair, or serve, on a committee, please contact Howard at P.O. Box 768, Olathe, KS 66051-0768 or call him at (913) 791-6230.



## "CITY CLERK HAS WATCHED LENEXA GROW"



When Lenexa began to transform in the 1970's from a sleepy little suburb to an economic boom town, very few people were near the center of the action. City Clerk and Finance Director Sandra Howell was one of the lucky ones who saw it all happen.

Only 18 when she got a job with the City of Lenexa, Howell had been raised in an environment that made her well-suited for civic work. Her father, Willard Loumaster, had worked in both insurance and construction, and her mother, Virginia, was a skilled bookkeeper.

Howell landed the job in November of 1967 after a typing test and an interview with then City Clerk Johnna Lingle, who had only been with the city a few months. Although Howell had a solid background in law, she found the civic environment to be a whole new world.

"It was ironic, because government class, during my senior year in high school, was probably my least favorite class," she said. "And now Johnna was talking about ordinances, council meeting

minutes, all the terms I was unfamiliar with. But I persevered."

She was so involved in learning the ropes that there was no time to stop and speculate on where the city was going. And the existing facilities certainly didn't give any indication that Howell's timing was perfect. City Hall was a small, wood frame building near Pflumm Road and Santa Fe Trail Drive just east where the community center is now. It featured the city clerk's office, water department, a council meeting room, the mayor's office and one bathroom. The city's population was about 4,000, a fraction of what it is now.

As an assistant to the city clerk, Howell was present during meetings where Lenexa's dynamic future began to take shape. During the next 15 years, she was there at the planning and zoning meetings, board of zoning appeals sessions and planning commission and city council meetings. In 1971 she was named to the post of city clerk.

One of the notable features of Howell's career at City Hall has been her longevity. She has held on for 26 years, despite changes in administration. Some of those changes were full of upheaval.

Howell's ability to avoid getting caught in any turmoil was not accidental. She deliberately shunned the battles that surrounded those in elected or appointed positions.

"I stayed out of the politics," she said. "I didn't take sides. I'm not saying I didn't disagree sometimes, but I basically did as I was told. I believed as long as I did a good job, why would someone fire me?"

She loves Lenexa, Howell said, she loves working for the city. "I can't get bored," she said. "This is not even the same town it was five years ago. And the job itself has changed with the city. This town doesn't know how to get boring. Just when you think things have slowed down, something new and interesting happens.

*Wednesday, September 15, 1993  
Journal Herald*

# THE MILDRED VANCE CLERK/FINANCE OFFICER OF THE YEAR AWARD

Nominations 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. She 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 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 GFOA Certificate of Achievement for Excellence in Financial Reporting Program or be in pursuit; must belong to State and National Associations, i.e. 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.

## 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 Officer Association Activities: Local, Regional, State \_\_\_\_\_  
\_\_\_\_\_

Years of Experience? (Must have 5) \_\_\_\_\_

Do you have CMC or GFOA Certificate of Achievement for Excellence in Financial Reporting, 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: Jeane Fields, CMC, City Clerk, P.O. 52, Nickerson, KS 67561

**CLERK/FINANCE OFFICER SCHOLARSHIP**

Below you will find an application for the Clerks/Finance Officer Scholarship to attend the IIMC or GFOA Annual Conference. The IIMC Conference will be held in Anchorage, Alaska in May, 1994. The GFOA Conference will be held in Minneapolis, Minnesota in June, 1994. This scholarship will pay for a clerk's expenses including registration, meals, transportation, and lodging to a maximum amount.

The applications are due January 1, 1994 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 Jeane Fields, City Clerk, CMC, Nickerson (316) 422-5981.

**CITY CLERKS AND MUNICIPAL FINANCE OFFICERS ASSOCIATION OF KANSAS  
CITY CLERK/FINANCE OFFICER SCHOLARSHIP APPLICATION  
TO ATTEND IIMC CONVENTION IN ANCHORAGE, ALASKA - MAY, 1994  
OR G.F.O.A. CONFERENCE IN MINNEAPOLIS, MINNESOTA - JUNE, 1994**

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: Jeane Fields, CMC, City Clerk, P.O. 52, Nickerson, KS 67561**

## GFOA 1994 AWARDS FOR EXCELLENCE

Applications for the Government Finance Officers Association's annual Awards for Excellence in Government Finance will be available October 1, 1993. The Awards for Excellence program recognizes outstanding contributions and innovations in the field of government finance. The Awards for Excellence program is not to be confused with GFOA's Certificate of Achievement for Excellence in Financial Reporting program.

All GFOA members, as well as students and nonmembers sponsored by an active GFOA member, may submit entries for consideration in any of the following categories: accounting, auditing, and financial reporting; budgeting and financial planning; cash management and investing; capital financing and debt administration; pensions and benefits; and financial management. No application fee is required for this program.

To obtain an Award for Excellence application packet, please write to: GFOA Awards for Excellence, attn. Heather Harper, 180 North Michigan Avenue, Suite 800, Chicago, Illinois 60601 or call 312/977-9700. Completed applications will be accepted through November 30, 1993.

## BOOKLET ON DEBT ISSUANCE

The Government Finance Officers Association has recently prepared *An Elected Official's Guide to Debt Issuance* which provides an overview of the process of planning for and selling tax-exempt debt.

The booklet is organized around the major tasks involved in debt issuance. Topics covered include:

- \* Overview of the tax-exempt bond market
- \* Preparing the capital improvement plan
- \* Developing a debt policy
- \* Choosing a debt instrument
- \* Selecting the financing team
- \* Preparing the bond documents
- \* Selecting the method of sale
- \* Sizing and structuring the issue
- \* Attracting investors
- \* Understanding credit analysis
- \* Providing adequate disclosure
- \* Deciding to refund outstanding bonds
- \* Complying with arbitrage regulations

The booklet follows a question-and-answer format making it both easy and appealing to use. For more information about purchasing the publication, contact the Government Finance Officers Association, 180 N. Michigan Avenue, Chicago, IL 60601-7476 (312/977-9700).

*I. O. U. News/September 1993*

## 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: **Debbie Budig, Hill City Deputy Clerk.** Debbie joins 102 other Kansas Municipal Clerks who presently hold the designation of Certified Municipal Clerks.

Congratulations to: **Deborah S. Durler, CMC/AAE City Clerk, Great Bend** who has been accepted into the first sustaining membership of the Academy for Advanced Education of IIMC.

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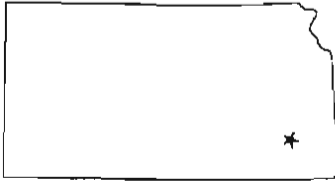
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Home Office: Tallahassee, Florida

## CMC PIN FOUND

CMC pin found at Green Valley Golf Course in Pratt, Kansas. Please contact Betsy Koontz at Box 807, Pratt, KS 67124 or telephone Betsy at 316-672-6446 to claim your CMC pin.



# CITY SPOTLIGHT

## IOLA

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By: Carolyn Dreher, City of Iola City Clerk

Iola, a rural community with big city ideas, is located in southeast Kansas at the Crossroads of Mid-America at the intersection of U.S. 54 and U.S. 169.

The area became a territory in 1854. The County of Allen was laid out in 1855. A meeting was held in January, 1859 to locate a new town with the idea of making it the county seat. The town was named Iola from Mrs. Iola Colborn whose husband had erected the first frame house in the area of the new town. Iola was chosen as county seat in 1865.

When founders planned the city they laid it out just as it is today, with wide streets around a four square block area which was later given to the county and dedicated to public use for a courthouse. It was several years before the county felt they could afford an adequate courthouse, which was finally built in the center of the square in 1904. The square is said to be the largest courthouse square in the United States and

during June and July of each summer, you will find the Iola Municipal Band playing in the square's bandstand every Thursday evening as it has since 1871.

Iola was incorporated as a second class city February, 1870 and the Mayor--Commission form of government was adopted March 10, 1910. Since incorporating in 1870 Iola has had 25 City Clerks. Their terms vary from less than a year to 33 and one-half years.

The City provides gas, water, electric, sewer and refuse utilities to its 6,350 residents. Also provided by the City are fire and police protection and Everett Shepher Park is the hub of the City's recreational program. The park includes six ball diamonds, two community centers, a football stadium, rodeo arena and the largest swimming pool in eastern Kansas.

Iola's largest employers are Gates Rubber

Company, Midland Brake Inc., Herff Jones and H.L. Miller & Son, Inc.

To meet educational needs of the area there are five grade schools, Iola Middle School, Iola High School, and Allen County Community Junior College. Iola has some 25 churches to serve all religions. The Allen County Hospital, with a 15 member medical staff, features primary care and specialists in a number of fields.

The Bowlus Fine Arts Center is the hub of Iola's Cultural Community. Built from money provided by Iola Banker Thomas H. Bowlus, the facility opened in 1964. The facility contains a main auditorium seating 800, a recital hall, two large rehearsal halls and a sixteen unit electronic piano lab. Besides the youth educational opportunities, the center is home to the Iola Area Symphony Orchestra, which presents a fall and spring concert and the Iola Community Theatre which presents a drama and a musical each season.

# FLOOD AFFECTED AREAS REPORT!!

City of Chapman, Kansas  
Marietta Lucas, CMC

On July 22, 1993 the City of Chapman population 1264, had approximately 400 homes affected by flood water in the streets and on the property. Flood waters lasted approximately 5 days and Red Cross Shelter and Disaster office later was opened and FEMA representatives and other agencies were available to assist with the processing of claims following the flood.

The City office was the command center and was in charge of communications and information. The command center was open 24 hours a day for seven days during the flood with assistance being received from the Kansas National Guard and the Army.

Ground seepage was a problem for many even after the flood and pumping of basements continued for several days. The job of assessing damages for residents and the city was time consuming. Damages for the city included sewer lines,

fencing, street work, reseeding of grass areas including outfields at the ball complex. Other costs to the city included vertime for city staff, extra supplies, and equipment used during this time.

It is important to review your city's Emergency Procedure book. No matter what size of your city, you need to have a procedure book and review it annually. None of us know when our city may be faced with a disaster.

Thanks to several clerks who called and asked if their cities could be of help.

Again, any disaster that your city may go through is not a pleasant experience but, the many acts of kindness and a community working and pulling together certainly gives you a sense of pride. As City Clerks none of us should lose site of the positiveness in our cities.

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## "How the flood affected Hiawatha"

By: Laurie Neemann and Rhonda Schuetz

The City of Hiawatha is not located in an area prone to flooding, however, on the 15th of July, Laurie Neemann, City Clerk, and Rhonda Schuetz, Assistant City Clerk decided to see how Hiawatha could help those cities affected by the flood. Des Moines, Iowa was in the midst of their worst devastation with no drinking water yet there was water everywhere. Hiawatha, Kansas's sister city, Hiawatha, Iowa, is one of the few Hiawatha's in the United States located east of Des Moines near Cedar Rapids. When the City Clerk of Hiawatha, Iowa was contacted to see what type of assistance could be given, it was suggested that assistance be given to Cedar Rapids and Des Moines who were most affected by the flood. The Iowa National Guard was contacted who reported that assistance was being received from companies, organizations, individuals, and cities and was then referred to the Adventist Community Services Disaster Response organization who indeed provided the City with a list of items that could be provided to assist the flood victims in these devastated areas.

It was at this point that the City began to advertise in the Hiawatha Daily Work and on KNZA radio detailing the items needed and that bank accounts were being established for those wishing to make cash contribution. The garage next to the Hiawatha City Hall was turned into a collection center for donated items. The first day the collection center was open, donations were initially slow with spirits beginning to fade. The second day donations had increased to the point that the City Clerk stayed, after bringing her own donation, to accept

the many donated items. Little did the clerks know that their campaign was going to thrive so well. Very little work at City Hall was to be done the following week. By Monday the items collected had mounted to the point that the hunt for trucks to haul the offerings to Des Moines began. Maverick Media, publisher of the Penny Press, U-Haul, and the Kansas National Guard, as well as the City Clerk's van were secured to transport the donated items.

Then on Tuesday, a couple from Muscotah stopped and began unloading items and a story. They recounted to us how they had been in a tornado in 1960 and lost everything except their five kids. This couple was about to celebrate their 49th wedding anniversary and when some friends asked what they would like for a present, they said to give them items they could donate to the flood victims. You see, they know what it is like to have to start over with nothing. They challenged area citizens and churches to donate and new life was pumped into our cause.

As the week progressed the labeling of items and boxing began. Cases of food, toiletries, cleaning supplies, blankets, and other such goods were still being donated. The boxes that had been placed in the local grocery stores were emptied on a regular basis. Then the message came that Des Moines had requested donations cease because they had too many items and did not want any more. After contacting the Adventist Community Services Disaster Response organization as to

# FLOOD AFFECTED AREAS REPORT!!

## "How the flood affected Hiawatha" (Continued)

what they should do, they requested that the donations continue to be collected. It was explained that unorganized efforts of people showing up with truck loads of junk and perishable foods were trying to be discouraged. With the assistance of the local media the message was spread that items were still needed.

Several events took place on the following Friday. Cash donations were received from the local banks in the amount of \$1,700.00; the final boxing and loading of donations began with the assistance of the Mayor, Jim Scherer and citizens at large, to city employees and spouses.

At 7:00 a.m. on Saturday morning a convoy consisting of the Assistant Street Superintendent, Dennis Hartter and his wife Jackie, the City Clerk, Laurie Neemann and her husband Mike, and Assistant City Clerk Rhonda Schuetz, left Hiawatha. "It was a stormy morning and we began to wonder if we would make it up there and back. The rivers were all out and there was water everywhere, but through courageous driving efforts, we arrived at our destination four hours later to find sunshine and pleasant weather." said Rhonda Schuetz.

Upon arrival at the warehouse, Ed, an older, quiet spoken man explained how their organization would put the donated items to work. Members of their group would go door to

door throughout the neighborhood offering assistance. The organization would help with food, cleaning, or even sit and visit with someone. The Hiawatha group was pleased that the Adventist group operated in this manner. It was believed there was less chance of abuse with this system and people would not feel they were receiving a hand out. Those that truly needed help got it!

Many sights were seen that day. Porta Potties lined streets, especially in areas of large office buildings. The Water Plant that had been flooded was being sandbagged. Upon arrival at a local restaurant the group ate lunch on styrofoam plates, plastic silverware, sodas from cans, and hand washing was done with a type of vanishing cleaner made for waterless cleaning. The experience was likened by the group to that of an outdoor picnic, only indoors.

The caravan arrived home to Hiawatha one hour before Highway 36 to St. Joseph, Missouri was closed. What an exciting day it had been for this group! "Our community should be proud, we did make a difference in the lives of some Des Moines area residents. We are very proud to have been a part of the recovery effort and we are very proud of the citizens of our area whose outpouring of concern and compassion was obvious in the trailer, truck, van, and money bag full of donations."

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### FAREWELL FROM STACEY JOHNSTON

As many of you know, my husband Jeff has accepted a position as a computer programmer/analyst in North Kansas City, Missouri. With Kansas City and Coffeyville being 4-hours apart, I made the decision to leave my position as City Clerk and move to Gladstone, Missouri, in order for our family to all be together. My last day was October 5th following this year's League meeting.

Leaving my job of 16 years and my dear friends throughout the State of Kansas did not come easy. My 10 years as City Clerk and my participation with the CCMFO has definitely been one of my most rewarding experiences. I would not trade the education, good times, and close friendships, as a result of our

great Kansas association for anything in the world.

I feel very fortunate to have served the CCMFO as Regional Chairperson and also as coordinator for Region 17 (our SEK clerks!) I have really enjoyed the job and have been amazed at the number of clerks I have met through the position and at how well I've grown to know the cities and counties of Kansas. I visited with many of the Regional Coordinators at the League meeting. To all coordinators, "Thank you for all your hard work and cooperation in making the regional meetings a success and in making my job easy."

Vicki Gillett, Larned City Clerk has graciously agreed to assume the

position of Regional Chairperson. Vicki will be working with each coordinator to continue what has been started and to assist the Membership Committee and Mentoring Coordinators throughout the State. Humboldt City Clerk, Rachael Mueller will be serving as coordinator for Region 17. Thank you, Vicki and Rachael, for helping in this way. I hope you will have as much fun as I did.

Though I have officially moved from Kansas and can now begin pursuing my future as a "Missourian", I leave Kansas with sadness but with very fond memories and many close friendships. I will miss the CCMFO, but my friends and the association will remain in my heart forever. Stacey Johnston.

## UPCOMING EVENTS AND DEADLINES

Mark Your Calendars Now!

November 1-5, 1993	Year 1 and Year 3 Certification Institute Wichita East Hotel
November 11 & 12, 1993	Advanced Academy Wichita East Hotel
November 8-12, 1993	Year 2 Certification Institute Wichita East Hotel
November 19-20, 1993	IIMC Region VII Meeting St. Charles, Missouri
December 15, 1993	Deadline for articles for January edition of <i>Wings</i>
January 31, 1994	IIMC Scholarship Deadline
February 1, 1994	Deadline for submitting Kansas CCMFO Committee applications
March 9, 10 & 11, 1994	Annual CCMFO of Kansas Conference Wichita East Hotel

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