



FALL 2018

Volume 23 Issue 2

Newsletter

MoCCFOA

AN ORGANIZATION PROVIDING OPPORTUNITIES AND RESOURCES FOR PROFESSIONAL DEVELOPMENT
AND CONTINUING EDUCATION.

Hello everyone!!

I hope you all are enjoying this beautiful autumn weather. The leaves are starting to change, the air is crisp, and soon we will be enjoying hot chocolate and s'mores in front of crackling bonfires.

I would like to give you a summary of what happened at the annual Missouri Municipal League conference in Branson during our Executive Board Meeting and the General Business Meeting. First, the Executive Board listened to the Division Director's as they gave reports of our Membership Drive. Some Divisions have already held their luncheon and others have planned for the future. We are all excited to see how this drive works out. A decision was made to continue the drive for next year to try to reach ALL communities in our state. I am very excited about this project and I want to encourage all of you to reach out to other cities. Another topic of discussion was our annual retreat. The Executive Board decided to move the retreat to early May in order to try to avoid the summer vacations and activities. We are hoping this fits into everyone's schedules for more participation. We are continuing to review our budget procedures regarding what should be in MOCCFOA's budget and what should be in MSU's contract. We are making progress and hope to finalize the process before our Spring Institute. Part of this process has been establishing a budget for our Education Committee. I am pleased to announce that the Executive Board has approved the Education Committee to spend \$30,000 a year for speakers. This will ensure that we keep the quality of speakers that we have had the past 2 years. The Education Committee works very hard to try to keep on top of current topics and rotating our agenda's so that we have diversity for our programs. We will be approving a one-year contract with MSU at our Spring Institute since our

contract expires April 2019. The Executive Board motioned and approved to go out for bid to do our due diligence since we have not been out for bid for several years. Belinda has done an excellent job for us and we look forward to receiving MSU's bid along with other Universities. I will be appointing an Ad Hoc committee to go out for RFP's this next year. If anyone you would like to volunteer for that committee, please let me know.

During our General Business meeting, we heard from our various boards. Jeannie Woerner, Nominating committee, reminded everyone that statements of interest will be accepted between November 26, 2018 and January 20, 2019 for the following offices: President-Elect, Secretary and Treasurer. The Division Directors positions that expire in 2019 are South Central, Western, Southwest and Northeast.

I want to congratulate the Education Committee on the fabulous education sessions we sponsored at MML. They did a great job on the topics and the speakers. We will be hosting the Region VII seminar in 2019, which will be held in conjunction with the MML seminar in St Charles. They are already hard at work in picking speakers and putting together our programs for 2019. On a final note, I want to thank all of my committee's for the work they have done this year so far. This association could not function without you. If I don't see any of you before the Holiday season begins I want to wish you all a Happy Thanksgiving and a Merry Christmas. Remember my door is always open and if I can be of any help to anyone please do not hesitate to call (417-649-7237) or e-mail (cjcityhall@carljunction.org).

Sincerely yours,
Maribeth Matney
MOCCFOA President

From the Desk of the President Maribeth Matney



2018-2019

Executive Board

- > Maribeth Matney—President
- > Lisa Westfall—President Elect
- > Renee Kingston—Secretary
- > Octavia Pittman—Treasurer
- > Leesa Ross—Past President



MoCCFOA

Submitted By: Melissa A. Stradt, Deputy City Clerk

Getting to Know

Renee Kingston,

Camdenton City Clerk &

MoCCFOA Secretary

Recently, I had the opportunity to sit down with Camdenton City Clerk & MoCCFOA Secretary Renee Kingston for a fun Question & Answer session. I hope you enjoy getting to know our MoCCFOA Secretary a little better!

Q. What is your favorite color? **A. Blue**

Q. If you could be an animal, what would you be? **A. A cat I guess – nine lives and all. I probably need them**

Q. What's your favorite movie? **A. Pretty Woman**

Q. What's the last book you read? **A. Zip It – The 40 Day Challenge**

Q. What's your favorite food? **A. Anything Mexican**

Q. What was your favorite subject in High School? **A. Accounting**

Q. What's the first concert you ever attended? **A. Genesis with a group of girlfriends**

Q. What's your favorite family tradition? **A. Having homemade pizza & opening one present on Christmas Eve.**

Q. Have you ever met anyone famous? **A. Spent the afternoon & evening with Randy Travis in Nuremberg, Germany. Long Story – Lots of Fun!**

Q. What's your favorite hobby? **A. Cross Stitch**

Q. What's your favorite way to spend the weekend? **A. Hanging out with my family anywhere**

Q. What is one item on your buck-

et list? **A. There are so many, but to pick one – Ride in a hot air balloon**

Q. If you see a puddle, do you walk around it or step over it? **A. Attempt to step over it...I am short, so I usually fall**

Q. Who inspires you & why? **A. I am not sure there is just one person who inspires me but many.... God first & foremost continues to refine me to be the woman, wife, mother, grandma, boss that he wants me to become. There have been numerous individuals who have inspired me at some point along my journey, it would take three to four pages to list them all & the reasons why**

Q. As a child, what did you want to be when you grew up? **A. I don't recall ever thinking "when I grow up I want to be..." – I have had more of those moments as an adult – late bloomer**

Q. What music genre is your favorite? **A. Christian Contemporary, Rock & Country**

Q. What is your favorite season & why? **A. Fall. The colors are beautiful & everything is cozy**

Q. What TV Series are you currently binge watching? **A. This is Us**

Q. How many Children & Grandchildren do you have? **A. Two sons & their wives, Joshua (Hope) & Michael (Heather) & 4 beautiful grandchildren: Brionna – 10; Gaven – 7; Rhys – 5; and Lily 2.**

Q. What's your favorite vacation location? **A. Michigan or New York**

Q. What was your first car? **A. Mercury Comet**

Q. How do you like your eggs? **A. Scrambled**

Q. Do you have any phobias? **A. Crossing low water bridges**

Q. On a serious note, are there any suggestions for New Clerks you'd like to add? **A. Get involved on committees either in your Division or on the State Level. This organization has given me confidence when I didn't believe in myself. The individuals in this organization are amazing mentors & friends. I believe the best sayings that describe this organization for me are: 1) "When women (& men) support each other, incredible things happen." And 2) "Be the woman who fixes another woman's crown without telling the world it was crooked."**

A Special Thank you to Renee for playing along!



NOMINATING COMMITTEE UPDATE

The 2018-2019 Nominating Committee invites MoCCFOA active members to complete and submit a Statement of Interest form for consideration to serve as an officer for the year beginning May 1, 2019 through April 30, 2020. The election will take place at the annual business meeting during the 2019 Spring Institute. Applications will be accepted beginning November 26, 2018 through December 20, 2018.

The open positions are President-Elect, Secretary and Treasurer.

The Association's By-laws state the President-Elect automatically moves to President while other officer positions require a Statement of Interest be submitted. The Association's Bylaws state qualifications for officers are:

Have attained Missouri Registered City Clerk (MRCC) or Certified Municipal Clerk (CMC) from the International Institute of Municipal Clerks Association.

Have attended at least four (4) MoCCFOA Spring Institutes; or

Be or have been an officer in a local division; or

Previously held the position of Director.

Candidates for Treasurer must have served one (1) year on the Budget Committee.

Division Directors from the South Central, Western, Southwest and Northeast Divisions will also be open. The Directors will serve a two (2) year term from May 1, 2019 through April 30, 2021.

The Association's By-laws state qualifications of Division Directors are:

Have attained Missouri Registered City Clerk (MRCC) or Certified Municipal Clerk (CMC) from the International Institute of Municipal Clerks Association.

Have attended at least one (1) MoCCFOA Spring Institute.

Be an active member of the division they represent for a minimum of two (2) years.

It is the responsibility of each Division, whose Director's term is set to expire, to present to the Nominating Committee their nomination for Division Director which will be presented to the membership for approval at the annual business meeting during the 2019 Spring Institute.

A Statement of Interest form is included with this report. Send completed applications to Nominating Committee Chair, Jeanie Woerner, City Clerk, City of Raymore, 100 Municipal Circle, Raymore, Mo. 64083; fax to 816-331-8724; or email to JLwoerner@raymore.com **beginning November 26, 2018 and no later than 5:00 p.m. on Friday, December 20, 2018.** The application will also be available on the Association's website; moccofa.org.

If you have questions about the nomination process, please contact one of the Nominating Committee members: Jeanie Woerner-Raymore; Laina Starnes-Lebanon; JoAnn Cova-Maryland Heights; Colleen Hinshaw-Mercer; Mary Trentmann-Washington; Gayle Conrad-Cape Girardeau; Mallory Snodgras-West Plains; Sheryl Morgan-Blue Springs; Brenda Jackson-Republic; or Danette Henderson-Perry.

Respectfully Submitted:

Jeanie Woerner, MPCC/CMC

MoCCFOA Nominating Committee Chair





IIMC Director

IIMC News Briefing

By Helen Ingold, IIMC Region VII Director

Attn: Important Information about IIMC and attaining a CMC

The CMC certification requires being an active member for two years.

What's that mean?

You need to join NOW!

Contact Helen Ingold at hingold@cityofcrestwood.org for an application form. You must use the FORM with your Region Director noted in order to help our Region win scholarships to attend the annual conference. (The form is a special form that will count toward our region winning those scholarships– Don't use the standard form!) Email me for the correct form.

The IIMC 2020 conference will be held here in St. Louis. You won't want to miss the opportunity to attend when it is held here in our home state. Become a part of the excitement and email me at hingold@cityofcrestwood.org for more information.



Meet your Outstanding City Clerk

Jodi Schneider, City of Troy

***Submitted By: Pamela Clement
City Clerk***

Everyone that knows or has met Jodi can understandably know why she was presented with this prestigious honor. Jodi is warm, friendly and when you meet her, you instantly feel like you've known her forever. She has an enthusiasm that is contagious and is willing to jump in and help anyone, whether it be her fellow Clerks, Missouri City Clerks and Finance Officers organization or the many various community organizations Jodi is active, including Meals on Wheels, the Area Chamber of Commerce Leadership Program, Habitat for Humanity and the Gateway Blue Star Mothers of America; which are among a few. Jodi has always volunteered to help the MoCCFOA and has served on ten (10) State Committees. She is also served as our Eastern Division Treasurer, Secretary, Vice President and now is serving as President of Eastern Division.

Jodi started her career with the City of Troy in 2001, when she was hired as a part-time receptionist/clerical assistant, prior to becoming City Clerk in 2012. Jodi had some big shoes to fill from the previous City Clerk, Karen Hotfelder, who was also past President of MoCCFOA and Outstanding City Clerk. Jodi was determined and eager to learn and was committed to do the very best job for her municipality, community and our professional organization. Jodi asked questions, threw herself into the organization and learned all she could about being a City Clerk.

If you haven't personally met Jodi, you need to find her at Spring Institute and introduce yourself and you will totally understand why Jodi is our Outstanding City Clerk. She will make you smile and most likely laugh until your stomach hurts. She is such a down to earth person who loves her family, her City and most of all the Clerks of Missouri.

On behalf of the Missouri City Clerks we thank you for your enthusiasm, sense of humor, and for your accomplishment of becoming Outstanding City Clerk. Thank you for your dedication and for helping us understand the professional link between the citizens and local governments. We all can only hope to emulate you. I for one is extremely proud of Jodi and all her accomplishments.

Congratulations Jodi, well deserved!!!



Outstanding City Clerk Award

Policies & Procedures 2018-2019 moccfoa.org

The Outstanding City Clerk Award is designed to recognize a City Clerk or Finance Officer that has demonstrated outstanding service and commitment to their municipality, community, and professional organizations.

Minimum Requirements 1. City Clerk or Finance Officer for a municipality in the State of Missouri, serving at least five (5) years. 2. Active, participating member of Missouri City Clerks and Finance Officers Association for at least five (5) years. 3. Have attained the Missouri Registered City Clerk (MRCC) or the IIMC Certified Municipal Clerk (CMC) designation.

Guidelines 1. Confidential nominations may be submitted by any "active" member as defined in the bylaws of the MoCCFOA or a municipal official. 2. Nomination forms may be obtained from the Committee Chair, Committee members, or the President. 3. Completed nomination forms must be received by the Outstanding City Clerk Chairman no later than January 15th of each year. A postmark of January 15 will not be accepted. 4. The nominations will be reviewed by the Outstanding City Clerk Committee for verification of qualifications, i.e. membership, years of service, etc. 5. The Committee will forward the qualifying nominations to the judges (Kansas CCFOA President, MML Representative and two prior year recipients of the award), to make the final selection. 6. The names of the nominees and the successful candidate will remain confidential. All nomination materials will be destroyed immediately upon adjournment of the Spring Institute. 7. A short biography will be read, announcing the name of the "Outstanding City Clerk" at the Spring Institute in March. 8. An award will be presented having the inscription "Outstanding City Clerk, respective year, and the name of the recipient" at the Spring Institute in March of each year. Notify nominator to invite Mayor, Council (Board of Commissioners, etc.), Administrator/Manager and other guests, up to eight (8). The Association will pay for banquet meals for up to eight (8) guests. 9. The President or President-Elect shall appear before the Board/Council of the successful nominee recognizing the achievement of their clerk by making a formal presentation. 10. Letters of acknowledgement shall be sent to the clerks who were nominated but did not receive the award and to whoever nominated him/her, inviting them to submit an application the next year. 11. In case of a tie, the Committee members shall review the judges' ratings on those candidates and cast a secret ballot for the winner. 12. The Chairman shall prepare information for publicity to the Missouri Municipal League Review, State Newsletter, and the International Institute of Municipal Clerks News Digest. 13. Once a clerk has been selected as "Outstanding City Clerk of the Year" she/he would be ineligible for future nominations.

Mail completed form to: Kimberley E. DeMoss, MRCC City of Webb City 200 S. Main Street P.O. Box 30 Webb City, MO 64870 Office: 417-673-4651 Fax: 417-673-6264 E-mail: kdemoss@webbcity.org

WHY BE GOOD
WHEN YOU CAN BE
OUTSTANDING?

CONGRATULATIONS TO THE FOLLOWING CLERKS WHO ACHIEVED CERTIFICATION LEVELS

<u>NAME</u>	<u>CITY</u>	<u>CERTIFICATION LEVEL</u>
Cynthia Lambert	City of Osage Beach	CMC
Debra Davis	City of Gallatin	MRCC
Pam Meyer	City of Ste. Genevieve	MRCC
Sue Hirshe	Village of Airport Drive	MRCC
Melissa O'Bannon	City of Madison	MRCC
Tammy Casey	City of Arnold	CMC
Mary Lou Rainwater	City of Truesdate	MRCC Continuing
Marilyn Sander	City of Kansas City	MRCC
Mary Trentmann	City of Washington	MRCC
Amy Edwards	City of Platte City	MRCC Sustaining

After several years of study, the membership approved the establishment of a certification program in March of 2003. Education requirements for the program parallel IIMC's certification program, enabling Clerks to become certified in one or both of the organizations.

Certification levels for MoCCFOA:

- MRCC – Missouri Registered City Clerk
- Continuing MRCC
- Sustaining MRCC
- MPCC – Missouri Professional City Clerk



Certification levels for IIMC:

- CMC – Certified Municipal Clerk
- MMC – Master Municipal Clerk

Each level requires a minimum number of educational hours, as well as point for various types of experience.

SILENT AUCTION TIME!!!



Silent Auction

The Silent Auction Committee would like to express our sincerest thanks to all those who donated, bid, or otherwise supported this year's Silent Auction. We had 69 items and raised \$2,828.00 to be earmarked for the 2020 IIMC Conference in St. Louis.

From all of us on the Silent Auction Committee, thanks so much again!

Deanna Jones (Chair)	E (314) 400-3756	cityclerk@ci.berkeley.mo.us
Beth Anne West	SW (417) 883-5840	cityclerk@battlefieldmo.gov
Debra Davis	W (816) 583-4911	debDavis@cityofhamiltonmo.com
Patty Smith	E (636) 477-6600	psmith@stpetersmo.net



2018 MOCCFOA FALL NEWSLETTER ARTICLE
Jeanie Woerner, MML Director

My first year as MoCCFOA's Missouri Municipal League (MML) Director has been enjoyable and a great learning experience to say the least! In addition to participating in meetings of the Board of Directors, I had the opportunity to serve on the Innovation Awards Committee and delivered the script recognizing the recipient cities of the award during the recent awards luncheon at the Fall MML conference. Congratulations to those cities whose innovative projects were chosen this year.

The MML Board of Directors and staff works diligently to assist its member municipalities with advocacy to the General Assembly as well as keeping members informed on possible legislation that could affect our cities. The League strives to afford its members additional avenues on current topics, trainings, and resources so that we may be as successful as possible. The League is now proud to serve more than 640 municipalities.

The August meeting of the MML's Board of Directors was held in Camdenton with a full two day agenda. On day one, the Board participated in a strategic planning session. This was a very successful collaborative session to update the existing plan of the League. Day two addressed a full agenda of business items. At this meeting, the Board unanimously approved a resolution in support of Proposition D, the transportation fuel tax, which will be considered by voters at the November 6, 2018 ballot. If passed, this proposition would provide funding to support State law enforcement for public safety on State highways as well as provide funding for transportation projects in Missouri to both State and local roads. This will be the first increase in over 20 years to the fuel tax. For more information, visit the websites of MML or Safermo.com. In other action, the Board voted unanimously to relocate the 2021 conference location from Tan-Tar-a to the St. Louis area. The location will be announced closer to that time.

In addition to the many regional meetings and webinar trainings offered by MML, a new training opportunity referred to as "pop-up training", has been offered and could be expanding throughout the State to benefit those who might not have the funding or time to attend the annual two day elected officials training.

2019 Upcoming events:

MML Legislative Conference	February 12-13
Elected Officials Conference	June 6-7
MML Annual Conference	September 8-12

MML Board of Directors and staff are constantly striving to reach innovative levels to help municipalities with shared service agreements, educational outreaches, and protection of local governments concerns by outreach to the State legislative body. Make sure you take full advantage of all the benefits offered by MML.



DIVISION NEWS AND UPDATES

The NW Division held their quarterly meeting Thursday, August 16th, at Bandana's Bar-B-Q in St. Joseph. Fifteen members were able to attend. President Jill Cottrill called the meeting to order. Motions were made and May's meeting minutes and treasurer's reports were approved. Colleen Hinshaw reported that there were 4 applications submitted for scholarships to Regionals. The committee selected Beth Kar & Tina Good. Melissa Mattson made a motion to accept these two for scholarships. Deb Davis seconded. Motion was unanimously approved. NW Division Education was Jeff Arp from MIRMA and Emily Baumann, Attorney at Law covered Events Insurance and checklists. The NW Division will hold their November 15th meeting at Home Inn Hamilton, with a tour at MSQC Warehouse and Quilting Department

The East Central Division held their quarterly meeting on Wednesday, September 12, 2018 hosted by the City of Cuba at Frisco's, 121 S. Smith Street, Cuba, Missouri.

There were 12 people in attendance. There was no guest speaker. Discussion on updating the East Central Division Bylaws to include record retention guidelines and removing the Everyday Hero award duties from the Nominating Committee. The changes will be sent to all members for further discussion at the December meeting. A vote will take place in March. Treasurer Jaki Welker inquired about getting a debit or credit card for the account due to a lot of businesses not accepting checks. After discussion the Division voted to allow the treasurer to get a debit card with a \$500 per day spending limit.

The next meeting will be December 12, 2018 hosted by the City of Washington.

The Central Division members met in Sedalia at the beautiful Katy Depot on August 15. The meeting was hosted by City Clerk Arlene Silvey and began with City Administrator Kelvin Shaw welcoming us to their fine city. Following the business meeting, Richard Sheets from the Missouri Municipal League briefed us on legislative updates which included changes with prevailing wage and a statewide vote on a gas tax increase. We then enjoyed socializing and networking while eating lunch catered by Little Big Horn. Yum, yum!

Our next meeting will be held on November 14th in Marceline at the Walt Disney Museum and will be hosted by City Clerk Lindsay Krumpelman.

DIVISION NEWS AND UPDATES

The Western Division meeting on Wednesday, August 15th at Spire Kansas City offices and presented on their Energy Efficiency Program, as well the Low Income Home Energy Assistance Program (LIHEAP). The next meeting will be held at the Regional training in Independence on November 14. As a part of the MoCCFOA's membership recruiting effort, the Western Division sent invitations to cities in the area that had not been CCFOA members in the last five years. The letter offered a one-year CCFOA membership to those that attended a luncheon to learn about the benefits of membership. The Western Division Director, Secretary and Membership Chair hosted Clerks from the Village of Oakview (Rebecca King) and the City of Strasburg (Therese Brayton), as well as the City Treasurer of Strasburg (Carol Goodfellow) for a luncheon on Friday, September 21 at Tuscany Grill in Blue Springs. Blue Springs Assistant City Administrator Christine Cates also attended to share a City Manager's perspective of the how membership benefits the municipality. Carol Goodfellow of Strasburg won the drawing for a scholarship to the 2019 Spring Institute. Welcome new MoCCFOA members, Rebecca, Therese, and Carol!

The Southeast Division has been experiencing an upward trend in membership over the last year, and we are excited to have so many new clerks onboard. As of September, we had 37 paid members, which is more than I can recall in my 25+ years of being a division member. In August the Division met at the new Civic Center in Jackson Missouri. The Southeast Missouri Regional Planning Commission (RPC) recently appointed Mr. Barry Horst as the new Executive Director, and he attended the meeting to meet the clerks and to tell them of the many services that the RPC can provide to their cities. The next meeting is Thursday, November 15, at City Hall in Cape Girardeau. Mayor Bob Fox and myself will be hosting the meeting, with coffee/doughnut social at 9:30, followed by the business meeting and program at 10:00. All cities, towns and villages in the Southeast Missouri area will be invited to attend the meeting to see what MoCCFOA is all about and hopefully consider joining our or-

The Eastern Division would like to wish Betty Montano the best with her retirement.



Division Directors



MOCCFOA Division Directors 2018-2019

C – CENTRAL: Laina Starnes, Lebanon
lgstarnes@lebanonmo.org

EC – EAST CENTRAL: Mary Trentmann
mtrentmann@ci.washington.mo.us

E – EASTERN: Joan Cova, Maryland Heights
jcova@marylandheights.com

NE – NORTHEAST: Danette Henderson, Perry
cityclerk@cityofperrymo.com

NW – NORTHWEST: Colleen Hinshaw, Mercer
citymrcr@grm.net

SC- SOUTH CENTRAL: Mallory Snodgras, West Plains
mallory.snodgras@westplains.net

SE – SOUTHEAST: Gayle Conrad,
 Cape Girardeau gconrad@cityofcapegirardeau.org

SW –SOUTHWEST: Brenda Jackson, Republic
bjackson@republicmo.com

W –WESTERN: Sheryl Morgan, Blue Spring
smorgan@bluespringgov.com

MISSION STATEMENT

The Missouri City Clerks and Finance Officers Association is a professional organization of municipal clerks and finance officers who have united together to assist members in the performance of their job responsibilities and promote the professional development of its members for the betterment of the public and municipalities it serves.

Newsletter Staff 2018–2019

Editor:
 Corey Sneed
 Western Division
 Phone: 660-679-4182
 Email: csneed4_cob@earthlink.net

Mallory Brown	Western Division
Marilyn Sanders	Western Division
Melissa Stradt	Central Division
Pam Clement	Eastern Division
Brooke Bell	Northwest Division
Tammi Casey	Eastern Division