



# Kansas Association of City/County Management

## Kansas Association of City/County Management

*Board of Directors Meeting*  
Johnny's West, Lawrence  
721 Wakarusa, Party Room  
April 24, 2019 – 6:30 p.m.

### Agenda

▲ See Attachment

1. Call Meeting to Order, *Cherise Tieben*
2. Approval of Board Minutes from February 13, 2019 ▲
3. Treasurer's Report, *Jonathan Mitchell*
  - a. Approve Financial Statement ▲
  - b. Approve Quarterly Invoice ▲
4. Committee Reports
  - a. Awards/Recognition, *Becky Berger*
  - b. Annual Conference Planning, *Kate Cooley*
    - i. Planning for 2019 KACM Annual Conference ▲
    - ii. Selection of 2020 Conference Site
  - c. Ethics, *Penny Postoak Ferguson*
  - d. Membership, *Nathan Law*
    - i. Membership Report ▲
    - ii. Joint Membership Recruitment Effort with ICMA ▲
  - e. Mentoring, *Taggart Wall*
  - f. ICMA
    - i. Update
    - ii. Life Membership
    - iii. 2020 ICMA Annual Conference Planning Committee
    - iv. ICMA Coaching Program Contract Renewal ▲
  - g. University Liaison
5. Senior Advisor Report, *Dennis Kissinger*
6. Old Business
  - a. Job Newsletter Update ▲
7. New Business
  - a. Upcoming Events ▲
8. Next Board Meeting Date: December 4, 2019 (tentative)
  - a. Discussion of Retreat
9. Topics for Discussion
10. Adjourn



# Kansas Association of City/County Management

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## Kansas Association of City/County Management

Board of Directors Meeting

Playa Azul, Wichita

February 13, 2019 – 6:30 p.m.

### *Draft Minutes*

**In Attendance:** Cherise Tieben, Kathy Sexton, Becky Berger, Jonathan Mitchell, Jason Hilgers, Nathan Law, Ethan Reimer, Taggart Wall, and Michael Webb. **Senior Advisor:** Dennis Kissinger. **League Staff:** Trey Cocking. **Absent:** Don Cawby, Jennifer Cunningham, Barack Matite, Penny Post oak Ferguson, and Michael Schrage.

1. **Call Meeting to Order.** President Tieben called the meeting to order at 6:49 p.m.
2. **Introductions of New Board Members.** Ethan Reimer and Barack Matite were introduced. Reimer's term ends in 2020, and Matite's term ends in 2021. A Board of Director's List was provided to the board. President Tieben asked if terms could be added to the list and website.
3. **Approval of Minutes.** Berger moved and Law seconded a motion to approve the minutes from November 14, 2018 board meeting. Motion was approved.
4. **Treasurer's Report.** Mitchell reviewed the financial statement and discussed the balances.
  - a. **Approve Quarterly Invoice.** Sexton moved and Hilgers seconded a motion to approve the quarterly invoice. Motion was approved.
  - b. **Approve Current Financial Statement.** Law moved and Webb seconded a motion to approve the financial statement. Motion was approved.
5. **Committee Reports**
  - a. **Awards/Recognition.** Berger clarified that we will award two Virgil Basgall Scholarships for \$3,000 each, two KACM Scholarships for \$2,000 each, and three Rising Star Scholarships for \$1,000 each in 2019.
  - b. **Conference Planning.**
    - i. Cocking discussed the Wrap-up report from the 2018 Annual Conference.
    - ii. Sexton discussed the upcoming 2019 Annual Conference. Sexton said that the League is making good progress on planning the conference, but speakers and topics need to be selected farther in advance. President Tieben discussed offering a first-time attendee discount that if you are an ICMA member. Sexton also discussed removing the ICMA workshop and adding a conference planning session.



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- iii. Sexton discussed the selection of the 2020 conference site. There was also discussion on what date to have the conference. Berger moved and Webb seconded a motion to select, in order of preference: Great Bend, Emporia, and Olathe as the 2020 conference site. Motion was approved.
  - iv. President Tieben referred to the Upcoming Events.
  - c. **Ethics.** Penny Post oak Ferguson was not present to give a report.
  - d. **Membership**
    - i. Law gave an update on membership and the possibility of offering a joint membership with ICMA and KACM. Cocking said that a membership report will be final in April. Anyone who had a free membership and did not renew will be marked. President Tieben discussed having an event for new members during one of the conferences.
    - ii. Cocking discussed the life membership and said the League will provide KACM board members with a list of lifetime members.
  - e. **Mentoring.** Wall gave a mentoring report. Wall and Kissinger discussed the ICMA/State Sponsor Agreement. President Tieben and Sexton discussed removing the deadline for the mentoring program application and adding a standing agenda item for the mentoring program at the fall conference. Reimer moved and Mitchell seconded a motion to renew the ICMA Coaching Program. Motion approved.
  - f. **Website Committee Report.** Berger and Cocking gave an update on KACM's website.
  - g. **ICMA.** Karen Daly was not present to give an update. Webb is a candidate for Regional VP.
  - h. **University Liaison.** The board discussed the current liaisons for KSU, KU, and WSU. Hilgers was appointed to KSU, and Reimer was appointed to WSU.
6. **Senior Advisor Report**
- a. **Resignation of Senior Advisor.** Mac Manning has retired from his position as Senior Advisor.
  - b. **Discussion Regarding Additional Advisor.** Kissinger will be the only Senior Advisor for the rest of 2019 and then retire. He hopes to make the program as sustainable as possible.
  - c. **Discussion Regarding Advisor for Western Kansas.** The Board discussed potential advisors and how to proceed with finding one. Kissinger said he would meet with Don Cawby and Ray Hummert and then give a recommendation for a Western Kansas Senior Advisor at the April meeting.
7. **Other Business**
- a. **Dues Committee Report.** Law discussed the Dues Committee Report. The Board discussed two options to change the current dues structure and fees for membership. Sexton moved and



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- Webb seconded a motion to approve the first option. Motion was approved. Wall will present this option to KACM members in April and vote on it in the fall.
- b. **Job Newsletter Update.** Cocking provided an update on the Job Newsletter. He said once this program begins, adjustments can be made if necessary. Berger moved and Mitchell seconded a motion to table this topic until the next meeting. Motion approved.
  - c. **2019 KACM Meeting Dates.** President Tieben is working on a date for the Dodge City meeting. It will likely be before the Annual Conference.
8. **Next Board Meeting Date/Time.** April 24, 2019 at 6:30 p.m. at the Johnny's West (721 Wakarusa in the Party Room), in conjunction with KU Spring Conference.
  9. **Adjourn.** The meeting was adjourned at 8:50 p.m.

# KACM Financials - 2019

Revenues	3/31/2019	2019 Budget	2018	2017	2016
Membership Dues	23,020.00	25,000	24,775.00	25,515.00	24,325.00
Spring Conference		2,500	1,975.00	1,952.22	2,437.47
Annual Conference		30,000	24,040.00	30,000.00	29,065.00
Interest	114.26	450	906.40	365.92	40.78
ICMA Reimbursement-Senior Advisor		2,000	2,412.11	685.24	746.48
Miscellaneous		1,000			
Transfer from Reserve					
<b>Total Revenue</b>	<b>23,134.26</b>	<b>\$ 60,950</b>	<b>\$ 54,108.51</b>	<b>\$ 58,518.38</b>	<b>\$ 56,614.73</b>
Expenditures					
League Administration Fee	5,750.00	11,500	11,000.00	10,500.00	10,100.00
100th Anniversary				1,647.41	
ICMA Planning Conference		1,500	867.29	854.46	1,065.53
ICMA Regional Conference		1,000	969.37	1,018.66	1,136.93
ICMA Prof Development Fund*					1,000.00
ICMA Reception		3,500	2,601.60	3,568.96	2,767.50
ICMA Coaching		1,000	1,000.00	1,000.00	1,000.00
ICMA Future of Prof Mngmt Fund		1,000	1,000.00	2,574.00	
Spring Conference		2,500	2,480.50	2,359.50	2,325.80
Annual Conference		26,500	19,537.94	27,843.06	24,963.98
Scholarship		7,000	10,000.00	10,000.00	7,000.00
Conference Scholarships		500	375.00	250.00	
Rising Star Scholarships		3,000	3,000.00		
Life, Well Run Campaign*					700.00
Board Expenses	168.99	1,300	801.10	1,104.76	1,294.95
Insurance/Bonds		1,100	1,097.00	1,097.00	1,071.00
Service/Bank Charges	47.37	165	160.30	139.63	49.89
Miscellaneous					
Website Expense	461.49	2,740	10,932.37	1,751.49	1,771.43
Postage	1.94	0	4.23	9.39	0.96
Miscellaneous:		100	16.15	18.84	82.27
Senior Advisor Expenses		4,000	4,827.66	1,315.07	1,332.93
<b>Total Expenditures</b>	<b>6,429.79</b>	<b>\$ 68,405</b>	<b>\$ 70,670.51</b>	<b>\$ 67,052.23</b>	<b>\$ 57,663.17</b>
<b>Net Income (Loss)</b>	<b>16,704.47</b>	<b>\$ (7,455)</b>	<b>\$ (16,562.00)</b>	<b>\$ (8,533.85)</b>	<b>\$ (1,048.44)</b>
Ending Cash and CD Balance		\$ 44,625.66		\$ 61,357.70	\$ 69,891.51
Estimated Cash and CD Balance	\$ 61,330				
Investments					
<b>Certificates of Deposit</b>		<b>Kaw Valley</b>	<b>\$ -</b>	<b>\$ 30,395</b>	

## Fall Conference Breakdown

	2018	2017	2016
<b>Revenues</b>	\$ 24,040.00	\$ 30,000.00	\$ 29,065.00
<b>Expenditures</b>	\$ 19,537.94	\$ 27,843.06	\$ 24,963.98
<b>Net</b>	\$ 4,502.06	\$ 2,156.94	\$ 4,101.02

## Spring Conference Breakdown

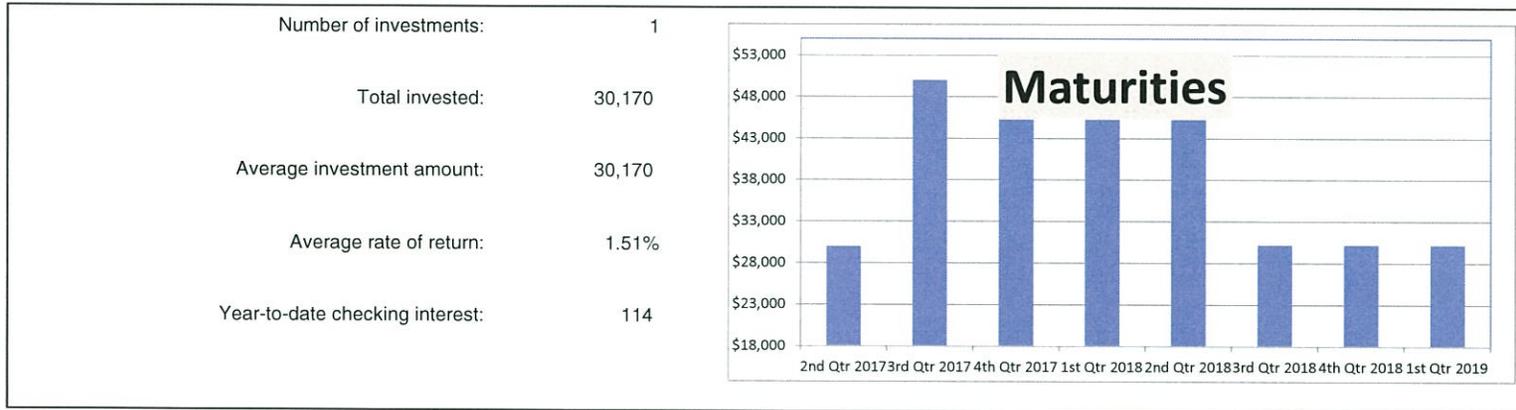
	2018	2017	2016
<b>Revenues</b>	\$ 1,975.00	\$ 1,952.22	\$ 2,437.47
<b>Expenditures</b>	\$ 2,480.50	\$ 2,359.50	\$ 2,325.80
<b>Net</b>	\$ (505.50)	\$ (407.28)	\$ 111.67

\* Combined into the Future of Professional Management Fund

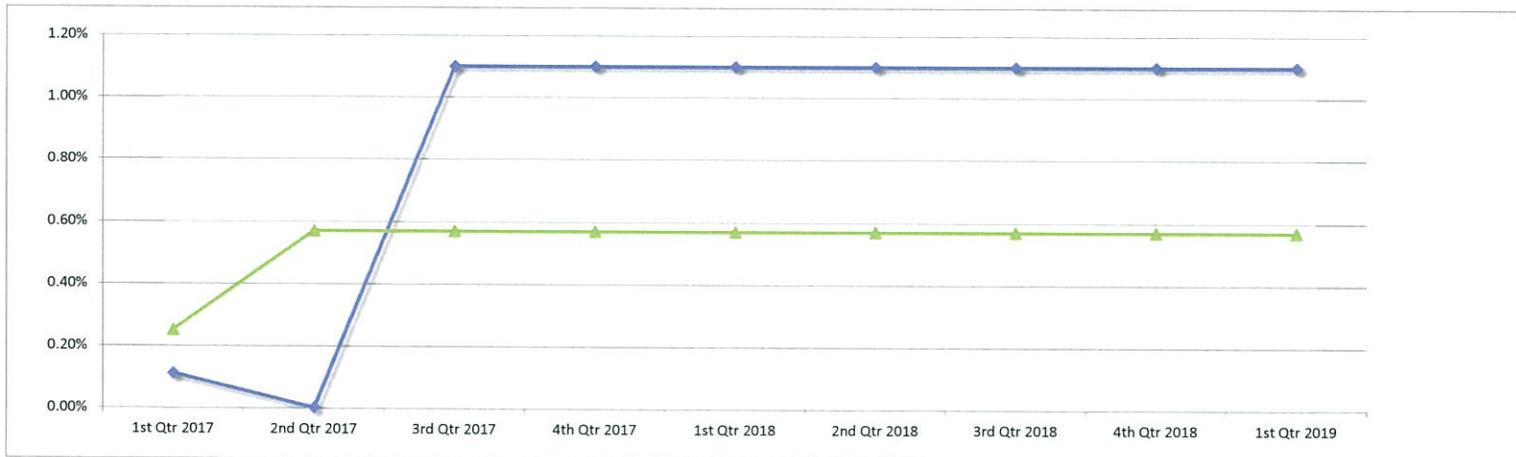
# KACM Investments as of March 31, 2019

Investment Location	Investment Type	Number	Principal Amount	Placement Date	Term	Maturity Date	Interest Rate	Interest to be credited this term
Kaw Valley	Certificate of Deposit	CD #1000013696	30,170	24-Apr-18	1 year	24-Apr-19	1.51%	453

## Summary Tables



## Interest Comparison





300 SW 8th Avenue, Suite 100, Topeka, KS 66603

**Bill To**

Kansas Association of City/County Mgmnt  
 300 SW 8th Ave., #100  
 Topeka, KS 66603

# Invoice

Date	Invoice #
3/31/2019	19-1257

Ordered By	Terms	Due Date
	Net 30	4/30/2019

Qty	Description	Rate	Amount
1	KACM Administrative Fee, 2nd quarter 2019	2,875.00	2,875.00
3	KACM Website, 2nd quarter, 2019	75.00	225.00
1	Board Dinner, February 13	168.99	168.99
1	Domain renewal	11.49	11.49
1	Postage, 1st quarter, 2019	1.94	1.94

**Total** \$3,282.42

**Payments/Credits** \$0.00

**Balance Due** \$3,282.42

Phone #	Fax #	E-mail	Web Site
785-354-9565	785-354-4186	rredd@lkm.org	www.lkm.org



# 2019 KACM Annual Conference Garden City, KS • December 4-6

Draft Updated 3/26

## Conference Details

Location: Garden City, Kansas - Clarion Inn & Conference Center 1911 E Kansas Ave, Garden City, KS

### Wednesday, December 4

2:00 p.m. - 5:00 p.m.  
Registration

3:00 p.m. - 5:00 p.m.  
Afternoon Mobile Workshop - Eco/Devo Highlight  
[Tentative]

6:00 p.m. - 7:45 p.m.  
 Dinner & Social Event: Lee Richardson Zoo/  
Finnup Center, 'Taste of Garden City'

8:00 p.m. - 9:00 p.m.  
 Hospitality/Social: TBD

### Thursday, December 5

7:30 a.m. - 5:00 p.m.  
Registration

8:00 a.m. - 9:00 a.m. +  
KACM Committee Meetings

9:30 a.m. - 10:45 a.m.  
General Session: Manuel Pastor, Professor of  
Sociology and American Studies & Ethnicity -  
*Demographic Change, Economic Inequality &  
Community Empowerment*

11:00 a.m. - 11:45 a.m.  
Concurrent Breakout Sessions (2)

12:00 p.m. - 1:30 p.m.  
Awards Luncheon &  
KACM Business Meeting

1:45 p.m. - 2:30 p.m.  
Concurrent Breakout Sessions (2)

2:45 p.m. - 3:30 p.m.  
Concurrent Breakout Sessions (2)

4:00 p.m. - 5:00 p.m.  
Networking: First-time Attendees, Students &  
Interns join Mentors, Senior Advisors & Members  
with job openings

6:00 p.m. - 7:45 p.m.  
 Dinner & Social Event: Flat Mountain Brewhouse

8:00 p.m. - 9:00 p.m.  
 Hospitality/Social: TBD

### Friday, December 6

8:00 a.m. - 9:00 a.m. +  
Networking: Members new to Kansas or the  
profession join the KACM Board

9:15 a.m. - 10:15 a.m.  
General Session: Mike Conduff -  
*Difficult Conversations: How to Recognize Them  
& How to Have Them*

10:30 a.m. - 11:30 a.m.  
Concurrent Breakout Sessions (2)

12:00 p.m.  
Adjourn

### Hotel & Conference Site

Clarion Inn & Conference Center  
[Conference location & HQ Hotel]  
1911 E Kansas Ave, Garden City, KS 67846  
(620) 275-7471  
Rate: \$91/night + tax  
**Cut-Off Date: TBD**

Sleep Inn [200 ft]  
1931 E Kansas Plaza, Garden City, KS 67846  
(620) 257-4581  
Rate: \$91/night + tax  
**Cut-Off Date: TBD**

Heritage Suites & Parrot Cove Water Park [1.4 miles]  
1212 Stone Creek Drive, Garden City, KS 67846  
(620) 277-7477  
Rate: \$91/night + tax (water park additional)  
**Cut-Off Date: TBD**

+Each hotel offers a free, hot breakfast buffet included in  
the room rate. Full breakfast will not be served Thursday  
or Friday in conjunction with the conference.

### Proposed Topics

Retail Panel: To Hire a Retail Consultant: Yes or No?  
Employer Based Health Clinics  
Panel Discussion: Stories of KACM Members  
Effects of Legal Marijuana on Counties & Cities



Transportation provided to/from all evening social  
events. Detailed transportation schedule will be  
provided in final conference information.



# Kansas Association of City/County Management

## Membership Report

April 16, 2019

193 Members

1/1/19 – 4/15/19

6 new membership applications.

3 new members qualified to have the membership fee waived for the first year.

5 members in transition.

2019 KACM membership breaks down:

Full Memberships:	158
Affiliate Memberships:	22
Business Affiliate Memberships:	4
Honorary/Lifetime Memberships:	4
Retired	3
Student Memberships:	2

### 2019 New Member applications

New Member	City/County	Membership Type	1 <sup>st</sup> Yr Free
Lucas Neece	City of Lindsborg	Full	No
Courtney Flower	City of Stockton	Full	Yes
Tiffany Hartson	City of Harper	Full	Yes
Patty Gentrup	KU PCM	Affiliate	No
Andrew Manley	Saline County	Full	Yes
Dennis Marstall	City of Manhattan	Full	No

### Eligible non-members and cities with *vacancies*

Altoona	John Troutman	De Soto	Mike Brungardt
Ashland	Doug Graff	Deerfield	Craig Turrentine
Basehor	Leslee Rivarola	Elkhart	Tim Hardy
Belleville	Adam Anderson	Hamilton	Brian Nowell
Bentley	Brad Jantz	Haysville	William Black
Bird City	Randi Wiley	Herington	Matt Townsend
Coffeyville	Mark Hall	Hill City	Dennis Mersch
Conway Springs	Kathy Barkley	Horton	Kimberly Knudson
Council Grove	Danny Matthews	Leavenworth	Paul Kramer



## Kansas Association of City/County Management

Leawood	Scott Lambers	<i>Quinter</i>	<i>Vacant</i>
Leon	Justin Jones	Rexford	Randy Huff
Leoti	Ted Cherry	Rose Hill	Rico Aguayo
Liberal	Calvin Burke	Sabetha	Doug Allen
Luray	Robert Rose	Spring Hill	Jim Hendershot
Lyons	Chad Buckley	St Francis	JR Landenberger
Maize	Richard LaMunyon	St Marys	Maurice Cordell
Mankato	Thomas Roane	Sublette	Daylen Elsey
Manter	Steven Post	Syracuse	Brian Bloyd
McDonald	Bruce Nickel	Thayer	John Dean
McLouth	Kim Everley	Towanda	Matt Engels
Meade	Dean Cordes	Ulysses	Alan Olson
Mission	Laura Smith	Utica	Mark Davis
Norton	James Moreau	Valley Falls	Denise Streeter
Oberlin	Haley Roberson	Vermillion	Shane Woodside
Park City	Sean Fox	Washington	Carl Chalfant
Parsons	Deborah Lamb	West Mineral	Jim Row
Peru	Barbara Rinck	Whiting	Louis Hartman
Prescott	Todd Mead	Windom	Gail Lauderdal

### **Eligible non-members and counties with *vacancies***

Barton County	Phil Hathcock
Dickinson County	Brad Homman
<i>Harper County</i>	<i>Vacant</i>
McPherson County	Rick Witte
Pottawatomie County	Robert Reece
Russell County	John Fletcher
Saline County	Rita Deister
Sedgwick County	Tom Stolz
Seward County	April Warden

**In 2018 KACM waived the membership fees for 4 new members, all 4 renewed for 2019.**

Douglass	Suzann Norris	Pleasanton	Erica Kern
Oakley	Bradley Pendergast	Topeka	Brent Trout



INTERNATIONAL CITY/COUNTY  
MANAGEMENT ASSOCIATION

April 12, 2019

(First Name) (Last Name)  
(Title)  
(Organization)  
(Address)  
(City), (State) (Zip)

Dear (First Name),

Imagine if you only watched the national or international news, but never kept up with local events. While you would be comprehensively informed about national and global happenings, you would have little perspective on the direct impact those issues have on you and your fellow Kansas residents.

And so, it is with our associations as local government professionals. Expanding our professional exposure can only help us thrive in our careers, which has a direct impact on the communities we lead.

**We invite you to join us as members of KACM**, the Kansas Association of City/County Management, and hope you'll take a few moments to review the enclosed materials. As part of this invitation, **KACM is offering the first year of membership free. Just sign up with the enclosed application to take advantage of this free year of membership.**

KACM complements the work we do together nationally and internationally by focusing our network, exposing us to ideas and innovation that work in Kansas, and providing targeted resources that meet the unique circumstances we face in our state. KACM shares our commitment to the value of representative local government, local democracy, and effective and ethical management. KACM needs you; we believe you can greatly benefit from membership in KACM, and we all benefit from the strength of professional affiliation.

KACM (and ICMA) are committed to honoring your commitment to your career, the community you serve, and the profession you value.

Best regards,

(e-signature needed)

(Full Name)  
KACM President  
(Title)  
(Organization)  
(email)

Marc A. Ott  
Executive Director  
International City/County Management  
Association  
[Executivedirector@icma.org](mailto:Executivedirector@icma.org)

Cc: Heather Geyer, Regional Vice President, ICMA  
Karen Daly, Mountain Plains Regional Director, ICMA



INTERNATIONAL CITY/COUNTY  
MANAGEMENT ASSOCIATION

April 12, 2019

(First Name) (Last Name)  
(Title)  
(Organization)  
(Address)  
(City), (State) (Zip)

Dear (First Name),

A career in professional local government management can be challenging, but you don't have to face it alone. The International City/County Management Association (ICMA) is positioned to provide you with the support you need to serve your community. We invite you to join thousands of your peers from across the country and around the globe, who are leading the effort to build stronger and better communities.

ICMA membership is a powerful example of your professionalism and commitment to quality public service, leadership and ethics. ICMA represents local government professionals at all levels, including managers and administrators who are committed to the highest standards of professional conduct in local governance, while also offering relevant and timely resources, professional and leadership development, and providing a platform for networking and knowledge-sharing with other local government management professionals around the world.

As you know, the Kansas Association of City/County Management (KACM) proudly maintains an active state and regional network, and ICMA, the national/international voice of our profession, connects us as colleagues across the country and around the globe. This combined support has a positive impact on our careers and our communities. During our times of our greatest struggle, either with tough community issues or when we're feeling most vulnerable in our professional lives, we've turned to friends and colleagues in KACM and across the ICMA membership for advice and counsel. This critical networking is facilitated by professional organizations which are made stronger by the active participation of people like you.

KACM and ICMA are committed to honoring your commitment to your career, the community you serve, and the profession you value. If you would like to learn more about ICMA, please contact us or visit [icma.org](http://icma.org).

Best regards,

(e-signature needed)

A handwritten signature in black ink, appearing to read "Marc A. Ott".

(Full Name)  
KACM President  
(Title)  
(Organization)  
(email)

Marc A. Ott  
Executive Director  
International City/County Management  
Association  
[Executivedirector@icma.org](mailto:Executivedirector@icma.org)

Cc: Heather Geyer, Regional Vice President, ICMA  
Karen Daly, Mountain Plains Regional Director, ICMA

# ICMA Coaching Program State Coaching Partner Annual Agreement

THIS AGREEMENT (hereinafter, the "Agreement") is entered into by and between the International City/County Management Association (hereinafter referred to as "ICMA"), a nonprofit corporation organized and existing under the laws of the State of Illinois having its principal place of business at 777 North Capitol Street, N.E., Suite 500, Washington, DC 20002-4201, and

State Association Name: Kansas Association of City/County Management  
(hereinafter referred to as "State Association"), having its principal place of business at

Street Address: 300 SW 8<sup>th</sup> Avenue, Suite 100

City, State, Zip Topeka, Kansas 66603-3951

signifies the terms and conditions of the agreement between ICMA and the State Association.

The ICMA Coaching Program invites local government management State Associations and affiliates to join, or renew a current partnership with, the Coaching Program as a state partner and supporter of the program in 2019, with an option for a multi-year commitment.

The Coaching program is offered to any local government employee at no charge, and many local governments use the content to augment existing staff training, in addition to the individual use. Through a sponsorship from ICMA-RC and additional funding from ICMA and Cal-ICMA, ICMA is able to cover almost all the costs of the program. Encouraging participation from state partners will help us grow complimentary coaching resources and demonstrate state commitment to our major funder.

## **BENEFITS of STATE ASSOCIATION COACHING PARTNERSHIP**

1. Be featured as a Partner on ICMA Coaching Program webpage, all webinars, and notices -- enjoy recognition and outreach to attract new members to your association
2. Participate in identifying webinar topics and presenters of interest to your state
3. Receive notices for each webinar and Career Compass column in formats that your association can readily distribute to your members
4. Gain quarterly reports about participation in your state to support your association's objectives for membership growth and professional development
5. Share best practices and templates for programs you can implement within your state (for example, Speed Coaching)
6. Help shape future Coaching Program services with membership on the ICMA Coaching Program Advisory Committee (for example, materials for setting up 1-1 coaching in your state).
7. Tap the power of the *ICMA CoachConnect* tool to connect volunteer coaches in your association with members interested in mentoring, building connections that boost your association now and into the future.

## **SPONSORSHIP TERMS AND CONDITIONS**

The State Association agrees to:

1. Designate one point-of-contact to distribute Coaching Program webinar announcements, Career Compass columns, and other resource materials to State Association members and to encourage them to share the notices and resources with all of their employees.
2. Identify two representatives (one senior manager and one emerging leader) from your State to serve on the national ICMA Coaching Program Advisory Committee.

The ICMA logo is located in the bottom right corner of the page. It consists of the letters "ICMA" in a bold, blue, sans-serif font. The letters are slightly shadowed, giving them a three-dimensional appearance as if they are floating above a grid of light blue squares.

3. Contribute \$1,000 to ICMA to offset costs of supporting State Association participation in the Coaching Program.
4. Make sponsorship payment for the Coaching Program within 60 days of signing this Agreement.

The State Association may elect to sponsor the ICMA Coaching Program for up to three years, through 2021. The State Association electing the multi-year one-time payment option will receive a 5% discount. Otherwise, sponsorship renewals will be mailed to the State Association annually.

The State Association may terminate this Agreement with 90-day written notice. No refunds are available for pre-paid periods.

#### **SPONSORSHIP ELECTION**

- Enroll us for the 2019 Coaching Program for \$1,000 per year with annual renewal invoicing
- Enroll us for the 2019-2021 Coaching Program with the 5% discount for one-time payment of \$2,850

Make checks payable to ICMA and mail to PO Box 79403, Baltimore, MD 21279-0403. To pay by Visa, MasterCard or American Express complete form below and fax to (202) 962-3678 or email to Kahmun Loh, kmunloh@icma.org.

Name on card:

Card Number:

Billing Address

Expiration Date:

The ICMA logo is located in the bottom right corner of the page. It consists of the letters "ICMA" in a bold, blue, sans-serif font. The letters are slightly shadowed, giving them a 3D appearance as if they are floating above a light blue grid pattern that extends across the bottom right portion of the page.

**STATE ASSOCIATION POINT OF CONTACT DESIGNATION**

Name: Taggart Wall  
Title: City Manager, City of Sterling  
Email address: twall@sterling-ks.com

**ICMA COACHING PROGRAM ADVISORY COMMITTEE – STATE REPRESENTATIVES**

(1) Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Email address: \_\_\_\_\_  
(2) Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Email address: \_\_\_\_\_

For more information or questions about the Coaching Program, please contact: Rob Carty, Director, ICMA Career Services, rcarty@ICMA.org.

**STATE ASSOCIATION AUTHORIZED SIGNATORY**

Signature: \_\_\_\_\_  
By: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_





### Job Newsletter Proposal

KACM Branded Biweekly Job E-Blast

E-Blast would utilize a Mailchimp contact list to send out a biweekly job listing.

One-year pilot program starting after formal approval

### Initial Proposed Rate Structure

\$100 Three Edition Ad

### Initial Setup

Utilize KACM membership emails to create initial list

Send an initial email with opt-out instructions

Every email will include opt-out option

Sign up open to public on KACM website free of charge

Initially would be an add-on to League Advertisements

### Existing KACM List-serve

Members could still post direct advertisements for direct reports in their organizations.

### KACM

Would provide name, email addresses, and promote the newsletter.

### League

Would provide the administrative backend and technology.

### Revenue

KACM and League would split revenue on 50/50 basis.

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**LEAGUE OF KANSAS MUNICIPALITIES**

**CONTRACT FOR CUSTOM JOB NEWSLETTER**

**KANSAS ASSOCIATION OF CITY/COUNTY MANAGEMENT**

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This **Service Agreement**, dated as of [insert date] is made and entered into between the Kansas Association of City/County Management, hereinafter referred to as “KACM,” and the League of Kansas Municipalities, hereinafter referred to as “League.”

According, the parties agree as follows:

**1. Hiring of the League.** The League shall assist KACM in establishing and running the operation of a KACM Branded Biweekly Job Newsletter and the KACM shall split the revenue as defined in Section 3 for the services provided under this Service Agreement. The KACM Board shall take any formal action necessary to authorize the proper execution of this Agreement.

**2. Design and Development of the Job Newsletter.** The following methodology will generally be followed unless specific changes are mutually agreed to by the League and the KACM.

2.1. Initial Setup. The League shall utilize KACM membership emails to create an initial Mailchimp contact distribution list. The League shall send out an initial email with opt-out instructions. Every subsequent email shall contain opt-out instructions. The League shall post information on how to sign up for the free biweekly newsletter on the KACM website.

2.2. Continued Operation. The League shall send out a biweekly Job Newsletter with all current postings utilizing the Mailchimp distribution list developed in 2.1. The League shall also send out additional one-time paid direct emails with job postings to the email distribution list. The League shall be responsible for the continued update of the distribution list, maintaining records of all subscriptions, and any other administrative backend support needed to run the service.

2.3. Allowed Postings. The following are the eligible job posting positions for the Jobs Newsletter: City Manager, Assistant City Manager, Assistant to the City Manager, and any other Direct Report to the City Manager Position.

2.4. Rate Structure. There shall be two options for businesses wanting to post positions on the Job Newsletter: (1) Three-Edition Advertisement. For \$100 an entity will receive three consecutive newsletter advertisement posts with a maximum of 150 words.

**3. Fee.** KACM and the League shall split revenue on a 50/50 basis after all actual expenses are paid. Actual expenses shall include cost of software, programming, and other tangible cost. But, shall not include League staff time costs.

**3.2. Payment Schedule.**

(i) Biannual Accounting: The League shall provide the KACM Board a biannual accounting of all revenue and expenses.

(ii) Revenue Transfer: Following the Biannual Accounting, the League shall transfer the KACM portion to the KACM's bank account.

(iii) Exception: If the KACM Board disputes any of the expenses or the revenue, the disputed amount shall be held in escrow by the League until the dispute is resolved.

**4. Termination.**

4.1. *Term.* This Service Agreement’s term begins on the date that the parties execute and deliver this contract and will continue until 12 months from the date of the League’s Executive Director’s signature on the contract. Following the initial term, the contract may be extended upon mutual agreement of the parties.

4.2. *League's Obligations upon Termination.* Upon termination, the League shall pay the balance of any owed revenue within 90 days.

4.3. *KACM’s Obligations upon Termination.* Upon termination, the KACM's obligations are complete.

**5. General Provisions.**

5.1. This constitutes the whole agreement between the parties and supersedes all prior negotiations and agreements. The League’s responsibility under this service agreement shall be to assist the KACM in its creation of a biweekly Jobs Newsletter. This Service Agreement binds and benefits the parties and their respective successors and assigns.

5.2. This Agreement is to be governed by, and construed in accordance with, the laws of Kansas, without regard to its conflict of law principles. The KACM shall hold the League harmless from any liability and shall indemnify the League for any expenses, costs, or damages in connection with any complaint or proceeding in regards to the creation or use of the Jobs Newsletter. In the event a court of competent jurisdiction finds the League liable for negligence in the performance of its duties under this contract, the League shall hold harmless and indemnify the KACM to the extent of the League’s liability.

5.3. This Agreement may be amended only by an agreement approved and signed by both parties.

To evidence the parties’ agreement to this Service Agreement, they have executed and delivered it on the date set forth in the preamble.

**LEAGUE OF KANSAS MUNICIPALITIES**

**KANSAS ASSOCIATION OF  
CITY/COUNTY MANAGERS**

\_\_\_\_\_  
Erik Sartorius  
Executive Director

\_\_\_\_\_  
[NAME]  
President



## Kansas Association of City/County Management

### Upcoming Events

#### 2019

**ICMA Annual Conference**

October 20-23  
Nashville, TN

**League Annual Conference**

October 12-14  
Overland Park

**KAC Annual Conference**

November 12-14  
Wichita

**NLC City Summit**

November 20-23  
San Antonio, TX

**KACM Annual Conference**

December 4-6  
Garden City

#### 2020

**League Local Government Day**

January 22  
Topeka

**KACM Winter Conference**

TBD  
Wichita

**NLC Congressional City  
Conference**

March 8-11  
Washington, DC

**KACM Spring Conference**

TBD  
Lawrence

**ICMA Annual Conference**

September 27-30  
Toronto, Ontario, Canada

**League Annual Conference**

October 10-12  
Wichita

**KAC Annual Conference**

October 13-15  
Wichita

**NLC City Summit**

November 18-21  
Tampa, FL

**KACM Annual Conference**

TBD  
TBD

#### 2021

**League Local Government Day**

TBD  
Topeka

**KACM Winter Conference**

TBD  
Wichita

**NLC Congressional City  
Conference**

March 7-10  
Washington, DC

**KACM Spring Conference**

TBD  
Lawrence

**ICMA Annual Conference**

October 3-6  
Portland, OR

**League Annual Conference**

October 9-11  
Topeka

**KAC Annual Conference**

October 18-20  
Overland Park

**NLC City Summit**

November 17-20  
Salt Lake City, UT

**KACM Annual Conference**

TBD  
TBD