



# Missouri LICA NEWS

January/February, 2002

## A Word From Our President

*First of all I would like to thank those of you who attended the Missouri LICA Winter Convention. I especially would like to thank the Associate members for all their support throughout the Convention. It was a pleasure to visit with them and see all the new products they have to offer.*

*We had many interesting and informative seminars this year. As a result of what we learned at the Convention, we have already begun work on a couple of projects. For example:*

*If passed, the new Farm Bill Proposal will substantially increase funding for the EQIP program. Representatives from our Governmental Relations Committee have already met with the Natural Resources Conservation Service's State Technical Committee to review the possible practices to be impacted by these funds.*

*The Land Improvement Contractor (LIC) tag still has a 25 mile radius on non-conservation work, while the local tag has been increased to a 50 mile radius. Your fellow Missouri LICA members are working with Rep. Randall Relford (D-6) to introduce a bill to correct this mileage difference. In the next couple of months, we expect the bill to go to committee which will mean our members will need to come to a few hearings to explain our viewpoint.*

*The state wide membership drive is doing very well. We have welcomed 18 new contractors, three Associate, and two Supporting members so far this year! Most are listed in this newsletter (the rest were listed in our last newsletter) and I encourage you to contact them and welcome them personally. Nick Shelley won the membership contest by signing up the most new contractor members. He won free registration and hotel rooms to the National LICA 51st Annual Convention in Birmingham, AL. Speaking of Birmingham, it looks like we may have a good turn out from Missouri with possibly 10 people attending.*

*Each District has set their own goal for signing up new contractor members by the time of our March Board meeting. Now that the weather has turned, it's a good time for you to get out and introduce LICA to some fellow contractors. Just to remind you, here are your March new contractor member goals: District #1 - five; District #2 - four; District #3 - three; District #4 - one; District #5 - four; and District #6 - three. A membership application is included with this newsletter. If you need more applications, call the state office at 573-634-3001. It's up to YOU to make LICA the best it can be!*

*I want to remind everyone that the March Board Meeting is just around the corner (Saturday, March 23; Michigan Street Banquet Center; Jefferson City; 10:00am) Please plan to attend.*

*If you have a problem with your equipment, a governmental policy, a license plate, a new practice or technique, your best way to address the problem is by joining your voice with others in MLICA who have the same problem. This happens in committees. Debbie is going to be sending out a post card with a list of committees. Please take time to fill it out and return it, to tell us what committees you would like to serve on.*

*Currently, our committees meet four times per year for about 2 hours. Not a huge commitment of time to protect your business. Remember, the more you put into your membership, the more you will gain from it. I encourage you to sign up for a committee - get active - make your membership work for you and your business!*

*If you have any questions or concerns, please feel free to contact me (816-324-5884).*

*I look forward to working with you for our common good in the coming year.*

*Jeff Lance  
MLICA President*

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### January

09 Doyle Kirchner  
15 Philip Kirkpatrick  
Charles Strange  
19 Phil Wilson  
25 Grant Matthews  
26 John O'Reilly  
Jerry Koechner  
29 Jeff Schnieders

### February

01 Gerald Wyatt  
03 Vernon Holsten  
Bub Curless  
10 John Houston  
12 Ken Kauffman  
13 Matt Walter  
15 Nelson Wilson  
17 L.L. Berkebile  
Lester Rufenacht  
18 Marshall Simpson  
Roger Hinck  
21 Jimmie Bledsoe  
22 Carl Sloan  
26 Bruce Tague

### March

03 Bert Warner  
07 Dan McDougal  
15 George Schulte  
18 Vern J. Bauman  
Tommy Roberds  
19 Steve Wooden  
20 Wilfred Kaiser  
Charles Ward  
25 Gene Haile

# Welcome Aboard!

We proudly welcome the following individuals and companies to the Missouri LICA family:

## COMPANY ASSOCIATES

### **MFA Oil Company**

Contact: Don North  
P.O. Box 519  
Columbia, MO 65205  
Phone: 800-827-0116  
Fax: 573-474-1918  
Email: dnorth@mfaoil.com  
District: 2 County: Boone

### **Northland Trenching Equipment, Inc.**

Contact: Kent Schmidt  
PO Box 406  
Arthur IL 61911  
Phone: 217-543-4000  
Fax: 217-543-4002

## SUPPORTING MEMBERS

### **Bill Schafer**

3385 Evergreen Ave.  
Adair Iowa 50002  
Phone: 641-742-3005  
Mobile: 515-205-4447  
Email: Schaferwm@hotmail.com

## CONTRACTORS

### **Mike Calhoon**

Calhoon Dozing  
651 NW M Hwy.  
Centerview, MO 64019  
Phone: 660-429-5252  
Fax: 660-429-5252  
Mobile: 660-460-0194  
Email: mcalhoon@go.com  
District: 3 County: Johnson

### **Lonnie Gary Eckhoff**

dba Eckhoff Excavating  
PO Box 197  
Cadet MO 63630  
Phone: 573-438-3063  
District: 6 County: Washington

### **Gene Haile**

Gene Haile Excavating  
31571 Hwy 97 South  
California, MO 65018  
Phone: 573-796-3571  
Fax: 573-796-5006  
District: 5 County: Moniteau

### **Dave Hancock**

Hancock Construction Co.  
P.O.Box 450  
Sunrise Beach, MO 65079  
Phone: 573-374-6362  
Fax: 573-374-6691  
District: 5 County: Camden

### **Ken Kauffman**

Ken Kauffman & Sons Excavating, Inc.  
5401 Old Lohman Rd.  
Jefferson City, MO 65109  
Phone: 573-893-5159  
Fax: 573-893-5767  
District: 5 County: Cole

### **Philip Kirkpatrick**

Kirkpatrick Farms  
Box 1355  
Memphis, MO 63555  
Phone: 660-465-2200  
Fax: 660-465-2200  
Mobile: 660-341-4337  
District: 2 County: Scotland

### **Paul Logan**

Logan Excavating  
31442 Hwy 63N  
Vienna, MO 65582  
Phone: 573-422-6264  
District: 5 County: Maries

### **Gary Powell**

Powell Excavating  
14858 Higgins Rd.  
Houstonia, MO 65333  
Phone: 660-568-3368  
Fax: 660-568-3361  
Mobile: 660-620-2019  
Email: spowell@iland.net  
District: 3 County: Pettis

### **Tommy Roberds**

Roberds Excavating  
32028 Maries Co. Rd 220  
Meta, MO 65058  
Phone: 573-229-4379  
District: 5 County: Osage

### **Ed Schmidli**

Schmidli Trucking  
238 NW 40  
Clinton, MO 64735  
Phone: 660-885-5995  
Mobile: 660-492-7227  
District: 4 County: Henry

### **Jim Shobe**

Shobe Excavating  
725 NW M Hwy.  
Centerview, MO 64019  
Phone: 816-230-4041  
Mobile: 816-215-3778  
District: 3 County: Johnson

### **Olin Struchtemeyer**

Struchtemeyer Farms  
Construction  
10677 Hwy O  
Mayview, MO 64071  
Phone: 660-237-4314  
Mobile: 816-661-1940  
District: 3 County: Lafayette

### **Don Tappel**

HCR 1, Box 19  
Argyle, MO 65001  
Phone: 573-728-6267  
District: 5 County: Osage

### **Phil Wilson**

Phil Wilson Trucking, LLC  
1015 Robinhood Road  
Mexico, MO 65265  
Phone: 573-581-8736  
Fax: 573-582-0659  
Mobile: 573-473-4639  
Email: pwilson@mexicomom.net  
District: 2 County: Audrain

# Record Retention Schedule

The following is a conservative listing of the records you may have and how long you should retain them. [*Courtesy of Bielecki & Company, CPA*]

Accident reports and claims (settled cases)	7 yrs.	Invoices to customers	7 yrs.
Accounts payable ledgers and schedules	7 yrs.	Invoices from vendors	7 yrs.
Accounts receivable ledgers & schedules	7 yrs.	Journals	Permanently
Audit reports of accountants	Permanently	Minute books of directors and stockholders, including by-laws and charters	Permanently
Bank reconciliations	1 yr.	Notes receivable ledgers and schedules	7 yrs.
Capitol stock and bond records; ledgers, transfer registers, stubs showing issues, record of interest coupons, options, etc.	Permanently	Option records (expired)	7 yrs.
Cash books	Permanently	Payroll records and summaries, including payments to pensioners	7 yrs.
Charts of accounts	Permanently	Petty cash vouchers	3 yrs.
Checks	7 yrs.	Physical inventory tags	3 yrs.
(cancelled but see exception below)		Plant cost ledgers	7 yrs.
Checks (cancelled for important payments, i.e. taxes, purchases of property, special contracts, etc. - checks should be filed with the papers pertaining to the underlying transaction)	Permanently	Property appraisals by outside appraisers	Permanently
Contracts and leases (expired)	7 yrs.	Property records - including costs, depreciation reserves, end-of-year trial balances, depreciation schedules, blueprints and plans	Permanently
Contracts and leases (still in effect)	Permanently	Purchase orders (except purchasing department copy)	1 yr.
Correspondence (routine) with customers or vendors	1 yr.	Purchase orders (purchasing department copy)	7 yrs.
Correspondence (general)	3 yrs.	Receiving sheets	1 yr.
Correspondence (legal and important matters only)	Permanently	Requisitions	1 yr.
Deeds, mortgages, and bills of sale	Permanently	Sales records	7 yrs.
Depreciation schedules	Permanently	Savings bond registration records of employees	3 yrs.
Duplicate deposit slips	1 yr.	Scrap and salvage records (inventories, sales, etc.)	7 yrs.
Employee personnel records (after termination)	3 yrs.	Stenographer's notebooks	1 yr.
Employment applications	3 yrs.	Stock and bond certificates (cancelled)	7 yrs.
Expense analyses and expense distribution schedules	7 yrs.	Stockroom withdrawal forms	1 yr.
Financial statements (end-of-year, other months optional)	Permanently	Subsidiary ledgers	7 yrs.
General and private ledgers (and end-of-year trial balances)	Permanently	Tax returns and worksheets, revenue agents' reports and other documents relating to determination of income tax liability	Permanently
Insurance policies (expired)	3 yrs.	Time books	7 yrs.
Insurance records, current accident reports, claims, policies, etc.	Permanently	Trade mark registrations	Permanently
Internal audit reports (in some situations, longer retention periods may be desirable)	3 yrs.	Voucher register and schedules	7 yrs.
Internal reports (miscellaneous)	3 yrs.	Vouchers for payments to vendors, employees, etc. (includes allowances and reimbursement of employees, officers, etc., for travel and entertainment expenses)	7 yrs.
Inventories of products, materials, and supplies	7 yrs.		



# Missouri LICA 2001-02 Officers

## State Officers

Chairman: Roger Limback  
 President: Jeff Lance  
 Vice President: Eddie Gilmore  
 Secretary/Treasurer: Mel Kleinsorge

## District #1

President: Caryl Lance  
 Vice President: Doug Schnitker  
 Secretary/Treasurer: Clarence Duce  
 Board Representatives: Caryl Lance  
 Jerry Koechner

## District #2

President: Nelson Wilson  
 Vice President: Mel Kleinsorge  
 Secretary/Treasurer: Eddie Gilmore  
 Board Representatives: Nelson Wilson  
 Mel Kleinsorge

## District #3

President: John Hurt  
 Vice President: John Houston  
 Secretary/Treasurer: Grant Matthews  
 Board Representatives: John Hurt  
 John Houston

## District #4

President: Bob Parks  
 Vice President: Milburn Davis  
 Secretary/Treasurer: Steve Champlin  
 Board Representatives: Bob Parks  
 Milburn Davis

## District #5

President: Ken Balkenbusch  
 Vice President: Larry Koenigsfeld  
 Secretary/Treasurer:  
 Board Representatives: Ken Balkenbusch  
 Larry Koenigsfeld

## District #6

President: Nick Shelley  
 Vice President: Doyle Kirchner  
 Secretary/Treasurer: Ray Daub  
 Board Representatives: Nick Shelley  
 Doyle Kirchner

## NATIONAL LICA CONGRESSIONAL VISITS

The dates of the National LICA Congressional visits have been set for March 18-20, 2002. The hotel is the Comfort Inn in Springfield, Virginia (phone: 703-922-9000).

Our members will meet at 8:00am on Tuesday, March 19th for a review of the issues impacting our industry. Then, our members will head out to visit their congressmen. Members interested in attending can call Debbie at the Missouri LICA office (573-634-3001)

There should be no problem getting into the Congressional Office Buildings, as long as you are not carrying anything suspicious.



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# Clarence Duce Celebrates 50 Years In Business

*[Editor's Note: This article is reprinted by permission of Terry Pearl; DeKalb County Record-Herald; March 30, 2001.]*

Clarence Duce Construction Co. is celebrating its 50th year in business this year. Clarence Duce, now 77, is still at the head of the business.

He grew up in the Maysville area and graduated from Weatherby High School in 1942. He served his country in the U.S. Army during World War II in the European Theater.

"When I got out of the Army in 1946, I came back home to farm," he said. "I rented farm land then because I didn't have any of my own."

The following year, Clarence attended an Extension Field Day and got his first exposure to land construction.

"They had the Field Day on the east part of Clarence Duce's farm and they were demonstrating building terraces with a farm tractor and blade," he explained.

In 1949, Clarence purchased a new Case Tractor from Ted Owens in Maysville. Later that winter, he went to a farm sale where he found a Montgomery Wards bulldozer blade.

"I bought the blade for about \$200 and I mounted it on the Case tractor," he said. "I played with it awhile and found that I could build terraces by plowing channels. I did that on the farm I was renting and the owner of the land gave me the cost-share money for doing it."

By 1951, Clarence had decided to go into business for himself by building terraces for area farmers. He started soliciting work but continued farming, also.

"Back then, it was hard to get anyone interested in terracing or soil conservation," he said. "They just didn't see the need for terracing."

But gradually, as the farming community became more educated about soil conservation, Clarence's business grew. In addition to building terraces, his business also constructed

waterways, building sites and other miscellaneous jobs.

"The busiest years for me were probably during the 1960's," he related. "And really, we've kept pretty busy ever since then. If my figures are correct, we've done about 640 miles of terracing in this area."

Erosion control is the big reason for terracing and Clarence is a firm believer in the value of terracing. "It's hard to say just how much farmland we've kept from washing away with the terraces we've built," he said. "And with the new technology of today, it's possible to save even more farmland from erosion."

Much of the terrace design work today is done more efficiently with computers. "The equipment today is so much better than what we had years ago, too. With laser control, we can be a lot more precise than in the past and it takes a lot of the guess-work out of it."

Throughout the years, Clarence has had several full-time employees in his business, including Norman Dabler, Jerry Bird, Bill Pulliam, Tim Curtis and Wayne Murphy.

"When Wayne (Murphy) was helping me, we moved in on a job of 160 acres of hedge and locust trees so thick you couldn't ride a horse though it, except on a road through the timer," Clarence explained. "We started the job in November and at the end of the first day, I saw Wayne standing by his dozer shaking his head 'No.'"

"I asked him what his problem was and he said, 'We'll never get this finished.' But, by the first part of April, we had it all cleared and disked."

The past few years Clarence has slowed down somewhat, but still has much business lined up to do. "I don't advertise anymore because I already have more work than we can get done," he said.

*(Continued on page 8)*

## Duce Celebrates 50 Years

(Cont.)

Now in his 50th year in the business, Clarence has no plans to retire. "I don't think hard work ever hurt anybody," he said. "I've tried to slow down some the past few years, but it still seems like we have more and more work all the time." "But I love this work and I love to do a good job for my customers. I don't think I've ever worked for anyone who was not satisfied with the work I've done for them."

In addition to his land construction work, Clarence still farms some, too. "I guess I'll never give that up completely neither," he said. "Land construction and farming has been good to me throughout the years and I've been very fortunate to have been able to work in areas that I really love."

[Note: Clarence Duce has also been a long-time Active Contractor member of Missouri LICA. We congratulate Clarence on his 50 years in business and thank him for his continuous support of Missouri LICA and the industry we protect.]



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## Make Plans Now To Attend!

### February

- 18-23** National LICA Winter Convention  
Sheraton; Birmingham, AL
- 23-27** Watershed 2000  
Ft. Lauderdale, FL  
Contact: 703-684-2442
- 27-5** 5th National Mitigation Banking Conference  
Washington, DC  
Contact: 703-548-5473
- 25-1** 33rd Annual Conference and Expo  
International Erosion Control Association  
Orlando, Florida  
Contact: 970-879-3010

### March

- 6-7** Hard Hat Expo  
New York State Fairgrounds, Syracuse, NY  
Contact: Robert Yunker. Ph: 716/237-6923
- 9** **District #6 Meeting**  
Contact: Nick Shelley, 573-431-7920
- 18-20** National LICA Congressional Visits  
Comfort Inn; Springfield, Virginia  
Contact: Wayne Maresch, 301-248-5749
- 18-21** Conference on Contaminated Soils, Sediments & Water; San Diego, CA  
Contact: 413-549-5170
- 23** **MLICA Board Meeting**  
**10:00am- 4:30pm**  
**Michigan Street Banquet Center**  
**Jefferson City, MO**  
Contact: MLICA State Office; 573-634-3001
- 26-27** Minnesota LICA Convention  
Midwest Wireless Civic Center  
Mankato, MN  
Contact: Leonard Binstock, Ph: 507/455-9179
- 30** **District #1 Competent Person Training**  
8:00am - noon; St. Joseph Ramada  
Contact: MLICA State Office; 573-634-3001

*Missouri LICA News is a bi-monthly publication of the Missouri Land Improvement Contractors Association; Deborah Dickens, Executive Director; 1101 West High Street; Jefferson City, MO 65109; Phone: 573-634-3001; Fax: 573-761-0375; Email: MLICA@aol.com. Your comments and suggestions are welcome!*