
NEBRASKA MUNICIPAL CLERKS NEWSLETTER

April 2009



Message from the President

By Beth Deck, Clerk, Norfolk
NMCA President

Remember when NMCA Past-President Jerry gave the clerks several lessons in how to call a vote during the Business Meeting in 2008? “Those in favor say ‘Aye,’ those opposed say ‘No.’” Yes, that is the proper way to call a vote – thanks for the reminder, Jerry! Well, I just have to tell you I had the opportunity to use this knowledge at the conference and on my way home in 2008.

As some of you may remember, I had my two young grandsons, Colton and Carter, ages 8 ½ and 6, with me for the last session of the day for a reason. I had promised (*remember, children don't forget promises made*) to take them to see the Archway Monument, but their mother had to unexpectedly leave early to get back home so guess who got “stuck” with them! Before the session, we

reviewed a few rules and I answered several questions— “NO, you have to be quiet; NO, you can't go outside and play; NO, it's not over for another hour!” They were very good during the session, but that was just the beginning of what the boys call their “Adventure with Grandma.” We visited the monument and had a great time, although I think children need to be a *little older* to appreciate the displays!

Anyway, I kept my promise and then we headed home about 2:30 p.m. in the afternoon. Ahhhh, should be peace and quiet for most of the drive since the boys are tired!! Not so!! Carter had just fallen asleep and Colton was watching a movie when my car died, literally, about 15 miles west of Grand Island. I coasted to the side of the Interstate and there we sat for 4 ½ hours! That's when I was able to use Jerry's knowledge quite a bit. “NO, you can't go swimming in that pond; NO,

you can't go play in the ditch; NO, I don't see Grandpa yet!!”

But we had a great time and the boys were very good. We did watch *The Lone Ranger* and *The Shakiest Gun in the West* (Don Knotts) movies until the car battery died. The boys' also colored pictures, played “Trail” (hum, maybe they did catch something from the Arch tour) and “farm,” and waved at truckers – begging to hear their air horns! Grandpa Doug finally came to the rescue, but in the meantime, four state troopers, two roadside assistance people, one lady, and two truckers stopped to ask if we needed help. I did have to tell each of them “No,” help was on the way, but thank you very much for stopping!!” What an Adventure – I hope my grandsons remember it always!!



Continued on page 2



Southern Seven Clerks' Association Minutes

The Southern Seven Clerks' Association met at 12:30 p.m. on Thursday, Feb. 26, 2009 in Stromsburg, Nebraska. Lunch and the business meeting were held at the Corner Café.

1. Roll Call

President Vanee Holtmeier called the meeting to order. The attendance sheet was signed, showing the following members present: Sharon Welsch, Goehner; Vanee Holtmeier, McCool Junction; Beverly Bornschlegl, Bradshaw; Linda Carroll, Fairmont; Jeanine Wasser, Ulysses; Barb Hiatt and Tami Comte, David City; Becky Erdkamp, Exeter; Crystal Seydlitz, Osceola; Diane Goranson, Crete; Tina Courter, Gresham; Nancy Bryan & Kathy Hengelfelt, Stromsburg; Darla Hopwood, Shelby; Debra Schaefer & Marilyn Varner, Seward.

2. Approval of Minutes

Copies of the Nov. 20, 2008 meeting minutes were distributed and reviewed. Moved by Linda

Carroll, seconded by Sharon Welsch, to approve the Nov. 20, 2008 minutes. All present voted aye. Motion carried.

3. Treasurer's Report

Secretary-Treasurer Marilyn Varner reported a balance of \$432.59.

4a. Unfinished Business - Funeral Memorial Policy

Linda Carroll referred to the City of Seward's Social Fund Policy, relating to amounts for funerals, hospitalization, new babies, anniversaries and retirements. A short discussion was held, whereupon the members present agreed that for Southern Seven members only, an amount of \$50 be approved for flowers or cash memorial for funerals. If funerals occur for other clerks within the NE Mun. Clerks' Assoc., a card should be sent from the Association. If a serious illness, new baby, etc. occurs, these events will be handled informally within the Southern Seven members, with the President notifying all members of such event.

President Vanee will be updating e-mail addresses/ mailing addresses (for those with no e-mail)/phone numbers in the near future.

5. New Business

5a - Unpaid Bills - No unpaid bills were presented.

5b - Correspondence - No correspondence was presented.

5c - Clerks' School in North Platte March 16-20, 2009

The Celebration of Clerks Ceremony will be held on Thursday, March 19, with all member clerks to wear shirts this day.

Moved by Beverly Bornschlegl, seconded by Tami Comte, that the Clerks' Assoc. spend \$40-\$50 on an item for the Clerks' School Auction.

Continued on page 3

Message from the President

Continued from page 1

And, of course, we know how good natured Jerry Wilcox is and that's why I choose that particular play on words for the story. Thanks, Jerry, for your guidance and friendship and remember, clerks, the proper way to call a vote!

Beth Deck, MMC

City of Norfolk

bdeck@ci.norfolk.ne.us

(402) 844-2012

"Just about the time a woman thinks her job is done, she becomes a grandmother."

– Aphorist Edward H. Dreschnack

Southern Seven Clerks' Association Minutes

Continued from page 5

All present voted aye.

President Vanee reviewed that some members of the Association have not paid their NMCA dues. She mentioned that NCMA scholarships are based on dues being paid. This may have occurred, since the membership application is now e-mailed, and those members without e-mail probably did not receive notification that dues were payable.

A booth for CMC-MMC questions will be present at Clerks' School. Clerks' questions will be e-mailed to IIMC for answers, since a lot of confusion exists regarding requirements.

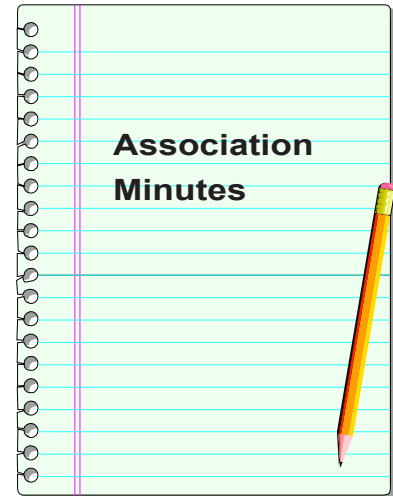
6. Question-and-Answer Session

Nancy Bryan distributed copies

of utility service applications. Discussion was held on collection agencies, information which can legally be requested from customers, deposit amounts and billing policies (landlords, renters, businesses, etc.)

Deb Schaefer reviewed some items from the League's Mid-Winter Conference. The Family Medical Leave Act requirements relating to 50 employees or more, includes all persons employed (full-time or part-time) at any time during the year. Posters are required to be displayed whether or not the city/village falls under this requirement.

Other items discussed: new ADA requirement to make accommodations regarding fragrance sensitivity, purchasing/selling items (office supplies, etc.) from E-bay or using pricegrabber.com for price comparisons, free internet tools (maps, pictures), public facilities corporations as a means to build funding for items such as swimming pools, recently-approved Federal Economic Stimulus Funding (League is responsible for distribution) for which projects must be "shovel-ready," employee sick leave policy regarding use for family or guardianship (limiting num-



ber of days)

Beverly Bornschlegl mentioned that the League's legislative updates (for boards/council) are now available by e-mail.

7. Adjournment

Moved by Linda Carroll, seconded by Nancy Bryan, that the meeting be adjourned. All present voted aye.

The next meeting will be May 20, 2009 at the Wessels Living History Farm, 5520 S. Lincoln Ave., York NE (just south of I-80 & Highway 81).

8. Tour of Cross County Community School

Members present left to Tour the newly-built Cross County Community School, south of Stromsburg.

– Submitted by Marilyn D. Varner, Secretary-Treasurer

**Be sure to attend
the Municipal
Accounting and
Finance
Conference
in Kearney,
June 17-19, 2009**



2009 Silent Auction

The 2009 Silent Auction did well. It is always a highlight at Clerks School and the thrill of being the last bidder on an item is sometimes very serious or just plain fun! We had 94 entries this year and the variety was excellent. The items netted \$1,685.50 and donations of \$66 to bring our total to \$1,751.50. This is really good and I am sure we will have several applicants next year for the scholarship program. It is important to a clerk to obtain their municipal education and with the economy the way it is, these funds will come in very handy to allow someone to attend school that might not otherwise get to go.

I would like to thank those who helped me with the auction. They were a fantastic group and did a great job: Bonnie Doremus, Shelton; Kellie Crowell, Ravenna; Missy Waldo, Republican City; Kris Gall, Alma; Raquel Felzien, Franklin; Jean Polzkill, Central City; Kelly Peden, Cozad; Kristi Purinton, Overton; and Kim McConville, McCook.

We will be at North Platte next year and they have such a great room for the auction. My challenge to the NMCA Clerks Association is to have **100** items! I know it can happen – just remember the more money that is made – the more scholarships that will be available.



Start planning now to make it bigger and better for 2010. We have a lot of talented clerks – the homemade items this year were just awesome – so have at it Clerks!

Submitted by Diane K. Fries, MMC, NMCA 2nd Vice President, Silent Auction, Chairman

Cedar Rapids Clerk/Treasurer says thank you

Thank you to the Nebraska Municipal Clerks Association for naming me the Outstanding Clerk for Villages for 2009.

There are so many very deserving Clerks throughout the state that it is truly a great honor to have been chosen to receive this award. The Nebraska Clerks is a wonderful organization that I have been privileged to be a part of for many years. Thank



you also to the Northeast Clerks Association for the great banquet and added 'Academy Award' statue and photo frame.

Submitted by Kim M. Schilousky, Village Clerk-Treasurer, Cedar Rapids

How to contact your state Senator

What address do I use to write my state Senator?

To write your state Senator, you need only to include on the envelope:

Senator's name
District number
State Capitol
Lincoln, NE 68509

In addition, most Senators have e-mail available through the Legislature's web site at www.unicam.state.ne.us.



From the Clerk Institute Directors

Chris, Vivian and I agree that we had a wonderful time at this year's Clerk Institute and Academy. Your energy and dedication to learning make the week go by in a blur and the months of preparation and planning worthwhile. We hope everyone enjoyed it as much as we did. Thanks to the NMCA board members, committee members and volunteers for helping us throughout the planning and execution of the Institute and Academy. Mark your calendar for March 15-19, 2010, in North Platte.

The NMCA Board has asked us to write a series of articles. We plan these to be an extension of the dialogue Chris began at the NMCA Business Meeting where she asked two questions: Why do we do this at all and why do we do this the way we do. We hope you find them informative. Please contact us with comments at mkiper@unomaha.edu and creed@unomaha.edu.

Self-Assessment Results

Those who submitted a learning self-assessment can expect results by May 1. This year the self-assessments will be evaluated by the Director. If your self-assessment is

acceptable, you will receive a certificate of completion indicating the number of IIMC approved education hours you earned, along with your original self-assessment booklet. **IIMC-requires** some form of learning assessment to insure that the educational sessions we offer are "competency-based," meaning that you walk away with knowledge, abilities or skills which contribute to your professional development.

If all or parts of your self-assessment are not acceptable, you will receive a letter listing the results for each session and be given an opportunity to revise and resubmit, along with a copy of your self-assessment booklet. Once your revisions are received, evaluated and found acceptable, you will receive a certificate of comple-

tion indicating the number of IIMC-approved education hours you earned, along with your original self-assessment booklet.

If you did not submit a self-assessment you will receive a certificate of participation at the Institute or Academy. To avoid confusion, it will indicate that no IIMC-approved education hours were earned. If you have not yet turned in your assessment booklet, please do so **by May 4, 2009**. Once we submit the results and IIMC-approved education hours earned, we cannot change those results without an explanation that is acceptable to IIMC.

Next month: Our responses to some of your comments on the evaluation forms

– Submitted by *Melanie Kiper, Assistant Director*

Jones thanks NMCA for honor

I wish to express my sincere appreciation to the Nebraska Municipal Clerks Association for naming me the Outstanding Clerk for 2nd Class Cities. What a wonderful honor! There are no words to adequately express how much

this entire organization has meant to me. Thanks also to all the Northeast Area Clerks for the award-winning banquet!

Submitted by Cinda Jones, City Adm/Clerk/Treasurer, Randolph



How to register for newsletter e-mail list

Here is how you sign up to have your name placed on the newsletter e-mail list. Through this list, you will be notified of when the latest *Nebraska Municipal Clerks Newsletter* is available to view online.

- 1) Go to the League's website at <http://lonm.org>.** Click on the Sections and Committees tab that appears on the right hand side of the main page. On the Sections and Committees page, immediately under the heading "Sections and Committees," there is a paragraph, which begins with the words "Attention Municipal Clerks."
- 2) Click on the underlined phrase "Sign-Up,"** which will link you to a Newsletters Alert Sign-Up Form. Fill out the requested information and create a username and password of your choosing. Click on the box with the words "Sign-Up" in it. Your name and e-mail address is automatically added to the list. When a new newsletter is available, a notice will be sent to you.
- 3) Later, if you want to remove your name and e-mail address** from this list or change your e-mail address, you follow the above directions, but click on the "Sign-In" link. There you can login with your existing information and make the necessary changes.
- 4) To access the list of newsletters,** you can go to the Sections and Committees page and click on the underlined phrase "click here" in the paragraph above the list of NMCA officers. The list of Clerks Newsletters will be at the bottom of the page filed by date and title.

June Birthdays

Joan Kovar	David City	June 1	Melissa Waldo	Republican City ..	June 12
Brenda Harrison	Orchard	June 1	Patsy Williams	Wauneta	June 13
Sharon Holtzen	Bruning	June 1	Diane Rosenfelt	Benkelman	June 14
Sandy Psota	Burwell	June 1	Jody Dennis	Berwyn	June 14
Lori Wragge	Plainview	June 2	Toni Siders	Gordon	June 15
Elizabeth Dilsaver	Taylor	June 2	Elaine Bayer	Broken Bow	June 15
Vickie Power	Gibbon	June 3	Jean Thiele	York	June 15
La Donna Koch	Hildreth	June 4	Cindy Moran	Peru	June 15
Rosalyn Covert	Plattsmouth	June 5	Arnold Ehlers	Nebraska City	June 16
Tammy Sherman	Lodgepole	June 7	Martin Gist	Falls City	June 17
Debora Daly	Mullen	June 7	Arapahoe	Mary Tenbensenl ...	June 19
June Went	Humphrey	June 8	Vivian Whilwind	Merriman	June 19
Carol Smith	Thurston	June 9	Mary Peschel	Schyler	June 20
Marvin Deisley	Norman	June 10	Connie Hartman	Hastings	June 24
Sandy Kruml	Ord	June 10	Nadine Link	Malcolm	June 27
Linda Schuerman	DeWitt	June 11	Lori Rezny	Wilber	June 28
Diane Fries	Franklin	June 11	Mindi Laaker	Bennington	June 29
Julia Tapia	Ravenna	June 11			



Municipal Legal Calendar

(All statute citations to Revised Statutes of Nebraska)

JUNE 2009

CITIES OF THE FIRST CLASS

Within 10 working days following meeting
or before next meeting
(whichever is sooner) Clerk to have minutes available for public inspection.
(84-1413)

Within 15 days of Passage Clerk publishes ordinances passed. (16-405)

First Monday Board of Equalization meets. (16-707)

Within 30 days following
Council meeting Clerk publishes official proceedings of meetings,
including claims. (19-1102)

Within 20 days after end of month Treasurer files monthly financial report. (16-318)

At end of month Clerk files monthly report. (16-317)

* * Clerk must prepare agenda prior to next Council
meeting. (84-1411)

CITIES OF THE SECOND CLASS

Within 10 working days following
meeting or before next meeting
(whichever is sooner) Clerk to have minutes available for public inspection.
(84-1413)

Within 15 days of Passage Clerk publishes or posts ordinances passed.
(17-613)

Within 30 days following
Council meeting Clerk publishes official proceedings of meeting.
(19-1102)

Within 20 days after end of month Treasurer files monthly financial report. (17-606)

* * Clerk must prepare agenda prior to next Council
meeting. (84-1411)

VILLAGES

Within 10 working days following
meeting or before next meeting
(whichever is sooner) Clerk to have minutes available for public inspection.
(84-1413)

Within 15 days of Passage Clerk publishes or posts ordinances passed.
(17-613)

Within 30 days following
trustees' meeting Clerk publishes official proceedings of meeting,
including claims. (19-1102)

Within 20 days after end of month Treasurer files monthly financial report. (17-606)

* * Clerk must prepare agenda prior to next Board
meeting. (84-1411)