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# NEBRASKA MUNICIPAL CLERKS NEWSLETTER

December 2008



## Message from the President

*By Beth Deck, Clerk, Norfolk  
NMCA President*

I hope each of you has a wonderful Christmas! My husband and I are blessed enough to have each of the girls home with their families during this Blessed time of year.

It is truly a blessing and joy to be able watch the seven grandchildren open Christmas gifts with those wide-eyed expressions of anticipation and joy! We allow Santa to come to the house for one gift which is why I am providing you with this quote, *"Pretty much all the honest trust telling in the world is done by children"* by Oliver Wendell Holmes. It is still fun to keep the children young as long as possible with Santa and the Tooth Fairy! I remember when almost every year on our way to the Christmas Eve program at church when our three girls were small, we happened to see Rudolph's nose shining in the sky as he flew to our house (thank goodness for

airplanes). And sure enough, when we got home from church, Santa had left a few presents. (Needless to say, I got close to running out of excuses to go back into the house once Doug and the girls were in the car and ready to head to church!) Remember, I would love to hear stories from your "remember when" memories!

I would like each of you to feel free to contact myself or another board member if you have any questions or concerns. Below is the list of the NMCA Board members and directors:

### **Officers and Directors for 2008-2009**

The election of officers and new directors takes place at the annual business meeting held during the week of Clerks' Institute and Academy. Those elected take office the following Oct. 1.



### **President**

Beth Deck, City Clerk  
127 North 1st St  
Norfolk, NE 68701-4199

### **First Vice President**

Barb Whitley,  
City Clerk-Treasurer  
167 South 10th St  
Geneva, NE 68361-0409

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## Message from the President

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### **Second Vice President**

Diane Fries,  
City Clerk-Treasurer  
619 15th Ave  
Franklin, NE 68939-1597

### **Secretary-Treasurer**

Vanee Holtmeier,  
Clerk/Treasurer  
PO Box 145  
McCool Junction, NE 68401

### **Past President**

Jerry Wilcox,  
City Clerk-Treasurer  
243 E 13th St  
Crete, NE 68333-0086

### **Legislative Committee Representative**

LeAnn Doak, City Clerk  
302 W 5th St  
McCook, NE 69001

### **District 1 Director - 2008**

Tammy Cooley, Clerk-Treasurer  
118 S Centre Ave  
Morrill, NE 69358

### **District 2 Director - 2008**

LeAnn Doak, City Clerk  
302 W 5th St  
McCook, NE 69001

### **District 3 Director - 2007**

Susan Kloopping,  
City Clerk-Treasurer  
PO Box 309  
Cozad, Nebraska 69130-0309

### **District 4 Director - 2007**

Mary Kempf, City Clerk  
444 S Main St  
West Point, NE 68788-0327

### **District 5 Director - 2007**

Linda Carroll,  
Village Clerk-Treasurer  
635 6th Ave  
Fairmont, NE 68354-0156

### **NMCA Institute Director:**

Christine Reed

### **NMCA Deputy Director:**

Melanie Kiper

NCMA is also represented by one Director from each of the five NMCA districts, as follows:

**District 1** – Panhandle Area Clerks Association

**District 2** – Southwest Area Clerks Association and undesignated North-Central Area

**District 3** – Heartland Area Clerks Association, South Central Area Clerks Association and Midlands Area Clerks Association

**District 4** – Northeast Area Clerks Association and Three Rivers Clerks Association

**District 5** – Southern Seven Area Clerks Association and Southeast Area Clerks Association

PLEASE consider serving as an Officer, or as a District Director when an opening occurs. It is a very rewarding experience!

Happy New Year!

### **Beth Deck**

bdeck@ci.norfolk.ne.us  
(402) 844-2012

*“Adults are obsolete children.”*  
Dr. Seuss

**Mark your  
calendars  
for the League's  
Midwinter  
Conference in  
Lincoln,  
Feb. 23-24, 2009**



For the **Wednesday  
Night Hospitality  
Event for the Clerks  
Institute, the  
Panhandle Clerks**  
are planning an. . .



## **ALL ACCESS BACKSTAGE PASS!**

### **A night of Karaoke**

Share your talent . . .

Come dressed as your **Favorite Music  
Personality** . . .

**PRIZES AWARDED!**



**Nebraska Municipal Clerks' Association**

**OUTSTANDING CLERK AWARD**

**NOMINATION FORM**

**\*\*PLEASE TYPE OR PRINT\*\***

**Deadline for nominations is Wednesday, Dec. 31, 2008.**

**Please note:** Nominees shall have served as municipal clerk for a minimum of 3 years.

\_\_\_\_\_ 1st Class City or larger    \_\_\_\_\_ 2nd Class City    \_\_\_\_\_ Village

I hereby nominate the following City/Village Clerk for the Nebraska Municipal Clerks Institute "Outstanding Clerk Award":

Name of Clerk Nominated \_\_\_\_\_

Clerk's Mailing Address \_\_\_\_\_

Clerk's E-mail Address \_\_\_\_\_

Date \_\_\_\_\_ Signature \_\_\_\_\_

Title \_\_\_\_\_

Mailing Address \_\_\_\_\_

City/Village \_\_\_\_\_

Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_

A questionnaire will be mailed to your nominee for outstanding clerk.

PLEASE RETURN THIS NOMINATION FORM TO:

Kimberly Volk, Chairperson  
NE Municipal Clerks Awards Committee  
PO Box 1266  
Fremont, NE 68026-1266



***International Institute of Municipal Clerks***  
*Professionalism in Local Government*

## **EDUCATION UPDATE**

At their Annual Meeting in Atlanta, the IIMC Board of Directors spent the first portion of their meeting discussing IIMC's education philosophy, purposes, policies and the need to involve all members of the IIMC "family" in discussions and changes affecting education.

As part of the discussion, directors shared the perspective of the role of membership and leadership regarding education; that education must be attainable and flexible; that it must be meaningful and measureable; and that education is a vehicle that empowers Clerks.

The Board is also cognizant of on-going concerns with the education program guidelines and unanimously voted to immediately implement the following items:

- Reduce the MMC annual point candidacy requirements from 12 to 6;
- Eliminate the bachelor degree requirement for MMC certification; and
- Extend the "grace period" to complete CMC and MMC certification programs through 2009.

Education discussions will be on-going and will include a membership survey in upcoming months.

The Board's actions are a concrete signal to members that IIMC's existing CMC and MMC programs will continually be evaluated and researched, keeping the members' education endeavors as its first priority.



**NEBRASKA MUNICIPAL CLERKS' ASSOCIATION**  
**League of Nebraska Municipalities**



**To: All Municipal Clerks and Deputy Clerks**  
**From: Vanee Holtmeier, NMCA Secretary**

The Nebraska Municipal Clerks' Association Membership Dues Statement for Oct. 1, 2008 to Sept. 30, 2009 is due now. Please fill out the form on the next page and send it with your check to the League of Nebraska Municipalities. Remember the check needs to be made out to the Nebraska Municipal Clerks' Association (NMCA).

The NMCA voted not to send out the membership cards, unless you need one. Please indicate that you will need a card on the statement and we will do our best to get you one.

If you have questions, contact me at 402-724-2525.

Thank you,

Vanee Holtmeier  
NMCA Secretary



**NEBRASKA MUNICIPAL CLERKS' ASSOCIATION**  
**League of Nebraska Municipalities**



**NEBRASKA MUNICIPAL CLERKS' ASSOCIATION**  
**MEMBERSHIP DUES STATEMENT**  
**2008-2009**

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

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

MUNICIPALITY: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

Population of Municipality:

Under 300 \$10.00 \_\_\_\_\_

301-800 \$15.00 \_\_\_\_\_

801-5,000 \$25.00 \_\_\_\_\_

Over 5,000 \$35.00 \_\_\_\_\_

Years of Service as Municipal Clerk: \_\_\_\_\_

Are you a Certified Municipal Clerk (CMC)? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you an IIMC Academy Member?  
(after 3 years of school) Yes \_\_\_\_\_ No \_\_\_\_\_

Are you in the Master Municipal Clerk Program? Yes \_\_\_\_\_ No \_\_\_\_\_

PLEASE include the MONTH and DAY of your birthday: \_\_\_\_\_  
(to be listed in the Clerks Newsletter)

Please make copies if needed.

PLEASE RETURN THIS COMPLETED FORM WITH YOUR PAYMENT TO:  
NEBRASKA MUNICIPAL CLERKS' ASSOCIATION  
LEAGUE OF NEBRASKA MUNICIPALITIES  
1335 L STREET  
LINCOLN, NE 68508

**MAKE CHECKS PAYABLE TO: NEBRASKA MUNICIPAL CLERKS' ASSOCIATION**



## Scholarship Application



The Nebraska Municipal Clerks' Association (NMCA) Scholarship is available to "All Nebraska municipal clerks and/or deputy clerks attending Institute/Academy training, who are members of the Nebraska Municipal Clerks' Association." The NMCA Scholarship Application is now available. **Applications are also available online** at: <http://clerkinstitute.unomaha.edu/>

Please remember to **complete the application in its entirety** including the following information:

- Email address
- Name of Area Clerks Association
- Number of times your municipality received a NMCA scholarship in the past five years
- Financial aid your community received from the NMCA in the past five years
- A short narrative (which IS MANDATORY) and must be included with the application.

The narrative must state the reason(s) for your need and/or your municipality's need for financial assistance and must be specific.

The application deadline is Dec. 31, 2008, and awards will be made prior to Jan. 31, 2009. If you have any questions, please let me know.

Barb Whitley, MMC  
NMCA First Vice President  
City of Geneva



**NEBRASKA MUNICIPAL CLERKS' ASSOCIATION  
2008 CLERKS INSTITUTE & ACADEMY  
SCHOLARSHIP APPLICATION**

(Available online at: <http://clerkinstitute.unomaha.edu/>)

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

ADDRESS: \_\_\_\_\_ MUNICIPALITY: \_\_\_\_\_

STATE: \_\_\_\_\_ ZIP \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**Name of Area Clerks Association:** \_\_\_\_\_

Population (last census) \_\_\_\_\_ How long have you been a municipal clerk? \_\_\_\_\_

This is my \_\_\_ first \_\_\_ second \_\_\_ third year of attendance at the Nebraska Municipal Clerks Institute.

I \_\_\_ did \_\_\_ did not receive a scholarship to attend the first year.

I \_\_\_ did \_\_\_ did not receive a scholarship to attend the second year.

Number of times your municipality received a NMCA scholarship in the past five years? \_\_\_\_\_

Please note how much financial aid your community has received for the Clerks Institute in the past five (5) years from the Nebraska Municipal Clerks Association: \$ \_\_\_\_\_

NARRATIVE

A short narrative IS MANDATORY and must be included with your application. The narrative must state the reason(s) for your need and/or your municipality's need for financial assistance from the Nebraska Municipal Clerks Association scholarship fund (PLEASE BE SPECIFIC).

PLEASE RETURN THIS COMPLETED FORM BY DEC. 31, 2008 TO:

**CITY OF GENEVA  
ATTN: BARBARA WHITLEY  
NMCA SCHOLARSHIP APPLICATION  
PO BOX 409  
GENEVA, NE 68361-0409  
bwhitley@cityofgeneva.org**



## 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.

## February Birthdays

Jennifer Carlson .....	Bancroft .....	2/1	Peggy Sheldon .....	Hemingford .....	2/11
Nancy Schaad .....	Leigh .....	2/1	Connie Laflin .....	Humboldt .....	2/11
Larry Alderson .....	Belden .....	2/2	Joan Hanson .....	Concord .....	2/13
Buster Brown .....	Omaha .....	2/2	Sue Murray .....	South Sioux City ...	2/14
Heather Corbin .....	Nickerson .....	2/3	Michaëlle Trembly ....	Kearney .....	2/16
Nicole Wiese .....	Palisade .....	2/3	Lanette Doane .....	Ansley .....	2/18
Jeanie Schmidt .....	Campbell .....	2/4	Devon Roesener .....	Cook .....	2/20
Barbra Mikkelsen .....	Aurora .....	2/6	Susan Cook .....	Rockville .....	2/20
Theresa Busse .....	North Bend .....	2/6	Linda Carroll .....	Fairmont .....	2/21
Linda Hazen .....	Butte .....	2/7	Joy Kopejtka .....	Battle Creek .....	2/23
Mary May .....	Wallace .....	2/7	Dawn Schmidt .....	Yutan .....	2/23
Mary Ann Promes .....	Fordyce .....	2/8	Karen Hahlbeck .....	Ewing .....	2/26
Linda Pankoke .....	Beaver Crossing .....	2/9	Kimberly Volk .....	Fremont .....	2/26
Kristine Cornell .....	Newport .....	2/10	Beatrice Kellogg .....	Greenwood .....	2/28
Debra McWha .....	Union .....	2/10	Victoria Ramold .....	Palmer .....	2/28
Marilyn True .....	Bloomfield .....	2/11	Maria Hollander .....	Sumner .....	2/28
Lori Vordestrasse .....	Hastings .....	2/11			



## **Municipal Legal Calendar**

**(All statute citations to Revised Statutes of Nebraska)**

### **FEBRUARY 2009**

#### **CITIES OF THE FIRST CLASS**

- Within 15 days of Passage ..... Clerk publishes ordinances passed. (16-405)
- Within 10 days from meeting or before next meeting (whichever is sooner) ..... Clerk to have minutes available for public inspection. (84-1413)
- On or before second Monday ..... Annual Library Board report due. (51-213)
- Within 30 days from Council meeting .... Clerk publishes official proceedings of meeting. (19-1102)
- End of month ..... Clerk files monthly report. (16-317)
- Within 20 days after end of month ..... Treasurer files monthly financial report. (16-318)
- On or before March 1 ..... One and six year plans are due at the Nebraska Department of Roads, Board of Public Roads, Classification and Standards, March 1, 2009. Legal notice is required 10 days before the hearing. (39-2115 through 39-2117)
- \* \* ..... Clerk must prepare agenda prior to next Board meeting. (84-1411)

#### **CITIES OF THE SECOND CLASS**

- Within 15 days of Passage ..... Clerk publishes ordinances passed. (17-613)
- Within 10 days from meeting or before next meeting (whichever is sooner) ..... Clerk to have minutes available for public inspection. (84-1413)
- On or before second Monday ..... Annual Library Board report due. (51-213)
- Within 30 days from Council meeting ..... Clerk publishes official proceedings of meeting. (19-1102)
- Within 20 days after end of month ..... Treasurer files monthly financial report. (17-606)
- On or before March 1 ..... One and six year plans are due at the Nebraska Department of Roads, Board of Public Roads, Classification and Standards, March 1, 2009. Legal notice is required 10 days before the hearing. (39-2115 through 39-2117)
- \* \* ..... Clerk must prepare agenda prior to next Council meeting. (84-1411)

#### **VILLAGES**

- Within 15 days of Passage ..... Clerk publishes ordinances passed. (17-613)
- Within 10 days from meeting or before next meeting (whichever is sooner) ..... Clerk to have minutes available for public inspection. (84-1413)
- On or before second Monday ..... Annual Library Board report due. (51-213)
- Within 30 days from Trustees' meeting ..... Clerk publishes official proceedings of meeting. (19-1102)
- Within 20 days after end of month ..... Treasurer files monthly financial report. (17-606)
- On or before March 1 ..... One and six year plans are due at the Nebraska Department of Roads, Board of Public Roads, Classification and Standards, March 1, 2009. Legal notice is required 10 days before the hearing. (39-2115 through 39-2117)
- \* \* ..... Clerk must prepare agenda prior to next Board meeting. (84-1411)