
NEBRASKA MUNICIPAL CLERKS NEWSLETTER

June 2009



Message from the President

2009 Conference Education Update

*By Beth Deck, Clerk, Norfolk
NMCA President*

At their annual meeting in Chicago, IL, IIMC's Board of Directors directed staff to revise the current education guidelines and present recommendations to the board at the mid-year meeting in November 2009.

The board also directed staff to work with the Education/Professional Development and Program Review and Certification Committees; to incorporate the results from last fall's membership survey; to facilitate the outcome from the Institute Director's colloquium; and to implement the Key Results Area

**Be sure to attend
the League's 100th
Annual Conference
in North Platte,
Sept. 30-Oct. 2**

findings from the on-going board development process to help in the development of the new guidelines. In the meantime, staff continues to create new internal methods of streamlining the approval process regarding certification and will continue to work with IIMC members to expedite the course of action.

The board also approved the following revisions for immediate implementation. They are:

- 1. Temporarily suspend** the four-year deadline for Recertification and 6 points per year minimum for MMC candidates. These will be revisited at the 2009 mid-year Board meeting.

- Upon the CMC four-year anniversary date, CMC Recertification candidates unable to meet the minimum 20 points shall submit an Application for Admission with the \$50 fee and, if desired, points accrued thus far toward recertification.

- Upon the CMC anniversary date, all MMC candidates shall

annually continue to submit points accrued, regardless of meeting the six-point minimum.

2. Reconfirm

intent that college coursework alone (without Institute attendance) in a related field taken before Jan. 1, 2007, resulting in a degree qualifies a member for the CMC Grace Period. College coursework alone (without Academy attendance) in a related field taken before Jan. 1, 2007, used for Advanced Education points, qualifies a member for the MMC Grace Period.

IIMC believes the above changes will help in many areas including streamlining the in-house approval process of CMC and MMC applications.





IIMC raffle tickets available

Contact Barb Whitley, Clerk/Treasurer, Geneva about purchasing raffle tickets.

You can reach her by phone at 402-759-3109, or by email at bwhitley@cityofgeneva.org.

Conference Package RAFFLE

Enter to win a
2010 Reno/Tahoe
Conference Package!!

WIN!!!

Includes: **Tickets**

- Conference Registration \$5 each or
- Grand Sierra Hotel Stay \$20 for 5
- Spa Package
- and MUCH MORE!!!

Thank you to all of our Region VIII members!!

IIMC • Reno/Tahoe, NV • May 23-27, 2010
Adventures in Education

Sponsored by the Nevada Municipal Clerks Association

Bonus Round RAFFLE

Enter to win
some fabulous prizes!!

Tickets
\$5 each or \$20 for 5

- Autographed Drawing by Famous "Pickles" Illustrator, Brian Crane, created especially for the 2010 Conference
- Incline Village Golf Package
- Ipod
- and MUCH, MUCH MORE!!

WIN!!!

Thank you to all of our Region VIII members!!

IIMC • Reno/Tahoe, NV • May 23-27, 2010
Adventures in Education

Sponsored by the Nevada Municipal Clerks Association



Southern Seven Clerks' Association Minutes

The Southern Seven Clerks' Association met at 12:30 p.m. on Thursday, May 28, 2009 at the Wessels Living History Farm south of York, Nebraska. Lunch, business meeting and York Community Foundation Presentation were held in the post-and-beam barn.

1. Roll Call.

President Vanee Holtmeier called the meeting to order. The attendance sheet was signed, showing the following members present: Sharon Welsch, Goehner; Tina Courter, Gresham; Becky Erdkamp, Exeter, Barb Whitley, Geneva; Linda Carroll, Fairmont; Jeannie Johnson, Bellwood; Andrea Carter, Pleasant Dale; Vanee Holtmeier, McCool Junction; Marilyn Varner, Seward.

2. Approval of Minutes.

Copies of the Feb. 26, 2009 meeting minutes were distributed and reviewed. Moved by Linda Carroll, seconded by Becky Erdkamp, to approve the Feb. 26, 2009 minutes. All present voted aye. Motion carried.

3. Treasurer's Report.

Secretary-Treasurer Marilyn Varner reported a balance of \$457.59, which included a payment of \$50 for Clerks' School Silent Auction items.

4. Unfinished Business.

No unfinished business was reported.

5. New Business.

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

5b - Correspondence - No correspondence was presented.

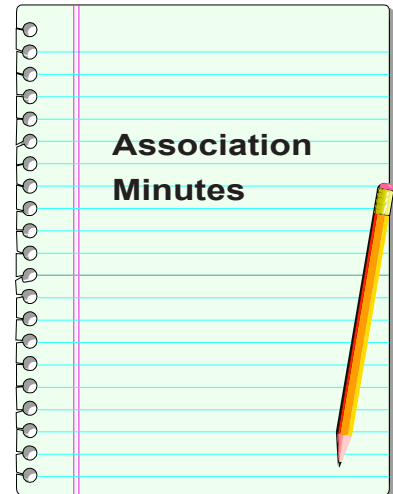
5c - New Shirts & Flag

The existing denim shirts were discussed, with the majority of the members present agreeing to retain them, since new shirts may still be ordered from the maker in York.

Linda Carroll volunteered to explore new flag options/prices and report at the August 2009 meeting.

5d. Chicago IIMC Conference

- Report by Barb Witley Barb Whitley, Geneva, reported on her trip to the IIMC Annual Conference in Chicago, Illinois. She explained that the IIMC Education Director's contract was not renewed. Two new persons have been hired to cover the educational requirements and are striving to improve the process for all clerks. Webinars are being developed to obtain education points toward CMC/MMC certification. After June 30, member clerks should be able to go on-line to view points. Barb will submit an information



summary to the Clerks' Newsletter.

Barb also asked if any clerks had cloth bags from previous conferences that they would be willing to donate to IIMC. These bags will be used at the next IIMC Conference, since they are trying to go "green." These bags will be used for next year's conference. IIMC is trying to digitalize all information possible to avoid the use of paper.

6. York Community Foundation Presentation - Donna Bitner

A presentation was given by Executive Director Donna Bitner of the York Community Foundation, regarding how the Foundation was formed and the way it works in

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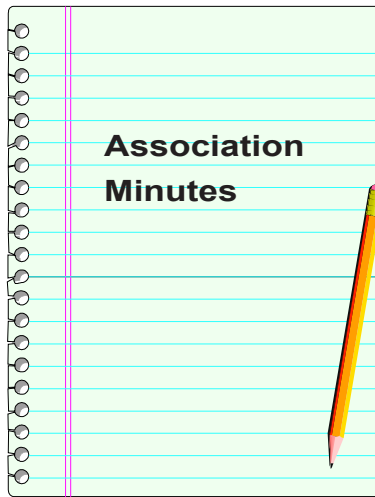


South Central Clerk's Association Minutes

The South Central Clerk's Association met on April 15, 2009 at *Something to Crow About* in Hampton. The meeting was called to order by President Bassett. Members attending were President Jennifer Bassett of Fairfield; Vice President Cindy Sanders of Guide Rock; Sandra Shendt of Nelson; Jan Diehl of Superior; Joan Eastman of Giltner; Sue Dallegge of Hampton; Karen Kumke of Blue Hill, and Barb Mikkelson and Carol Arent of Aurora.

The Treasurer's Report and minutes of the Jan. 21, 2009 meeting were unavailable. They will be reviewed at the next meeting.

Members discussed various topics presented at Clerk's Institute and Academy.



Contracts and rental fees for city owned facilities were reviewed.

Other topics of discussion were vacation, sick pay, overtime, compensation, benefits and employee evaluation forms. More data on purchasing vests will be gathered and decisions

will be made at the next meeting.

Barb Janda invited us to Lawrence for the July 15, 2009 meeting.

Motion by Dallegge to adjourn, second by Mikkelson. Motion carried.

Treasurer's Report

Beginning Balance \$294.18

– Submitted by Cindy Sanders, Vice President, South Central Clerk's Association

Southern Seven Clerks' Association Minutes

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in conjunction with the Wessels Living History Farm.

7. Adjournment.

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

The next meeting will be Aug. 27, 2009 in Seward or at Deb

Schaefer's cabin near Columbus, Nebraska.

8. Tour of Wessels Living History Farmhouse

Members present toured the Wessels Living History Farmhouse, with assistance from Director Dale Clark.

– Marilyn D. Varner
Secretary-Treasurer

Share your news

Share your city or village's news with fellow municipal officials from across the state by sending information for the *Nebraska Municipal Review* to the League of Nebraska Municipalities, Attn: Lynn Marienau at 1335 L Street, Lincoln, NE 68508, 402-476-2829 by phone, 402-476-7052 by fax, or lynnm@lonm.org by e-mail.



Just a few notes from IIMC conference in Chicago.....

Some time ago, there was a survey that IIMC had on-line for clerks to take. Out of the survey, IIMC found five key elements, and they are:

Education

Board development

Membership

Communication

Finance

During some of my sessions, this is what I found out:

Education: The Educational Director is no longer with IIMC as of May 12, 2009. They did not renew his yearly contract. There will be two ladies that will take care of the CMC and MMC applications. As of the conference, they were done with all of the CMC applications and will be working on the MMC applications when they got back from Chicago. If there is a problem with any application, IIMC will be contacting the applicant directly either by e-mail or by phone to take care of the problem instead of sending the application back. A new educational director will be hired in January 2010.

Membership and Communication: Members will be able to access and track their own progress towards certification on-line by June 2009 to help the membership by reducing anxiety and frustration of repeated e-

mails and telephone inquiries with the IIMC Staff.

Education:

IIMC will be offering six Webinar classes by December 2010 and 12

Webinar classes by 2011 to help travel budgets, accommodate those who prefer to learn on-line, and for the membership to receive education points.

Finance: IIMC is no longer looking for extra large cities to host the conferences. They will be looking into cities that will be cheaper in costs for the registrations and accommodations.

Board Development and

Education: By Oct. 31, 2009, the board will work on rebuilding trust and improve rapport among membership, Institute Directors, state leadership, and staff through inclusive dialogue and decentralization of decision-making regarding levels of education offerings. Mary Lynn Strata, incoming IIMC president, is the initiator on giving the control back to the local level – back to the Institute



Directors.

Region VIII news:

There will not be a Regional VIII meeting since they are hosting the IIMC conference in RENO/LAKE TAHOE May 23-27, 2010. They are looking into ways to keep costs down for the conference, and one way is asking for items from Nebraska to be placed in the bags that are received when you check in at the conference.

They are also asking you to bring your own conference bag to keep the cost of registration down. They think this would be a great way to get to know other clerks to see what kind of bags they all bring. A conversation starter – you might want to say.

A big thing to do at IIMC conferences is to exchange state/city pins. At Reno, they

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Just a few notes from IIMC conference in Chicago.....

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want to have a pin exchange party, which is something new for the conference.

In another effort to keep the registration costs down, Reno is having two raffles. Each state in Region VIII took a packet that had the raffles. The first raffle prize is a 2010 Conference Package that will be awarded in January 2010 to ensure the winner has plenty of time to arrange his or her trip to the conference. One ticket is \$5 or \$20 for five. This Conference Package includes the Conference Registration, Grand Sierra Hotel Stay, Spa Package and Much More! If you are thinking of going to Reno in 2010 and would like to purchase a raffle ticket, contact me. I have tickets.

The other raffle prize will be awarded at the 2010 Conference. Raffle tickets are \$5 for one or \$20 for five. You could win fabulous prizes such as an Incline Village Golf Package, an iPod, an autographed drawing by Brian Crane, and MUCH, MUCH, MORE! I have tickets for this raffle also.

I can report that the general morning sessions at this conference were great! They got you motivated for the rest of the

day. We listened to *Capt. Jim Lovell on Apollo 13: A Successful Failure*; *Jeffrey Taylor founder of Monster.com and Econs.com*, who had us taking off our shoes to prove a point, and *Laurence Gonzales*, an award-winning author. The concurrent education sessions were from records management to electronic records, from disaster preparedness to talking about greening your community, and from digital preservation to microfilming your community.

In the Concurrent Education Sessions Master Municipal Clerk: What Does It Really Mean?, we came up with some really neat ways to answer the question. My group came up with:

“As MMC, I have met all of the education, experience, and service requirements to be a master in my profession and displays my commitment to my community and profession and gives me the confidence to be a mentor to future clerks.”

I think this says it all.

Reported by Barb Whitley, MMC, City Clerk – Treasurer

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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.

August Birthdays

Janice Vanek	Prague	Aug. 2	Kim Schilousky	Cedar Rapids	Aug. 19
Diane Goranson	Crete	Aug. 3	LaVonna Moslander ...	Pickrell	Aug. 19
Teresa Meier	Lincoln	Aug. 4	Shawn Smith	Valley	Aug. 20
Michelle Fries	Bayard	Aug. 6	Paula Darling	Tecumseh	Aug. 20
Vicky Kellogg	Herman	Aug. 7	Barbara Nielsen	Inglewood	Aug. 22
Rose Hill	Bloomington	Aug. 8	Patricia Rule	Bennet	Aug. 23
Karen Kleinschmit	Wausa	Aug. 9	Phyllis Smith	DuBois	Aug. 23
Robert Olson	Niobrara	Aug. 10	Victoria Carlson	Laurel	Aug. 23
Mary Mulligan	Wood Lake	Aug. 10	Deanna Schmit	Cody	Aug. 25
Judy Schott	Nelson	Aug. 11	Deanna Schmidt	Valentine	Aug. 25
Laurie Killin	Chapman	Aug. 12	Patricia Smith	Sprague	Aug. 26
Lori Streeter	Davey	Aug. 12	Beverly Kimminau	Trumbull	Aug. 27
Mary Lou Ritter	Lyons	Aug. 12	Gail Arp	Weston	Aug. 27
Dorothy Ann Jenkins ..	Carroll	Aug. 14	Mary Lovitt	Crab Orchard	Aug. 28
Carrie Hansen	North Loup	Aug. 14	Mary Ketelsen	Center	Aug. 30
Laura Deets	Pleasanton	Aug. 14	Lacie Andreason	Genoa	Aug. 30
Connie Hansen	Scotia	Aug. 14	Catherine Walker	Phillips	Aug. 30
Nancy Thornmahlen ...	Burr	Aug. 15	Lola Wentz	Sterling	Aug. 30
Jeanne Stokes	Petersburg	Aug. 15	Shirley Johnson	Bushnell	Aug. 31
Jody Kotschwar	Moorfield	Aug. 16	Kim Egger	Cedar Bluffs	Aug. 31
Judy McClellan	Burchard	Aug. 18	Mary Jean Rogers	Pierce	Aug. 31
Wendy Pokorney	Surprise	Aug. 18	Angela Roskens	Hadard	Aug. 31
			Angie Bowman	Trenton	Aug. 31



Municipal Legal Calendar

(All statute citations to Revised Statutes of Nebraska)

AUGUST 2009 CITIES OF THE FIRST CLASS

Within 10 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)
Within 30 days of Council meeting	Clerk publishes official proceedings of meeting, including claims. (19-1102)
August 1	Political subdivisions subject to city levy submit preliminary request for levy allocation to City Council.
Prior to Notice of Budget Hearing	Proposed budget statement available to public. (13-504)
Before August 15	Job titles and salaries of employees shall be published. (19-1102)
On or before August 20	Should have received the current taxable value of all property subject to levy from the County Assessor. (13-509)
On or before September 1	City Council determines the final allocation of levy authority for its subdivisions (77-3443)
On or before September 20	File adopted budget statement with County and State Auditor's Office (13-508)
At end of month	Clerk files monthly report. (16-317)
Within 20 days after end of month	Treasurer files monthly financial report. (16-318)
* *	Clerk must prepare agenda prior to next Council meeting. (84-1411)

CITIES OF THE SECOND CLASS

Within 10 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. (17-613)
Within 30 days of Council meeting	Clerk publishes official proceedings of meeting, including claims. (19-1102)
August 1	Political subdivisions subject to city levy submit preliminary request for levy allocation to City Council.
Prior to Notice of Budget Hearing	Proposed budget statement available to public. (13-504)
Before August 15	Job titles and salaries of employees shall be published. (19-1102)
On or before August 20	Should have received the current taxable value of all property subject to levy from the County Assessor. (13-509)
On or before September 1	City Council determines the final allocation of levy authority for its subdivisions (77-3443)
On or before September 20	File adopted budget statement with County and State Auditor's Office (13-508)
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 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. (17-613)
Within 30 days of Board of Trustees' meeting	Clerk publishes official proceedings of meeting, including claims. (19-1102)
August 1	Political subdivisions subject to village levy submit preliminary request for levy allocation to Village Board.
Prior to Notice of Budget Hearing	Proposed budget statement available to public. (13-504)
Before August 15	Job titles and salaries of employees shall be published. (19-1102)
On or before August 20	Should have received the current taxable value of all property subject to levy from the County Assessor. (13-509)
On or before September 1	Village Board determines the final allocation of levy authority for its subdivisions (77-3443)
On or before September 20	File adopted budget statement with County and State Auditor's Office. (13-508)
Within 20 days after end of month	Treasurer files monthly financial report. (17-606)
* *	Clerk must prepare agenda prior to next Village Board meeting (84-1411)