
NEBRASKA MUNICIPAL CLERKS NEWSLETTER

March 2010



Message from the President

WOW – what a blur....

I am still trying to dig my desk out after being gone a whole week at the Nebraska Municipal Clerk Institute and Academy in North Platte.

Monday morning speaker Matt Booth had an excellent session on C.Y.A., also known as “Check Your Attitude.” I don’t know about anyone else – but I used it at home before taking it to work. The sticker that he provided went right on the back door for my family to use before coming in the house. Our attitudes have a lot to do with a healthy and happy life.

I hope everyone had a good time at the banquet and enjoyed the change. Aaron Davis is a phenomenal speaker!! He had me so wrapped up in what he was saying. He’s so truthful! Thank you to the Southern Seven Clerks’ Area Association for putting the banquet together. What a lot of fun.

Thank you to all the committee members for volunteering and putting on a wonderful time for everyone. Monday night and Wednesday night hospitality events **ARE** the places and times for networking. Getting to know other clerks on whom you can call when needed and knowing you

are not the only one who has an upset customer who thinks it is your fault his dog is running at large.

Thank you to Melanie and Christine for well-rounded education sessions. I know people are not easy to please. You do a great job trying.

I hope the weatherman is correct when he says the sun is going to be shining and the temperature will be warm. Have a great week everyone!!

*By Barb Whitley, City Clerk-Treasurer, Geneva
NMCA President*





NEBRASKA MUNICIPAL CLERKS' ASSOCIATION GENERAL MEMBERSHIP MEETING

Cornhusker Marriott Hotel,

Lincoln, Nebraska

Monday, February 22, 2010

5:15 p.m.

President Barb Whitley, Geneva, called the Nebraska Municipal Clerks' Association (NMCA) General Membership meeting to order at 5:15 p.m. at the Cornhusker Marriott Hotel in Lincoln, Nebraska.

Roll call sheets were available for the clerks to sign. Members attending the meeting were from Gering, Minden, Wahoo, Norfolk, Kimball, Battle Creek, Geneva, McCool Junction, Fairmont, Blair, Genoa, Ravenna, Morrill, Grand Island, Lexington, McCook, Ralston, Schuyler, Seward, Nebraska City and West Point.

Members of the NMCA Board of Directors present were President Barb Whitley of Geneva; 2nd Vice President Vanee Holtmeier of McCool Junction; Secretary/Treasurer Mary Kempf of West Point; District 1 Director Tammy Cooley of Morrill; District 2 Director Lea Ann Doak of McCook; District 3 Director Kellie Crowell of Ravenna; District 5 Director Linda Carroll of Fairmont and Past President Beth Deck of Norfolk.

Motion was made by Kellie Crowell of Ravenna and seconded by RaNae Edwards of Grand Island, to approve the minutes of the Oct. 1, 2009 General Membership meeting. Ayes: All. Nays: None. Motion carried.

The treasurer's report was given showing a balance as of Jan. 29, 2010 of \$35,648.63 in the checking account and \$40,000 in CD's. The following bills were presented: (1) North Platte High School Boys Quartet for performing at the Celebration of Clerks \$50; (2) VFW Post 1504 for coming to the Celebration of Clerk \$50; (3) Recognition Unlimited for plaques for outgoing Board members \$81.86 and (4) Barb Whitley, reimbursement for Board member gifts \$171.27.

Reports of Standing Committees:

- (a) Celebration of Clerks: Beth Deck, Norfolk, gave a report -- stated will have a Husker theme.
- (b) Clerk of the Year: No report.
- (c) Clerks' Director : No report.
- (d) Clerks' Education: No report.
- (e) Clerks' History: No report.
- (f) Clerks' Newsletter: No report.
- (g) Honorary Membership: No report.
- (h) Legislative Committee: Melissa Harrell of Wahoo was newly appointed to this Committee and she reported that she is learning her role.
- (i) Monday Night Hospitality: No report.
- (j) Nominating Committee: Beth Deck, Norfolk – reported that she has a full slate of officers and that each nominee's biography would not be read at the Business Meeting at the Clerks Institute and Academy – the

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NEBRASKA MUNICIPAL CLERKS' ASSOCIATION GENERAL MEMBERSHIP MEETING

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biographies were published in the Clerks Newsletter.

- (k) Scholarship Fund: had 58 applications but two clerks have withdrawn their applications as they have decided not to attend the Institute & Academy so have a total of 56 applications. Received only \$5,000 from the DED this year instead of the \$10,000 received in previous years. And received \$100 each from two area associations.
- (l) Silent Auction: Vanee Holtmeier, McCool Junction reported going with the "Go Big Red" theme – encouraged everyone to bring items – new this year, for every item that a clerk donates, their name will be entered into a drawing to win a prize – winners will be announced at the Banquet on Thursday evening (must be present to win).
- (m) Thursday Night Banquet: Southern Seven Area Clerks Assn. – Linda Carroll, Fairmont, reported decorating with Husker items and all attending are asked to wear Husker apparel.
- (n) Vender Game – Linda Carroll, Fairmont, reported that letters were sent out; punch cards will be done again this year with prize winners announced at the Banquet on Thursday night (must be present to win).
- (o) Wednesday Night Hospitality: Three Rivers Clerks Assn – Mary Kempf, West Point, reported that the theme is "Food & Feud" and that all attending are asked to wear green as it is St. Pat's Day.

Reports of Special Committees:

Records Management/Schedule 22 Committee – Beth Deck, Norfolk – reported that Schedule 22 has been updated – that this is an ongoing process and the Committee will continue. She further stated that only items on the schedule can be disposed of – if it is not on the schedule, it cannot be disposed of.

Communications: None reported.

Business:

There was a discussion concerning the necessity of having Clerks' pins. No pins were purchased this year so more funds would be available for the speaker at the Banquet. It was decided to discuss this matter at the Business Meeting at the Clerks Institute and Academy in March.

General Discussion:

President Barb Whitley asked those present who planned on attending the 64th IIMC Conference in Reno, Nevada. Dolores Costanzo of Ralston and Melanie Kiper with UNO, were the only two planning to attend.

Melanie Kiper with UNO reported on the results of the Clerk Survey which can be found on the website <http://clerkinstitute.unomaha.edu>. She appreciated how well the clerks responded (66 percent returned the survey).

Moved by Michael Fleeer, Battle Creek, and seconded by Lacie Andreasen, Genoa, to adjourn the meeting at 5:41 p.m. Motion carried.

*– Submitted by Mary Kempf, MMC
Secretary-Treasurer*



Southern Seven Clerks' Association Minutes February 25, 2010

The Southern Seven Clerks' Association met at 12:30 p.m. on Thursday, February 25, 2010 at Hotel Wilber, 203 South Wilson Street, Wilber, Nebraska. Lunch and business meeting were held at this location.

1. Roll Call

President Robin Sullivan called the meeting to order. The attendance sheet was signed, showing the following members present: Tracy Yeackley, Milford; Jerry Wilcox, Crete; Marilyn Varner, Seward; Linda Carroll, Fairmont; Rebecca Sandman, Utica; Cheryl Kraft, Waco; Linda Schuerman, DeWitt; Amber Vinton, Pleasant Dale; Lori Rezny, Wilber; Debbie Gilmer, Friend; Dawn Cool, Beaver Crossing; Vane Holtmeier, McCool Junction; Kathy Hengelfelt, Stromsburg; Diane Goranson, Crete; Jeanine Wasser, Ulysses; Robin Sullivan, Brainard.

2. Approval of Minutes

Copies of the November 19, 2009 meeting minutes were e-mailed to all members in November. Linda Carroll moved, seconded by Marilyn Varner, to approve the November 19, 2009 minutes. All present voted aye. Motion carried.

3. Treasurer's Report

Acting Secretary-Treasurer Marilyn Varner reported a balance of \$474.09, which included receipt of \$10.00 in dues and no expenditures.

4. Unfinished Business

4a. New Southern Seven Flag with New Logo

Erin Baker (Osceola) has been working on a new flag for the organization. Marilyn Varner presented a computerized image for everyone's review, since the original drawing had to be converted to a digital format, in order to have a flag printed. Clerks asked if the flag would be ready for Clerk's School (March 17-19), to which no one responded.

4b. 2010 CLERKS' SCHOOL BANQUET

Linda Carroll reported that the 2010 Clerks' School Banquet Theme (North Platte) will be the Nebraska Huskers. Members discussed plans for programs, meals, flowers, decorations and entertainment (Aaron Davis, will have a table in the back of the banquet room to sell CD's, books, etc.) No cash bar will be present at the banquet, due to the minimum fee involved. Drinks may be purchased at the Canteen. Further discussion included that the Southern Seven Clerks will be decorating for the banquet following the last class on Thursday afternoon. Doors to the banquet will open at 6:45. p.m. with members urged to express their Nebraska spirit as guests enter.

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Heartland Clerks Association Meeting Minutes

The Heartland Clerk's Association met on Thursday, Jan. 21, 2010 at the Cellar Bar & Grill in Kearney, Nebraska. President Raquel Felzien of Franklin called the meeting to order with 22 members present: Raquel Felzien, Franklin; Lyndi Fitzgerald and Annette Gallaway, Loup City; Vicki Nelson, Axtel; Janet Greenwalt and Connie Jo Beck, St. Paul; Kellie Crowel and Lavon Coufal, Ravenna; Jami Maendele, Minden; Gael Zoerb, Mason City; RaNae Edwards, Grand Island; Bonnie Doremus, Shelton; Lynette Doane, Ansley; Mary Kirby and Sandy Kruml, Ord; Angie Kucera, Pleasanton;

Missy Waldo, Republican City; Jeanie Schmidt, Campbell; Misty Garcia, Dannebrog, Elaine Bayer and Lisa Svanel, and Linda Jensen, Central City.

Copies of the Minutes from the Oct. 15, 2009 meeting and the Treasurer's Report were presented for review. Motion made by Kellie Crowel, seconded by Lynette Doan to approve the Minutes as presented. Upon roll call vote; all present voted aye. Nays; none. Motion carried.

The Treasurer's report showed a balance of \$1,948.95. Motion made by RaANae Edwards, seconded by Misty Garcia to approve the Treasurer's report

as presented. Upon roll call; all present voted aye. Nays; none. Motion carried.

A discussion was held about the silent auction gift basket for the Clerk's School in March. Linda Jensen made a motion to increase the amount for the basket to \$75. Elaine Bayer seconded the motion. Upon roll call; all present voted aye. Nays; none. Motion carried. Linda Jensen volunteered to buy what is needed for the basket.

The next meeting will be held on Thursday, April 22, at 11:30 a.m. Meeting place will be announced by email.

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Southern Seven Clerks' Association Minutes

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4c. Southern Seven Meeting Time

Some discussion was held at the November meeting about possibly changing the meeting date, but since none of the members who suggested the change were present, this item was tabled until the next meeting.

5. New Business

5a - Unpaid Bills - No bills were presented.

5b - Correspondence - President Sullivan reviewed a note from Jean Thiele, City of York, stating that the Outstanding Clerks have been chosen.

6. Question & Answer Roundtable

A discussion was held among members regarding various topics, including sewer rates, salaries/pay scales, etc.

7. Adjournment

The meeting was adjourned, with tours of the Wilber Meat Locker and Wilber Czech Museum available to members.

The next meeting will be Thursday, May 27, 2010 at Seward, Nebraska.

*Marilyn D. Varner
Acting Secretary-Treasurer*



Heartland Clerks Association Meeting Minutes

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Motion was made by Misty Garcia, seconded by Bonnie Doremus to adjourn the meeting. Upon roll call; all present voted aye. Nays; none. Motion carried.

Sue Lenhoff-McHugh gave an informative presentation on the ACE Program. A Christmas gift exchange was enjoyed by all.

Submitted by Linda Jensen, MMC, Secretary/Treasurer

HEARTLAND CLERKS ASSOCIATION
MEETING, JAN. 21, 2010
KEARNEY, NEBRASKA

Previous Balance as of Sept. 31, 2009
\$1,608.95

Expenditures:

None

Total Expenditures: \$ 0.00

Receipts:

Dues Deposit

\$ 220.00

Dues Deposit

\$ 120.00

Balance as of January 21, 2010

\$ 1,948.95

Respectfully submitted by

*Submitted by Linda Jensen, MMC
Secretary/Treasurer*

Thank you for Outstanding Clerk's Award 1ST Class and Larger

Words cannot begin to express my appreciation and gratitude to the Nebraska Municipal Clerk's Association for naming me the Outstanding Clerk for 2010 in the 1st Class and Larger cities category. I am honored and humbled to receive this awesome award. THANK YOU!!



None of this would have been possible without the support of my family and co-workers. After all, they are the ones that make my job easy and make me look good. God has truly blessed me with the best. It's such an honor to be recognized for something I absolutely love to do. I can't imagine not enjoying going to work every day.

A huge thank you needs to go to the UNO staff for all the work they do in offering the Clerks across this great state an outstanding education. I also want to thank the Southern Seven Area Clerks' Association for an awesome banquet. Aaron Davis was such a delight to hear. It will be a night I will never forget.

Thanks again to all of you for making this a very special evening for me.

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Submitted by RaNae Edwards, Grand Island City Clerk



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.

May Birthdays

Raquel Felzien Franklin 5/1
Dawn Gall Howells 5/1
Cynthia Markham Merna 5/1
Carol Arent Aurora 5/2
Tamela Stephens Pawnee City 5/3
Jessie Faber Grant 5/4
Pamela Berke Lexington 5/4
Cindy Dickinson Scottsbluff 5/12
Vanee Holtmeier McCool Junction 5/15
Loretta McCoy McGrew 5/16
Sandra Moses Omaha 5/19
Melissa Harrell Wahoo 5/20
Roxanne Meyer Hooper 5/21
Al Vacanti Scribner 5/21



Sherrie Bartell Sutton 5/21
Christine Eads Clay Center 5/23
Ann Trickler-Wessel Hemingford 5/24
Melissa Waggoner Potter 5/26
Elaine Hamm Neligh 5/30

** List reflects the names of those who have paid dues thus far.*



**Municipal Legal Calendar
(All statute citations to Revised Statutes of Nebraska)**

APRIL 2010

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 following Council meeting..... Clerk publishes official proceedings of meeting. (19-1102)
- End of each quarter Report from depository banks. (16-714)
- Semiannually Mayor and Council publish a statement of receipts and expenditures (16-722)
- At end of month..... Clerk files monthly report. (16-317)
- Within 20 days after end of month..... Treasurer files monthly financial report. (16-318)
- April 30..... Liquor licenses (other than Class C) expire unless renewed. (53-124)
- * * 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 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)
- April 30..... Liquor licenses (other than Class C) expire unless renewed. (53-124)
- ** 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 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)
- April 30 Liquor licenses (other than Class C) expire unless renewed. (53-124)
- ** Clerk must prepare agenda prior to next Board meeting (84-1411)