
NEBRASKA MUNICIPAL CLERKS NEWSLETTER

October 2004



New NMCA President Weber says hello, sets goal to attend regional area meetings

*By Jolynn Weber
Administrator/Clerk/Treasurer
Albion
NMCA President*

Hello Fellow Clerks.

I'm excited for what this year has in store for me, but also very nervous when it comes to the extent of the workload. I have ONE goal for myself, which is to attend one meeting of each of the regional areas. Some of you might question only having one goal, but I feel

Historian request

If anyone has, or knows clerks who would have pictures, or programs from past years' Clerks' Institutes, please notify or send them to Linda Jensen of Central City, 308-946-3806.

that this goal at times could be hard to accomplish. I would like to have the Presidents of those regional areas contact me, so we can start getting my schedule set up. If that isn't possible, I will be contacting them.

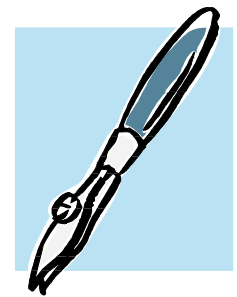
There was some concern regarding the IIMC Annual Conference in St. Paul, Minnesota. The Nebraska Clerks are trying to line up a bus ride to Minnesota, but it is VERY IMPORTANT to contact Barb Whitley from Geneva, so she can get an exact count of persons riding. At this time she has checked into a 56-passenger bus from Kearney; \$73.81 per person (estimate). They will pick up anywhere along I-80, from May 22 to May 27. Make sure, if you know you are going, to contact Barb at 402-759-3109. If at this time you are not sure, find out as soon as possible.

Please keep watch for the next couple of issues of the newsletter as it will have important information regarding the 2005

Clerks' Institute, the Silent Auction, and, most importantly, the scholarships. I hope

many of you will make an extra special effort to make it to the institute. This year, it will be held in Kearney, at the Holiday Inn.

Talk with you soon. Take care,
Jolynn Weber



IIMC Annual Conference

Barb Whitley of Geneva (402-759-3109) is working very hard to get a bus lined up to take the Nebraska Clerks to St. Paul, Minnesota. Please let her know ASAP if you intend to ride on the bus. What a great way to see scenic countryside, socialize and make new friendships!!!

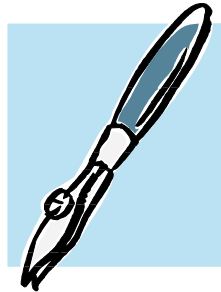


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How to streamline your life

Everyone is busy these days and could benefit from doing a little streamlining when it comes to time management. Here are a few ways to try to recoup some time for yourself:

- **When you cook**, make a double batch and freeze the extra portion for a future meal.
- **Buy your movie tickets** in line, so you don't have to spend time waiting in line at the theater.
- **Sign up for automatic bill paying** on your bank's Web site.
- **Keep a stash of birthday cards** on hand at home. That way you don't have to go in search of one each time you want to send one.
- **Book early appointments.** This helps avoid possible delays when you are waiting to see your doctor or dentist, etc., because they haven't had much of a chance to fall behind in their days yet.
- **Buy ready-to-eat foods** in the market so you don't have to cook.

– Adapted from *Real Simple*



Deck receives Master Municipal Clerk designation

Beth Deck, MMC, Municipal Clerk for the City of Norfolk, has been awarded the professional designation of Master Municipal Clerk from the International Institute of Municipal Clerks (IIMC). Raymond Garubo, Ph.D., Director of Education, and Toni Brandt, Accreditation Specialist, with IIMC congratulated Deck and stated several marks of professionalism have stood the test of time: the diligent practice of one's chosen profession, a steady commitment to learning, and sharing one's

knowledge and skills with one's colleagues and the wider community.

Garubo and Brandt said that Deck has shown a commitment to this professionalism. Elizabeth H. Kiss, MMC, IIMC President, said that Deck joins 327 other Municipal Clerks who have earned the MMC designation. Kiss, on behalf of the entire IIMC family, expressed a sincere pride in Deck's accom-

CHEERS!



plishments and commitment to lifelong learning and improving professional performance for the public good.

Deck has been employed by the City of Norfolk since 1989 and as City Clerk since 1994. Deck has been an active member of IIMC since January 1991. Deck serves as Region IV Director for the Nebraska Clerks Association, received the Clerk of the Year Award from the Nebraska Municipal Clerks' Association in 2003, and is very active in the Northeast Nebraska Clerks Association.

Mikkelsen named member of IIMC Master Academy

Barbra J. Mikkelsen, CMC, City Clerk/Treasurer of the City of Aurora, has been accepted as a member in the Master Municipal Clerk Academy Program of the International Institute of Municipal Clerks (IIMC).

IIMC President Elizabeth H. Kiss, MMC, Municipal Clerk of East Brunswick Township, New Jersey, said: "I am honored to welcome Ms. Mikkelsen as a member in the Master Municipal Clerk Academy. She is dedicated to municipal service and an inspiration to all members of our profession."

To date, about 15 percent of 10,300 members of the IIMC have qualified for the Master Municipal Clerk Academy status.

Ms. Mikkelsen has been employed with the City of Aurora since March 1993, serving as Accounting Billing Clerk and Deputy Clerk/Treasurer before appointment to her current position of City Clerk/Treasurer in December 2000.

She completed an IIMC-approved Certification Program and received her Certified Municipal Clerk (CMC) designation in September 2000.

Continuing her professional education, she has completed IIMC-approved Academy Programs.

She also has completed other courses, seminars and conferences relating to local government.

Active in professional affiliations, she is a member of the IIMC, Nebraska Municipal Clerks Association, and served as Secretary/Treasurer, Vice President and President of the South Central Clerks Association.

Ms. Mikkelsen has been a member of the IIMC since November 1995.



OUTSTANDING CLERK AWARD NOMINATION FORM

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

Deadline for nominations is December 31, 2004.

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:

Beth Deck, MMC, Chairperson

NE Municipal Clerks Awards Committee

127 North 1st Street

Norfolk, NE 68701



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.

November Birthdays

Jean Rahn	Allen	11/1
Glenna Vodicka	Rushville	11/1
Linda Miners	Taylor	11/2
Marlene Mohr	Madrid	11/4
Nancy Morefeld	Stanton	11/4
Marilyn Larson	Mead	11/5
Donna Hirsch	Jackson	11/6
Kim Robb	Lyman	11/6
Shirley Lewis	Lexington	11/7
Bonnie Otte	Scottsbluff	11/8
Vickie Nelson	Axtell	11/9
Leatha Christ	Diller	11/9
Nancy Bryan	Osceola	11/11
Theresa Schnoor	Palisade	11/11
Cheryl Kraft	Waco	11/11
Sandra Jacobs	Chappell	11/12
Beverly Bornschlegl	Bradshaw	11/13
Arnold Jakobowshi	Howells	11/13
Lynn Kolbert	Culbertson	11/14
Theresa Bloomquist	Linwood	11/14
Kimberly Ramsay	Pilger	11/14



Janet Greenwalt	St. Paul	11/15
Dianne Werner	Battle Creek	11/16
MaryLou Meister	Brainard	11/16
Lorraine Smith	Clarkson	11/16
Barbara J. Whitley	Geneva	11/17
Annette L. Malmstrom	Scotia	11/17
Barbara Rabe	Wisner	11/17
Cheryl Eckerman	Elkhorn	11/23
Marvalee Sudbeck	Laurel	11/23
Bernice Blecha	Osmond	11/23
Sharon Welsch	Goehner	11/24
Jerry Wilcox	Curtis	11/25
Lori Pahl	Ruskin	11/26
LeAnn Brown	Oshkosh	11/28
Ann Betka	Friend	11/30



Municipal Legal Calendar

(All statute citations to Revised Statutes of Nebraska)

DECEMBER 2004

CITIES OF THE FIRST CLASS

- Each month Clerk publishes ordinances passed within 15 days after passage. (16-405)
- Within 10 days from meeting or before next meeting (whichever is sooner) Clerk to have minutes available for public inspection. (84-1413)
- Within 30 days from Council meeting Clerk publishes official proceedings of meetings. (19-1102)
- Last Day Clerk files monthly report. (16-317)
- Last Day Treasurer files monthly financial report. (16-318)
- Dec. 31 Annual Financial Street Report Forms 1 through 6 to the Board of Public Roads Classifications and Standards due December 31.
- Dec. 31 Clerk files report on city's section 401(a) retirement plan (if city has retirement plan) with the Public Employees Retirement Board and the Legislature's Retirement Committee. (19-3501)
- * * Clerk must prepare agenda prior to next Council meeting. (84-1411)
- Reminder Notice of automatic renewal of liquor and beer other than Class C licenses must be published between January 10 and January 30 of each year. (53-135-01)
- Reminder 1 and 6 year plans are due at the Nebraska Department of Roads no later than March 1, 2005. (39-2115, 39-2117)
- Reminder On or before January 31 provide county assessor each new lease or changed preexisting lease which went into effect during the previous year and a listing of previously reported leases that are still in effect. (77-202.11)

CITIES OF THE SECOND CLASS AND VILLAGES

- Each month Clerk publishes ordinances passed within 15 days after passage (17-613)
- Within 10 days from meeting or, before next meeting (whichever is sooner) Clerk to have minutes available for public inspection. (84-1413)
- Within 30 days from Governing Board meeting Clerk publishes official proceedings of meeting. (19-1102)
- Last Day Treasurer files monthly financial report. (17-606)
- Dec. 31 Annual Financial Street Report Forms 1 through 6 to the Board of Public Roads Classifications and Standards due December 31.
- Dec. 31 Clerk files report on city's/village's section 401(a) retirement plan (if city has retirement plan) with the Public Employees Retirement Board and the Legislature's Retirement Committee. (19-3501)
- * * Clerk must prepare agenda prior to next Council or Board meeting. (84-1411)
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