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# NEBRASKA MUNICIPAL CLERKS NEWSLETTER

October 2008



## Message from the President

*By Beth Deck, Clerk, Norfolk  
NMCA President*

### What is NMCA?

Several clerks have asked that the Nebraska Municipal Clerks' Association (NMCA) be explained to clerks to provide education on what NMCA is and what it does for members.

NMCA is a section of the League of Nebraska Municipalities whose mission statement is "To represent the interests of member cities and villages to preserve local control and empower municipal officials to shape the destiny of their municipality and improve the quality of life of their citizens." The League's web site is located at <http://lonm.org/>

The Nebraska Municipal Clerks Associations' objectives are to:

- **Promote the interests** of Municipal Clerks
- **Promote professional administration** of Municipal Clerks' offices
- **Promote improved standards** of efficiency for Municipal Clerks
- **Promote better municipal government** through increased cooperation with other municipal officials
- **Promote effective legislation** on all levels for the professionalization of Municipal Clerks

For more information, check out the NMCA web site at <http://clerkinstitute.unomaha.edu/>

NMCA includes active, associate and honorary memberships.

This is more fully explained in the Constitution and By-Laws. (If you need a copy, please let me know.)

The Clerks Association provides a mode of education, communication and networking opportunities between the International Institute of Municipal Clerks (IIMC), the University of Nebraska at Omaha (UNO), the League of Nebraska Municipalities (LONM), and the various area clerks associations.

This is a brief overview of the role of NMCA. If you have any questions, please contact me. In an upcoming newsletter, I will explain the role of the Executive Board and District Directors of NMCA.

*"Rest is not idleness and to lie sometimes on the grass on a summer day listening to the murmur of water or watching the clouds float across the sky is hardly a waste of time."* – Banker/Statesman/Naturalist Sir John Lubbock

*Beth Deck, MMC  
City of Norfolk  
[bdeck@ci.norfolk.ne.us](mailto:bdeck@ci.norfolk.ne.us)  
402-844-2012*





## South Central Clerk's Association Minutes

The South Central Clerk's Association met on Oct. 15, 2008 at The Mill in DeWeese. The meeting was called to order by President Julie Buescher. Members attending were President Julie Buescher of Deshler; Vice President Jennifer Bassett of Fairfield; Secretary/Treasurer Cindy Sanders of Guide Rock; Sue Dallegge of Hampton; Charlynn Kral Krcilek of Giltner; Karen Kumke of Blue Hill; Debbie Thayer of Bladen; Barb Mikkelson and Carol Arent of Aurora; and, Judy Schott and Sandra Schendt of Nelson. Motion by Dallegge to approve

minutes of the July 16, 2008 meeting, second by Bassett. Motion carried. Motion by Bassett to approve Treasurer's Report with a \$337.51 balance, second by Buescher. Motion carried. Open discussion consisted of payment by credit/debit card and automatic withdrawal; the Department of Roads letter; fair treatment and anti-threat policies. Motion by Bassett to have a gift exchange at our next meeting, second by Mikkelson. Motion carried. Judy Schott and Sandra Schendt invited us to Nelson for

the Jan. 21, 2009 meeting. Motion to Kumke to adjourn, second by Sanders. Motion carried.

*Submitted by Cindy Sanders  
Secretary/Treasurer  
South Central Clerk's Association*

### Treasurer's Report

Beginning Balance \$337.51  
Receipts  
Expenses  
Ending Balance \$337.51

**Please print out and send in your NMCA membership statement, which appears on page 5.**

## IIMC Conference in Chicago

Several clerks have indicated they will be attending the 63rd Annual IIMC Conference next year (May 19 - May 23, 2009) in Chicago, Illinois. We're not sure whether it is feasible to charter a bus or whether clerks would rather just travel together via plane or car, but we would like to get a head count of those planning to attend the conference.

The theme of the conference is

"With Education - The Sky's The Limit." I know there isn't much information out about the conference yet, but that should be coming within the next month or two.

If you plan to attend, please contact me.

*Beth Deck  
City Clerk  
127 N 1st Street  
Norfolk, NE 68701  
402-844-2012  
[bdeck@ci.norfolk.ne.us](mailto:bdeck@ci.norfolk.ne.us)*

## Attention all Clerks

Don't forget to share information about events in your community and items of interest for your city or village.

These articles are the most helpful and interesting to each of us. When you submit them to the League, ask that they be put under the "City News" section. Thanks!

*Submitted by Debra Schaefer, Seward*



## Northeast Nebraska Clerks Association

The Northeast Nebraska Clerk's Association met on Oct. 16, 2008 at Norfolk City Council Chambers in Norfolk. President Alisha Bartling called the meeting to order at 1:04 p.m. Clerks from the following communities were present: Meadow Grove, Norfolk, Randolph, Wayne, Genoa, Ponca, O'Neill, two from Madison, Cedar Rapids, Wausa, Battle Creek, Neligh, Wisner, Verdigre, two from Creighton, Hartington, Oakdale, and South Sioux City. Guest speaker was Attorney Dave Ptak.

A motion to approve the July 17, 2008 minutes was made by Nikki Johnston from O'Neill. There was a seconded by Carmen Jacobs from Creighton. Motion carried.

Denise Peterson of Ponca gave the Treasurer's Report. There was a motion to approve the treasurer's report made by Betty McGuire and seconded by Crystal Lenzen from Hartington.

There was motion to approve one claim to go to Dee's Delight of \$97.50 made by Barbara Rabe from Wisner. There was a second by Karen Kleinschmit from Wausa. Motion carried.

The 2009 Banquet was discussed for the Clerk Institute and Academy for the meal options and was decided on. Sue Murray had a little presentation on the Nebraska Certified Public Manager Program (CPM). Sue handed out some pamphlets for everyone to look over. She has found it to be a good experience for learning more. The classes are mostly held one weekend a month at UNO Campus for 15 courses total in 12 months.

Out of these courses there were about four of them that were done online. She stated that going into the program she thought there would be younger people there. Once she got there and saw all the classmates, she realized there is a big

range of age and diversity.

The search committee comprised of Nikki Johnston of O'Neill, Carmen Jacobs of Creighton and also Barb Rabe of Wisner and will have names for the Jan. 15, 2009

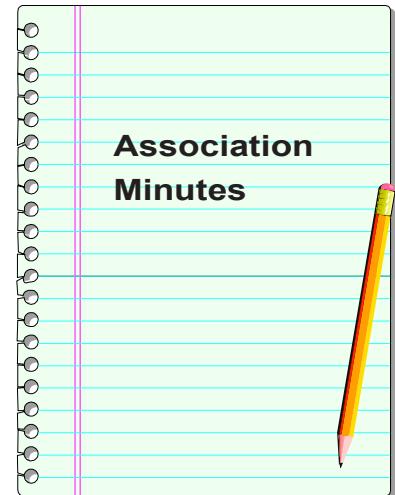
meeting for election of officers. The president asked that they try to find at least two people to be on the ballot. The Jan. 15, 2009 meeting will be in Norfolk at the city council chambers at 1 p.m. And Beth is going to look for others to cater the meal for us. The Sunshine Committee reported a couple cards sent out for funerals and also a plant for Diane Werner's funeral. Jennifer Carr stated that she has the obituary from her funeral and asked if there was a place that we should put it. The other clerks suggested putting it in the Nebraska Clerks scrapbook.

Meeting adjourned at 2:47 p.m.

The next meeting will be January 15, 2009 at the Norfolk City Council Chambers.

Attorney Dave Ptak introduced himself and then started talking about the zoning issues that other clerks had for him.

*Submitted by Jennifer Carr – Secretary*





## 3 ways to ease your anxiety during the holidays

For many, the end-of-the-year wrap-up duties at work collide mightily with what should be pleasurable personal activities after hours, and pretty soon it all seems like work that will never get done. Here are three tips to help you navigate your personal obligations:

### 1. Aim for “good enough.”

Stop striving for perfection. You’ll only drive yourself – and anyone else in your orbit – nuts. You can’t make everything ideal. No tree is perfect; cookies don’t have to be made from scratch. Do your best, then move on.

### 2. Prioritize your socializing.

With all the parties and get-togethers going on during the holiday season, don’t feel obligated to attend every single function. Decide which events are most important both professionally and personally, and skip the nonessential ones.

**3. Divide the labor.** Separate your to-do list into small, manageable chunks. Instead of exhausting yourself by trying to do everything at once, wrap one or two gifts every evening. Shop online during lunch breaks for 20 minutes at a time. Write five holiday cards each morning. Break down tasks however you can so they’re not daunting.

## Quotes

### Disconnect

“If you can keep your head while all the others around you are losing theirs – get somebody to explain the situation to you.”

– *Author unknown*

### Power of one

“We can’t do everything for everyone everywhere, but we can do something for someone somewhere.”

– *Richard L. Evans*

### What if

“Life expectancy would grow by leaps and bounds if green vegetables smelled as good as bacon.”

– *Doug Larson*

## Silent Auction Update

As the holidays approach and you are getting out your decorations and you can’t find a place for something, put it back and take it to Clerks School for the Silent Auction.

One of the jobs of the 2<sup>nd</sup> Vice President is to make sure the Silent Auction is a SUCCESS – and I am just picking up where Barb left off. I want this to be the biggest one ever for the number of items brought. Just remember the

money raised goes to the Scholarship Fund and with the economy the way it is – the more money available – the more scholarships available.

This requires a TEAM effort and remember the “e” in team means everyone. See you next month.

– *Submitted by Diane Fries, Franklin NMCA 2<sup>nd</sup> Vice President*



**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 any questions, please contact me at 402-759-3109 or [bwhitley@cityofgeneva.org](mailto:bwhitley@cityofgeneva.org).

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, MCM  
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.

## December Birthdays

|                         |                     |       |                          |                    |       |
|-------------------------|---------------------|-------|--------------------------|--------------------|-------|
| Alisha Bartling .....   | Verdigre .....      | 12/1  | Liz Johnsen .....        | Stapleton .....    | 12/18 |
| Emily Bausch .....      | Hickman .....       | 12/2  | Jane Skinner .....       | Ogallala .....     | 12/19 |
| Marilyn Schmidt .....   | Liberty .....       | 12/2  | Susan Kluthe .....       | Cairo .....        | 12/20 |
| Nikki Johnston .....    | O'Neill .....       | 12/2  | Bonnie Gilpin .....      | Wolbach .....      | 12/20 |
| Kathleen Fauver .....   | Springfield .....   | 12/4  | Glenda Bell .....        | Harvard .....      | 12/21 |
| Bernice Govecki .....   | Farwell .....       | 12/5  | Jeanne Hoggins .....     | Milford .....      | 12/23 |
| Linda Jensen .....      | Central City .....  | 12/7  | Carolyn Nelson .....     | Minatare .....     | 12/23 |
| Carri Vavra .....       | Milligan .....      | 12/7  | Shari Auge .....         | Newman Grove ..    | 12/23 |
| Debbie Gilmer .....     | Friend .....        | 12/8  | Mary Ducheneaux .....    | Tekamah .....      | 12/24 |
| Sharon Reinmiller ..... | Staplehurst .....   | 12/8  | Carol Bruggeman .....    | Johnson .....      | 12/25 |
| Katherine Roche .....   | Blue Springs .....  | 12/9  | Jessica Tuttle .....     | Dorchester .....   | 12/27 |
| Darlene Divis .....     | Rogers .....        | 12/9  | Jean Polzkill .....      | Central City ..... | 12/27 |
| Lori Perlinger .....    | Elsie .....         | 12/11 | Janice Hughes .....      | Naponee .....      | 12/28 |
| Debra Thayer .....      | Bladen .....        | 12/11 | Verna Moore .....        | Wymore .....       | 12/28 |
| Jan Singleton .....     | Hayes Center .....  | 12/12 | Kathy Leggott .....      | Elwood .....       | 12/29 |
| Susan Dallegge .....    | Hamptom .....       | 12/13 | Kristi Janda .....       | Roca .....         | 12/29 |
| LaDonna Bennett .....   | Bertrand .....      | 12/15 | Harold Thompson .....    | St. Edward .....   | 12/29 |
| Mary Wallen .....       | Nebraska City ..... | 12/16 | Robert Bickerstaff ..... | Santee .....       | 12/30 |
| Kay Kennicutt .....     | Eddyville .....     | 12/17 | Marilyn Varner .....     | Seward .....       | 12/30 |
| RaNae Edwards .....     | Grand Island .....  | 12/17 | Cynthia Petersen .....   | Oakland .....      | 12/31 |
| Becky Schernikau .....  | Holstein .....      | 12/17 | Fred Ruff .....          | Terrytown .....    | 12/31 |
| Roger Spencer .....     | Funk .....          | 12/17 | Amy Hunzeker .....       | Table Rock .....   | 12/31 |



## **Municipal Legal Calendar**

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

### **DECEMBER 2008**

#### **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, 2009. (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)   |
| 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, 2009. (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) |