
NEBRASKA MUNICIPAL CLERKS NEWSLETTER

March 2009



Message from the President

*By Beth Deck, Clerk, Norfolk
NMCA President*

Thanks to all of you who helped with the 2009 Municipal Clerks' Institute and Academy. It was another successful year and, as always, Institute Director Chris Reed, Deputy Director Melanie Kiper and their assistant, Vivian Liu, did a great job organizing and scheduling the learning sessions as well as securing quality speakers. There were 24 first year clerks; 29 second year clerks; 27 third year clerks; and 126 academy clerks who attended the conference. It is always helpful to retain the notebooks and other information distributed during the conference for future use. I also want to thank all of the Committee Chairpersons and members who did a wonderful job – it all takes a lot of planning and hard work and the Board of Directors is grateful for such a willingness to serve others as clerks demonstrate. I guess I shouldn't be surprised,

though, since serving others is a big part of what clerks do! As usual we were all ready to head home on Friday – I haven't spent an entire week at the conference for many years so I appreciate the time Institute participants dedicate to learning!

Committee sign-up sheets: We still need clerks, or an area clerks association, to volunteer for the **Wednesday Night Hospitality Committee**.

Please email me your names, or association name, as soon as possible. In the alternative, I will need to make appointments to the committee. Thank you in advance for your help.

A **very special thank you** to the Northeast Nebraska Clerks Association for all the hard work putting together such a wonderful banquet! It was fun dressing up for an evening of glamour at the Clerks Academy Awards!

Congratulations to the Outstanding Clerk Award recipients:

Jerry Wilcox, Crete (first class city or larger); Cinda Jones, Randolph (second class cities); and Kim Schilousky, Cedar Rapids (village).

Congratulations also to the newly elected Officers and Directors, who will take office in October:

President Barb Whitley (Geneva)
First Vice-President Diane Fries (Franklin)
Second Vice-President Vanee Holtmeier (McCool Junction)
Secretary/Treasurer Mary Kempf, West Point
District 3 Director Kellie Crowell, Ravenna
District 4 Director Cynthia Petersen, Oakland
District 5 Director Linda Carroll, Fairmont



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Proclamation – Municipal Clerks Week

May 3 through May 9, 2009

Whereas, The Office of the Municipal Clerk, a time honored and vital part of local government exists throughout the world, and

Whereas, The Office of the Municipal Clerk is the oldest among public servants, and

Whereas, The Office of the Municipal Clerk provides the professional link between the citizens, the local governing bodies and agencies of government at other levels, and

Message from the President

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Just a reminder — Municipal Clerks Week is May 3 – 9, 2009. A sample proclamation is included in this newsletter.

On an aside, my four-year-old grandson had the most amazing look of wonderment on his face when I walked into their house. I think he ACTUALLY BELIEVED I had moved away! He got an extra big hug!!

Beth Deck, MMC
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The oldest, shortest words – “yes” and “no” – are those which require the most thought.
Ginger Snaps – Fun Thoughts on Life by Dian Ritter

Whereas, Municipal Clerks have pledged to be ever mindful of the neutrality and impartiality, rendering equal service to all.

Whereas, The Municipal Clerk serves as the information center on functions of local government and community.

Whereas, Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, province, country and international professional organizations.

Whereas, It is most appropriate that we recognize the accomplishments of the Office of the Municipal Clerk.

Now, Therefore, I,

_____, Mayor of _____,

do recognize the week of May 4 through May 10, 2008, as Municipal Clerks Week, and further extend appreciation to our Municipal Clerk, _____ and to all Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.

Dated this day _____ of _____, 2008
Mayor

Attest: _____



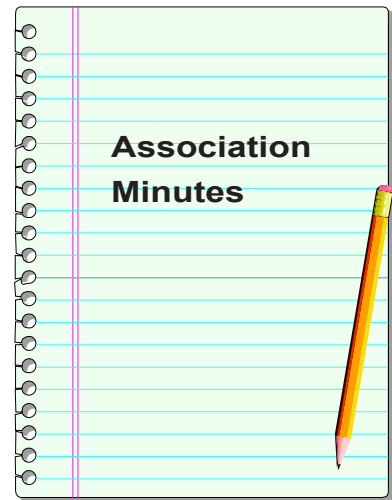
Three Rivers Clerks Association – Jan. 15, 2009

The Three Rivers Clerks Association met for their regular meeting on Thursday, Jan. 15, 2009, at Yoli's Mexican Restaurant in Fremont.

President Patty Knobbe opened the meeting with the following members present: Patty Knobbe, Snyder; Brenda Weitzenkamp, Uehling; Al Vacanti, Scribner; Sheri Henderson, Ceresco; Mary Kempf, West Point; Shawn Smith, Valley; Lori Kathol, Dodge; Joan Suhr, Valley; Nancy Hert, Waterloo; Melissa Johnson, Waterloo; Roxanne Meyer, Hooper; Theresa Busse,

North Bend; Kim Volk, Fremont; and Mindi Laaker, Bennington. Also present was guest speaker Deb Eggleston. President Knobbe asked if there were any additions or corrections to the Oct. 16, 2008, minutes. Kim Volk made the motion to approve the Oct. 16, 2008, minutes as presented, seconded by Theresa Busse. Motion approved.

Due to the resignation of Kim Thurlow as secretary/treasurer, President Patty Knobbe presented the treasurer's report. Dues totaling \$210.00 had been collected at the last meeting,



leaving an account balance of \$1,720.80. There were no bills presented.

President Knobbe then asked for nominations to fill the secretary/treasurer position. Joan Suhr moved that Theresa Busse be appointed to fill the position, Al Vacanti, seconded. Motion approved.

President Knobbe stated there were no committee reports. She offered to send a sympathy card to Charlynn Kral Krcilek's family in Giltner and a get well card to Mary Lou Ritter from Lyons.

With a new member present we went around the table to introduce ourselves to Al Vacanti from Scribner.

Thank You

I would like to express my deep appreciation to the Nebraska Municipal Clerks Association for naming me the Outstanding Clerk for 1st Class and Larger Cities for 2009. It is such an honor to even be considered to be eligible for this designation. We have such a great organization to lean on for information and the association with UNO for the Institute and Academy has brought a level of credibility to our profession that is second to none. I also need to thank the association for the opportu-

**THANK
YOU**

nity to serve on the Executive Board and as an officer. I recommend that everyone consider this at some time in their career as a municipal clerk. PS Thanks to the Northeast Clerks Association for a wonderful banquet.

*Submitted by Jerry Wilcox,
Clerk/Treasurer, Crete*

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Three Rivers Clerks Association – Jan. 15, 2009

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Mary Kempf, District 4 Director, reported that the DED donated \$10,000 to be used for scholarships for those attending the 2009 Nebraska Municipal Clerk Institute/Master Municipal Clerk Academy in North Platte. She noted that there would be no graduating class or skit this year due to the added requirements to graduate, it now takes three-and-a-half years. The banquet theme this year is “Academy Awards”; she encouraged all to wear their best gowns. Mary announced that she was running for the secretary/treasurer position of the Nebraska Municipal Clerk

Association and asked if anyone would be interested in running for her District 4 Director position.

President Knobbe asked for suggestions for the silent auction item to be given from our association. All agreed to have Mary Kempf get another set of embroidered towels. Mary noted that our association shirts should be worn on Thursday. Those needing to order may do so at the Embroidery Connection in Fremont.

New Business: Sheri Henderson reported that she has been working on a committee to review and update the state retention schedules. If anyone has questions concerning this topic, please contact Sheri and she will get the answer for you.

Mary Kempf offered to have the next meeting in West Point

on April 16, 2009. A tour of their new community center will be given.

A motion to adjourn the meeting was made by Sheri Henderson, seconded by Roxanne Meyer. Motion carried.

Following lunch, Deb Eggleston, Scribner Economic Development Coordinator, explained her job/accomplishments working for the City of Scribner. They have formed several new committees, worked on new projects, received various grants, and set goals for their community. She stressed how wonderful their community has been, not only financially, but also by volunteering their time and talent so the various goals could be reached.

*Submitted by Theresa Busse
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.

Commence laughing

Soon, we will be attending high school and college graduations. Here are some lighthearted takes on graduation ceremonies.

Garry Trudeau: “Commencement speeches were invented largely in the belief that outgoing college students should never be released into the world

until they have been properly sedated.”

Robert Orben: “A graduation ceremony is an event where the commencement speaker tells thousands of students dressed in identical caps and gowns that ‘individuality’ is the key to success”



The Nebraska Certified Public Manager[®] (CPM) Program

Is expanding to
Kearney NE
in June 2009!!

The Nebraska CPM Program is funded and sponsored by the University of Nebraska Omaha (UNO) School of Public Administration. With this expansion, the program will be offered at two campuses in Nebraska—Omaha and Kearney—as well as online.



The Kearney program will:

- Provide a comprehensive set of leadership and management courses that lead to a national certification
- Involve faculty from the University of Nebraska Omaha (UNO), University of Nebraska Kearney (UNK) and University of Nebraska Lincoln (UNL)
- Emphasize development of practical skills that will help participants improve themselves and their organizations
- Include a mix of on campus and online coursework and a major project

Go to <http://www.unomaha.edu/cpm/index.php> for more information and an application.

Applications for the 2009-2010 cohort are due May 1, 2009.



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	May 1	Roxie Baumann	Grafton	May 18
Deb Cunningham	South Bend	May 1	Patricia Wiekhorst	Potter	May 18
Cynthia Boyd	Merna	May 1	Sandra Moses	Omaha	May 19
Carol Arent	Aurora	May 2	Tina Wiist	Chambers	May 20
Tamela Stephens	Pawnee City	May 3	Joan Rosendahl	Creston	May 20
Pamela Berke	Lexington	May 4	Melissa Harrell	Wahoo	May 20
Tina Wolak	Imperial	May 7	Sherrie Bartell	Sutton	May 21
Jeri L. Rowen	Lorton	May 7	Roxanne Meyer	Hooper	May 21
Connie Miller	Pender	May 7	Dorothy Ann Gaeth	Arlington	May 23
Kerry Kinkade	Long Pine	May 7	Christine Eads	Clay Center	May 23
Lisa Beaudette	Walthill	May 9	Ann Trickler-Wessel	Hemingford	May 24
Cathy Wade	Lynch	May 10	Karen Rasmussen	Lewellen	May 24
Cindy Dickinson	Scottsbluff	May 12	Joan Cautrell	Magnet	May 26
Myrna Mulligan	Haigler	May 13	Julie Hageman	Ithaca	May 27
Vanee K. Holtmeier	McCool Junction	May 15	Belinda Daly	Arthur	May 29
Loretta McCoy	McGrew	May 16	Elaine Hamm	Neligh	May 30
Martha Mayhew	Alda	May 17	Linda Backhaus	McClellan	May 31
Ramona Baker	Winnebago	May 17			



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

MAY 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 following Council meeting	Clerk publishes official proceedings of meeting, including claims. (19-1102)
First Day	Automatic renewal of beer and liquor licenses (except Class C). (53-124)
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 or posts ordinances passed. (17-613)
Within 30 days following Council meeting	Clerk publishes official proceedings of meeting, including claims. (19-1102)
First Day	Automatic renewal of beer and liquor licenses (except Class C). (53-124)
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 or posts ordinances passed. (17-613)
Within 30 days following Board meeting	Clerk publishes official proceedings of meeting, including claims (19-1102)
First Day	Automatic renewal of beer and liquor licenses (except Class C). (53-124)
Within 20 days after end of month	Treasurer files monthly financial report. (17-606)
* *	Clerk must prepare agenda prior to next Board meeting. (84-1411)