

NEBRASKA MUNICIPAL CLERK'S ASSOCIATION

Quarterly Newsletter - December 2025

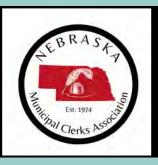


A Message from the President - Derek Bargmann

Merry Christmas Season!

I hope this newsletter finds you all doing well and enjoying this blessed season. As we close out another calendar year, I want to encourage everyone to slow down, reflect and set some goals for 2026. Sometimes, showing up each day is half the battle—be kind to yourself! I want to recognize former President Tami Comte for her 42 years in municipal service and wish her a happy retirement. As I approach this office, I want to express my gratitude to serve in this role. I promise to do my best to represent other clerks, my community, and most of all, my family (Molly, Burke-11, Briggs-9, Boston-7, Briar-5).

I am looking forward to seeing many of you at our annual conference in March which is now on the horizon. Get signed up and come ready!



In this newsletter:

- Board Member Intros
- Institute vs. Academy desc.
- Wakefield Training Summary
- Upcoming Election Info

PRESIDENT - DEREK BARGMANN, SEWARD

1ST VICE PRESIDENT - RAQUEL FELZIEN, FRANKLIN

2ND VICE PRESIDENT - ERIN SAATHOFF, BEATRICE

SECRETARY - KAYLA EISENMENGER, OAKLAND

TREASURER - TAMMY TISDALL, GRETNA

PAST PRESIDENT - KELLIE CROWELL, RAVENNA

DISTRICT 1 DIRECTOR - JANINE SCHMIDT, MORRILL

DISTRICT 2 DIRECTOR - DIXIE SICKELS, ARAPAHOE

DISTRICT 3 DIRECTOR - GWENDA HORKY, SARGENT

DISTRICT 4 DIRECTOR - PAM VANDER VEEN, WAKEFIELD

DISTRICT 5 DIRECTOR - DEANNA PERRY, SHELBY

On behalf of the Executive Board, we would like to express our congratulations to both Kayla and Gwenda on their appointment to the Board. We feel confident they will do an outstanding job!

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MEET THE NEW MEMBERS OF THE NMCA BOARD (IN THEIR WORDS)

Secretary: Kayla Eisenmenger, City of Oakland

Kayla Eisenmenger was born and raised in Oakland, NE (Once a Knight always a Knight!). She attended Wayne State College (Go Wildcats!) and received her bachelor's degree in Family Consumer Science and Early Childhood. After working in early childhood education, she transitioned into management as the Seward VFW Manager for three years. Following her husband Dane's job opportunity at O-C Public Schools, they returned to Oakland to be closer to family allowing her two children Kenadee (10) and Cole (8) to become little Knights themselves. In 2017, Kayla discovered a passion for municipal work and was hired as the City Clerk of Oakland, a position she continues to hold today. Kayla earned her Certified Municipal Clerk (CMC) designation in 2020 and is currently working toward her Master Municipal Clerk (MMC). She serves on several local boards and committees, including the Burt County Economic Development Board, Three Rivers Housing Development Corporation, Oakland Rural Fire District, and the Salem Covenant Church Daycare Board. She takes great pride in her community and her family's long-standing heritage in Oakland.

When Kayla is not working, she is running around with her / for her children's sporting / extra-curricular activities soaking up every minute with them as time is flying and gets reminded repeatedly from her daughter that she only has 8 more years left and her brother 9! With a busy family life filled with events, nieces, nephews, and friends, personal hobbies are currently on hold. Kayla is excited to serve on the NMCA Board this year with many passionate fellow clerks and to give back to those that gave time and continue to in her journey as a City Clerk.

District 3 Director: Gwenda Horky, City of Sargent

Gwenda Horky has been the City Clerk in Sargent for 16 years. Before coming to the City Gwenda worked in a bank, accounting firm, and para at Sargent Public Schools. In 2008 graduated from UNK with a Bachelors in Business Education, earned her CMA, and is on the LARM board.

Gwenda and her husband Mark raised their family in Sargent, and now have grandchildren growing up in the area. It is important to Gwenda that the young families in the Sargent area have a great place to raise their families. Gwenda favorite thing to do is spend time with grandkids, kids and friends. Working at the City Gwenda has been able to use all the knowledge she has learn from leaders, co-workers, teachers, children and grandchildren, and put that knowledge to work to keep Sargent thriving.

Interested in Joining the Board?

The following terms will complete as of March 31, 2026, and will be subject to open election at the annual meeting. Expectations from Board members are attendance at meetings (majority in Lincoln), a collaborative spirit, and comfort in being viewed as a leader among your colleagues. Please contact Kellie Crowell & kcrowell @ ravennane braska.net if interested:

- Secretary: One-Year Term, plus One-Year as 2nd Vice President, 1st Vice President, President
- District 3 Director (South Central): Two-Year Term Starting 4/1/26
- District 4 Director (NE): Two-Year Term Starting 4/1/26
- District 5 Director (SE): Two-Year Term Starting 4/1/26

INSTITUTE VS. ACADEMY: WHAT THE HECK IS THE DIFFERENCE AND WHY DOES IT MATTER?

Jump Start: Sunday, March 15, 2026

Established in 2012, Jump Start equips new clerks with the essential knowledge and practical tools needed to succeed from day one. Through expert-led sessions, you'll learn core responsibilities, adopt proven workflows, and connect with peers—removing barriers to entry and accelerating your confidence in the clerk's role. You'll gain:

- Foundations in municipal processes and record-keeping
- Practical tools and checklists for daily operations
- · Networking with experienced clerks and mentors

NE Municipal Clerk Institute (CMC): March 16 - 20, 2026

Held each March, the Nebraska Municipal Clerk Institute is an annual continuing education seminar for clerks across the state. Established in 1976 by the University of Nebraska at Omaha in partnership with the League of Nebraska Municipalities and the Nebraska Municipal Clerks' Association (NMCA), the Institute advances professional excellence for clerks in small and large municipalities. Today, the UNO School of Public Administration proudly operates the program. In partnership with the International Institute of Municipal Clerks (IIMC), Institute coursework aligns with the competencies required for the Certified Municipal Clerk (CMC) designation. What you'll learn:

- · Advanced knowledge in governance, ethics, and public records
- · Finance, budgeting, and meeting management
- Customer service, legal compliance, and leadership skills

Academy (MMC): March 18 - 20, 2026

The Academy is an advanced continuing education experience for clerks who have earned their CMC and are actively engaged in professional leadership. With rigorous coursework and a professional/service component, Academy participants progress toward the Master Municipal Clerk (MMC) designation.

Academy focus:

- · Complex municipal duties and strategic leadership
- · Policy analysis, organizational development, and innovation
- Professional contributions and community impact

Community, Recognition & Networking

Alongside formal training, the Institute week features events that strengthen the clerk community:

- Celebration of Clerks: Local Area Associations are honored with a colorful flag ceremony.
- NMCA Reception (Wednesday evening): Dedicated networking time with peers statewide.
- Vendor Show (Tuesday—Thursday): Explore tools and services that support clerk operations.
- NMCA Business Meeting (Thursday): Engage in association governance.
- Annual Awards Banquet (Thursday evening): Recognize the achievements of fellow clerks.

CMC vs. MMC

<u>Certified Municipal Clerk (CMC)</u>: Become a full member of the International Institute of Municipal Clerks (IIMC) in good standing for two years. Attain 60 pts in the education category and 50 pts in the experience category. Pay a \$50 fee.

<u>Master Municipal Clerk (MMC)</u>: Attain a CMC designation in good standing. Attain 60 pts in the advanced education category, not using hours from CMC designation, and attain 40 pts in the professional category. Pay a \$400 fee.

Contact Ellen Freeman-Wakefield for registration details, dates, fees, and CE credit information at efreemanwakefield@unomaha.edu or 402-5542636.

THIS AND THAT.

<u>Clerks and Treasurers Attend Statewide</u> <u>Training in Wakefield</u>

By Pam Vander Veen

Thirty-two clerks and treasurers from across Nebraska gathered in Wakefield on Thursday, October 18, 2025, for a day of professional training sponsored by the Midwest Assistance Program (MAP). This marks the second year in a row that MAP has hosted the training in Wakefield, continuing its effort to support local officials through hands-on education and collaboration.

The no-cost sessions featured presentations from Samantha Wheeler and Shane Bush of MAP, John Hobbs of the League Association of Risk Management (LARM), and Lynn Rex of the League of Nebraska Municipalities (LONM). Topics included grants, loans, and recordkeeping; safety committees; asset management; and the Nebraska Open Meetings Act.

The event was supported by an Environmental Protection Agency (EPA) grant, enabling participants to earn up to five hours of continuing education credit toward fulfilling LB 781 requirements. For more information on this, or any other type of training through MAP, please contact Samantha Wheeler at swheeler@map-inc.org.



<u>Above</u>: MAP-Inc representatives, Samantha Wheeler and Shane Bush

<u>Below</u>: Lynn Rex, LONM, discussing the Open Meetings Act



<u>Navigating Gaggle</u>

By Derek Bargmann

It was determined many years ago that a listserv should exist to allow Nebraska clerks to ask questions, network, and communicate in an efficient manner. To that end it has existed in many iterations with varying success over time. Earlier in the spring, an idea was presented during our NMCA Board meeting to look into 'Gaggle' listserv as it was being used successfully by other statewide groups. Upon running a test with the Board it was determined this would be a viable option. I, perhaps foolishly (ha), decided to take on this task and to upload all contacts into the Gaggle listserv. When it was ready to use it officially went into use on July 1, 2025.

At this point you may be thinking--ok, great, what does it mean for me? You <u>WILL</u> need to sign up for an account via https://:gaggle.email/ if you would like to send a message to the group. A message will need to be sent from the website, not from Outlook. If you want to view messages only, you <u>WILL NOT</u> need to sign up for an account. The fortunate thing is, <u>an account is FREE</u> and seems to be easy enough to use. If you know of a change in the clerk of a community, please let me know as I have a running list of who is where. Contact me at derek.bargmann@cityofsewardne.gov if you have any questions or need help!

LOOKING TO CONNECT WITH OTHER CLERKS?

LOCAL AREA CLERKS ASSOCIATIONS & OFFICERS

PANHANDLE AREA CLERKS ASSOCIATION

Counties: Sioux, Dawes, Sheridan, Box Butte, Scottsbluff, Morrill, Garden,

Banner, Kimball, Cheyenne, Deuel

Officers: President: Barb Straub, Hemingford

Vice-President: Jeni Mattern, Terrytown Secretary/Treasurer: Carol Martin, Gering

Meetings: Bi-annual in the Fall and Spring/March (at Clerks' School)

SOUTHWEST AREA CLERKS ASSOCIATION

Counties: Keith, Perkins, Chase, Dundy, Lincoln*, Hayes, Hitchcock,

Dawson*, Frontier, Red Willow, Furnas*, Gosper*, Phelps*

Officers: President: Tracy Burkey, McCook

Vice-President: Dixie Sickels, Arapahoe Secretary/Treasurer: Tonya Robinson, Curtis

Meetings: 4th Wednesday of February, May, August, November

HEARTLAND AREA CLERKS ASSOCIATION

Counties: Custer*, Dawson*, Gosper*, Furnas*, Harlan, Phelps, Buffalo,

Sherman, Valley, Garfield, Wheeler, Greeley, Howard, Hall*,

Adams*, Kearney, Merrick, Franklin

Officers: President: Kellie Crowell, Ravenna

Vice-President: AJ Reimers, Loup City Secretary/Treasurer: Cassie Musil, Central City

Meetings: 3rd Thursday of January, April, August, October, December

NORTHEAST AREA CLERKS ASSOCIATION

Counties: Boyd, Holt, Knox, Antelope, Boone, Nance, Merrick*, Platte,

Madison, Pierce, Cedar, Wayne, Stanton, Colfax*, Thurston,

Dixon, Dakota

Officers: President: Lindsay Nelson, Creighton

Vice-President: Stephanie James, Wisner Secretary: Sundae Provencher, Petersburg Treasurer: Pam Vander Veen, Wakefield

(Officers change in January and are for two years)

Meetings: 3rd Thursday of January, April, July, October

SOUTH CENTRAL AREA CLERKS ASSOCIATION

Counties: Hall*, Adams*, Webster, Nuckolls, Clay, Hamilton*, Fillmore*,

Thayer

Officers: President: Barb Mikkelsen, Aurora

Vice-President: Sandra Schendt, Nelson Secretary/Treasurer: Loren Vernon, Shickley

Meetings: 3rd Thursday of January, April, August, October, December

SOUTHERN SEVEN AREA CLERKS ASSOCIATION

Counties: Polk, York, Fillmore*, Colfax*, Butler, Seward, Saline, Jefferson

Officers: President: Stephanie Metzner, Bradshaw Vice-President: Derek Bargman, Seward

Secretary/Treasurer: Lori Matchett, David City

Meetings: 3rd Thursday of February, May, August, November

THREE RIVERS AREA CLERKS ASSOCIATION

Counties: Thurston*, Cuming, Burt, Dodge, Washington, Saunders, Douglas*

Officers: President: Dawn Gall, Howells

Vice-President: Kayla Eisenmenger, Oakland Secretary/Treasurer: Deb Yosten, West Point

Meetings: 3rd Thursday of January, April, July, October

SOUTHEAST AREA CLERKS ASSOCIATION

Counties: Saunders, Lancaster, Gage, Douglas*, Sarpy, Cass, Otoe, Johnson,

Nemaha, Pawnee, Richardson

Officers: President: Janet Rienche, Wymore

Vice-President: Shirley Harbin, Bellevue Secretary: Kristina Findley, Dunbar/Avoca

Treasurer: Erin Saathoff, Beatrice

Meetings: 3rd Thursday of February, April, August, October

2nd Thursday of December

*Overlapping Area Clerks Association as of 1/24/25

Association Presidents - We Want to Hear from You!

Have a training going on? A change in officers? Someone celebrating a milestone? **WE WANT TO HEAR ABOUT IT!** Please reach out and tell us what's going on in your area.

HAPPY BIRTHDAY TO THE FOLLOWING CLERKS!!

December: Ammie Bedient, Jaime Rathman, Moria Holly, Tyler Ficken, Stephanie Blau, Jake Misener, Jeanne Hoggins, Karen Lojka, Dana Klabenes, Nicole Tyrrell-Feltes, Samantha Gordon, Echo Woyak, Alexic Aneas, Christina Fasel, Amande Lowe

January: Kendra Jantzen, Ronni Harding, Peggy Pankoke, Kim Finecy, Marianna Evans, Darlene Snell, Shelby Morrison, Tawney Cooper, Ronda Hrasky, Ryan Vulgamott, Kellie Crowell, Jase Evans, Alexandra Spelic, Kadee McVay, Corinne Zahn, Erica Clark, Ashley Manning, Janet Riensche

February: Michelle Choate, Barbra Mikkelsen, Shelly Bowlin, Cynthia Ourada, Joan Hanson, Kamie Soncksen, Beth Bonderson, Erin Reimer, Carol Martin, Kathy Welfl, Robin Likens, Lori Vonderstrasse, Samantha Orr, Karen Hillen, Blair Cramer, Theresa Busse, Mandi Weina, Mary Williams, Sandra Meyer, Derek Bargmann, Lisa Smith, Nanci Walsh, Debbie Yosten





Municipal Legal Calendar

(All statute citations to Revised Statutes of Nebraska)

JANUARY 2026

CITIES OF THE FIRST CLASS

- Each month Clerk publishes ordinances passed within 15 days after passage. (16-405)
- Within 10 working days from meeting or before next meeting (whichever is sooner) Clerk to have minutes available for public inspection. (84-1413)
- First Regular Meeting Mayor and Council appoint member of Park Board. (16-696)
- Within 30 days from Council meeting Clerk publishes official proceedings of meeting. (19-1102)
- Within 20 days after end of month Treasurer files monthly financial report. (16-318)
- 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)
- Each Quarter Report from depository banks due. (16-714)
- 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)
- By January 31 Clerk submits list of authorized tobacco licenses to the Department of Revenue.

CITIES OF THE SECOND CLASS

- Each month Clerk publishes ordinances passed within 15 days after passage (17-613)
- Within 10 working 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 meeting. (19-1102)
- Within 20 days after end of month Treasurer files monthly financial report. (17-606)
- 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)
- 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)
- By January 31 Clerk submits list of authorized tobacco licenses to the Department of Revenue.

VILLAGES

- Each month Clerk publishes ordinances passed within 15 days after passage (17-613)
- Within 10 working days from meeting or before next meeting (whichever is sooner) Clerk to have minutes available for public inspection. (84-1413)
- Within 30 days from Trustees' meeting Clerk publishes official proceedings of meeting. (19-1102)
- Within 20 days after end of month Treasurer files monthly financial report. (17-606)
- 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)
- 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)
- By January 31 Clerk submits list of authorized tobacco licenses to the Department of Revenue.



Municipal Legal Calendar

(All statute citations to Revised Statutes of Nebraska)

FEBRUARY 2026

CITIES OF THE FIRST CLASS

- Within 15 days of Passage Clerk publishes ordinances passed. (16-405)
- Within 10 days from meeting or before next meeting (whichever is sooner) Clerk to have minutes available for public inspection. (84-1413)
- On or before second Monday Annual Library Board report due (51-213)
- Within 30 days from Council meeting Clerk publishes official proceedings of meeting. (19-1102)
- Within 20 days after end of month Treasurer files monthly financial report. (16-318)
- * * Clerk must prepare agenda prior to next Board meeting. (84-1411)

CITIES OF THE SECOND CLASS

- Within 15 days of Passage Clerk publishes ordinances passed. (17-613)
- Within 10 days from meeting or before next meeting (whichever is sooner) Clerk to have minutes available for public inspection. (84-1413)
- On or before second Monday Annual Library Board report due. (51-213)
- Within 30 days from Council meeting Clerk publishes official proceedings of meeting. (19-1102)
- 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 15 days of Passage Clerk publishes ordinances passed. (17-613)
- Within 10 days from meeting or before next meeting (whichever is sooner) Clerk to have minutes available for public inspection. (84-1413)
- On or before second Monday Annual Library Board report due. (51-213)
- Within 30 days from Trustees' meeting Clerk publishes official proceedings of meeting. (19-1102)
- 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)



Municipal Legal Calendar

(All statute citations to Revised Statutes of Nebraska)

MARCH 2026

CITIES OF THE FIRST CLASS

- Within 10 working 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 meetings, including claims. (19-1102)
- Within 20 days after end of month Treasurer files monthly financial report. (16-318)
- Each Quarter Report from Depository banks due. (16-714)
- ** Clerk must prepare agenda prior to next Council meeting. (84-1411)

CITIES OF THE SECOND CLASS

- Within 10 working 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)
- 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 working 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)
- 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)