
NEBRASKA MUNICIPAL CLERKS NEWSLETTER

August 2006



Message from the President

*By Harold Farrar
City Administrator/Deputy Clerk, Kimball
NMCA President*

Hello fellow clerks!

Sept. 1! By now, we all have been working diligently on budgets and hopefully have them about done. The League Annual meeting is set for Sept. 27-29, 2006 in Lincoln. We will have an Executive Board meeting and a General Membership meeting at the Annual Conference. Please look at the agenda for the conference to see the location of the general membership meeting.

This month, we have attached a complete set of the bylaws for those who wish to print one off for their records. These bylaws are to be a useful tool and should be reviewed often to make sure they continue to meet the membership's needs.

The Executive Board at its June meeting discussed the rate structure for the Clerks' Association. We will be proposing a rate increase in the future. This will be discussed at the General Membership meeting in Lincoln.

I look back over the past 12 months and each month I do the newsletter article, it gets shorter and shorter. Can't believe I have difficulty in telling stories or saying something very wise.

I do know I have been remiss in thanking all of

the Executive Board members and other committee members who serve our organization very well. All of these positions take time away from our day jobs and family times. Make sure you thank those people when you see them.

Hope to see many of you in Lincoln at the League Conference. Have a great month.

YMOS, Harold M. Farrar

CONSTITUTION AND BY-LAWS

NEBRASKA MUNICIPAL CLERKS' ASSOCIATION

A SECTION OF THE LEAGUE OF NEBRASKA MUNICIPALITIES

ARTICLE I - NAME

The name of this organization shall be the NEBRASKA MUNICIPAL CLERKS' ASSOCIATION, a Section of the League of Nebraska Municipalities, hereinafter referred to as the NEBRASKA MUNICIPAL CLERKS' ASSOCIATION.

ARTICLE II - OBJECTIVES

The objectives for which this NEBRASKA MUNICIPAL CLERKS' ASSOCIATION is formed shall be to:

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Constitution and By-laws

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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, and to
Promote effective legislation on all levels for the professionalization of Municipal Clerks.

ARTICLE III - MEMBERSHIP

SECTION 1. ACTIVE MEMBERSHIP

Any appointed or elected Municipal Clerk or appointed Deputy Municipal Clerk, representing a Municipality in the State of Nebraska shall be eligible for Active Membership and entitled to one vote provided that members annual dues are paid.

SECTION 2. ASSOCIATE MEMBERSHIP

Institutions and/or organizations whose operations are closely allied with the functions of the Municipal Clerk's office, those persons formerly engaged in Municipal Clerk's activities, and professional persons in fields directly related to municipal governments shall be eligible for Associate Membership.

SECTION 3. HONORARY MEMBERSHIP

Any member who has been an Active or Associate Member of the NEBRASKA MUNICIPAL CLERKS' ASSOCIATION for a period of not less than ten years, and is a member of the NEBRASKA MUNICIPAL CLERKS' ASSOCIATION at the time of his/her termination, or any person who meets the criteria for Associate Membership without having been an Associate

Member and who has been in this capacity for at least ten years prior to his/her termination, shall be eligible for Honorary Membership.

Recommendations for Honorary Membership shall be submitted to any member of the Executive Committee for presentation at the next Annual Meeting. Approval of such Honorary Membership shall be by majority approval of those voting members present at such Annual Meeting.

SECTION 4. RESTRICTION OF RIGHTS TO VOTE OR TO HOLD OFFICE

Only Active Members of the NEBRASKA MUNICIPAL CLERKS' ASSOCIATION shall be eligible to vote or hold office in this ASSOCIATION, each member being entitled to one vote, provided that member's dues are paid for that year.

ARTICLE IV - DUES

SECTION 1. ACTIVE MEMBERS

Annual dues per Active Member for September 1, each year to August 31 the following year, shall become due the first of September and shall be as follows:

Municipalities of less than 300 population
\$ 5.00/year

Municipalities of 301 to 800 population
\$10.00/year

Municipalities of 801 to 5,000 population
\$20.00/year

Municipalities of 5,001 or larger
\$30.00/year

Dues will not be prorated.

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Constitution and By-laws

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SECTION 2. ASSOCIATE MEMBERS

Annual dues of ten (\$10.00) dollars per Associate Member shall be due annually on September 1st. Dues will not be prorated.

SECTION 3. HONORARY MEMBERS

Honorary Members shall be exempt from the payment of dues.

ARTICLE V - OFFICERS

The Officers of this NEBRASKA MUNICIPAL CLERKS' ASSOCIATION shall be as follows:

SECTION 1. PRESIDENT

The President shall preside at all meetings of the NEBRASKA MUNICIPAL CLERKS' ASSOCIATION. The President shall appoint all committees and shall be an ex-officio member of all committees.

SECTION 2. FIRST VICE PRESIDENT

The First Vice President shall perform the duties of the President in his/her absence and shall act in an advisory capacity at all times. In case of the resignation or death of the President, he/she shall become President for the unexpired term.

SECTION 3. SECOND VICE PRESIDENT

The Second Vice President shall coordinate the Scholarship Program with UNO, and in the absence of the First Vice President shall perform his/her duties as stated in Section 2 above, and act in an advisory capacity at all times. In case of the resignation or death of the First Vice President, he/she shall become First Vice President for the unexpired term.

SECTION 4. SECRETARY-TREASURER

The Secretary-Treasurer shall conduct the corre-

spondence of the NEBRASKA MUNICIPAL CLERKS' ASSOCIATION, including any required notices of regular or special meetings and the publishing of ballots in connection with elections and amendments to these By-laws as outlined in these By-laws.

The Secretary-Treasurer shall keep an accurate record of the proceedings of all regular and special meetings of the NEBRASKA MUNICIPAL CLERKS' ASSOCIATION and of the Executive Committee. The Secretary-Treasurer shall publish all minutes of the regular and special meetings in the Municipal Clerks' Newsletter.

The Secretary-Treasurer shall keep a list of names and addresses of all members of the NEBRASKA MUNICIPAL CLERKS' ASSOCIATION.

The League of Nebraska Municipalities shall provide bookkeeping, accounting, and auditing at cost to the NEBRASKA MUNICIPAL CLERKS' ASSOCIATION and shall periodically provide written reports thereon. (3/15/01)

The League of Nebraska Municipalities shall pay all bills of the NEBRASKA MUNICIPAL CLERKS' ASSOCIATION approved by the President and/or Secretary-Treasurer of the NEBRASKA MUNICIPAL CLERKS' ASSOCIATION and shall keep an itemized record of all receipts and expenditures, together with all other financial records in a permanent file. (3/21/02)

The Secretary-Treasurer shall keep all other records and letters of continuing value to the NEBRASKA MUNICIPAL CLERKS' ASSOCIATION and its officers in a permanent file to

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Constitution and By-laws

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be transferred to his/her successor at the end of his/her term. (3/15/01)

ARTICLE VI - COMMITTEES

The Officers, Immediate Past President of the NEBRASKA MUNICIPAL CLERKS' ASSOCIATION and five District Directors shall constitute an Executive Committee to meet at least semi-annually upon call by the President or by any three members of the Executive Committee.

The Executive Committee shall make recommendation to the NEBRASKA MUNICIPAL CLERKS' ASSOCIATION regarding proposed amendments to the Constitution and By-laws; shall supervise the affairs of the NEBRASKA MUNICIPAL CLERKS' ASSOCIATION and devise measures for its growth and usefulness; shall ratify all appointments to fill vacancies; shall transact any business conducted, including disbursements of funds, in the interim between regular meetings; and shall report thereon at the next Annual Meeting of the NEBRASKA MUNICIPAL CLERKS' ASSOCIATION.

SECTION 2. LEGISLATIVE COMMITTEE

It shall be the duty of the Legislative Committee to stimulate interest and activity in legislation affecting municipal government, to study proposed legislation and to report to the NEBRASKA MUNICIPAL CLERKS' ASSOCIATION concerning legislation proposed by the NEBRASKA MUNICIPAL CLERKS' ASSOCIATION.

SECTION 3. PROGRAM COMMITTEE

It shall be the duty of the Program Committee to develop a coordinated program for the Annual Meeting in harmony with the objectives of the

NEBRASKA MUNICIPAL CLERKS' ASSOCIATION.

The Committee shall strive to establish courses and seminars for the members which will be of benefit in their efforts to attain professional recognition.

SECTION 4. CERTIFICATION COMMITTEE

It shall be the duty of the Certification Committee to explore all possibilities for a program of continuing education for Municipal Clerks who are members of the NEBRASKA MUNICIPAL CLERKS' ASSOCIATION.

The Committee shall strive to establish courses and seminars for the members which will be of benefit in their efforts to attain professional recognition.

SECTION 5. AUDIT COMMITTEE

Repealed by By-Laws adopted March 15, 2001.

SECTION 6. AWARDS COMMITTEE

The Awards Committee shall solicit nominations, evaluate each nominee and select the recipient of the annual Outstanding Municipal Clerk award. One award may be given annually to a clerk in a first class city, second class city and a village. The recipients of the award from each of the three categories for the prior two years shall constitute the members of the Awards Committee.

SECTION 7. SPECIAL COMMITTEES

The President may appoint such other committees as he/she deems necessary.

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Constitution and By-laws

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ARTICLE VII - MEETINGS

SECTION 1. ANNUAL MEETING

The annual meeting will be held in conjunction with the Annual Conference of the League of Nebraska Municipalities. (3/15/01)

SECTION 2. SPECIAL MEETINGS AND EXECUTIVE COMMITTEE

Special meetings of the NEBRASKA MUNICIPAL CLERKS' ASSOCIATION may be called by the President or three of the members of the Executive Committee.

A written notice shall be mailed to all members of the Executive Committee for any specially called meeting. There shall also be a notice of special meetings in the Municipal Clerks' Newsletter, or an acknowledgement of said special meeting being held if a meeting is held before the Newsletter publication date.

SECTION 3. ORDER OF BUSINESS

At all meetings of the NEBRASKA MUNICIPAL CLERKS' ASSOCIATION, except special meetings, the order of business shall be:

1. Roll Call
2. Reading of Minutes
3. Report of Officers
4. Reports of Standing Committees
5. Reports of Special Committees
6. Communications
7. Unfinished Business
8. Election of Officers
(at the meeting held in conjunction with the Clerks' Certification School only)

9. New Business
10. General Discussion

SECTION 4. QUORUM

Fifteen (15) Active Members of the NEBRASKA MUNICIPAL CLERKS' ASSOCIATION shall constitute a quorum at any Annual Meeting or Special Meeting.

Five (5) members of the Executive Committee shall constitute a quorum of that body.

ARTICLE VIII - ELECTION OF OFFICERS AND DISTRICT DIRECTORS

SECTION 1. NOMINATING COMMITTEE

The President shall, prior to the Clerks' Certification School, appoint a Nominating Committee who, at the Clerks' Certification School, shall submit nominees for the NEBRASKA MUNICIPAL CLERKS' ASSOCIATION Officers and District Directors. Additional nominations may be made from the floor at the Clerks' Certification meeting at which the election for the final nominee is held. (3/15/01)

The election of the final nominee for each office shall take place at Clerks' Certification School. The nominee receiving the highest number of votes cast for the respective office shall be declared the final nominee and will be confirmed at the Annual Meeting.

SECTION 2. ELIGIBILITY

Only Active Members who have had three (3) consecutive years experience as City Clerk or Deputy City Clerk shall be eligible for nomination and election.

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Constitution and By-laws

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SECTION 3. ELECTION OF OFFICERS

The election of Officers and District Directors shall take place at the Annual Meeting. The nominee receiving the highest number of votes cast for the respective office shall be declared duly elected thereto.

SECTION 4. DISTRICT DIRECTORS

There shall be one District Director from each of the five districts in the State. The District Directors will be elected by a majority of the Active Members present at the Annual Meeting, but each of the five District Directors must be from a different district. The Nominating Committee will be required to submit nominees from each district in which a vacancy will occur due to the expiration of the term of office. Vacancies in the office of District Director due to resignation or death shall be filled for the unexpired term by appointment by the Executive Committee.

Of the three District Directors serving for the fiscal year 1988-1989, one shall be nominated for the office of Secretary-Treasurer for the fiscal year 1989-1990 and the two remaining District Directors shall serve another one-year term. Three additional District Directors, from the remaining districts, will be elected for two-year terms. Thereafter, all District Directors will be elected for two-year terms.

The boundaries of the five districts may be amended by resolution of the Executive Committee if population changes deem this action necessary.

SECTION 5. COMMENCEMENT OF TERMS OF OFFICE

Officers and District Directors shall begin their terms of office immediately following the confirmation at the Annual Meeting. (3/15/01)

ARTICLE IX - AMENDMENTS

These By-laws may be amended at any Annual Meeting. Any proposed By-law amendments shall first be submitted, in writing, to the Secretary-Treasurer of the NEBRASKA MUNICIPAL CLERKS' ASSOCIATION prior to the Clerks' Certification School and shall be approved by two-thirds vote of the Active Members in attendance at the Clerks' Certification School. (3/15/01)

Ballots shall be canvassed by a committee appointed by the President of the NEBRASKA MUNICIPAL CLERKS' ASSOCIATION. Report on results shall be made during the session. Upon approval, the proposed amendment shall be submitted to the membership for ratification at the Annual Meeting and, if ratified, shall be in force immediately after closing of the Annual Meeting. (3/15/01)

ARTICLE X - PARLIAMENTARY PROCEDURE

Robert's Rules of Order, Revised, shall govern the procedures of the NEBRASKA MUNICIPAL CLERKS' ASSOCIATION in all cases where they are applicable.

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Constitution and By-laws

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ARTICLE XI - VACANCIES

The Executive Committee shall fill, by appointment, any vacancies occurring in any elective office not already provided for in these By-laws. Written consent of the appointee shall be obtained by the Executive Committee before the appointment is made.

The President, and First and Second Vice Presidents shall fill, by appointment, any vacancies occurring in the committees for which they are respectively responsible.

ARTICLE XII - EFFECTIVE DATE

The effective date of these By-laws or amendments thereto shall be the date and time of the Annual Meeting at which the resolution of adoption if approved by a majority of the Active Members in attendance.

Approved this 21st day of March, 2002.

PRESIDENT

ATTEST:

SECRETARY-TREASURER

Gas workers' race leaves woman gasping

Two gas company servicemen, a senior training supervisor and a young trainee, were out checking meters in a suburban neighborhood. They parked their truck at the end of the alley and worked their way to the other end. At the last house a woman looking out her kitchen window watched the two men as they checked her gas meter. Finishing the meter check, the senior supervisor challenged his younger co-worker to a foot race down the alley back to the truck to prove that an older guy could out run a younger one. As they came running up to the truck, they realized the lady from that last house was huffing and puffing right behind them. They stopped and asked her what was wrong. Gasping for breath, she replied, "When I see two gas men running as hard as you two were, I figured I'd better run too!"

Submitted by Julie Allison, Stromsburg

Problem-solving skills

SOME residents in our city thought they'd help drain rain-flooded streets by removing manhole covers. That made matters worse because the underground system was flooded too. A few covers became lost in knee-deep water, and police were called in to create order. "We've picked up the covers," one officer radioed headquarters. "Now how do we find the holes?" Back came the word: "Easy. Walk until you fall in."

Submitted by Julie Allison, Stromsburg

NMCA Executive Board meeting scheduled

The Nebraska Municipal Clerks Association Executive Board will hold a meeting immediately after the General Session Meeting on Sept. 28, 2006. The General Session Meeting begins at 5 p.m.



NOTICE OF MEETING

Nebraska Municipal Clerks' Association — General Membership Meeting

Cornhusker Marriott Hotel, Lincoln, Nebraska

September 28, 2006, 5:00 p.m.

NOTICE IS HEREBY GIVEN that a meeting of the General Membership of the Nebraska Municipal Clerks' Association will be held during the League of Nebraska Municipalities 2006 Annual Conference on Thursday, September 28, 2006 at 5:00 p.m. at the Cornhusker Marriott Hotel, Lincoln, Nebraska.

AGENDA

1. Roll Call
2. Consideration of approval of the minutes of the March 16, 2006 General Membership Meeting held at the Sandhills Convention Center, North Platte, NE
3. Reports of Officers
4. Reports of Standing Committees

(a) Treasurer's report and consideration of claims

(b) Committee Reports:

Celebration of Clerks – Harold Farrar, Kimball
Clerk of the Year – Bonnie Otte, Scottsbluff
Clerks' Directory – Joyce Mick, Bayard
Clerks' Education – Kay Dammast, Bellevue
Clerks' History – Linda Jensen, Central City
Clerks' Newsletter – Mary Kempf, West Point
Honorary Membership – Barbara Rabe, Wisner
Monday Night Hospitality – Teresa Meier
Nominating Committee – Harold Farrar, Kimball
Scholarship Fund – Jerry Wilcox, Curtis
Silent Auction – Beth Deck, Norfolk
Thursday Night Banquet — Vanee Holtmeier, McCool Junction
Wednesday Night Hospitality

1. Reports of Special Committees
2. Communications
3. Unfinished Business
4. Confirmation of Election of Officers and Board Members elected in March 2006:
Joan Kovar, David City - President
Jerry Wilcox, Curtis – 1st Vice President
Beth Deck, Norfolk – 2nd Vice President
Barb Whitley, Geneva – Secretary/Treasurer
Joyce Mick, Bayard – District 1 Director
DeAnn Zwickl, Grant – District 2 Director
5. New Business
6. General Discussion

I, Beth Deck, Secretary/Treasurer of the Nebraska Municipal Clerks' Association, hereby certify that the foregoing is a true and correct copy of the Nebraska Clerks' Association General Membership meeting agenda for September 28, 2006.

Beth Deck, Secretary/Treasurer, Nebraska Municipal Clerks' Association



Southern Seven Clerk's Association Minutes

The Southern Seven Clerk's Association met on Thursday, Aug. 24, 2006 at the Oak Ballroom in Schuyler for their 12:30 p.m. luncheon and meeting. Mary Peschel was hostess. Following the lunch, the Southern Seven held their quarterly business meeting. President Beverly Bornschlegel conducted the meeting. The following clerks were present: Ronile Goddard, Exeter; Linda Carroll, Fairmont; Becky Sandman, Utica; Gary Yank, Crete; Nancy Bryan, Osceola; Angela Oliver, Clarks; Deb Schaefer, Seward; Marilyn Varner, Seward; Vanee Holtmeier, McCool Junction; Cheryl Kraft, Waco; Debbie Gilmer, Friend; Mary Peschel, Schuyler; and Julie Allison, Stromsburg. Also present were Elaine Fornik, Brainard and Joanna Geidel, Clarks.

Copies of the minutes from the February meeting were distributed. No action was taken.

The treasurer reported a balance of \$284.65. A balance of \$221.03 was deposited to open an account at Pinnacle Bank in Shelby, with \$90 collected at the February meeting for annual dues. A check for \$26.38 was written to

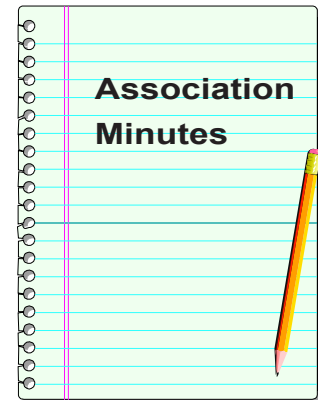
Elaine's Book & Variety for the silent auction purchase. No action was taken.

No unfinished business.

Julie Allison presented a \$31.12 bill from Barbara Cotter, Stromsburg for the Diane Werner's silent auction item. Linda Carroll moved to reimburse Barbara Cotter \$31.12, Deb Schaefer seconded. All present voted aye, motion carried.

Discussion was held regarding the need of a calling tree. There are three members who currently receive meeting notices and other information by mail, with all other members receiving email notifications. All present felt this was acceptable.

The American Legal changes were discussed. Deb Schaefer reported about the session at Finance Conference she attended. The League was to report back to the state's clerks with their findings, to date, no one has received any information. Deb will follow up with the League for any additional information. Some clerks have begun the process of updating their books, while most are still waiting for clarification from American Legal. It was suggested to invite a league repre-



sentative to one of our meetings and possibly include other clerk association groups.

A question and answer period was held. Topics included were that Southern Seven will be responsible for the Clerk's School banquet in March, the new distribution of sales tax on motor vehicle sales, retention of outdated international building standard codes, records management and phone service solicitation by Nebraska Technology. The next meeting will be Nov. 16, 2006 in Henderson.

Everyone in attendance was invited to tour the St. Benedict Center north of Schuyler.

Mary Peschel moved, Linda Carroll seconded, to adjourn the meeting. All present voted aye, motion carried.

*Submitted by Julie Allison, Secretary/
Treasurer*



Heartland Clerk's Association Meeting Minutes

The Heartland Clerk's Association met on Thursday, Aug. 24, 2006, at the Stuhr Museum in Grand Island, Nebraska. President Kellie Crowell of Ravenna called the meeting to order at 12:18 p.m. with 16 members present: Kellie Crowell, Ravenna; Sheryl McClymont, Holdrege; Jean Polzkill, Central City; Vickie Power, Gibbon; Kim Finecy, Doniphan; Sandy Kruml, Ord; Janet Greenwalt, St. Paul, Connie Jo Beck, St. Paul; Marla Knecht, Wood River; Brenda Kehler, Greeley; Bonnie Gilpin, Wolbach; RaNae Edwards, Grand Island; Melissa Carkoski, Loup City; Annette Gallaway, Loup City; Diane Fries, Franklin; and Raquel Felzien, Franklin.

Introductions of the new officers were made: Kellie Crowell, President; Connie Jo Beck, Vice-President; and RaNae Edwards, Secretary/Treasurer.

Copies of the Minutes from the April 20, 2006 meeting and the Treasurer's Report were presented for review. Motion was made by Brenda Kehler, second by Vicki Power to approve the Minutes as presented. Roll call vote showed all members voting aye – 16 ayes. Motion carried.

Motion was made by Sheryl McClymont, second by Sandy Kruml to approve the

Treasurer's Report as presented with a balance of \$1,102.52. Roll Call vote showed all members voting aye – 16 ayes. Motion carried.

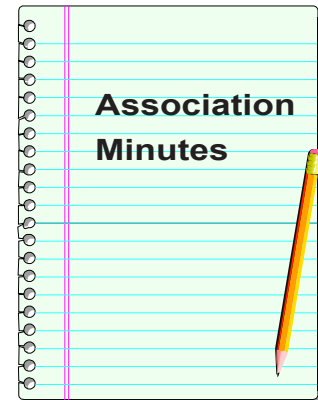
There was no unfinished business.

New Business: Correspondence was read from the following people:

- E-mail received from Shirley Lewis, Lexington regarding her resignation.
- Thank you letter received from Dianne Fowler, Insurance Liaison, NACO.
- Get well card sent to Dianne Werner, Battle Creek
- Thinking of you card sent to Cindy Kesler, Ravenna.

Roundtable Discussion: President Crowell commented on a recent meeting in Ravenna regarding community clean-up and what was being done in other communities. Discussion was held regarding procedures for clean-up, recycling, and mandatory garbage pick-up. It was mentioned that the City of Holdrege owned their own recycling center.

RaNae Edwards commented on Liquor License complaint forms and the Open Meetings Act. Closed sessions were discussed at length. It was suggested that the League video



tape the upcoming session in September on the Open Meetings Act and make it available to the cities and villages or send to the councils, mayors, and attorney's a memo explaining the new laws.

Marla Connely asked about the FEMA certification required for grants. A majority of those present had completed the training.

President Crowell commented that the Treasurer's Report had to be signed by the Treasurer within 10 days after it was due. Motion was made by Melissa Carkoski, second by Connie Jo Beck to adjourn at 12:57 p.m. Roll Call vote showed all members voting aye – 16 ayes. Motion carried.

*Submitted by RaNae Edwards,
Secretary/Treasurer*



Three Rivers Clerks Association Minutes

The Three Rivers Clerks Association met on Aug. 17, 2006 at Valley Nebraska City Hall.

President Kim Volk called the meeting to order with 18 members present: Jeanette Cordes, Scribner; Lori Kathol, Dodge; Patty Knobbe, Snyder; Angie Willmer, Valley; Shawn Smith, Valley; June Moline, Mead; Shirley Mallette, Uehling; Dawn Schmidt, Yutan; Lynne McIntosh, Fremont; Kim Volk, Fremont; Dorothy Gaeth, Arlington; Janelle Crone, Kennard; Joan Suhr, Valley; Theresa Busse, North Bend; Roxanne Nielsen, Elkhorn; Cheryl Eckerman, Elkhorn; Jennifer Carlson, Bancroft; and Mary Kempf, West Point.

Motion made by Lynne McIntosh, seconded by Shawn Smith to approve the minutes of the June 15, 2006 meeting. Roll call vote showed all 18 members voting aye. Motion carried.

The treasurer's report showed a balance of \$1,297.23.

Kim Volk had sent out a form to be filled out by the members, which she made a game of "Getting to know your Three Rivers Clerk." She described a few of the members as they had submitted their answers and we had to guess who she was describing. It was interesting to

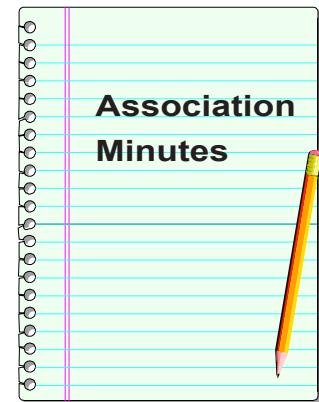
learn a few facts we didn't know.

Discussion was held on the Council Forum scheduled for Nov. 16, 2006 in Fremont. Kim Volk had provided a menu choice list from "Taste of Elegance" catering, and asked for opinions to be forwarded to the Council Forum committee of; Mary Kempf, Kim Volk, Cynthia Petersen and Theresa Busse. The committee has yet to determine a price for the dinner, either \$10 - \$12. When the final decision has been determined, Jennifer Carlson will make invitations and place an article in the Nebraska Clerks Association Newsletter. Mary Kempf, West Point, will extend an invitation to the NMCA Executive Board at the League annual conference in September.

Kim Volk reported on the Finance and Accounting Conference. She reported that Ruth Karlsson, with the Nebraska Department of Revenue, was very ill and they needed to replace her session. Hopefully Ruth is feeling better.

Kim Volk appointed Patty Knobbe, Shawn Smith and Jeanette Cordes to the program and planning committee.

Under new business; Theresa



Busse has completed her audit of the Three Rivers Clerks books for the past year and reported that everything balanced.

Kim Volk has been reviewing the bylaws and proposes the following amendment:
Article II – Meetings
Section 1. The Association shall convene six (6) times yearly in August, October, December, February, April and June; the place and time to be determined by a majority vote of the general membership. Notice of the meeting shall be published in the Newsletter of the Clerk's Section of the League of Nebraska Municipalities. (Delete entire sentence)

The bylaws state the voting membership must be notified of the proposed amendment at least two months prior to a vote

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NO COST energy saving tips

- **When using your furnace,** set your heating thermostat at 68 degrees or lower during the day, health permitting. Set your thermostat at 55 degrees for the night, or when you will be away for more than four hours. Save up to 5-10 percent of heating costs.
- **Clean or replace your furnace filters** monthly during operating season. Keep your furnace clean, lubricated and properly adjusted.
- **In winter,** open drapes on sunny days to help warm the rooms.
- **Do only full loads** when using the clothes washer and dryer. Wash in cold water. Clean the dryer lint trap after each use. Or, line dry your clothes, weather permitting.
- **Close the damper** when not using the fireplace. Turn your heater(s) down when using your fireplace.
- **Water heater:** Lower the water heater temperature to 120 degrees. For a dishwasher, check the manufacturer's manual for the water setting; many have internal heating elements that allow you to set the water heater to a lower temperature. Wash only full



loads in the dishwasher. Use the energy saver, air-dry cycle, or if allowed, open the door and let dishes dry naturally.

- **Do not preheat your oven.** Cook complete meals of several dishes simultaneously in the

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Three Rivers Clerks Association Minutes

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on the amendment. This item will be placed on the October agenda.

Discussion was held on the benefit being held for Dianne Werner, City Clerk of Battle Creek. A motion was made by Joan Suhr, seconded by Mary Kempf to donate \$50.00 for the benefit. Roll call vote showed all 18 members voting aye. Motion carried.

Mary Kempf reported that NMCA is putting in a bid for Omaha to host the International

Institute of Municipal Clerks conference to be held in 2011.

Fred Mytty, Dodge County Election Commissioner was the speaker. His presentation was informative; he discussed Amendment changes over the course of history to the U.S. Constitution concerning voting rights. Mr. Mytty explained the different types of elections, voter registration and the new computerized voting equipment.

There being no further business, President Volk announced

the next meeting will be Oct. 19, 2006 in Fremont. A motion was made by Joan Suhr, seconded by Jeanette Cordes to adjourn.

Meeting adjourned at 2:15 P.M.

*Respectfully Submitted,
Jennifer Carlson
Secretary/Treasurer*

Kim Volk has informed me that the October meeting will be held at Midland Lutheran College in the new event center. A \$6 box lunch will be provided and a tour of the event center will follow the meeting.



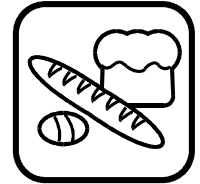
Bread 'n Jam in Neligh

How do you promote your community? In Neligh, the Neligh Coalition Tourism committee tackled that very issue. Go with your strengths is what we were told. Neligh is the home of the Neligh Mills Nebraska State Historical Site and the bi-weekly "Jammin' in the Park." OK, we have flour and music; not just flour and music, but bread and jam! And the **Neligh Bread 'n Jam Festival** was born.

Sept. 7, 9, and 10, 2006

Neligh will celebrate its first Bread 'n Jam. Thursday evening will be a down-home country jam in Riverside Park. Musicians come from a tri-state area to play, entertain, and meet with each other. Saturday the 9th will be the big day. There will be bake sales up and down Main St. and around the Antelope County Court House showcasing for visitors, not only our local businesses, but our civic organizations as well. The Red Star Yeast Bake-off takes place

in the morning and we're giving all registered amateur and professional



bakers a chance to win one of our fabulous prizes. The Grand Prize will be a new Amana solid top range. We also have two Kitchen Aid mixers and two bread machines to award. Winners will also receive a plaque commemorating the event. There will be entertainment, craft booths, and food vendors on the grounds of the mill throughout the day. Hayrides, a scavenger hunt, and balloons will be available for children. In the evening, we plan a classic car cruise to the drive-in theatre where there will be a rock 'n roll/ country concert and classic movies. Sunday will cap off our festival with entertainment on the grounds of the mill overlooking the Elkhorn River. The committee wanted to promote a free festival for all of Northeast Nebraska. The only charge will be a carload price for the featured movies. Neligh would like to invite all of you to attend this special festival. For more information, please call the City of Neligh 402-887-4066.

By Kate Ostenrude, Neligh Public Library

NO COST energy saving tips

Continued from page 12

oven. Use the microwave when possible.

LOW COST Home Improvement Actions

- **Install energy-saving showerheads** and faucet aerators in your home. You will reduce hot water use and water heating costs by 10-16 percent without affecting comfort.
- **Caulk windows, doors, pipes,** and anywhere air leaks in and out. Use weather stripping around windows, doors and pipes. Save up to 10 percent on heating costs. To seal ducts, use mastic sealants not cloth duct tape.
- **Plug gaps around pipes,**

fans and vents that go through walls, ceilings and floors from heated to unheated spaces.

- **Install a programmable thermostat** to prevent unnecessary heating or cooling. Consult the manufacturer's manual for proper operating instructions.
- **Fix defective plumbing or dripping faucets.** Water faucet drips cost energy and water loss up to 212 gallons a month.
- **Wrap your older model water heater** with a water heater blanket, especially if it's in an unheated area. Wrap the pipes for additional savings.

Submitted by Julie Allison,
Stromsburg



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.

September Birthdays

Barbara Maslonka	Decatur	9/1
Ronile Ivie	Exeter	9/1
Dee Arias	Louisville	9/1
Barb Prottsman	Venango	9/1
Denise McGinley	Bruning	9/2
Nancy Hert	Waterloo	9/4
Darla Hopwood	Shelby	9/6
Melinda Ferree	Wilcox	9/6
Kathie Carlstrom	Polk	9/7
Ginger Neuhart	Waverly	9/7
Rita Johnson	Creighton	9/8
Lana Svoboda	DeWeese	9/9
Sandra Bulin	Ohiova	9/9
Jean Nagey	Hebron	9/10
Mary Terry	Cedar Creek	9/11
Carolyn Otto	Cortland	9/12
Eileen Murdoch	Murray	9/12
B.J. Shubert	Shubert	9/13
Vicki S. Miller	Elgin	9/14
Donna Rawn	Bartley	9/16
Kay Dammast	Bellevue	9/17
Sheryl McClymont	Holdrege	9/19



Rosmarie Ritz	Comstock	9/20
Sandy Seidel	Crawford	9/20
Lynne McIntosh	Fremont	9/20
Darlene Hassebrook	Platte Center	9/20
Carol Brugger	Winside	9/20
Janelle Crone	Kennard	9/21
Nicole Downey	Arapahoe	9/22
Kristi Thornburg	Ainsworth	9/23
Kathy Skinner	Wakefield	9/24
Joni Belew	Bee	9/26
Brenda Wheeler	Blair	9/26
Doug Rix	Waverly	9/26
Michele Fox	Miller	9/28
Janice Hildebrandt	Oconto	9/28
Kim Petersen	Barneston	9/30



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

OCTOBER 2006

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 of Council meeting	Clerk publishes official proceedings of meeting including claims. (19-1102)
First day	Foreman and Secretary of every volunteer Fire Department must file rolls of their companies with Clerk of District Court. (35-102)
First Day	Fiscal year begins. (16-701)
After start of fiscal year	Treasurer makes annual report to Mayor and Council. (16-720) Clerk makes annual report. (16-317)
Oct. 9	A vote to exceed levy limits must be approved by this date (77-3444)
Oct. 13	Final Property Tax Request Certified and forwarded to County Clerk. (77-1601.02)
End of Month	Clerk files monthly report. (16-317)
Within 20 days after end of month	Treasurer files monthly financial report. (16-318)
Within 60 days after close of fiscal year	Treasurer publishes Statement of Receipts and Disbursements. / Semi-annual financial statement published. (16-722) (19-1101)
**	Clerk must prepare agenda prior to next Council meeting. (84-1411)
Within six months after close of fiscal year	Audit of city's accounts completed. (19-2902)

CITIES OF THE SECOND CLASS

Within 10 days following meeting or before next meeting (whichever is sooner)	Clerk to have minutes available for public inspections. (84-1413)
Within 15 days of Passage	Clerk publishes ordinances passed. (17-613)
Within 30 days of Council meeting	Clerk publishes official proceedings of meeting including claims. (19-1102)
First day	Foreman and Secretary of every volunteer Fire Department must file rolls of their companies with Clerk of District Court. (35-102)
First Day	Fiscal year begins. (17-701)
Oct. 9	A vote to exceed levy limits must be approved by this date (77-3444)
Oct. 13	Final Property Tax Request Certified and forwarded to County Clerk. (77-1601.02)
Within 20 days after end of month	Treasurer files monthly financial report. (17-606)
Within 60 days after close of Fiscal Year	Treasurer publishes Statement of Receipts and Disbursements. (19-1101)
**	Clerk must prepare agenda prior to next Council meeting. (84-1411)
Within six months after close of fiscal year	Audit of city's accounts completed. (19-2902)

VILLAGES

Within 10 days following meeting or before next meeting (whichever is sooner)	Clerk to have minutes available for public inspections. (84-1413)
Within 15 days of Passage	Clerk publishes ordinances passed. (17-613)
Within 30 days of Board of Trustees' meeting	Clerk publishes official proceedings of meeting including claims. (19-1102)
First day	Foreman and Secretary of every volunteer Fire Department must file rolls of their companies with Clerk of District Court. (35-102)
First day	Fiscal year commences. (17-701)
Oct. 9	A vote to exceed levy limits by election or by townhall meeting must be approved by this date (77-3444)
Oct. 13	Final Property Tax Request Certified and forwarded to County Clerk. (77-1601.02)
End of Month	Treasurer files monthly financial report. (17-606)
Within 60 days after close of Fiscal Year	Treasurer publishes Statement of Receipts and Disbursements. (19-1101)
**	Clerk must prepare agenda prior to next Board meeting. (84-1411)
Within six months after close of fiscal year	Audit of Village's accounts completed unless audit requirement waived by State Auditor. (19-2902)