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# NEBRASKA MUNICIPAL CLERKS NEWSLETTER

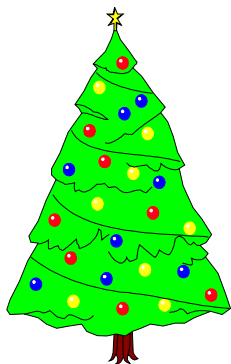
December 2003



## ***NMCA President wishes you a happy holiday season***

*By Debra Schaefer, Seward City  
Clerk-Treasurer/Administrator  
Assistant, NMCA President*

Merry Christmas & Happy New Year! This time of year always makes me a bit nostalgic and I think back to my younger years when Christmas wasn't so commercialized and hectic. There we were, Dad, Mom, sister Diane and me, anxiously awaiting Christmas Eve. We always had a church program, Mom ironing our robes – Dad warming the car – Diane and I practicing our songs – and then after the program, as you left the church, you always got a bag with an apple, orange, candy and nuts – what a treat!!!



We relished the simple things. My sister and I used to sit under the tree and look at the lights through clear

marbles for what seemed like hours and hours. We only got a few presents – a hairbrush, new robe, slippers and maybe a toy, but you know what – they were the most wonderful presents in the world.

My sister always told me a story about Christmas and Davey Crocket. You see when we were really small and still on the farm (I was only 2 when we moved to town, so I don't remember much) one Christmas we got those little guitars that wind and play songs. I got a Davey Crocket one and she got a Roy Rogers one. Well – she always said that Santa got mixed up because she was suppose to get the Davey Crocket guitar because he was her hero. Well about five years ago, I was digging around in an antique store – and guess what I found – an old Davey Crocket guitar. So I wrapped it up and gave it to her for Christmas. Needless to say, it was a big hit. Those are the best kind of Christmas presents.



My wish for you is that you all can have a “Davey Crocket” Christmas – and that you can find some quiet time to truly enjoy and marvel at the season.

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*“Christmas is not a time nor a season, but a state of mind. To cherish peace and goodwill, to be plenteous in mercy, is to have the real spirit of Christmas.”*

*– Calvin Coolidge*  
– Christmas Blessings to you all – Deb



## Campaign Guidelines

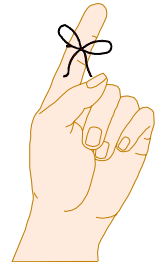
With the approaching Nebraska Municipal Clerks' Institute and Academy in mind, the Executive Board discussed the need for some campaign guidelines for those individuals seeking to be on the Board. We have had some campaigning in the past and felt that it would be wise to have some guidelines in place so there would be no misunderstandings. After we contacted IIMC for a copy of their guidelines, we developed our own. This is not to insinuate that you need to campaign – but should

you choose to do so, you will need to comply with the following guidelines:

1. The campaign of candidates should be in good taste;
2. Campaign material and literature shall not be distributed or placed on tables or chairs at any of the delegate educational sessions or at the Head Table at meal functions;
3. All posters and banners shall conform to hotel or convention center policy and must not interfere with UNO approved signage.

## Scholarship reminder

Just a reminder – the deadline for submitting a scholarship application for the Nebraska Clerks' Institute is Jan. 16, 2004.



Scholarship applications are to be submitted to 1<sup>st</sup> Vice President Jolynn Weber; Administrator/Clerk/Treasurer; City of Albion; 420 W Market Street; Albion NE 68620-1299

## Survey on starting dates, times for Nebraska Municipal Clerks' Institute attendees

Currently, the Nebraska Municipal Clerks' Institute begins Monday morning and concludes on Friday at noon. The Executive Board of the Nebraska Municipal Clerks' Association has received suggestions in the past that consideration be given to beginning the Institute on Sunday afternoon and ending it after the Thursday evening banquet.

We discussed this at our meeting after last year's session and decided that we would take a survey to see what the majority would prefer.

Please take time to answer this survey and either mail it to Debra Schaefer, Administrator Assistant/Clerk-Treasurer; City of

Seward; P O Box 38; Seward Nebraska – or e-mail your response to me at [Deb.Schaefer@cityofsewardne.com](mailto:Deb.Schaefer@cityofsewardne.com)

We would like to have this information so that we can make decisions for future sessions that the majority would favor.

Be advised that no change would be made until after the 2006 session as that is how far in advance we have to reserve the motels.

Thank you!

**Leave the schedule as is** \_\_\_\_\_

**Change to beginning Sunday at noon and conclude Thursday evening after the banquet.** \_\_\_\_\_



## Northeast Nebraska Clerks Association Minutes

Oct. 29, 2003

The Northeast Nebraska Clerks Association met on Oct. 29, 2003 in South Sioux City at the City Clerks Office. Vice President Nikki Johnson called the meeting to order. President Jolynn Weber was unable to attend. Secretary Amy Kuchar recorded the minutes. Clerks from the following communities were present: South Sioux City, O'Neill, Meadow Grove, Newcastle, Hubbard, Allen, Wynot, Wayne, Homer, Orchard, Hartington and Norfolk. Betty McGuire made a motion to approve the July meeting minutes, seconded by Beth Deck. All ayes, no nays, motion carried.

### Send current list of officers to NMCA President

Would all of the Presidents of the Area Clerks Associations please e-mail me or drop me a note with their current list of officers.

My email address is [Deb.Schaefer@cityofseward.ne](mailto:Deb.Schaefer@cityofseward.ne) and my mailing address is P O Box 38; Seward NE 68434. Thanks!

Treasurer Connie Foust read the treasurer report:

Checking account balance: \$25.85

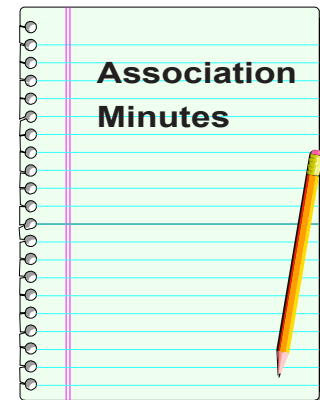
Savings account balance: \$821.65

Elsie Lund made a motion to approve the treasurer report, seconded by Crystal Lenzen. All ayes, no nays, motion carried. Connie also stated that she had set up Internet banking for the accounts.

The sunshine committee stated that Diane Werner, who recently had surgery, was doing better but had been laid up for a while. Connie Foust gave an update on the IIMC teleconference and the possible changes that may be made to the Institute regarding certification. They discussed testing the Clerks with an open book test. The Clerk's discussed this and other future changes. It was also stated that Cinda Jones had been accepted into IIMC.

Elaine Hamm asked Amy Kuchar to remind the Clerks that all City Clerks are required by law to publish their annual treasurer report. There was some confusion about this, so Beth Deck will find out for sure from the League and e-mail the Clerk's.

Donating \$100 to the Clerk's School Scholarship program was discussed. Betty McGuire



made a motion to donate \$100, seconded by Sheri Jeffords. All ayes, no nays, motion carried. A reminder was made that the Clerk's Award Nomination letters had been sent out.

The meeting was adjourned and after touring South Sioux City's new City office, the Clerks left to attend the tour scheduled for the Lewis and Clerk Interpretive Center.

– Submitted by Amy Kuchar, Secretary

### IIMC schedule of conferences

IIMC Annual Conferences:

2004 – Whistler, British Columbia



## 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.

## January Birthdays

Catherine L. John .....	Beaver City .....	1/2	Launette Kotik .....	Winslow .....	1/16
Lois Kroeker .....	Jansen .....	1/2	Jane Potts .....	Elsie .....	1/18
Cindy Haupt .....	Sidney .....	1/3	Jane Homolka .....	Clatonia .....	1/20
Chris Anderson .....	Central City .....	1/4	Pixie Jones .....	Grant .....	1/20
Vicki Pecena .....	Spencer .....	1/4	Sally Snowe .....	Wynot .....	1/20
Del Stracke .....	Stuart .....	1/4	Carmen Y. Jacobs .....	Creighton .....	1/21
Robin La Page .....	Alvo .....	1/6	Barbara Cotter .....	Stromsburg .....	1/21
Lori Dougherty .....	Obert .....	1/7	Diane Papke .....	Chambers .....	1/22
Roger Palmer .....	Sprague .....	1/8	Gary L. Swarz .....	Malmo .....	1/22
Debra Schaefer .....	Seward .....	1/9	Betty McGuire .....	Wayne .....	1/22
Kim Finecy .....	Doniphan .....	1/10	Shirley Ofe .....	Oakdale .....	1/23
Arlin Beethe .....	Elk Creek .....	1/10	Deborah Goodus .....	Columbus .....	1/24
Carolyn Neal .....	Reynolds .....	1/10	Amy Kuchar .....	Meadow Grove .....	1/25
Carol Alexander .....	Silver Creek .....	1/10	Gail Zoerb .....	Mason City .....	1/26
Kendra Kinne .....	Cambridge .....	1/11	Susan Strong .....	Eustis .....	1/27
Carolyn Glather .....	Dawson .....	1/13	Beverly Felber .....	Coleridge .....	1/28
Kellie Crowell .....	Ravenna .....	1/13	Becky Corbin .....	Fairbury .....	1/28
Rhonda Ray .....	Tekamah .....	1/13	Elizabeth Deck .....	Norfolk .....	1/28
Sharon Tillotson .....	Wilsonville .....	1/14	Nanette King .....	Maxwell .....	1/29
Elsie Lund .....	Newcastle .....	1/15	Tamra Sherman .....	Peru .....	1/29



## Panhandle Clerk's Association Minutes

The regular meeting of the Panhandle Clerk's Association was held in Alliance, Nebraska, at the Bistro On the Butte on Oct. 22, 2003 with the following clerks present: Linda Jines and Margaret Wichman, Alliance; Joyce Mick, Bayard; Irene Cooper, Bridgeport; Donna Rust and Betty Sanchez, Chadron; Judy Fry, Crawford; Toni Sider and Sandy Farmer, Gordon; Cathy Burback, Hay Springs; Kim Robb, Lyman; Loretta McCoy, McGrew; LeAnn Brown, Oshkosh; Bonnie Otte, Scottsbluff; and Glenna Vodicka and Connie Roffers, Rushville.

President Irene Cooper called the meeting to order and thanked Linda Jines and Margaret Wichman for hosting the meeting.

Joyce Mick motioned, sec-

onded by Glenna Vodicka to approve the minutes from the July 23, 2003 as mailed. Roll call: Yeas: Unanimous.

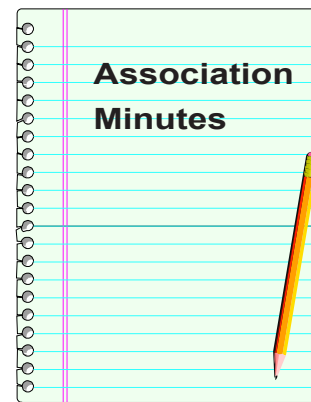
There was no treasurer's report.

Unfinished business:

Bonnie Otte reported on the new shirts. Bonnie brought several different sizes and styles of denim shirts. After the group had a chance to try them on and feel the weight, Linda Jines made a motion to have the group purchase the shirts made by L. A. Loving, seconded by Toni Sider. Roll call: Unanimous. Bonnie Otte and Irene Cooper will contact Maries Embroidery, then send out letters and order forms to all the Panhandle Clerks.

New Business:

LeAnn Brown offered to host the Jan. 28, 2004 meeting.



Reminders were announced for the following meetings: Clerk's School and Academy, March 15-19, 2004, in North Platte.

The meeting was adjourned.

– Submitted by Irene Y. Cooper, President, Panhandle Clerk's Association.

The group enjoyed the talk given by the Alliance City Attorney, Leo Dobrovolny, Jr.

### 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](mailto:lynnm@lonm.org) by e-mail.

### Applications available for 2004 All-America City Award

Applications are now available for the 2004 All-America City Award, with a deadline of March 11, 2004 at 5 p.m. Mountain Standard Time. For communities interested in

applying for the All-America City Award, the National Civic League is hosting on-line briefings. Please visit the AAC Web site for the briefings schedule at [www.ncl.org/aac/](http://www.ncl.org/aac/).



## Schilousky qualifies for Second Level Membership in IIMC Master Municipal Clerk Academy

Kim Schilousky, CMC, Village Clerk-Treasurer of the Village of Cedar Rapids, has been accepted into the Second Level Membership of the IIMC Master Municipal Clerk Academy.

Approximately 15 percent of more than 10,300 members of the International Institute of Municipal Clerks (IIMC) have qualified for the Academy status.

IIMC President Jean M. Bailey, CMC, City Clerk of Rocky Mount, North Carolina,

announced, "I am honored to welcome Ms. Schilousky into the Second Level Membership of the IIMC Master Municipal Clerk Academy. She has demonstrated and obtained career development goals that will aid her in maintaining the quality of excellence that is required of today's public officials and administrators."

Ms. Schilousky has been employed with the Village of Cedar Rapids since June 1978, serving as Village Clerk-Treasurer.

**CHEERS!**

She received her professional IIMC Certified Municipal Clerk's Award in February 1988, and was accepted into the IIMC Master Municipal Clerk Academy Program in May 1993. Marking her Second Membership Level in the Academy, she joins an elite group of Municipal Clerks in the state of Nebraska who have achieved this designation.

During this past sustaining period she has completed IIMC-approved programs conducted by the Nebraska Department of Economic Development, the University of Nebraska at Omaha, Central Community College at Columbus, Nebraska Public Power District, League of Nebraska Municipalities and other seminars relating to government service.

Active in her professional affiliations, she is a member of the IIMC, Nebraska Municipal Clerks Association, and Northeast Nebraska Municipal Clerks.

Ms. Schilousky has been a member of the IIMC since May 1980.

### Seeking Nominations for District Directors For District 1 & 2

#### Eligibility requirements:

- Active member of the Nebraska Clerks Association
- Minimum of three continuous years of service as a Municipal Clerk
- \* Support your association
- \* Take an interest in the management
- \* Earn points towards certification

If interested or know of someone who may be, contact Kimberly Ramsay at Pilger 402-396-3563 or pilger@ncfcomm.com



## **Municipal Legal Calendar**

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

### **FEBRUARY 2004**

#### **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)  
Within 30 days from Council  
meeting ..... Clerk publishes official proceedings of meeting. (19-1102)  
Last Day ..... Clerk files monthly report. (16-317)  
Last Day ..... Treasurer files monthly financial report. (16-318)  
On or before March 1 ..... One and six year plans are due at the Nebraska Department of Roads, Board of  
Public Roads, Classification and Standards, March 1, 2004. Legal notice is required  
10 days before the hearing. (39-2115 through 39-2117)  
\* \* ..... 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)  
Within 30 days from  
Council meeting ..... Clerk publishes official proceedings of meeting. (19-1102)  
Last Day ..... Treasurer files monthly financial report. (17-606)  
On or before March 1 ..... One and six year plans are due at the Nebraska Department of Roads, Board of  
Public Roads, Classification and Standards, March 1, 2004. Legal notice is  
required 10 days before the hearing. (39-2115 through 39-2117)  
\* \* ..... 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)  
Within 30 days from  
Trustees' meeting ..... Clerk publishes official proceedings of meeting. (19-1102)  
Last Day ..... Treasurer files monthly financial report. (17-606)  
On or before March 1 ..... One and six year plans are due at the Nebraska Department of Roads,  
Board of Public Roads, Classification and Standards, March 1, 2004. Legal notice is  
required 10 days before the hearing. (39-2115 through 39-2117)  
\* \* ..... Clerk must prepare agenda prior to next Board meeting. (84-1411)



## SILENT AUCTION 2004

## CLERKS' INSTITUTE AND ACADEMY

MARCH 15 – 19, 2004

SANDHILLS CONVENTION CENTER

NORTH PLATTE, NEBRASKA

THE PROCEEDS FROM THE SILENT AUCTION HELP SUPPORT THE SCHOLARSHIP FUND. WHAT A GREAT WAY TO HELP FELLOW CLERKS AND HAVE SOME FUN AT THE SAME TIME!! START THINKING NOW OF THAT SPECIAL SOMETHING THAT YOU CAN DONATE TO THE AUCTION.

SEE YOU AT CLERKS INSTITUTE IN THE SILENT AUCTION ROOM!!

**GET READY TO HAVE SOME FUN AT MARDI GRAS!!!!**

