
NEBRASKA MUNICIPAL CLERKS NEWSLETTER

December 2006



Message from the President

*By Joan Kovar
Clerk/Treasurer, David City
NMCA President*

Dear Fellow Clerks,

I hope that everyone had a very Merry Christmas and was able to spend quality time with family and friends. I really enjoyed Christmas, but I hate to admit, I missed a few snowflakes in the air. Then, my husband being the practical one heard that there “might” be a chance of snow in the forecast, so he took my outside decorations down on Dec. 26th!!! Had to beat the bad weather you know! Ha! Ha!

As you may recall, the Nebraska Municipal Clerks Association (NMCA) donated the 2006 NMCA silent auction proceeds, after deducting expenses, to the New Orleans Municipal Clerks Association for the 2007 IIMC conference. We should all feel good that we were able to help another state that was in need. I recently received a Thank You from the Louisiana Municipal Clerks Association that I would like to share with all of you:

Louisiana Municipal Clerk’s Association
Thank you for your generous donation to the Louisiana Municipal Clerks for the IIMC 2007 Conference in New Orleans. Because of all the turmoil in our state over the last year and one-half, these funds will be greatly needed. I apologize for the delay in this response. It has just come to my attention that a donation was made by your state association earlier this year and there was confusion about a response being

made on the LMCA’s behalf. We would not be able to host this conference were it not for our friends throughout the country. Thanks again for your gift, we hope to see you in New Orleans.

*With Sincerest
Thanks and Deep Appreciation,
Fay Nell McIntosh, CMC
LMCA President, 2006/2007*



The Executive Board is proposing a rate increase to the annual dues. As this would be an amendment to the by-laws it needs to be approved by two-thirds vote of the Active Members in attendance at the Clerks’ Certification School in March at North Platte. The proposed increase is as follows:

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:

| <u>Current</u> | <u>Proposed</u> |
|--|-----------------|
| Municipalities of less than 300 population | |

Continued on page 2



Message from the President

Continued from page 1

| | | |
|---|----------------|-----------------|
| | \$5.00/year | \$10.00/year |
| | <u>Current</u> | <u>Proposed</u> |
| Municipalities of 301 to 800 population | \$10.00/year | \$15.00/year |
| Municipalities of 801 to 5,000 population | \$20.00/year | \$25.00/year |
| Municipalities of 5,001 or larger | \$30.00/year | \$35.00/year |

Dues will not be prorated.

Don't forget to register for the Clerks' Institute

and Academy scheduled for March 18-23, at the Sandhills Convention Center in North Platte, Neb. It is always very informative and fun.

It seems that time is flying by and the New Year is already upon us. I am thinking about New Year's resolutions to make. I kid my husband of being a "Scrooge," however, everyone can kid me of my annual resolution to "Lose Weight!" I think I have lost the same weight about eight different times in my life. My husband jokingly asks me why I bother. I take the weight off, put it back on, take it off; it is a vicious cycle. Even when we got married my sister's advice to my husband was "Just love her no matter what size she is."

I sincerely wish all of you a very Healthy and Happy New Year!!

Thanks from Cinda Jones

Special thanks to all the clerks, active and retired, for the many beautiful cards, memorials, words of encouragement and support and the hugs you shared with us in the loss of our husband, dad and grandpa. You are truly a "special" group. We send you all the best wishes for a very Merry Christmas and a prosperous New Year!

Submitted by Cinda Jones and Family

**Mark your calendar for the League's
Midwinter Conference**

Feb. 12-13, 2007

Cornhusker, Marriott Hotel, Lincoln

Oakland City Clerk/Treasurer accepted into IIMC

First Level Membership

Cynthia Petersen, CMC, City Clerk/Treasurer of the City of Oakland, has been accepted into the First Level Membership of the IIMC Master Municipal Clerk Academy.

IIMC President Marcella H. O'Connor, MMC, Municipal Clerk, Uralla Shire, Uralla, Australia, said: "I am honored to welcome Ms. Petersen as a member in the First Level Membership of the IIMC Master Municipal Clerk Academy. She has demonstrated and obtained career development goals which will aid her in maintaining the quality of excellence required in today's public officials and administrators."

CHEERS!





OUTSTANDING CLERK AWARD NOMINATION FORM

****PLEASE TYPE OR PRINT****

Deadline for nominations is Tuesday, January 16, 2007.

Please note: Nominees shall have served as municipal clerk for a minimum of 3 years.

_____ 1st Class City or larger _____ 2nd Class City _____ Village

I hereby nominate the following City/Village Clerk for the Nebraska Municipal Clerks Institute "Outstanding Clerk Award":

Name of Clerk Nominated _____

Clerk's Mailing Address _____

Clerk's E-mail Address _____

Date _____ Signature _____

Title _____

Mailing Address _____

City/Village _____

Zip Code _____

Telephone _____

A questionnaire will be mailed to your nominee for outstanding clerk.

PLEASE RETURN THIS NOMINATION FORM TO:

Kay Dammast, Chairperson
NE Municipal Clerks Awards Committee
210 W Mission Avenue
Bellevue, NE 68005



SILENT AUCTION REMINDER

2007



**The 1950s was a roar,
The 2007 Silent Auction can be even more.
Bring an item in March when you attend,
And have fun bidding until the very end!**

**Nebraska Municipal Clerks Association
Institute and Academy
March 18-23, 2007
Sandhills Convention Center,
North Platte, NE**



Proceeds from the Silent Auction help support the NMCA Scholarship Fund. This is a GREAT WAY to help fellow clerks attend the Institute & Academy and have fun at the same time!! Start thinking now of that special something that you can donate to the auction.



Southern Seven Clerk's Association Minutes

The Southern Seven Clerk's Association met on Thursday, Nov. 16, 2006 at Mary Ellen's Catering in Henderson for their 12:30 p.m. luncheon and meeting. Vanee Holtmeier and Connie Brown were hostesses. Following the lunch, the Southern Seven held their quarterly business meeting. President Beverly Bornschlegl conducted the meeting. The following clerks were present: Ronile Goddard, Exeter; Linda Carroll, Fairmont; Deb Schaefer, Seward; Marilyn Varner, Seward; Mary Peschel, Schuyler; Debbie Gilmer, Friend; Robin Sullivan, Brainard; Barbara Cotter, Stromsburg; Tami Arnold, Fairbury; Lori Rezny, Wilbur; Joni Belew, Bee; Sharon Welsch, Goehner; Deb Milius, Plymouth; Linda Schuerman, DeWitt; Jeannie Johnson, Bellwood; and Julie Allison, Stromsburg. Also present was Elaine Fortik, Brainard.

Copies of the minutes from the August meeting were distributed and Treasurer Julie Allison read the minutes aloud. Joni Belew moved to approve the Aug. 24, 2006 minutes, Tammy Arnold seconded. All present voted aye, minutes approved.

The treasurer reported a balance of \$253.53. Mary

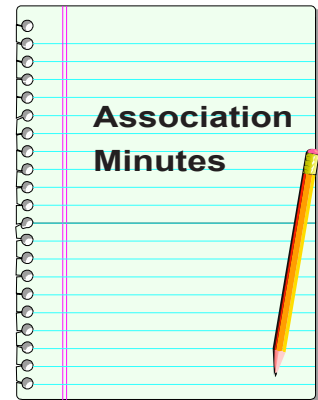
Peschel moved to accept the treasurer's report, Jeannie Johnson seconded. All present voted aye, motion carried. No unfinished business.

President Bornschlegl opened the floor for nominations for a new Secretary/Treasurer for the coming year. Linda Carroll nominated Tami Arnold for Secretary/Treasurer of Southern Seven, Barbara Cotter seconded. All present voted aye, motion carried.

The following meeting dates and locations were tentatively scheduled for 2007...

| | |
|-----------|-----------|
| Feb. 22 | Crete |
| April 26 | Seward |
| August 23 | Friend |
| Nov. 15 | Henderson |

Vanee Holtmeier and Linda Carroll presented information regarding the banquet for the 2007 Nebraska Municipal Clerks in March at the Sandhills Convention Center in North Platte. The Southern Seven Clerks are responsible for the banquet. The theme selected is The 50s. The budget is \$650 and \$150 for flowers. The hotel has decorations and is very accommodating to additional decoration ideas. Vanee Holtmeier, Tammy Arnold, and Jeannie Johnson volunteered for the decoration committee, Linda Carroll and Ronile



Goddard volunteered for the entertainment committee and Joni Belew will be responsible for the programs. Deb Schaefer, Mary Peschel and Marilyn Varner will order the corsages for the honored clerks, officers and UNO staff. Some suggestions for "banquet attire" were bowling shirts, rolled up jeans, poodle skirts, letter sweaters, and pink lady t-shirts or jackets.

A question-and-answer period was held. Topics included were charging for emergency and fire calls, charging neighboring communities mileage, health insurance premiums, recent 1099 audit for Seward with the audit emphasizing that Social Security number correlates to owner, that I-9 and W-4's are on file. Additional topics were that fire departments are not tax exempt by themselves, Dennis Meyer of the State Auditors

Continued on page 6



Heartland Clerk's Association Minutes

The Heartland Clerk's Association met on Thursday, Dec. 14, 2006, at The Cellar Bar & Grill in Kearney, Nebraska.

President Kellie Crowell of Ravenna called the meeting to order at 12:00 noon with 19 members present: Kellie Crowell and Cindy Keslar, Ravenna; Sheryl McClymont, Holdrege; Jean Polzkill and Linda Jensen, Central City; Kim Finecy, Doniphan; Janet Greenwalt and Connie Jo Beck, St. Paul; RaNae Edwards, Grand Island; Melissa Carkoski and Annette Gallaway, Loup City; Diane Fries and Raquel Felzien, Franklin; Lanette Doane, Ansley; Gail Zoerb, Mason City; Dawn Quinn, Oxford; Vicki Nelson, Axtell; Kristi Purintun, Overton; and Laura Deets, Pleasanton.

Copies of the Minutes from the Oct. 26, 2006 meeting and the Treasurer's Report were presented for review. Motion was made by Melissa Carkoski, second by Annette Gallaway

Southern Seven Clerk's Association Minutes

Continued from page 5

office is a finalist for Budget Director, and Joni Belew is pregnant! The next meeting will be Feb. 22, 2007 in Crete.

Everyone in attendance was invited to tour Henderson and take advantage of the shopping and visit other points of interest.

Lori Rezny moved, Marilyn Varner seconded, to adjourn the meeting. All present voted aye, motion carried.

Submitted by Julie Allison, Secretary/Treasurer

to approve the Minutes as presented. Roll call vote showed all members voting aye – 19 ayes. Motion carried.

Motion was made by Diane Fries, second by Linda Jensen to approve the Treasurer's Report as presented with a balance of \$1,335.25. Roll call vote showed all members voting aye – 19 ayes. Motion carried.

Unfinished business:

- Reminder to those who had not paid their dues
- Forms were handed out to update our personal history and pictures were taken after the meeting

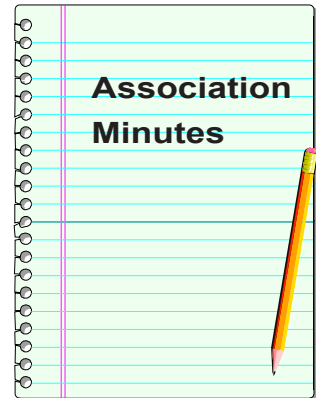
Announcements:

- Diane Fries announced she had obtained her Master Municipal Clerk membership
- Melissa Carkoski announced this would be her last meeting as she would no longer be working for the City of Loup City
- Annette Gallaway mentioned it was her 25th Anniversary with the City of Loup City
- Good news concerning Charlynn Krcilek, City Clerk from Giltner - there was no trace of cancer

Motion was made by Connie Jo Beck, second by Lanette Doane to adjourn the meeting at 12:10 p.m. Roll call vote showed all members voting aye – 19 ayes. Motion carried.

Following lunch, gifts were exchanged.

Submitted by RaNae Edwards, Secretary/Treasurer





Kearney City Clerk, Crete Deputy City Clerk, Franklin City Clerk/Treasurer receive Master Municipal Clerk designations

Michaëlle Trembly, MMC, City Clerk of the City of Kearney, Joyce Ann Beck, MMC, Deputy City Clerk of the City of Crete, and Diane K. Fries, Clerk/Treasurer of the City of Franklin, have received the Master Municipal Clerk designation through the International Institute of Municipal Clerks Master Municipal Clerk Academy Program. They join an elite group of municipal clerks in Nebraska who have achieved the prestigious MMC designation.

Attention all Clerks

Don't forget to share information about events in your community and items of interest for your city or village. These articles are the most helpful and interesting to each of us. When you submit them to the League, ask that they be put under the "City News" section.

Thanks!

*Submitted by Debra Schaefer,
Seward*

IIMC President Marcella H. O'Connor, MMC, Municipal Clerk, Uralla Shire, Uralla, Australia, praised all three women: "I am honored to announce that Ms. Trembly, Ms. Beck and Mrs. Fries join 504 other Municipal Clerk members of IIMC worldwide who hold the Master Municipal clerk designation. It symbolizes their status as true Municipal Clerk professionals."

Ms. Trembly has been a

member of the IIMC since 1989. Ms. Beck has been a member of IIMC since 1994 and Mrs. Fries has been a member since 1991.

President O'Connor praised the women's personal commitment and service to the municipal clerk's profession.

CHEERS!



What address do I use to write my state Senator?

To write your state Senator, you need only to include on the envelope:

Senator's name
District number
State Capitol,
PO Box 94604
Lincoln, NE 68509

In addition, many Senators have e-mail addresses available on the Legislature's web site, which has changed and now is nebraskalegislature.gov/web/public/home.

***Please attend the 2007 Utilities Section
Annual Conference***

Jan. 17-19, Holiday Inn Downtown, Lincoln



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

| | | |
|------------------------|--------------------|------|
| Jeanine Davis | Brady | 1/1 |
| Catherine John | Beaver City | 1/2 |
| Lois Kroeker | Jansen | 1/2 |
| Cynthia Haupt | Sidney | 1/3 |
| Vicki Pecena | Spencer | 1/4 |
| Del Stracke | Stuart | 1/4 |
| Debra Schaefer | Seward | 1/9 |
| Kim Finecy | Doniphan | 1/10 |
| Arlin Beethe | Elk Creek | 1/10 |
| Carolyn Neal | Reynolds | 1/10 |
| Carol Richards | Silver Creek | 1/10 |
| Kendra Kinne | Cambridge | 1/11 |
| Kellie Crowell | Ravenna | 1/13 |
| Jeanine Webb | Homer | 1/15 |
| Elsie Lund | Newcastle | 1/15 |
| Launette Kotick | Winslow | 1/16 |
| Jane Potts | Elsie | 1/18 |
| DeLoyce Harris | Panama | 1/18 |
| Sally Snowe | Wynot | 1/20 |
| Carmen Y. Jacobs | Creighton | 1/21 |
| Barbara Cotter | Stromsburg | 1/21 |



| | | |
|------------------------|------------------|------|
| Gary Swartz | Malmo | 1/22 |
| Betty McGuire | Wayne | 1/22 |
| Jessica Preister | Ashland | 1/24 |
| Colleen Lawry | Gretna | 1/24 |
| Kristi Purintun | Overton | 1/24 |
| Gail Zoerb | Mason City | 1/26 |
| Nancy Glesinger | Spalding | 1/26 |
| Susan Strong | Eustis | 1/27 |
| Lanette Doane | Ansley | 1/28 |
| Beverly Felber | Coleridge | 1/28 |
| Elizabeth Deck | Norfolk | 1/28 |
| Nanette King | Maxwell | 1/29 |
| June Moline | Mead | 1/29 |
| Tamra Sherman | Peru | 1/29 |



Municipal Legal Calendar

(All statute citations to Revised Statutes of Nebraska)

FEBRUARY 2007

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) |
| 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, 2007. 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) |
| 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) |
| 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, 2007. 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) |
| 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) |
| 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, 2007. 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) |