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# NEBRASKA MUNICIPAL CLERKS NEWSLETTER

January 2005



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## Message from the President

*By Jolynn Weber  
Administrator/Clerk/Treasurer  
Albion  
NMCA President*

Wow, 2004 is now gone, and 2005 is whisking by me. I can't believe it is almost February. Make sure you take a look at the whole newsletter as it has some very important information. If you are on a committee, please get into contact with that committee's chair to find

out if your help is needed. Clerks' Institute is just around the corner, and everyone's help is needed to make the arrangements. There will be a third year clerks' skit, the banquet has a formal setting and the Wednesday night hospitalities theme is Hawaiian luau. Make arrangements to dress accordingly for each of those events. Melanie stated that the hotel was booked, but please contact the

adjoining hotels, such as Wingate and Hampton Inn (308-234-3400). Both hotels are beautiful, with a very nice breakfast and just minutes away.



This is the month everyone feels, depressed, overweight, and just not quite with it. My remedy, drink lots of water, take a walk around the block mid-afternoon, smile lots, and then hug your husband, significant other, children, or pet immediately when you get home. You will be amazed at how it helps you get through each part of the long dragged out day! See you at the Mid-winter Conference in Lincoln. We will be holding a General meeting on Monday, Feb. 14, 2005 from 5-6. I will be asking each committee chair to update the membership on their activity. Immediately following we will be holding an executive meeting.

*Warmly,  
Jolynn*

### 2004-2005 NMCA Committees, Chairs

What follows are committees for the 2004-2005 year, the chairs and budgeted amounts.

CERTIFICATION COMMITTEE: Beth Deck- Norfolk  
THURS. NIGHT BANQUET: Amy Kuchar-Meadow Grove; \$650  
NOMINATING COMMITTEE: Jane Skinner-Ogalalla  
CLERKS HISTORY: Linda Jensen-Central City  
MON. NIGHT HOSPITALITY: Sandy Kruml-Ord \$500  
WED. NIGHT HOSPITALITY: Brandi Livingston-Broadwater \$2,000  
CLERKS DIRECTORY: Joyce Mick-Bayard \$50  
HONORARY MEMBERSHIP: Barb Rabe-Wisner  
CLERKS EDUCATION: Kay Dammas-Bellevue  
SILENT AUCTION: Joan Kovar-David City  
CLERKS NEWSLETTER: Connie Foust-South Sioux City

If you signed up for one of these committees, NMCA President Jolynn Weber asks you to contact the Clerk (chairperson) of the committee in order to get organized.



## Nominations sought for Honorary Membership in Nebraska Municipal Clerks' Association

We are, once again, seeking nominations for Honorary Membership in the Nebraska Municipal Clerks' Association. Section 3 of the NMCA Constitution and Bylaws reads as follows:

*"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 of those voting members present at such Annual Meeting."*

The Honorary Members are presented a certificate of Honorary Membership following Clerks' School.

If you would like to nominate someone for Honorary Membership, please send his or her name, current address and, if possible, the period of time he

or she served as City Clerk. Please remember that he or she must have been a member of the Nebraska Municipal Clerks' Association for at least 10 years, not just that he or she was a City Clerk for 10 years. Please send this to me by March 7, 2004.

Thank you for your assistance.  
– Submitted by Barbara S. Rabe, Chair, Honorary Membership Committee, PO Box 367, Wisner, NE 68791



## How to contact your state Senator

**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  
Lincoln, NE 68509

In addition, most Senators have e-mail available through the Legislature's web site at [www.unicam.state.ne.us](http://www.unicam.state.ne.us).

## Aloha! Wednesday night at Clerks School to have Hawaiin Luau theme

The Wednesday night hospitality committee has decided on a Hawaiian Luau theme for the evening. The evening will offer Hawaiian food, drinks, games and contests. Please feel free to wear Hawaiian Luau attire for the occasion and, remember, no shoes required.





## **NOTICE OF MEETING**

**Nebraska Municipal Clerks' Association  
General Membership Meeting  
Cornhusker Hotel – Lincoln, Nebraska  
February 14, 2005, 4:45 p.m.**

NOTICE IS HEREBY GIVEN that a meeting of the General Membership of the Nebraska Clerks' Association will be held on Monday, February 14, 2005 at 4:45 p.m., at the Cornhusker Hotel in Lincoln, Nebraska during the Midwinter Conference of the League of Nebraska Municipalities.

### **AGENDA**

1. Call Meeting to Order
2. Approval of minutes from the October 7, 2004 General Membership Meeting Minutes
3. Treasurer's Report
4. Committee Reports:
  - Celebration of Clerks – Debra Schaefer
  - Silent Auction – Joan Kovar
  - Monday Night Hospitality – Sandy Kruml
  - Wednesday Night Hospitality – Brandi Livingston
  - Thursday Night Banquet – Amy Kuchar
  - Honorary Membership – Barb Rabe
  - Clerk of the Year – Beth Deck
  - Nominating Committee – Jane Skinner
  - Clerks' Newsletter – Connie Foust
  - Clerks' Directory – Joyce Mick
  - History – Linda Jensen
  - Education – Kay Dammast
  - Certification – Beth Deck

5. Other Business

Discussion of 2005 IIMC Conference in St. Paul, Minnesota

I, Jolynn Weber, President of the Nebraska Clerks' Association hereby certify:

That the foregoing is a true and correct copy of the Nebraska Clerks' Association General Membership meeting Agenda.

Jolynn Weber, President  
Nebraska Clerks' Association



## **NOTICE OF MEETING**

**Nebraska Municipal Clerks' Association  
Executive Board  
Cornhusker Hotel – Lincoln Nebraska  
February 14, 2005, 5:15 p.m.**

NOTICE IS HEREBY GIVEN that a meeting of the Executive Board of the Nebraska Clerks' Association will be held on Monday, February 14, 2005 at 5:15 p.m. at the Cornhusker Hotel in Lincoln, Nebraska during the League of Nebraska Municipalities Midwinter Conference.

### **AGENDA**

1. Call Meeting to Order
2. Approval of October 7, 2004 Executive Board Minutes
3. Treasurer's Report
4. Approval of Bills
5. Old Business
  - a. Budget -
    1. Provide funding for District Director to attend the Region VIII Conference
6. New Business
  - a. Clerks' Institute -
    1. Selection of Hotels to Interview for 2005 Clerks' Institute and Academy
  - b. Clerks' Week - Discussion and presentation of ideas
    - May 2005 Clerks' Week Celebration
7. Adjourn

I, Jolynn Weber, President of the Nebraska Clerks' Association hereby certify:

That the foregoing is a true and correct copy of the Nebraska Clerk's Association Executive Board Agenda.

Date: January 25, 2005

Jolynn Weber, President  
Nebraska Clerks' Association



## Southern Seven Clerk's Association Meeting Minutes

The Southern Seven Clerk's Association met on Thursday, Nov. 18, 2004 at Sweetwater Café in Exeter for the association's 12:30 p.m. luncheon and meeting. Ronile Ivie was hostess.

Following the lunch the Southern Seven held their quarterly business meeting. President Nancy Bryan conducted the meeting. The following clerks were present: Lori Rezny, Wilber; Barb Whitley, Geneva; Vane Holtmeier, McCool Junction; Nancy Bryan, Osceola; Angela Oliver, Clarks; Joni Belew, Bee; Jeannie Johnson, Bellwood; Ronie Ivie, Exeter; Sharon Welsch,

Goehner; Debra Schaefer, Seward; Marilyn Varner, Seward and Becky Corbin, Fairbury.

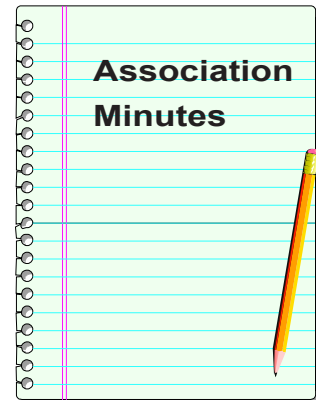
Vane Holtmeier made a motion, seconded by Marilyn Varner that the minutes of Aug. 19, 2004 be approved. All present voted "yes." Motion carried.

The treasurer reported a balance of \$155.18. No receipts or reimbursements were made since last meeting.

Further discussion on chartering a bus to the IIMC conference in Minneapolis May 2005 was held. Barb Whitley reported on the response she has received from clerks and gave an update on the matter.

A question and answer period was held.

Deb Schaefer made a motion, seconded by Ronile Ivie to appoint Joni Belew as the association's new Secretary/Treasurer. Vane Holtmeier made a motion, seconded by Ronile Ivie that nominations cease. All voted "yes." Motions carried. Officers for 2005 are President – Ronile Ivie, Vice-



President-Becky Corbin, Secretary/Treasurer-Joni Belew. Meetings in 2005 will be held as follows:

Feb. 24 – Fairbury

April 28 – Seward

Aug. 25 – McCool Junction

Nov. 17 – Seward

The next meeting will be Feb. 24, 2005, in Fairbury. Becky Corbin will be hosting the meeting. The meeting was adjourned.

– *Respectfully Submitted,*  
*Becky Corbin, CMC, City Clerk/  
Treasurer*

### Reminder to Third Year Clerks about skit on March 17

Nebraska  
Municipal  
Clerks Associa-  
tion President  
Jolynn Weber



would like to remind Third Year Clerks that they need to present a skit to the General Membership on Thursday, March 17. Third Year Clerks should be in contact with each other in order to start preparing for the skit.

### NMCA President: No bus trip to St. Paul for conference

Nebraska Municipal Clerks Association President Jolynn Weber wanted to let NMCA members know that there will be NO bus trip to the IIMC Annual Conference in St. Paul,

as there was not enough interest. Barb Whitley, City Clerk/Treasurer of Geneva, who looked into the bus trip, only received 10 phone calls from interested persons.



## Hemingford Clerk/Treasurer/Administrator receives Master Municipal Clerk designation

Peggy Sheldon, MMC, Clerk/Treasurer/Administrator of the Village of Hemingford, has received the Master Municipal Clerk designation through the IIMC Master Municipal Clerk Academy Program.

IIMC President Elizabeth H. Kiss, MMC, Municipal Clerk, East Brunswick Township, New Jersey, announced, "I am honored to announce that Ms. Sheldon joins 353 other Municipal Clerks who have received the Master Municipal Clerk (MMC) designation. It symbolizes her status as a true Municipal Clerk professional."

Ms. Sheldon has been employed with the Village of

Hemingford since November 1987, serving as Deputy Clerk before appointment to her current position of Clerk/Treasurer/Administrator in September 1988.

She achieved IIMC's Certified Municipal Clerk status in December 1991, entered the Master Municipal Clerk Academy Program in January 1994, and has continued to fulfill the educational service requirements through each of her Three Levels of Membership in the Academy.

Since Ms. Sheldon's inception into the Academy, she has completed IIMC-approved Academy programs and seminars conducted by the School of Public Administration, University of Nebraska, Omaha, and she has completed other educational programs relating to local government.

Active in her professional affiliations, she is a member of the International Institute of Municipal Clerks. She

served as Past District 1 Director and on the Clerks Directory, Newsletter, Audit and Education Committees with the Nebraska Clerks Association. She also has served in all offices with the Panhandle Clerks Association, and is a member of the Nebraska City Managers Association.

President Kiss praised Ms. Sheldon's accomplishments: "Ms. Sheldon has been a member of the IIMC since June 1988. Her personal commitment and service to the Municipal Clerk's field is at the heart of true professionalism."

**CHEERS!**



### Writing to your State Senator

#### 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, [www.unicam.state.ne.us](http://www.unicam.state.ne.us).

### 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.



**SILENT  
AUCTION  
REMINDER**



**If you are busily returning Christmas presents,  
look around, you may spot the perfect gift to donate  
to the Silent Auction.**

**While the weather is cold and miserable, and you are sitting  
inside trying to stay warm, why not make a special craft  
to donate to the silent auction.**

**Remember.....the Silent Auction will be held during  
Clerks School  
March 14 –18  
At the Holiday Inn, Kearney, Nebraska**

**Proceeds from the Silent Auction help support  
the Scholarship Fund.  
Let's have some fun and help our fellow clerks  
at the same time!**

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

**GET READY TO HAVE SOME FUN AT NEW YORK NEW YORK!!!!**



## 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.

## February Birthdays

Jennifer Carlson .....	Bancroft .....	2/1
Nancy Votta .....	Hickman .....	2/1
Nancy Schaad .....	Leigh .....	2/1
Kristine Cornell .....	Newport .....	2/1
Larry Alderson .....	Belden .....	2/2
Lynn Sorensen .....	Papillion .....	2/2
Jayne Gentzler .....	Plainview .....	2/3
Barbra Mikkelsen .....	Aurora .....	2/6
Theresa Busse .....	North Bend .....	2/6
Mary Ann Promes .....	Fordyce .....	2/8
Linda Pankoke .....	Beaver Crossing .....	2/9
Harold Farrar .....	Kimball .....	2/9
Marilyn True .....	Bloomfield .....	2/11
Lori L. Voerdestrasse .....	Hastings .....	2/11
Margaret Sheldon .....	Hemingford .....	2/11
Connie Laflin .....	Humboldt .....	2/11
Joan Soucek .....	Bladen .....	2/13



Joan Hanson .....	Concord .....	2/13
Michelle Trembly .....	Kearney .....	2/16
Randy Rogers .....	Lyons .....	2/17
Lanette Doane .....	Ansely .....	2/18
Geraldine Coakley .....	Leshara .....	2/19
Linda Carroll .....	Fairmont .....	2/21
Karen Hahlbeck .....	Ewing .....	2/16
Kimberly Volk .....	Fremont .....	2/26
Renae Hanquist .....	Hordville .....	2/27
Victoria Ramold .....	Palmer .....	2/28



## Miss Read greets library's guests

*Reprinted by permission from the  
Burt County Plaindealer  
Submitted by Cynthia Petersen,  
Clerk/Treasurer, Oakland*

One cold, rainy day in Oakland, a sweet innocent little kitten – like so many other abandoned, strayed or unwanted animals – was huddled in a corner, starving, not knowing where her next meal would come from.

Her life changed when Jerri Case, a part-time meter reader in Oakland, was out making her rounds and came across the heartbreaking sight.

Some roofers in the area asked Case if she knew who it could belong to, because it had been there two or three days.

Not knowing who the owners could be, Case scooped up the starving kitten and bundled her in her coat. She proceeded to the city office to look for help.

In she walked, with the scared kitten peeking out of her coat. Although scared, the kitten carried a look of relief to be in from the cold, temporarily at least. Case told city clerk Cynthia Petersen that she had found this kitty just for her.

Petersen, already owning a cat, said she would help her find a home and would keep it for the weekend.

Case took it to Red Barn Veterinarian office to have her checked out, but they could not accept another stray at the time because they didn't have any more room.

Feeling heartbroken, Case and Petersen gave the kitty a nice warm bath at Case's home while remembering that Rosa Schimdt, the librarian, had been in the office earlier and commented that she had been looking for a kitten for the library.

They decided that would be the perfect home for the little miracle kitten.

"The (kitten) has a real cute personality to be in a public place like that," Petersen said.

Schmidt was willing to give her a home if Petersen would take for the weekend so as not to leave the kitty alone in the library all weekend.

That weekend, Petersen's son, Jake, took the kitten to Jack Brothers Hardware, where he works.

"He couldn't stand leaving her home alone Saturday so he took her to work with him," chuckled Mrs. Petersen. "People came in the next day saying 'where is she?' because she is so friendly.

"It was hard to give her up when Rosa came to get her Monday, but now she has a new home."

And a new name.

Miss Read, the newest member of Oakland Public Library, is doing great and loves her new home.

Several small communities have a kitten in the library for story hour and as a treat for the children.

"We found older people absolutely love her, too," Pedersen said.



She spends her day playing with children, sitting on laps while people read, or snuggled up taking a cat nap in the book stakes. People have donated old toys to her and paid her vet bills, including to get her spayed and declawed on her front paws.

There is also a cat donation bank on the desk at the library to which people in the community have contributed.

Anyone is welcome to stop by the Oakland Public Library to visit Miss Read and check out a book or two.

The library is open Monday and Wednesday from 1:30 to 8:30 p.m.; Tuesday, 9 a.m. to 12 p.m. and 1:30 to 6 p.m.; Thursday and Friday, 1:30 to 6 p.m.; and Saturday, 9 a.m. to 12 p.m.

Remember, during this season of giving that there are a lot of cold, hungry strays out there that need our help by giving them a good home or just donating some food to get rid of the rumble in they tummies.



## Heartland Clerk's Association Meeting Minutes

Dec. 9, 2004

Kearney, Nebraska

The Heartland Clerk's Association met in Kearney, Nebraska on Thursday, Dec. 9, 2004, at the Captains Table. President Linda Jensen of Central City called the meeting to order at 11:45 a.m. with twenty (20) members present; Cindy Keslar, Ravenna; Connie Jo Beck, St. Paul; Janet Greenwalt, St. Paul; Lila Gamble, Kenesaw; Linda Hess, Kenesaw; Marla Knecht, Wood River; Lanette Doane, Ansely; Annette Gallaway, Loup City; Missy Carkoski, Loup City; Diane Fries, Franklin; RaNae Edwards, Grand Island; Vicki Nelson, Axtell; Kim Finecy, Doniphan; Sandy Kruml, Ord; Michaelle Trembly, Kearney; Cathy Vogt, Kearney; Kellie Crowell, Ravenna; Linda Jensen, Central City; Jean Polzkill, Central City and Sheryl McClymont, Holdrege.

Lanette Doane motioned to approve the minutes from the Oct. 21, 2004 meeting and the treasurer's report. Cindy Keslar seconded the motion. ROLL CALL: AYES: 20 Ayes. NAYS: None. MOTION CARRIED. Cindy Keslar told the group about several "made in Nebraska" items that could be put

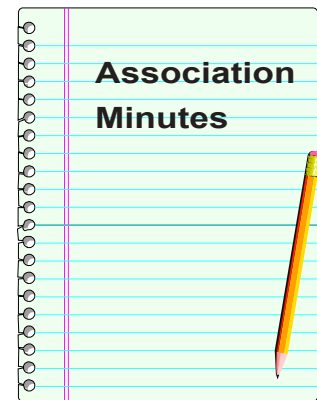
together in a basket for IIMC silent auction, it was also suggested to include a bird-house. Janet Greenwalt motioned to have a basket made up for around \$100. Annette Gallaway seconded the motion. ROLL CALL: AYES: 20 Ayes. NAYS: None. MOTION CARRIED.

Lanette Doane motioned to have a basket made up for around \$25 for the Annual Clerks Academy silent auction also. RaNae Edwards seconded the motion. ROLL CALL: AYES: 20 Ayes. NAYS: None. MOTION CARRIED.

Linda Jensen asked the group for an update on their History forms and pictures, Lanette Doane said she would send Linda all the pictures she had and everyone will get their forms in to Linda.

Connie Jo Beck and Sandy Kruml gave an update on the IIMC bus.

Discussion was held on if the group would like to continue "secret clerks." Everyone thought it was a great idea, it just seemed like everyone was so busy to continue. Connie Jo Beck made the motion to not continue the secret clerk, Cindy Keslar seconded the motion. ROLL CALL: AYES: 20 Ayes. NAYS: None. MOTION CARRIED.



The next meeting will be in January; Kellie Crowell suggested we see if Ruth Karlsson from the Nebraska Department of Revenue could come speak, she will look into it.

Cindy Keslar made the motion to adjourn the meeting. Janet Greenwalt seconded the motion. ROLL CALL: AYES: 20 Ayes. NAYS: None. President Linda Jensen declared the meeting adjourned.

*Respectfully submitted,  
Kellie Crowell, Secretary/  
Treasurer*

### Changes announced for 2006 Midwinter Conference dates

The 2006 Midwinter Conference was originally scheduled for Feb. 13-14, but has been rescheduled for Feb. 6-7 at the Cornhusker Hotel in Lincoln.



## **Municipal Legal Calendar**

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

### **MARCH 2005**

#### **CITIES OF THE FIRST CLASS**

- On or before March 1 ..... One and six year plans are due at the Nebraska Department of Roads, Board of Public Roads, City Classification and Standards, March 1, 2005. Legal notice is required 10 days before the hearing. (39-2115 to 39-2119)
- Within 10 days following meeting or before next meeting (whichever is sooner) ..... Clerk to have minutes available for public inspection (84-1413)
- Within 15 days of Passage ..... Clerk publishes ordinances passed. (16-405)
- Within 30 days following Council meeting ..... Clerk publishes official proceedings of meetings, including claims. (19-1102)
- Last Day ..... Clerk files monthly report. (16-317)
- Last Day ..... 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 AND VILLAGES**

- 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, 2005. Legal notice is required 10 days before the hearing. (39-2115 to 39-2119)
- Within 10 days following meeting or before next meeting (whichever is sooner) ..... Clerk to have minutes available for public inspection. (84-1413)
- Within 15 days of Passage ..... Clerk publishes or posts ordinances passed. (17-613)
- Within 30 days following Council meeting ..... Clerk publishes official proceedings of meeting including claims. (19-1102)
- Last Day ..... Treasurer files monthly financial report. (17-606)
- \* \* ..... Clerk must prepare agenda prior to next Council meeting. (84-1411)

#### **VILLAGES**

- 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, 2005. Legal notice is required 10 days before the hearing. (39-2115 to 39-2119)
- Within 10 days following meeting or before next meeting (whichever is sooner) ..... Clerk to have minutes available for public inspection. (84-1413)
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- Within 30 days following Board meeting ..... Clerk publishes official proceedings of meeting, including claims. (19-1102)
- Last Day ..... Treasurer files monthly financial report. (17-606)
- \* \* ..... Clerk must prepare agenda prior to next Board meeting. (84-1411)