
NEBRASKA MUNICIPAL CLERKS NEWSLETTER

January 2007



Message from the President

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

Hi Fellow Clerks,

I can't believe it is the end of January already. How time flies when we're having fun!

The League of Nebraska Municipalities Midwinter Conference is scheduled for Feb. 12-13. We will be having a Clerks meeting at 5 p.m. As usual, one of the agenda items will be Committee Reports for the following: Celebration of Clerks, Silent Auction, Monday Night Hospitality, Wednesday Night Hospitality, Thursday Night Banquet, Honorary Membership, Clerk of the Year, Nominating Committee, Clerks' Newsletter, Clerks' Directory, Certification Committee,



History, and Education.

If the Chairman of the Committee is present, or a committee member, a report would be appreciated. If you cannot be present, it would be nice if you could mail me a short report that

could be shared with those in attendance. It is nice to keep everyone informed.

Don't forget the early registration deadline for Clerks Institute and Academy is Feb. 23rd.

You can register on-line at <http://clerkinstitute.unomaha.edu>.

Sleeping room arrangements can be made by calling 308-532-9090 or go to www.sandhillsc.com. As you know, this is always a great educational program that also provides networking opportunities for all Nebraska Clerks. IIMC recognizes the Nebraska Municipal Clerk Institute as providing the educational component of its requirements leading to the designation of Certified Municipal Clerk. I am sure that Dr. Chris Reed, Melanie Kiper, and the Education Committee have spent a great deal of time organizing this for us. I hope to see you all there.

Proceeds from the Silent Auction help support the NMCA Scholarship Fund. Please bring an item for the Silent Auction, help a fellow clerk, and make it a great success. The Thursday banquet theme will be the "50's". Find some leather jackets, t-shirts, or poodle skirts, and let's have some fun!





Proposed amendment to the By-laws

Please be advised that the Executive Board is proposing a rate increase to the annual dues. This proposed increase will be discussed and voted on by the Active Members in attendance at the Clerks' Certification School in March. The proposed amendment to the By-laws would be 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:

| Current | Proposed |
|---|-------------------|
| Municipalities of less than 300 population \$5.00/yr | \$10.00/yr |
| Municipalities of 301 to 800 population \$10.00/yr | \$15.00/yr |
| Municipalities of 801 to 5,000 population \$20.00/yr | \$25.00/yr |
| Municipalities of 5,001 or larger \$30.00/yr. | \$35.00/yr |

Dues will not be prorated

SILENT AUCTION REMINDER

2007

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!!

Please start thinking now of that special something that you can donate to the auction.



Heartland Clerk's Association Meeting

The Heartland Clerk's Association met on Thursday, Jan. 18, 2007, at Hunan Restaurant in Grand Island, Nebraska. President Kellie Crowell of Ravenna called the meeting to order at 11:45 a.m. with 16 members present: Kellie Crowell and Cindy Keslar, Ravenna; Jean Polzkill and Linda Jensen, Central City; Kim Finecy, Doniphan; Janet Greenwalt and Connie Jo Beck, St. Paul; RaNae Edwards, Grand Island; Diane Fries and Raquel Felzien, Franklin; Gail Zoerb, Mason City; Elaine Bayer, Broken Bow; Martha Mayhew, Alda; Susan Kluthe, Cairo; Brenda Kehler, Greeley; and Kristi Purintun, Overton.

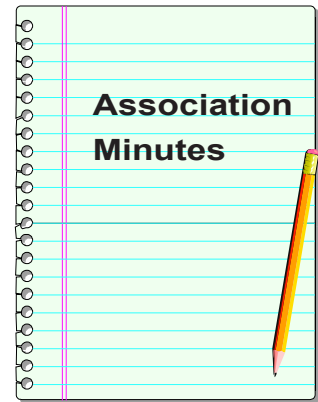
Copies of the Minutes from the Dec. 14, 2006 meeting and the Treasurer's Report were presented for review. Motion was made by Janet Greenwalt, second by Jean Polzkill to approve the Minutes as presented. Upon roll call vote all those present voted aye. Motion carried.

Motion was made by Diane Fries, second by Susan Kluthe to approve the Treasurer's Report as presented with a balance of \$1,340.91. Upon roll call vote all those present voted aye. Motion carried.

Unfinished business.

- Clerk History Forms – Linda Jensen reported she had received most of the forms back. Those who had not returned their forms needed to by March 2007. Jean Polzkill mentioned she had her camera with her if there was anyone stilling needing their picture taken.
- Dues – RaNae Edwards reported the association currently had 43 paid members. It was suggested the Clerk's contact those people in neighboring towns to invite them to join. RaNae Edwards will send an e-mail of the list of Clerks for our district.

- Brenda Kehler thanked the Clerk's Association for the \$25 memorial sent to her after her father's death. Also mentioned was her grandma passed away last week.



New Business:

- District #3 Representative – Diane Fries explained the representative's duties. Mentioned were helping set up Clerk Institute and Academy, being a sounding board, and gathering ideas to make the school better. Diane mentioned she would be running again for this position.
- Clerk Institute and Academy – Reminder that Clerk School was scheduled for March 19-23, 2007 and Clerk Academy was scheduled for March 21-23, 2007. It was mentioned we would try to get together as a group on Thursday, March 22, 2007 over lunch. President Crowell will let us know.
- Silent Auction – Diane Fries, Raquel Felzien, Linda Jensen, and Jean Polzkill volunteered to purchase a gift in the amount of \$50 for the Silent Auction.
- Meeting Topics/Speakers – President Crowell suggested the next meeting be held in Ravenna at Cedar Hills Tasting on April 19, 2007. If anyone had ideas for speakers or topics for our meetings, they were to e-mail the officers.

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Heartland Clerk's Association Meeting

Continued from page 3

Announcements:

- Correspondence – RaNae Edwards read a thank you note from Brenda Kehler's family for the memorial for her dad. Also mentioned was the death of Lanette Doane's dad. A sympathy card was passed around for signatures of those present. Gail Zoerb ordered a plant on behalf of the Heartland Clerk's Association. Motion was made by Brenda Kehler, second by Connie Jo Beck to pay \$29.96 for the plant. Upon roll call vote, all present voted aye. Motion adopted.

Round Table Discussion:

Janet Greenwalt mentioned software they were working with including payroll, accounting, utilities, inventory, etc. and invited anyone who was interested to visit with them. Discussion was had regarding upgrades.

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.

The ice storm was discussed and how everyone dealt with it. The majority of those present did not lose power.

Discussion was held regarding ordering new shirts for our association members. Janet Greenwalt and Connie Jo Beck volunteered to look into pricing and ordering. It was the consensus of those present to have them for Clerk's School.

Motion was made by Connie Jo Beck, second by Cindy Keslar to adjourn the meeting at 12:50 p.m. Upon roll call vote all those present voted aye. Motion carried.

Submitted by RaNae Edwards, Secretary/Treasurer

To realize the value of time

- **To realize** the value of one year:
Ask a student who has failed a final exam.
- **To realize** the value of one month:
Ask a mother who has given birth to a premature baby.
- **To realize** the value of one week:
Ask an editor of a weekly newspaper.
- **To realize** the value of one hour:
Ask the lovers who are waiting to meet.
- **To realize** the value of one minute:
Ask the person who has survived an accident.
- **To realize** the value of one millisecond:
Ask the person who has won a silver medal in the Olympics.
Time waits for no one. Treasure every moment you have.
– Author unknown, from various sites on the Internet.



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, and is a member of the Nebraska Municipal Clerks' Association at the time of his/her termination, shall be eligible for

Honorary Membership. Recommendations for Honorary Membership shall be submitted by a Clerk or Deputy Clerk who is a current member of the Nebraska Municipal Clerks' Association and 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, and current address. Please send this to me by March 12, 2007.

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

3 projects to receive Internet enhancement grants

Three projects received approval from the Nebraska Public Service Commission on Jan. 30 to receive about \$237,000 in grants from the Nebraska Internet Enhancement Fund (NIEF) to develop infrastructure for the provision of broadband and other advanced telecommunications services.

Successful applicants for the second round of NIEF grants are the Village of Broadwater, Village of Dix, the Village of Huntley and southern Furnas County. The Broadwater and Dix grants will benefit the rural

areas surrounding the villages, while the Huntley and southern Furnas County grant is a two-county proposal. Huntley is in east central Harlan County and Furnas County is located to the west. The proposal was submitted by the two counties through an established interlocal agreement. The applying entities must match a minimum of 25 percent of the grant monies.

The Nebraska Internet Enhancement Fund was established by the 2001 Legislature. Revenue for the grants comes from a share of the state's

proceeds from the lease of dark fiber optic lines owned by public utilities.

NIEF provides financial assistance to communities and rural areas in which the provision of Internet and advanced telecommunications services are particularly costly due to factors that include population scarcity and location remoteness.

Source – Nebraska Public Service Commission





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.

March Birthdays

| | | |
|-------------------------|------------------|------|
| Arlene Vorce | Davenport | 3/1 |
| Tami Comte | David City | 3/2 |
| Donna Stevens | Eagle | 3/3 |
| James Mastny | Dwight | 3/3 |
| Terry Nelson | Loomis | 3/3 |
| Pamela Buethe | Gretna | 3/6 |
| Charles Jasa | Steinauer | 3/6 |
| Vivian Bunger | Upland | 3/6 |
| Crystal Lenzen | Hartington | 3/7 |
| Ronda Haumann | Thedford | 3/9 |
| Annette Callaway | Loup City | 3/11 |
| Shawn Black | Whitney | 3/16 |
| Dolores Constanzo | Ralston | 3/17 |
| Connie Jo Beck | St. Paul | 3/21 |
| Dawn Quinn | Oxford | 3/22 |
| Sue Meline | Red Cloud | 3/23 |
| Patsy Cook | Springview | 3/24 |
| Jan Diehl | Superior | 3/24 |
| Ethel Watson | Holbrook | 3/25 |



| | | |
|-------------------------|------------------|------|
| Cindy Keslar | Ravenna | 3/25 |
| Rose Marie Whiteley ... | Benkelman | 3/26 |
| Jennifer Carr | Oakdale | 3/26 |
| Jo Leyland | Imperial | 3/27 |
| Barbara Wilhelm | Unadilla | 3/27 |
| Linda Cech | Clarkson | 3/28 |
| Ruth Greenough | Waterbury | 3/28 |
| Jeanette Cordes | Scribner | 3/29 |
| Gene Whitefoot | Boelus | 3/30 |
| Jeannie Johnson | Bellwood | 3/31 |
| Marla Knecht | Wood River | 3/31 |



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

MARCH 2007

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, 2007. 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)
- At end of each month Clerk files monthly report. (16-317)
- Within 20 days after end of month Treasurer files monthly financial report. (16-318)
- Each Quarter Report from Depository banks due. (16-714)
- * * Clerk must prepare agenda prior to next Council meeting. (84-1411)

CITIES OF THE SECOND CLASS 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, 2007. 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)
- Within 20 days after end of month Treasurer files monthly financial report. (17-606)
- * * Clerk must prepare agenda prior to next Council meeting. (84-1411)

VILLAGES

- 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 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 Board meeting Clerk publishes official proceedings of meeting, including claims. (19-1102)
- Within 20 days after end of month Treasurer files monthly financial report. (17-606)
- * * Clerk must prepare agenda prior to next Board meeting. (84-1411)