
NEBRASKA MUNICIPAL CLERKS NEWSLETTER

May 2007



Message from the President

Hello Fellow Clerks.

I am sorry to report that we have a **vacancy for our District 5 Director**.

As you know, at our March 22, 2007 election we elected Deb Milius of Plymouth to be our District 5 Director. She ran unopposed. Deb stated that she would not have run for the position if she would have known that she would be resigning. Unfortunately for us, a better offer came along and Deb accepted a new job at ESU 5. I, for one, will miss Deb, but I wish her much happiness and success in her new career goals. I am sure that you are aware

that even though we have election of officers in March, the term doesn't begin until the League Annual Conference in September. The outgoing District 5 Director is currently Vanee Holtmeier, McCool Junction. If anyone would be willing to serve as the District 5 Director, which is a two-year term that begins in September 2007 – September 2009, please let me know.

I am sure that all of you are very busy as usual. We have already begun our Finance Committee meetings to consider department heads' requests for capital improvement items for the upcoming 2007-2008 fiscal year. A new phone system has been requested for the City Office – one that might actually have “voice mail” and “music-on-hold,” and wireless headsets. Currently, when we have requests to leave a “voice mail” we have to tell them to go ahead, we are it! Some laugh and others can't believe we have such an antiquated system! I don't dare tell them we didn't



even have an electric typewriter when I started – boy does that age me or what!!!

I hope that everyone had a wonderful Memorial Day weekend. I never do anything spectacular, no quick trips or camping adventures, but I did get to attend the Memorial Day services and visit the cemeteries. Tell your loved ones and friends that you love them because we never know what tomorrow might bring, and say a prayer for our dedicated service men and women.

Thought for the day: The best things in life are never rationed. Friendship, loyalty, love, do not require coupons.
– G.T. Hewitt

**Register now
for the 2007 Municipal
Accounting and Finance
Conference**

**June 20-22, 2007
Holiday Inn, Kearney**



Nebraska Municipal Clerks' Association General Membership Meeting Minutes

**Sandhills Convention Center,
North Platte
Wednesday, March 22, 2007
3:30 p.m.**

President Joan Kovar from David City called the Nebraska Municipal Clerks' Association General Membership meeting to order at 3:30 p.m. at the Sandhills Convention Center in North Platte, NE.

President Kovar introduced the board. She also announced there were 15 – 3rd year clerks, 17 – 2nd year clerks, and 37 – 1st year clerks attending the Institute.

The sign-in sheets are attached to the original minutes and kept in the Secretary's notebook.

Approval of Minutes

Sue Murray from South Sioux City made a motion to approve the minutes of the Feb. 12, 2007 General Membership meeting held at the Marriott Cornhusker Hotel, Lincoln, NE. Linda Carroll of Fairmont seconded the motion. All those present voted "aye." Nay: none. Motion carried and the minutes were approved.

Treasurer's Report

Secretary Treasurer Barb Whitley from Geneva reported

that there was \$22,507.80 in the checking account as of 2-28-07 and the CDs are worth \$40,000. Elaine Bayer from Broken Bow moved to approve the treasurer's report. Bonita Drake from Elmwood seconded the motion. All those present voted "aye." Nay: none. Motion carried and bills were paid.

Election of 2007-2008 Officers & Directors

Nicole Downey from Arapahoe, filled in for Harold Farrar, introduced nominees as follows:

President: Jerry Wilcox, Curtis
1st Vice President: Beth Deck, Norfolk

2nd Vice President: Barb Whitley, Geneva

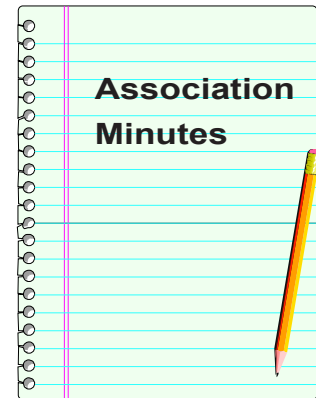
Secretary/Treasurer: Vanee Holtmeier, McCool Junction
Diane Fries, Franklin

District 3: Susan Kloeping, Cozad

District 4: Denise Peterson, Ponca

Mary Kemp, West Point
District 5: Deb Milius, Plymouth

President Kovar asked for nominations from the floor. Connie Beck from St. Paul moved to cease nominations. Janet Greenwalt from St. Paul seconded. All those present voted "aye." Nays: none.



Motion carried.

The Nominating Committee collected and counted ballots for the offices.

Resolution of Appreciation to Department of Economic Development

Robin Sullivan from Brainard read Resolution 2007-1 thanking the Nebraska Department of Economic Development for a donation of \$10,000 to the Nebraska Municipal Clerks Association scholarship fund.

Kellie Crowell from Ravenna moved to approve Resolution 2007-1. Lori Rezny from Wilber seconded. All those present voted "aye." Nays: none. Motion carried.

Clerks' Membership Cards

Barb Whitley, Secretary – Treasurer, recommended to do away with the membership

Continued on page 3



Nebraska Municipal Clerks' Association General Membership Meeting Minutes

Continued from page 2

cards starting 2007-2008 year due to the cost of the cards and postage for mailing them and the time it requires to fill out all of the cards. Pam Richter from Kimball moved to do away with the Clerks' Membership Cards. Kay Dammast from Bellevue seconded. All those present voted "aye." Nays: none. Motion carried. Since the NMCA has a lot of cards left, any one needing one can get ahold of the NMCA Secretary and get one mailed out to him or her. The NMCA Secretary can also come up with a "certificate" that can be e-mailed to the Clerks that need a card.

By-laws: Article IV – Dues

Deb Schaefer from Seward moved to increase dues \$5 in each Municipality category as follows:

Municipalities of less than 200

population \$5.00/year

Municipalities of 301 to 800

population \$15.00/year

Municipalities of 801 to 5,000

population \$25.00/year

Municipalities of 5,001 or larger

\$35.00/year

Kim Neiman from Pilger seconded, all those present voted "aye." Nays: none. Motion carried.

Reports of Committees

Celebration of Clerks – Lanette Doane, Ansley

Silent Auction – Beth Deck, Norfolk reminded the clerks to bid on items

Monday Night Hospitality – Teresa Meier, Lincoln reported on the activities

Wednesday Night Hospitality – Cheryl Anderson, Hyannis reported on the night activities

Thursday Night Banquet – Vane Holtmeier, McCool Junction –

The theme will be the 50's
Honorary Membership – Barbara Rabe, Wisner – no report

Clerk of the Year – Kay Dammast, Bellevue – no report
Nominating Committee – Nicole Downey, Arapahoe –

President – Jerry Wilcox, Curtis
1st Vice President – Beth Deck, Norfolk

2nd Vice President – Barbara Whitley, Geneva

Secretary/ Treasurer – Diane Fries, Franklin

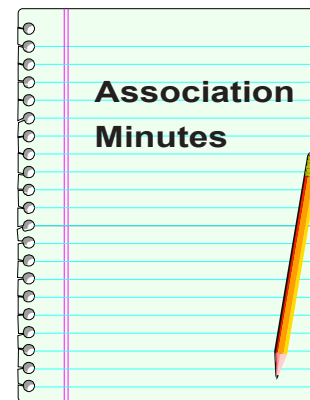
Past President – Joan Kovar, David City

District 3 Director – Susan Kloeping, Cozad

District 4 Director – Mary Kempf, West Point

District 5 Director – Deb Milius, Plymouth

Clerks' Newsletter – Darla Hopwood, Shelby – no report



Clerks' Directory – Irene Cooper, Bridgeport – Linda Jensen from Central City would like to take over the Clerks' Directory.

Certification Committee – Mary Kempf, West Point reported Nebraska's total IIMC membership of 232 with 108 active, and of those – 27 are MMCs. Colorado has 297 with 136 active, and of those – 16 are MMCs.

Iowa has a total membership of 363 with 166 active, and of those – 23 are MMCs.

Clerks' History – Linda Jensen, Central City – no report

Education – Buster Brown from Omaha explained why IIMC has changed the qualifications to become CMC and MMC.

Director Christine Reed reported there will be an increase in hours for the clerks starting the institute in 2007 and IIMC

Continued on page 4

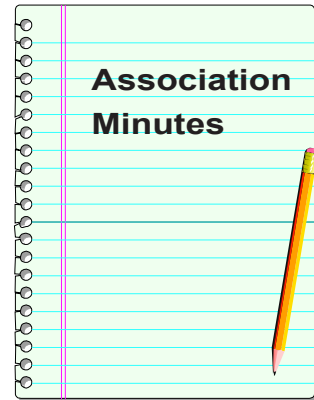


Heartland Clerk's Association Meeting Minutes

The Heartland Clerk's Association met on Thursday, April 19, 2007, at Cedar Hills Vineyard Garden & Tasting in Ravenna, Nebraska. President Kellie Crowell of Ravenna called the meeting to order at 11:40 a.m. with 13 members present: Kellie Crowell, Ravenna; Jean Polzkill, Central City; Janet Greenwalt and Connie Jo Beck, St. Paul; RaNae Edwards, Grand Island; Diane Fries and Raquel Felzien, Franklin; Gail Zoerb, Mason City; Brenda

Kehler, Greeley; Kris Gall, Republican City; Sandy Kruml, Ord; Vicki Power, Gibbon; and Annette Gallaway, Loup City. Copies of the Minutes from the Jan. 18, 2007 meeting and the Treasurer's Report were presented for review. Motion was made by Gail Zoerb, second by Diane Fries to approve the Minutes as presented. Upon roll call vote, all present voted aye. Motion carried.

Motion was made by Brenda Kehler, second by Sandy Kruml



to approve the Treasurer's Report as presented with a balance of \$1,251.54. Upon roll call vote, all present voted aye. Motion carried.

Nebraska Municipal Clerks' Association General Membership Meeting Minutes

Continued from page 3

will have to approve the way we handle getting the hours. She will report back to the Association after the IIMC Conference in New Orleans. Buster reported that Omaha will be bidding on the 2012 IIMC Conference, and the 2010 IIMC Conference has been changed to England from Australia due to the cost.

Graduating Class Skit

The 2007 Graduating Class presented their skit.

Unfinished/Other Business

There was no unfinished

business.

The upcoming conferences are the IIMC in New Orleans, LA, May 22-26; League of Nebraska Municipalities Finance Conference in Kearney June 20-22; and the League of Nebraska Municipalities Conference in Gering Sept. 19-21.

Angela Oliver from Clarks moved to adjourn at 4:55 p.m. Lanette Doane from Ansley seconded. All those present voted "aye." Nay: none. Motion carried

Submitted by Barbara J. Whitley, CMC, Secretary - Treasurer, Geneva

Reports:

- Dues – RaNae Edwards reported the association currently had 48 paid members.
- Clerks Institute/Academy – mentioned was that next year's Clerk's School would be held in Kearney. Diane Fries, representative on the board, wanted to have feedback on what we would like to see for future topics.
- Heartland Clerk T-Shirts – the Secretary will send out notices to those who have not paid.

New Business:

- IIMC Annual Conference – no one present was planning on attending

Continued from page 5



Heartland Clerk's Association Meeting Minutes

Continued from page 4

- 2008 Wednesday Night Hospitality – the Heartland Clerk's Association would be hosting the Wednesday Night Hospitality at the 2008 Clerks Institute and Academy. Discussion was held on theme, entertainment, food, promotion, and times for the event. Sign-up sheets for committees would be passed out at our next meeting.
- Correspondence – Thank You note was read from Lynette Doane for the plant sent for her father's funeral. 2007 Region VIII Conference in Snowmass

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

Village, Colorado was mentioned.

Election of Officers:

Election of Officers was held: Connie Jo Beck moved up to President; RaNae Edwards moved up to Vice President. Diane Fries nominated Raquel Felzien as Secretary/Treasurer. Motion was made by Connie Jo Beck, second by Jean Polzkill that nominations cease. Upon roll call vote, all voted aye. Motion adopted.

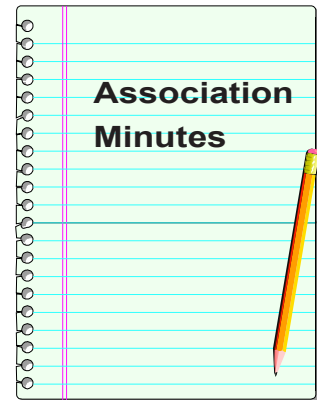
Motion was made by Sandy Kruml, second by Annette Gallaway to elect the following:

Connie Jo Beck, President
RaNae Edwards, Vice President
Raquel Felzien, Secretary/
Treasurer

Upon roll call vote, all voted aye. Motion adopted.

Round Table Discussion:

Discussion was held concerning occupation taxes paid by insurance companies. It was mentioned there was a \$5 tax with the money going to the Fire Department. Questioned was if this fee was set by state statutes or if this could be increased by each town. Connie Jo Beck said she would check with the League.



Discussion was held concerning Clerks School and Academy. It was mentioned that certificates should be coming soon.

Janet Greenwalt commented on the upcoming Finance Conference. A meeting to finalize the agenda would be held after this meeting. Suggested topics were personnel records and records retention. Clerk's manuals from the past were discussed. Several commented on how helpful they were. It was stated the League used to provide them but didn't anymore because of continuous changes and legal issues that could arise.

Motion was made by Jean Polzkill, second by Raquel Felzien to adjourn the meeting at 1:50 p.m. Upon roll call vote, all voted aye. Motion carried.
Submitted by RaNae Edwards, Secretary/Treasurer, Grand Island



Northeast Nebraska Clerks Association Minutes

The Northeast Nebraska Clerk's Association met on April 19, 2007 at the Norfolk City Council Chambers in Norfolk. President Alisha Bartling called the meeting to order at 1 p.m. Clerks from the following communities were present: Alisha Bartling - Verdigre, Jennifer Carr – Oakdale, Beth Deck – Norfolk, Betty Raabe – Hadar, Kimberly Neiman – Pilger, Joy Kopejtka – Battle Creek, Lacie Andreasen – Genoa, Denise Peterson – Ponca, Nikki Johnston – O'Neill, Carmen Jacobs – Creighton, Tina Wiest – Chambers, Vicki Miller – Elgin, Karen Kleinschmit – Wausa, Nancy Schaad – Leigh, Paula Biehle – Madison, Elaine Hamm – Neligh, Cinda Jones – Randolph, Crystal Lenzen – Hartington, Jeanne Stokes – Petersburg, Amy Wegener – Madison, Barbara Rabe – Wisner, Rita Johnson – Creighton, Joan Caurtrell - Magnet

A motion to approve the Jan. 25, 2007 minutes was made by Crystal Lenzen of Hartington. There was a seconded by Beth Deck of Norfolk. Motion Carried

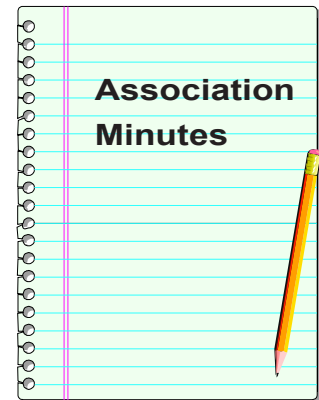
A motion was made by Nikki Johnston to approve the treasurer's report and seconded

by Carmen Jacobs. Motion carried. Savings - \$732.21
Checking - \$100.73

A motion was made by Elaine Hamm and seconded to pay the bills for the meal and postage.

Clerk's Institute and Academy were discussed. The first was from Lacie Andreasen stating that it was a good experience. The other first year to third year clerk's that went out also said the same thing of the experience. Carmen Jacobs and Beth Deck both stated that one of the speakers did not talk about what he was supposed to talk about. He got to the point that he just let the clerks discuss what they wanted to discuss. Beth informed the other clerks how the location was decided on. The school puts out bids three years in advance and North Platte has received the winning bid for clerk's school in 2010. The reason that North Platte has been chosen is because of the rate of the rooms, location for most of the meeting rooms, and the hospitality of the staff.

Discussion was on the floor about moving the meeting from Norfolk to different towns in the area. The July 19, 2007 meeting will be in Norfolk. Jennifer Carr told the other clerks that she would be able to



hold the meeting in Oakdale. There was a question about showing hands to those who would like to move the meeting to different locations or keep it in Norfolk, and the vote was majority to keep it in Norfolk. At the July meeting, Lash Chaffin from the League will be talking about disconnects and delinquent bills.

There was no report from the Sunshine Committee. There has been two more people added to the committee and they are Karen Kleinschmit, Wausa, and Joan Caurtrell, Magnet.

Beth Deck talked to the clerks about maybe changing the requirements for Clerk's School Scholarships. It was brought up that right now the only people who can receive the scholarship are from a municipality with a population of 1,500 or less. It was discussed that the require-

Continued on page 7



Northeast Nebraska Clerks Association Minutes

Continued from page 6
ments be opened up to all municipalities, but Carmen Jacobs stated maybe have it go towards the smaller communities first. Cinda Jones mentioned that the larger municipalities could have the funds to send their clerks. It was also discussed to just increase the population number for the

municipalities. Also pointed out that Beth will be the NMCA president for the year of 2009 and that we might want to start planning for the banquet at Clerk's School.

Also discussed was how many communities are ready for the Pandemic flu, or any disease, or what will happen if one would hit the United States.

Meeting adjourned at 1:45 p.m.

There was a round table discussion on pool employees, water, sewer, ball fields, meter reading remotes, nuisance property, the Yahoo group, and putting lien's on property.

The next meeting will be July 19, 2007 at the Norfolk City Council Chambers.

*Submitted by Jennifer Carr,
Secretary, Oakdale*

Stapleton Clerk/Treasurer receives MMC designation

Elizabeth A. Johnsen has achieved the International Institute of Municipal Clerks (IIMC) designation of Master Municipal Clerk.

Ms. Johnsen has been an active member of IIMC since March 1992.

Marcella O'Connor, President of the IIMC, said that Ms. Johnsen has "accomplished all that is excellent about our profession" through her personal efforts to learn and grow, in her perseverance and dedication to quality performance, and in her service to the community and her colleagues.

Ms. Johnsen joins 531 other

municipal clerk members of the IIMC who hold the MMC designation.

O'Connor said: "I know I speak for the entire IIMC family in expressing our sincere pride in your accomplishments, and in knowing you as our colleague and friend. We praise you in your commitment to regular, lifelong learning and to improving your professional performance for the public good."

CHEERS!



Check out Legislature's web site

Check the Legislature's web site for more information about your state Senators and the session. The NEW web site address is <http://nebraskalegislature.gov/web/public/home>.

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 by e-mail.



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.

July Birthdays

Mindi Clarke	Julian	7/1
Patty Knobbe	Snyder	7/1
Judy Dietz	Amherst	7/3
Richard Young	Minden	7/3
Nancy K. Niemann	Raymond	7/3
Angela Oliver	Clarks	7/3
Tom Delmont	Beemer	7/4
Irene Cooper	Bridgeport	7/4
Cynthia Sanders	Guide Rock	7/6
Cathy Lupomech	La Vista	7/7
Irene Dresch	Primrose	7/7
Gale Kris	Republican City ...	7/7
Barbara Sydow	Stratton	7/7
David Rish	Central City	7/10
Charlene Jensen	Hubbard	7/10
Linda Eschenweck	Thayer	7/10
Robert Williams	Carleton	7/11
Robin Sullivan	Brainard	7/12
Pam Richter	Kimball	7/13
Barbara Grabhorn	Edgar	7/14
Sandra Farmer	Gordon	7/14



DeAnn Zwickl	Grant	7/14
Patty Lamberty	Arnold	7/17
Geri Anthony	Sidney	7/17
Janelle Kline	Columbus	7/18
Lea Ann Doak	McCook	7/18
Bonnie Marsh	Hooper	7/19
Joyce Beck	Crete	7/20
Tammy Cooley	Morrill	7/20
Lesia Parker	Hay Springs	7/23
Becky Kramer	Litchfield	7/24
Jane Zentner	Rulo	7/24
Brenda Daniels	Verdon	7/26
Rosemarie Russell	Gering	7/29
Rebecca Sandman	Utica	7/30
Korla Keller	Bassett	7/31



Municipal Legal Calendar

(All statute citations to Revised Statutes of Nebraska)

JULY 2007

CITIES OF THE FIRST CLASS

- July 1 Chair of the Park and Recreation Commissioners must file with City Clerk an itemized statement of all expenditures of the Park and Recreation Board. (16-697)
- Between July 10
and July 30 Advertise for Class C Liquor License renewals. (53-135.01)
- Between July 15
and August 15 Job titles and salaries of employees shall be published. (19-1102)
- Prior to publication
of notice
of budget hearing Council prepares proposed budget statement and makes it available to the public. (13-504)
- Before August 20 County Assessor certifies to each governing body the current valuation of all property subject to the applicable levy. (13-509)
- Before September 20 Budget Statement filed with County Clerk and State Auditor (13-508)
- Within 10 working days
following meeting or
before next meeting
(whichever is sooner) Clerk to have minutes available for public inspection.
- 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 month Clerk files monthly report. (16-317)
- Within 20 days after end
of month Treasurer files monthly financial report. (16-318)
- ** Clerk must prepare agenda prior to next Council meeting. (84-1411)
- End of Each Quarter Report from Depository Banks due. (16-714)

VILLAGES AND CITIES OF THE SECOND CLASS

- Between July 10 and
July 30 Advertise for Class C Liquor License renewals. (53-135.01)
- Between July 15 and
August 15 Job titles and salaries of employees shall be published. (19-1102)
- Prior to publication
of notice
of budget hearing Governing body prepares proposed budget statement and makes it available to the public. (13-504)
- Before August 20 County Assessor certifies to each governing body the current valuation of all property subject to the applicable levy. (13-509)
- Before September 20 Budget statement filed with County Clerk and State Auditor. (13-508)
- Within 10 working days
following meeting or
before next meeting
(whichever is sooner) Clerk to have minutes available for public inspection.
- 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 or Board meeting. (84-1411)