
NEBRASKA MUNICIPAL CLERKS NEWSLETTER

November 2003



Happy Thanksgiving Municipal Clerks!

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

Happy Thanksgiving everyone. I hope you can all take some time during this holiday season to sit back, relax and reflect on all of the things for which you are thankful. Your family, your friends, your health, and last but not least – your jobs. You are all very important people in your municipalities. From the Clerk in the smallest Village to the Clerk in the largest

City. Each day, you make history. Be proud of your accomplishments and be thankful for all of the people you serve.

“Treat people as if they were what they ought to be, and you help them become what they are capable of being.”

– Johann Wolfgang von Goethe

– Blessings to all – Deb



Thanksgiving recipes especially for you

Thanksgiving recipes from children ages 5-11 that I found on the internet:

The First Thanksgiving - Pumpkin Pie Recipe

1 or 2 large pumpkins
2 spoonfuls of sugar
4 pie shells
Cook at least 4 hours so the pie is really done

The First Thanksgiving - Cornbread

4 loaves of bread
1 glass of water
1 ear of corn
Cook at 25 degrees for 5 minutes.



This should be enough to feed around 20 Pilgrims and a few Indians.

The First Thanksgiving by Joel.

The Pilgrims came over on the Plumflower. They came a long way on the ocean. I think the ocean is a big piece of water. They left so they could get away from mean people. The Indians became friends and they

asked them to come eat. One or two were suppose to come to eat, but several more came with them. The Pilgrim mothers had to go to the store and get more turkeys and corn. They cooked it and the Indians ate it even though they didn't know what it was. We now have turkey every Thanksgiving because the store was out of ham. I wished they had ham instead because I don't like turkey or pumpkins.

The End

Continued on page 2



Happy Thanksgiving

Continued from page 2

Thanksgiving Poem

May your stuffing be tasty

May your turkey plump,

May your potatoes & gravy

Have nary a lump.

*May your yams be delicious
and your pies take the prize,*

*and may your Thanksgiving
dinner stay off of your thighs!!*

Don't forget to plan a visit to Seward, Nebraska this Holiday Season for the Cradick Country Christmas display.

Over 130,000 lighted displays adorn our own Centennial Park.

Traveling through Seward on Highway 34 - go to 14th Street and then go North, past the new City Pool (now under construction) and into the City Park.

This display is open from Thanksgiving until New Year's Eve.

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



Heartland Clerk's Association Meeting Minutes

The Heartland Clerk's Association met in Kearney, on Wednesday, Oct. 15, 2003 at Bico's Restaurant. President Lanette Doane of Ansley called the meeting to order at 11:50 a.m. President Doane instructed the Secretary/Treasurer to call and record the role. PRESENT: Missy Carkoski, Loup City; Marla Knecht, Wood River; Annette Gallaway, Loup City; Kellie Crowell, Ravenna; Sandy Kruml, Ord; Martha Mayhew, Aida; Susan Kluthe, Cairo; RaNae Edwards, Grand Island; Cathy Vogt, Kearney; Michaelle Trembly, Kearney; Vickie Power, Gibbon; Lanette Doane, Ansley; Bonnie Doremus, Shelton; Linda Jensen, Central City; Tammy Wobschall, Central City; Kim Finecy, Doniphan; and Cindy Keslar, Ravenna.

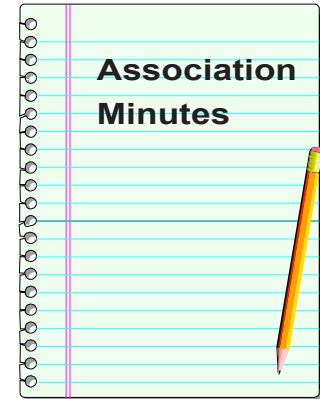
Copies of the Minutes and the Treasurer Report from the Aug. 21, 2003 meeting were presented in written form. Kim Finecy from Doniphan made the motion to approve the minutes as presented. Kellie Crowell, Ravenna, seconded the motion. ROLE CALL: Ayes: 15, Nays: 0. Motion carried. Linda Jensen, Central City made the motion to approve the Treasurer Report and the bills as presented. Annette Gallaway seconded the motion. ROLE CALL: Ayes: 15, Nays: 0.

Motion carried.

Old Business: There was no old business to discuss.

New Business: President Doane asked for discussion concerning having our meetings on Wednesday or Thursday. There were no strong feelings concerning either day. Changing the week was also discussed. It was the consensus of those in attendance to move the meeting date to the third week on the month instead of the fourth. Annette Gallaway made the motion to move the meeting date to the third Thursday of the meeting month. Bonnie Doremus seconded the motion. ROLE CALL: Ayes: 15, Nays: 0. Motion carried.

Other business discussed was setting a limit for program expenses. Sandy Kruml, Ord, felt it was for the good of the organization and the City's to have programs and felt if it was necessary to pay someone or some organization to get information that will be beneficial for our jobs, it was well worth the expense. President Doane asked if anyone knew what the policy stated. No one in attendance knew what the policy stated. Suggested programs were; self-defense, mini-messages, and work related subjects. Bonnie Doremus made the motion to allow an average



limit of \$25 for programs. Kellie Crowell seconded the motion. ROLE CALL: Ayes: 15, Nays: 0. Motion carried.

President Doane reminded everyone that the Christmas Meeting will be Dec. 11, 2003 at Alley Rose Restaurant in Kearney, Nebraska, at 11:30 a.m. and to bring your Secret Clerk gift to that meeting. It was recommended to send a reminder along with the meeting notice that there is a \$10 gift limit for the Secret Clerk.

President Doane entertained a motion to adjourn. Missy Carkoski, Loup City made the motion to adjourn. RaNae Edwards, Grand Island, seconded the motion. ROLE CALL: Ayes: 15, Nays: 0. Motion carried. President Doane declared the meeting adjourned at 12:07 p.m.

– Submitted by Cindy Keslar,
Secretary/Treasurer



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.

December Birthdays

| | | |
|--------------------------|--------------------|-------|
| Nikki Johnston | O'Neill | 12/2 |
| Susan Watkins | Ponca | 12/2 |
| Sheri Jeffors | Orchard | 12/4 |
| Linda Jensen | Central City | 12/7 |
| Sharon Reinmiller | Staplehurst | 12/8 |
| Susan Dallegge | Hampton | 12/13 |
| La Donna Bennett | Bertrand | 12/15 |
| Cynthia L. Tietgen | Manley | 12/16 |
| Kay Kennicutt | Eddyville | 12/17 |
| RaNae Edwards | Grand Island | 12/17 |
| Deb Milius | Plymouth | 12/17 |
| Elizabeth Johnsen | Stapleton | 12/18 |
| Connie Finnell | Waterloo | 12/18 |
| Jane M. Skinner | Ogallala | 12/19 |
| Dila Kocian | Butte | 12/20 |
| Susan Kluthe | Cairo | 12/20 |
| Bonnie Gelpin | Walbach | 12/20 |
| Glenda Bell | Harvard | 12/21 |



| | | |
|-------------------------|--------------------|-------|
| Diane Nelson | Herman | 12/22 |
| Diana Buckminster | Salem | 12/22 |
| Jeanne Hoggins | Milford | 12/23 |
| Carolyn Nelson | Minatare | 12/23 |
| Shari Nygren | Newman Grove | 12/23 |
| Mary Beavers | Tekamah | 12/24 |
| Janice Hughes | Naponee | 12/28 |
| Verna Moore | Wymore | 12/30 |
| Cynthia Petersen | Oakland | 12/31 |

Overheard...

By Beverly Bornschlegl, Village of
Bradshaw

The board went into closed session to discuss a potential lawsuit and a letter from the resident's lawyer. Annoyed by the demands one board member said, "I'll write them a letter and tell them their claims are ludicrous!" Another member responded, "You'd better let the village attorney write the letter; I don't think you could spell ludicrous."

"You may be right," he amiably responded.

One of the tasks of a grant administrator is to interview workers on a project to make sure they are receiving at least the minimum wage required for the job. Our experienced administrator did more than the required numbers of interviews and came up with a first: a worker...working on the job...but not anywhere on the payroll.

The six blocks of new concrete streets in the village were about to become a reality. The board had kept the paving assessment low and those who met a certain income level would be exempt. One older man was very interested to

learn the income guidelines, no doubt hoping he would be exempt. I gave him the information as soon as it became available and later heard that he had deeded the front 10 feet of his property to his young grandson (who had no income) so as to take advantage of the exemption.

There were a number of university professors conducting sessions at clerk school and one was kind enough to explain to the group the different levels: first there was the assistant professor, then after some years you could become an associate professor and after more years of service, ("Near death," she murmured in an undertone) finally a full professor.

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.



C'mon clerks, I know every one of you has a story like these – something funny, or so outrageous you have to laugh at it, or you could cry. Call me at 402-736-4634, M,T,Th, or e-mail me at bb00102@alltel.net and we'll share the fun. – Beverly Bornschlegl, Village of Bradshaw, NE

Question on zoning in small communities

Liz Johnsen, Stapleton Clerk/Treasurer, is interested in finding out how many small communities of 300 or less populations have zoning within the village limits.

Contact Ms. Johnsen at 308-636-2960, or e-mail her at stapleton@gpcom.net.



Outstanding Clerk Award information

Please use the nomination form on the following page to nominate your city/village clerk for the 25th annual “**Outstanding Clerk Award.**”

This award will be presented on March 18, 2004 during the annual Municipal Clerks’ Institute at the Sandhills Convention Center in North Platte. One award will be presented to a clerk in the three city classifications: First Class or larger, Second Class, and Village.

It is an honor in itself for a clerk to be nominated for the award!

Once the nominations are received, the nominees are evaluated by means of a point system, which is processed by the recipients of the award for the previous two years. Points are calculated from a questionnaire, which is completed by the



nominee after his or her name has been submitted.

If you nominate your clerk, please urge them to complete the questionnaire mailed to them.

If you have any questions, please contact Beth Deck, Norfolk City Clerk, 402-844-2012. E-mail: bdeck@ci.norfolk.ne.us Please take the time to fill out and submit the nomination form.

IIMC offers services, educational conferences

The International Institute of Municipal Clerks (IIMC) offers training and several services to its members.

One of the many ways the Municipal Clerks Education Foundation helps IIMC members is through education scholarships. For more details about the Scholarship Program, refer to the October *News Digest*, the IIMC newsletter, for details on requirements and criteria.

Any member attending the entire IIMC Conference in Whistler, British Columbia, will earn three points toward his or her MMCA and four points toward his or her CMC designations, and 10 hours of educational credit toward CMC Recertification, per IIMC’s Program Review/Certification Committee.



Words of thanks

A big thank you to all for the acts of kindness shown to me during my recent surgery.

Thank You!

Things are going well and I pray that they continue to do so. Words cannot express my appreciation to all who sent cards and how they brightened the days beyond words.

Clerks are not only friends – they are family. I truly enjoy being a part of this “family” and wish everyone God’s blessings.

As the holiday season approaches, I want to take this opportunity to wish everyone a bountiful Thanksgiving and a very blessed Christmas and may 2004 bring each and everyone health and happiness.

– Submitted by Diane Fries, City Clerk, City of Franklin



**Outstanding Clerks Award
Nomination Form**

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

Deadline for Nominations is December 31st

Please note: Nominees shall have served as municipal clerk for a **minimum of three years**

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

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

Name of Clerk Nominated _____

Clerk's Mailing Address _____

Date _____

Signature _____

Title _____

Telephone _____

Mailing Address _____

City/Village _____ Zip Code _____

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

PLEASE MAIL THIS NOMINATION FORM TO:

Beth Deck, Chairperson
NE Municipal Clerks Awards Committee
127 North 1st Street
Norfolk, NE 68701



Municipal Legal Calendar

(All statute citations to Revised Statutes of Nebraska)

JANUARY 2004

CITIES OF THE FIRST CLASS

| | |
|--|--|
| Each month | Clerk publishes ordinances passed within 15 days after passage. (16-405) |
| Within 10 days from meeting or before next meeting (whichever is sooner) | Clerk to have minutes available for public inspection. (84-1413) |
| First Regular Meeting | Mayor and Council appoint member of Park Board. (16-696) |
| 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 January 31 | Provide county assessor each new lease or changed preexisting lease which went into effect during the previous year and a listing of previously reported leases that are still in effect. (77-202.11) |
| Each Quarter | Report from depository banks due. (16-714) |
| Reminder | Notice of automatic renewal of liquor and beer other than Class C licenses must be published between January 10 and January 30 of each year. (53-135.01) |
| Reminder | One and six year plans are due at the Nebraska Department of Roads, Board of Public Roads, Classification and Standards, March 1, 2003. Legal notice is required 10 days before the hearing. (39-2115 through 39-2119) |
| Reminder | Annual report on each retirement plan is to be filed as of Dec. 31 with the Public Employees Retirement Board and the Retirement Committee of the Legislature. (16-1017, 16-1037, 19-3501) |

CITIES OF THE SECOND CLASS

| | |
|--|--|
| Each month | Clerk publishes ordinances passed within 15 days after passage (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 January 31 | Provide county assessor each new lease or changed preexisting lease which went into effect during the previous year and a listing of previously reported leases that are still in effect. (77-202.11) |
| Reminder | Notice of automatic renewal of liquor and beer other than Class C licenses must be published between January 10 and January 30 of each year. (53-135.01) |
| Reminder | One and six year plans are due at the Nebraska Department of Roads, Board of Public Roads, Classification and Standards, March 1, 2003. Legal notice is required 10 days before the hearing. (39-2115 through 39-2119) |
| Reminder | Annual report on each retirement plan is to be filed as of Dec. 31 with the Public Employees Retirement Board and the Retirement Committee of the Legislature. (19-3501) |

VILLAGES

| | |
|--|--|
| Each month | Clerk publishes ordinances passed within 15 days after passage (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 January 31 | Provide county assessor each new lease or changed preexisting lease which went into effect during the previous year and a listing of previously reported leases that are still in effect. (77-202.11) |
| Reminder | Notice of automatic renewal of liquor and beer other than Class C licenses must be published between January 10 and January 30 of each year. (53-135.01) |
| Reminder | One and six year plans are due at the Nebraska Department of Roads, Board of Public Roads, Classification and Standards, March 1, 2003. Legal notice is required 10 days before the hearing. (39-2115 through 39-2119) |
| Reminder | Annual report on each retirement plan is to be filed as of Dec. 31 with the Public Employees Retirement Board and the Retirement Committee of the Legislature. (19-3501) |