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# NEBRASKA MUNICIPAL CLERKS NEWSLETTER

October 2003



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## ***NMCA President Schaefer thanks Clerks for honor and Past President McGuire***

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

It's hard to believe that another budget year has flown by – but it's true because here we are again at the start of a new fiscal year and the beginning of the new terms of office for our Executive Board and Committee members. I would like to take this opportunity to thank all of you for allowing me to serve as President of the Nebraska Municipal Clerks' Association. I am truly honored to take this appointment. I can't think of another association that I am more proud to be a member of than our own "Clerk Family." We truly do have something special.

Once again, I would like to thank Past President Betty McGuire of Wayne, Nebraska for her service to the Association. She has been an inspiration to all of us and I sincerely hope that we can continue on with the same professionalism and efficiency that she so ably

provided. Our Association also has a wonderful group of people serving on the Executive Board – Jolynn, Harold, Joan, Betty, Joyce, Jerry, Diane, Beth and Vanee are all very dedicated to this task and will serve you well. We welcome any and all suggestions so don't hesitate to give us a call or drop us a note.

Mark your calendars now for next year's Clerks' School and Academy. It will be held March 15-March 19, 2004 at the Sandhills Convention Center in North Platte, Nebraska. The various Committees have all been established and some of

them are already busy preparing for next year's School. (A complete list of the Executive Board and Committee members was provided in the April 2003 newsletter.)

And finally, as part of my message throughout the year, I am going to try to include an inspirational quote/message. The first one comes from Theodore Roosevelt:

### **Reward**

"Far and away the best prize that life offers is the chance to work hard at work worth doing." – *Deb*

## **Happy Halloween**

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

Since Halloween is my favorite Holiday – I thought I would include a couple of "fun" things. Happy Halloween to you all!

***The Halloween Candy Poem***  
Oh, goodness not, it's Halloween,



A grisly, spooky, creepy scene.  
Ghosts and goblins everywhere.  
Enough to make me lose my hair.

*Continued on page 2*



## Happy Halloween

*Continued from page 1*

Wolves and witches scary faces,  
Popping out in many places.  
Scary ghouls, a whole big bunch,  
Enough to make me lose my lunch!

Where shall I go? What shall I do?  
They're coming after me and you.  
We'd better keep some garlic handy,  
'Cause I'm not giving up my Halloween candy.

### Halloween Quiz:

1. How do you enter a haunted house?
2. How can you fatten up a ghost?
3. What is a ghost's favorite ride?
4. How can a witch tell time?
5. What would you get if you crossed a ghost with a black bird?
6. What do birds give out on Halloween?
7. What is a witch's favorite subject in school?
8. Why are black cats such good singers?

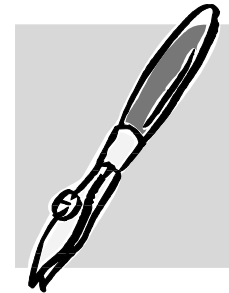
*(Answers: 1. With a skeleton key; 2. With ghoulish and spooketti; 3. A roller coaster; 4. By using a witch watch; 5. A scare-crow; 6. Tweets; 7. Spelling!; 8. They're very meeweewical.)*

## 2003-2004 NMCA OFFICERS

### President

#### Debra Schaefer

City Clerk-Treasurer/  
Administrator Assistant  
City of Seward  
P O Box 38  
Seward, NE 68434-0038  
402-643-2928  
Deb.Schaefer@cityofsewardne.com



### 1st Vice President

#### Jolynn Weber

Administrator/Clerk/Treasurer  
City of Albion  
420 W Market Street  
Albion, NE 68620-1299  
402-395-2428  
cityofalbion@frontiernet.net

### 2nd Vice President

#### Harold Farrar

Clerk-Treasurer  
City of Kimball  
223 S Chestnut St  
Kimball, NE 69145-1219  
308-235-3639  
ckimball@megavision.com

### Secretary Treasurer

#### Joan Kovar

Clerk Treasurer  
City of David City  
P O Box 191  
David City, NE 68632- 0191  
402-367-3135  
cityofdavidcity@alltel.net

### Past President

#### Betty McGuire, CMC/AAE

City Clerk  
City of Wayne  
P O Box 8  
Wayne, NE 68787  
402-375-1733  
betty@cityofwayne.org



## ***Randolph Clerk-Treasurer accepted as member in IIMC Academy***

Cinda R. Jones, CMC, City Clerk-Treasurer of the City of Randolph, has been accepted as a member in the Master Municipal Clerk Academy Program of the International Institute of Municipal Clerks (IIMC).

IIMC President Jean M. Bailey, CMC, City Clerk of Rocky Mount, North Carolina, said, "I am honored to welcome Ms. Jones as a member in the Master Municipal Clerk Academy. She is dedicated to municipal service and an inspiration to all members of our profession."

Ms. Jones has been employed

with the City of Randolph since October 1984, serving as Deputy Clerk before appointment to her current position of City Clerk-Treasurer in April 1985.

She completed the Municipal Clerks Institute conducted by the School of Public Administration, University of Nebraska, Omaha, and received her Certified Municipal Clerk (CMC) designation in June 1990.

Continuing her professional education, she has completed IIMC-approved academy programs offered through the



School of Public Administration, University of Nebraska, Omaha, League of Nebraska Municipalities, JEO Consulting Group, Inc., and other seminars and conferences relating to local government.

Active in professional affiliations, she is a member of the International Institute of Municipal Clerks and active in the League of Nebraska Municipalities.

Ms. Jones has been a member of the IIMC since August 1985.

## **Annual election to be held at Clerk's School**

Officers and District Directors will be elected at the annual Clerk's School during the Nebraska Clerks Association business meeting in North Platte on March 18, 2003.

Nominations are being sought for the offices of District Directors for Region 1 and 2. These are two-year terms. The eligibility requirements are (1) active member of the Nebraska Clerks Association, and (2) a minimum of three years of

service as a municipal clerk.

Also, feel free to run for any of the other offices of President, 1<sup>st</sup> Vice-President, 2<sup>nd</sup> Vice-President, and Secretary/Treasurer.

Support your association; take an interest in the management of our association; earn points toward your certification. If interested, contact Kimberly Ramsay, Village of Pilger, P.O. Box 306, Pilger, NE 68768, 402-396-3563, or [pilgerkim@yahoo.com](mailto:pilgerkim@yahoo.com).

### **Applications available for 2004 All-America City Award**

Applications are now available for the 2004 All-America City Award, with a deadline of March 11, 2004 at 5 p.m. Mountain Standard Time. For communities interested in applying for the All-America City Award, the National Civic League is hosting on-line briefings. Please visit the AAC Web site for the briefings schedule at [www.ncl.org/aac/](http://www.ncl.org/aac/).



## Fourth Mayor Council Forum slated for November

Where do mayors and council/board members get to meet informally and discuss topics of interest to them and their counterparts in other communities? At the Mayor/Council Forum sponsored by the Three Rivers Clerks Association!

The fourth annual Mayor/Council Forum will be held on Thursday, Nov. 6, 2003, at 6 p.m. at the Senior Center at Christensen Field in Fremont, Nebraska. Dinner will be served at 6:30 p.m., followed by a speaker, Norfolk attorney David Ptak, speaking on the importance of planning and zoning to our communities. A question-and-answer period and optional roundtable discussions will follow Ptak's presentation.

This is an informal opportunity for mayors and council/board members to network with mem-

bers of other regional communities for problem solving, economic development ideas, and a general sharing of "how to" information. It is designed to foster communications between the governing bodies of Nebraska's smaller communities.

Because the topic of discussion is planning and zoning, municipal planning commission and board of adjustment members are also encouraged to attend.

For more information, or to make a reservation to attend, please contact Cynthia Petersen at the City of Oakland, 401 N. Oakland Avenue, Oakland, NE 68045. She can be reached by phone at 402-685-5822, or email at [oakland@skyww.com](mailto:oakland@skyww.com). Or, contact any Three Rivers Clerks' Association member.

## November Birthdays

Jean Rahn .....	Allen .....	11/1
Glenna Vodicka .....	Rushville .....	11/1
Linda Miners .....	Taylor .....	11/2
Marlene Mohr .....	Madrid .....	11/4
Nancy Morefeld .....	Stanton .....	11/4
Marilyn Larson .....	Mead .....	11/5
Donna Hirsch .....	Jackson .....	11/6
Kim Robb .....	Lyman .....	11/6
Shirley Lewis .....	Lexington .....	11/7
Bonnie Otte .....	Scottsbluff .....	11/8
Vickie Nelson .....	Axtell .....	11/9
Leatha Christ .....	Diller .....	11/9
Nancy Bryan .....	Osceola .....	11/11
Theresa Schnoor .....	Palisade .....	11/11
Cheryl Kraft .....	Waco .....	11/11
Sandra S. Jacobs .....	Chappell .....	11/12
Tammy R. Lousberg .....	Sutherland .....	11/12
Beverly Bornschlegl .....	Bradshaw .....	11/13
Arnold Jakubowshi .....	Howells .....	11/13
Lynn Kolbert .....	Culbertson .....	11/14
Theresa Bloomquist .....	Linwood .....	11/14
Kimberly Ramsay .....	Pilger .....	11/14
Janet Greenwalt .....	St. Paul .....	11/15



Dianne S. Werner .....	Battle Creek .....	11/16
MaryLou Meister .....	Brainard .....	11/16
Larraine Smith .....	Clarkson .....	11/16
Barbara Whitley .....	Geneva .....	11/17
Annette Malmstrom .....	Scotia .....	11/17
Barbara S. Rabe .....	Wisner .....	11/17
Darlene Thorne .....	Nehawka .....	11/20
Cheryl K. Eckerman .....	Elkhorn .....	11/23
Marvalee M. Sudbeck .....	Laurel .....	11/23
Sharon A. Welsch .....	Goehner .....	11/24
Jerry Wilcox .....	Curtis .....	11/25
Lori Pahl .....	Ruskin .....	11/26
LeAnn Brown .....	Oshkosh .....	11/28
Ann Betka .....	Friend .....	11/30

# Overheard...

*By Beverly Bornschlegl, Village of Bradshaw*

It was front page news in the local paper when the community received a grant for tree-trimming. The clerk who had applied for the grant received many congratulatory comments, but was floored when one resident stopped in to criticize, "Don't you know those are our tax dollars and they shouldn't be wasted!"

My board seemed a little confused as the discussion centered on water-testing – nitrate levels, arsenic levels, etc. The comment was made that the arsenic level wasn't high enough to warrant applying for a grant to rectify the problem. One board

member leaned over and quietly asked the clerk, "How many people have to die before we qualify?"

It was a phone call from New York City checking on an upcoming bond payment. The voice was definitely an east coast accent. I had answered the phone as usual, "Village of Bradshaw, Beverly speaking." He was so amused by this he couldn't resist saying, "Then you must be one of the village people." Actually, I couldn't figure what in the world he was talking about until he reminded me of the singing group by that name. So people of two very different worlds had a moment to chuckle together.



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](mailto:bb00102@alltel.net) and we'll share the fun. – Beverly Bornschlegl, Village of Bradshaw, NE

## Thank you to my Clerk Family

Thank you dear friends, for the many ways you have shown me your love and support during the past several months. Your prayers, acts of kindness and messages have all helped to carry me through a very difficult time. I continue to improve each day, but it will just take time for full recovery. In the meantime, please continue

to pray for me.

God has truly blessed me with so many wonderful friends and a great family. It is true! There ARE angels among us!

May He bless you all!

– Dianne Werner  
*Battle Creek City Clerk*



## Share your city, village's 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.



## 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](mailto:bdeck@ci.norfolk.ne.us) Please take the time to fill out and submit the nomination form.

## 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.



**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)**

### **DECEMBER 2003**

#### **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)
- Within 30 days from  
Council meeting ..... Clerk publishes official proceedings of meetings. (19-1102)
- Last Day ..... Clerk files monthly report. (16-317)
- Last Day ..... Treasurer files monthly financial report. (16-318)
- Dec. 31 ..... Annual Financial Street Report Forms 1 through 6 to the Board of Public Roads  
Classifications and Standards due December 31.
- Dec. 31 ..... Clerk files report on city's section 401(a) retirement plan (if city has retirement  
plan) with the Public Employees Retirement Board and the Legislature's  
Retirement Committee. (19-3501)
- \* \* ..... Clerk must prepare agenda prior to next Council meeting. (84-1411)
- 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 ..... 1 and 6 year plans are due at the Nebraska Department of Roads no later than  
March 1, 2004. (39-2115, 39-2117)
- Reminder ..... 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.

#### **CITIES OF THE SECOND CLASS AND 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  
Governing Board meeting ..... Clerk publishes official proceedings of meeting. (19-1102)
- Last Day ..... Treasurer files monthly financial report. (17-606)
- Dec. 31 ..... Annual Financial Street Report Forms 1 through 6 to the Board of Public Roads  
Classifications and Standards due December 31.
- Dec. 31 ..... Clerk files report on city's/village's section 401(a) retirement plan (if city has  
retirement plan) with the Public Employees Retirement Board and the  
Legislature's Retirement Committee. (19-3501)
- \* \* ..... Clerk must prepare agenda prior to next Council or Board meeting. (84-1411)
- 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 ..... 1 and 6 year plans are due at the Nebraska Department of Roads no later than  
March 1, 2004. (39-2115, 39-2117)
- Reminder ..... 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.