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# NEBRASKA MUNICIPAL CLERKS NEWSLETTER

August 2003



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## Municipal building codes need to change by Jan. 1

Many Nebraska municipalities have adopted and enforce a building code. Under Nebraska law, municipalities that have adopted such a code need to use the state building code. As a result of **LB 643**, passed by the 2003 Legislature, the state building codes will be the International Building Code (IBC), 2000 edition published by the International Code Council and the International Residential Code (IRC), 2000 edition published by the International Code Council. The new law becomes effective Jan. 1, 2004. These codes are often called the I-Codes.

The I-Codes replace the Uniform Building Code, the CABO One and Two Family Dwelling Code,

and the BOCA Code. These other codes have been consolidated into the I-Code and will no longer be updated.

The I-Codes are available by contacting the International Code Council. The address and phone numbers are as follows: International Code Council  
5203 Leesburg Pike, Suite 600  
Falls Church, VA 22041  
Phone: 703-931-4533  
Fax: 703-379-1546

The International Code Council Website is [www.iccsafe.org](http://www.iccsafe.org).

**Does this mean my municipality has to adopt a building code?** No, adoption of a building code is still permissive in Nebraska. Many municipalities choose to adopt and enforce a

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### 2003 LEGISLATIVE SESSION

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building code. Many other municipalities have chosen not to adopt or enforce a building code.

**Can my municipality have in place a different building code?**

No, if your municipality has in place a building code, it must be the I-Code. This code must be adopted by Jan. 1, 2004. There are no grandfather provisions for other codes.

**Can my municipality make local modifications to the I-Codes?** Yes, Nebraska law allows variations from the state building code that will reduce unnecessary costs of construction, increase safety, durability, or efficiency, or address special local conditions.

## ***Municipal Clerks Newsletter information sought***

**Betty McGuire**, Wayne City Clerk and the Nebraska Municipal Clerks Association President, would like to remind you to submit your ideas and materials for the *Municipal Clerks' Newsletter* to Lynn Marienau at the League of Nebraska Municipalities.

As you know, the newsletter's

usefulness to clerks depends on the material provided.

Please use the newsletter to tell of relevant events taking place in your community, reports on workshops, seminars or meetings of interest to clerks and as an information exchange, or forum for solving problems facing you and your municipality.

### **IIMC schedule of conferences**

**IIMC Annual Conferences:**

**2004** – Whistler,  
British Columbia



## Northeast Nebraska Clerks Association Minutes

The Northeast Nebraska Clerks Association met on July 17, 2003 at 1 p.m. at the Tilden Public Library in Tilden. The meeting was called to order by Vice President Nikki Johnson. President Jolynn Weber from Albion was absent. Secretary Amy Kuchar, Meadow Grove, recorded the minutes. Clerks from the following towns were present: South Sioux City, Tilden, Petersburg, Elgin, Wisner, Wynot, Newcastle, Newman Grove, Hartington, Norfolk, Oakdale, Randolph, Wausa and Orchard.

Crystal Lenzen, from Hartington, made a motion to approve the May 1<sup>st</sup> meeting minutes, seconded by Beth Deck, Norfolk. Motion carried.

The treasurer report was read and two claims were presented. Postage \$7.40 and the lunch bill \$50.99. Checking account balance was \$25.85. Savings account \$816.12. Barb Rabe, Wisner made a motion to approve the report and

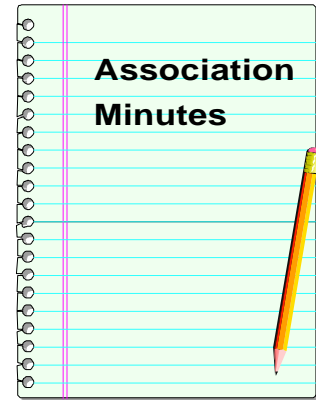
the claims, seconded by Karen Kleinschmit, Wausa. Motion carried.

The Sunshine Committee said they would be sending cards to Dianne Werner and a retirement card for Dee Bishops from Gretna.

Clerk's briefly discussed highway allocation funds and the projected amounts to be given to cities. The projected funding list is posted on the Department of Roads website.

Barb Rabe informed the Clerks that she would be part of a teleconference for IIMC on July 30<sup>th</sup> to discuss future changes to Clerk's School. She encouraged anyone with suggestions to call her prior to the conference and she will relay them to IIMC.

There were no additional comments or other reports. Selecting a speaker and location for the next meeting was discussed. Possible meeting places are the Norfolk Museum or Norfolk Art Center. Another suggestion for South



Sioux City was also made. The four officers will discuss all the suggestions made. The tentative date is Oct. 16, 2003 for the next meeting.

Beth Deck, Norfolk, made a motion to adjourn the meeting, seconded by Sheri Jeffords, Orchard. Motion carried.  
*Submitted by Amy Kuchar, Secretary, Northeast Neb. Clerks Association*

### 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). ■

## Former St. Paul Clerk celebrates 90th birthday

(ST. PAUL) – Elma O'Neill, previous City Clerk of St. Paul and mother of Janet Greenwalt, current City Clerk, celebrated her 90th birthday on July 12 in St. Paul.

Janet and her brother, Roger, gave Elma a birthday party at the St. Paul Senior Citizens Center. About 200 people attended for

**CHEERS!**

lunch and birthday cake.

Elma is still living in her own home and driving. We hope all City Clerks carry the gene of longevity with a sharp mind.



## IIMC honors Elmwood Clerk-Treasurer

Bonita A. Drake, CMC, Clerk-Treasurer of the Village of Elmwood, has been awarded the designation of “Certified Municipal Clerk” (CMC) from the International Institute of Municipal Clerks (IIMC).

Ms. Drake has been employed with the Village of Elmwood since May 1979, where she serves as Clerk-Treasurer while also serving as Treasurer/Zoning Administrator.

She attained her designation as

Certified Municipal Clerk through completion of the IIMC-approved Municipal Clerks Institute Program conducted by the School of Public Administration, University of Nebraska, Omaha.

She has attended courses and seminars sponsored by the University of Nebraska at Omaha, League of Nebraska Municipalities, Nebraska Municipal Power Pool and Peru State College.

Active in professional affiliations, she is a member of the

**CHEERS!**

IIMC, Nebraska Clerks Association, and the Southeastern Area Clerks Association.

Ms. Drake has been a member of the IIMC since May 2000. She joins 126 active Municipal Clerks from Nebraska who currently hold the designation of “Certified Municipal Clerk.”

## Cozad Deputy Clerk accepted as member in Master Municipal Clerk Academy Program

Susan A. Kloeping, CMC, Deputy Clerk of the City of Cozad, 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, announced, “I am honored to welcome Ms. Kloeping as a member of the Master Municipal Clerk Academy. She is dedicated to municipal service and an inspiration to all members of our profession.”

To date, about 15 percent of the 10,300 members of the IIMC have qualified for the Master Municipal Clerk Academy status.

Ms. Kloeping has been employed with the City of Cozad

since May 1976, serving as Secretary before appointment to her current position of Deputy Clerk in September 1983.

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 January 1994.

Continuing her professional education, she has completed IIMC-approved programs offered through the School of Public Administration, University of Nebraska, Omaha, Dawson Area Development and other seminars and conferences relating to local government.

Active in professional and civic affiliations, she is a member of the IIMC, Nebraska Municipal Clerks

Association, Midlands Clerk Association, and Cozad Chamber of Commerce.

Ms. Kloeping has been a member of the IIMC since July 1989.

### *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.



## 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.

## September Birthdays

Barbara Maslonka .....	Decatur .....	9-1
Ivie Ronile .....	Exeter .....	9-1
Cecilia Neseth .....	Decatur .....	9-5
Michael Leitschuch .....	Burchard .....	9-5
Darla Hopwood .....	Shelby .....	9-6
Melinda Ferree .....	Wilcox .....	9-6
Kathie Carlstrom .....	Polk .....	9-7
Ginger R. Neuhart .....	Waverly .....	9-7
Rita Johnson .....	Creighton .....	9-8
Lana Svoboda .....	Glensvil .....	9-9
Jean Nagey .....	Hebron .....	9-10
Mary Terry .....	Cedar Creek .....	9-11
Winona Robb .....	Elwood .....	9-11
Mindi Goings .....	Wauneta .....	9-11
B.J. Shubert .....	Shubert .....	9-13
Vicki S. Miller .....	Elgin .....	9-14
Janice Boden .....	Nemaha .....	9-14
Charlene Disney .....	Blue Springs .....	9-17
Kay Dammast .....	Nebraska City .....	9-17
Dorothy Warfield .....	Colon .....	9-18



Sheryl Nelson .....	Holdrege .....	9-19
Lynne McIntosh .....	Fremont .....	9-20
Carol Brugger .....	Winside .....	9-20
Nicole Downey .....	Arapahoe .....	9-22
Elaine Miller .....	Pickrell .....	9-22
Penny Udey .....	Stromsburg .....	9-22
Kristi Thornburg .....	Ainsworth .....	9-23
Lisa Hathaway .....	Union .....	9-23
Irene Schriener .....	Cowles .....	9-24
Ellen Metcalf .....	Miller .....	9-25
Joni Belew .....	Bee .....	9-26
Doug Rix .....	Waverly .....	9-26
Lori Swantek .....	Genoa .....	9-28
Sherry Heskett .....	Auburn .....	9-30



## Grants and programs offered through the Nebraska Game and Parks Commission

### Outdoor Recreation

#### Land and Water Conservation Fund Program –

The Land and Water Conservation Fund (LWCF) is a federally funded grant program for outdoor recreation projects. Eligible projects include, but are not limited to, ball fields, soccer fields, picnicking facilities, playgrounds, park acquisition and development, shelter houses, trails, and related support facilities. Project sponsors must be political subdivisions (i.e. communities, counties, NRD's) and must be able to verify support for projects and have the financial means to undertake and maintain the project.

LWCF provides **reimbursable** matching grants for up to 50 percent of project costs. Applications for the grants need to be submitted to the Nebraska Game and Parks Commission by Oct. 1, 2003. Information

is available by contacting Neal Bedlan, Nebraska Game and Parks Commission at 402-471-5424 or [nbedlan@ngpc.state.ne.us](mailto:nbedlan@ngpc.state.ne.us)

Information and applications are also available via the internet at: <http://www.ngpc.state.ne.us/parks/lwcf/lwcfapp.html>

### Recreational Trails

#### National Recreational Trails Fund Program - RTP

is a grant program through the Federal Highway Administration that **reimburses** communities for 80 percent of project costs for trail acquisition, development and support facilities. Applications for the grants need to be submitted to the Nebraska Game and Parks Commission by Oct. 1, 2003. Information is available by contacting Michelle Stryker, Nebraska Game and Parks at 402-471-5425 or [mstryker@ngpc.state.ne.us](mailto:mstryker@ngpc.state.ne.us)

Information and applications are also available via the internet at:

<http://www.ngpc.state.ne.us/parks/trails/grants/grantoppt.html>

#### Trail Development Assistance Fund –

(Depending on Funding for 2003) TDA provides assistance to communities to purchase, develop, or maintain recreational trails. These funds are disbursed as a lump-sum grant for no more than 50 percent of estimated project costs. Applications for the grants need to be submitted to the Nebraska Game and Parks Commission by Oct. 1, 2003. Information is available by contacting Neal Bedlan, Nebraska Game and Parks at 402-471-5424 or [nbedlan@ngpc.state.ne.us](mailto:nbedlan@ngpc.state.ne.us)

Information and applications are also available via the internet at:

<http://www.ngpc.state.ne.us/parks/trails/grants/grantoppt.html>

### Fishing and Lake Enhancements

Urban Fisheries Program is available to assist communities in renovating, upgrading and creating urban fisheries. Contact Rick Eades at the Nebraska Game and Parks Commission 402-471-5445 or on the internet at <http://www.ngpc.state.ne.us/fish/urbanfish/urbanfish.html>

## Send conference topic ideas to MAFC committee members

If you have conference topic ideas for the Municipal Accounting and Finance Conference, please give them to MAFC Committee members throughout the year. Those members are:

**Chair: Larry Gion**, Finance Director/Treasurer, City of Gering, PO Box 687, Gering, NE 69341, 308-436-5096

**Vice Chair: Geri Anthony**, Clerk/Treasurer, Sidney, PO Box 79, Sidney, NE 69162-0079, 308-254-5300

**Member: Dana Calta**, Accounting/Finance Supervisor, Fremont, PO Box 1266, Fremont, 68026-1266, 402-727-2627

**Member: Nancy Purscell**, Finance Director/Treasurer, Papillion, 122 East 3rd Street, Papillion, 68046-2302, 402-597-2000

**Member: Janet Greenwalt**, Clerk, St. Paul, 704 6th Street, St. Paul, 68873-2021, 308-754-4483.



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

**OCTOBER 2003**

**CITIES OF THE FIRST CLASS**

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 of Council meeting ..... Clerk publishes official proceedings of meeting including claims. (19-1102)  
First day ..... Foreman and Secretary of every volunteer Fire Department must file rolls of their companies with Clerk of District Court. (35-102)  
First Day ..... Fiscal year begins. (16-701)  
After start of fiscal year ..... Treasurer makes annual report to Mayor and Council. (16-720) Clerk makes annual report. (16-317)  
Oct. 9 ..... A vote to exceed levy limits must be approved by this date (77-3444)  
Oct. 13 ..... Final Property Tax Request Certified and forwarded to County Clerk. (77-1601.02)  
Last day ..... Clerk files monthly report. (16-317)  
Last day ..... Treasurer files monthly financial report. (16-318)  
Within 60 days after close of fiscal year ..... Treasurer publishes Statement of Receipts and Disbursements. / Semi-annual financial statement published. (16-722) (19-1101)  
\* \* ..... Clerk must prepare agenda prior to next Council meeting. (84-1411)  
Within six months after close of fiscal year ..... Audit of city's accounts completed

**CITIES OF THE SECOND CLASS**

Within 10 days following meeting or before next meeting (whichever is sooner) ..... Clerk to have minutes available for public inspections. (84-1413)  
Within 15 days of Passage ..... Clerk publishes ordinances passed. (17-613)  
Within 30 days of Council meeting ..... Clerk publishes official proceedings of meeting including claims. (19-1102)  
First day ..... Foreman and Secretary of every volunteer Fire Department must file rolls of their companies with Clerk of District Court. (35-102)  
First Day ..... Fiscal year begins. (17-701)  
First regular Council meeting ..... Designate bank for city depository. (17-607)  
Oct. 9 ..... A vote to exceed levy limits must be approved by this date (77-3444)  
Oct. 13 ..... Final Property Tax Request Certified and forwarded to County Clerk. (77-1601.02)  
Last day ..... Treasurer files monthly financial report. (17-606)  
Within 60 days after close of Fiscal Year ..... Treasurer publishes Statement of Receipts and Disbursements. (19-1101)  
\* \* ..... Clerk must prepare agenda prior to next Council meeting. (84-1411)  
Within six months after close of fiscal year ..... Audit of city's accounts completed

**VILLAGES**

Within 10 days following meeting or before next meeting (whichever is sooner) ..... Clerk to have minutes available for public inspections. (84-1413)  
Within 15 days of Passage ..... Clerk publishes ordinances passed. (17-613)  
Within 30 days of Board of Trustees' meeting ..... Clerk publishes official proceedings of meeting including claims. (19-1102)  
First day ..... Foreman and Secretary of every volunteer Fire Department must file rolls of their companies with Clerk of District Court. (35-102)  
First day ..... Fiscal year commences. (17-701)  
First regular Board meeting ..... Designate bank for Village depository. (17-607)  
Oct. 9 ..... A vote to exceed levy limits by election or by townhall meeting must be approved by this date (77-3444)  
Oct. 13 ..... Final Property Tax Request Certified and forwarded to County Clerk. (77-1601.02)  
Last day ..... Treasurer files monthly financial report. (17-606)  
Within 60 days after close of Fiscal Year ..... Treasurer publishes Statement of Receipts and Disbursements. (19-1101)  
\* \* ..... Clerk must prepare agenda prior to next Board meeting. (84-1411)  
Within six months after close of fiscal year ..... Audit of Village's accounts completed unless audit requirement waived by State Auditor.