
NEBRASKA MUNICIPAL CLERKS NEWSLETTER

March 2004



NMCA President: Thanks to everyone involved in Clerks' Institute and Academy

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

As of this writing, the Clerks' Institute and Academy is over for another year. I hope you all enjoyed it as much as I did. All of the Committee Chairpersons and members did a wonderful job on their specific tasks, and as always the educational sessions were exceptional.

My sincere thanks to everyone involved, Alice, Melanie and Julie from UNO, the Executive Board, the various Committees, and all of the Nebraska Clerks who participated.

As I stated last week – coming to the Clerks' Institute and Academy is like “old home week” for me. I have met so many wonderful people and have established many life-long friendships that I will cherish forever.

My wish for all of you is that you have, or will experience this same kind of feeling. As we go through life, we find that the people we know and love have a great deal of impact on how

we experience life. I hope you enjoy the following Life's Journey poem I found.

*Do not undermine your worth
by comparing yourself with
others.*

*It is because we are different
that each of us is special.*

*Do not set your goals by what
other people deem important.*

*Only you know what is best
for you.*

*Do not take for granted the
things closest to your heart.*

*Cling to them as you would
your life, for without them, life
is meaningless.*

*Do not let your life slip
through your fingers by living
in the past nor for the future.*

*By living your life one day at
a time, you live all of the days
of your life.*

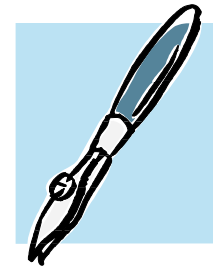
*Do not give up when you still
have something to give.*

*Nothing is really over until
the moment you stop trying.*

*It is a fragile thread that
binds us to each other.*

*Do not be
afraid to
encounter
risks.*

*It is by
taking
chances that
we learn how to be brave.*



*Do not shut love out of your
life by saying it is impossible to
find. The quickest way to receive
love is to give love.*

*The fastest way to lose love is
to hold it too tightly.*

*In addition, the best way to
keep love is to give it wings.*

*Do not dismiss your dreams.
To be without dreams is to be
without hope.*

*To be without hope is to be
without purpose.*

*Do not run through life so fast
that you forget not only where
you have been, but also where
you are going.*

*Life is not a race, but a journey
to be savored each step of the
way.*

Enjoy the journey – Deb



Municipal Clerks Week Proclamation

Gov. Mike Johanns will be signing a proclamation for Municipal Clerks Week (May 2 – May 8) on Wednesday, April 21, 2004 in the Warner Chamber, which is on the 2nd floor of the State Capital.

We would like to have as many Clerks in attendance at this signing as possible. I have made arrangements with the League of Nebraska Municipalities for us to meet at their office around

10 a.m. and then we will walk over to the Capital together.

Lynn Marienau will take some pictures for us and after the signing, we can have lunch together (pizza) at the League Office. Please contact Deb Schaefer by Friday, April 16, 2004, if you are planning on coming, as we will need a head count for lunch – Phone 402-643-2928 or email

Deb.Schaefer@cityofsewardne.com



April 1 and Fools...

April 1st – April Fool's Day and you know what they say about Fools...

However big the fool, there is always a bigger fool to admire him.

– Nicholas Boileu-Despreaux

He who lives without folly isn't so wise as he thinks.

– Francois, Duc de La Rochefoucauld

Let us be thankful for the fools. But for them the rest of us could not succeed.

– Mark Twain

Looking foolish does the spirit good.

– John Updike

– Submitted by Deb Schaefer, Seward City Clerk-Treasurer/Administrator Assistant, NMCA President

Earth Day thoughts

DID YOU KNOW – April 22 is Earth Day. Some celebrations are held on the weekends, but the actual day is April 22 (according to my internet source). This day should be devoted to projects that will help the earth. Things like planting a tree, having a spring clean-up, promoting recycling, etc. etc.

I offer the following poem in honor of Earth Day:

*There is a pleasure in the
pathless woods,
There is a rapture on the lonely
shore,
There is a society where none
intrudes,*



*By the deep sea, and music in
its roar:*

*I love not man the less, but
Nature more.*

*- George Gordon, Lord Byron,
Childe Harold's
Pilgrimage*

– Submitted by Deb Schaefer, Seward City Clerk-Treasurer/Administrator Assistant, NMCA President



Congratulations to the following Executive Board and District Directors elected for the Oct. 1, 2004 – Sept. 30, 2005 year!

Jolynn Weber, President
Administrator/Clerk/Treasurer
City of Albion

Joyce Mick, District 1 Director
Clerk-Treasurer
City of Bayard

Harold Farrar, 1st Vice President
Clerk-Treasurer
City of Kimball

Jo Leyland, District 2 Director
Administrator/Clerk/Treasurer
City of Imperial

Joan Kovar, 2nd Vice President
Clerk-Treasurer
City of David City

Diane Fries, District 3 Director
City Clerk-Treasurer
City of Franklin

Jerry Wilcox, Secretary-Treasurer
Administrator/Clerk/Treasurer
City of Curtis

Beth Deck, District 4 Director
Clerk
City of Norfolk

Debra Schaefer, Past President
Administrator Assistant/Clerk-Treasurer
City of Seward

Vanee Holtmeier, District 5 Director
Clerk-Treasurer
City of McCool Junction

How to maintain a positive attitude in a challenging atmosphere

If you're like most workers, you probably have days that feel like nothing is going right.

How do you get through one of those and still have a positive attitude at the end of the day? If you take a few mental and physical actions through the day, it can make staying positive a whole lot easier. Here are five things to do throughout the day to keep yourself in a good mental sphere:

Stop. Take a deep breath and count to 10. This does two things—it gives you time and helps you control your emotions.

Make a list, either mentally or on paper of all the things you are grateful for in your life.

Get up. Walk. Stretch. This can distract you from the trauma of the problem.

Do something you consider positive for yourself. Call a friend. Look at a picture of your beloved dog. Anything to shift the emotion you are caught up in.

Start over. This is really important. Get away from feeling sorry for yourself. If you don't, you will end up back in the same place again, probably fairly soon.

— adapted from *It's Your Move: Dealing Yourself the Best Cards in Life and Work* by Cyndi Maxey and Jill Bremer



Heartland Clerk's Association Minutes

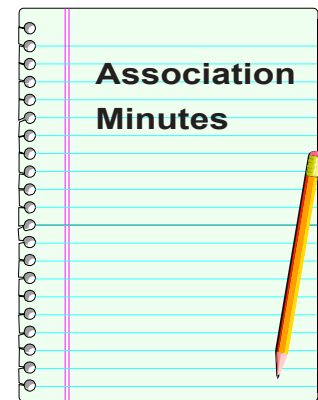
The Heartland Clerk's Association met in Kearney, Nebraska on Dec. 11, 2003, at The Alley Rose Restaurant. President Lanette Doane of Ansley called the meeting to order at 12:30 p.m. Roll call: Present: Marla Knecht, Wood River; Linda Jensen, Central City; Kellie Crowell, Ravenna; Missy Carkoski, Loup City; Annette Gallaway, Loup City; Tammy Wobschall, Central City; Vicki Nelsen, Axtell; Vickie Power, Gibbon; LaDonna Koch, Hildreth; Sandy Kruml, Ord; Cathy Vogt, Kearney; Lanette Doane, Ansley; Kim Finecy, Doniphan; Linda Hess, Kenesaw; Michaelle Trembly, Kearney; Janet Greenwalt, St. Paul; Bev Fitzimmons,

Dannebrog; and, Cindy Keslar, Ravenna. No guests were present.

Copies of the Minutes from the Oct. 15, 2003 meeting and the Treasurer's Report were present for review. Janet Greenwalt, St. Paul, made the motion to approve the Minutes and the Treasurer's Report as presented in written form. Linda Hess, Kenesaw, seconded the motion. Roll call: Ayes: 17, Nays: None. Motion carried.

New business: Christmas games were played and Secret Clerks for 2004 were drawn.

Old business: Secret Clerks were revealed while Cindy Keslar read a Christmas Story with clues matching the clues each clerk drew earlier. Once



the matching clues were read, the secret clerk was revealed. Everyone received wonderful gifts and enjoyed seeing who was everyone's secret clerk.

The next meeting will be held on Feb. 19, 2004.

President Doane declared the meeting adjourned at 1:05 p.m.

– Submitted by Cindy Keslar, Secretary/Treasurer

Fairmont Clerk/Treasurer accepted into 1st level of IIMC Master Municipal Clerk Academy

The International Institute of Municipal Clerks (IIMC) has accepted Linda J. Carroll, Clerk/Treasurer of the Village of Fairmont, into the First Level of the IIMC Master Municipal Clerk Academy.

Jean Bailey, CMC, and President of the IIMC, said: "It is a distinct pleasure to have you continue as a member of the distinguished and dedicated

CHEERS!

group of municipal clerks who have unselfishly devoted the time and effort to improve and enlarge upon the skills that are needed for this responsible position in local government."

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.

April Birthdays

Charlotte TeBrink	Denton	4/2
Vicki Focken	Douglas	4/2
Cheryl Anderson	Hyannis	4/3
Joyce Hillman	Atkinson	4/5
Chris Gregory	Edgar	4/5
Joan Ross	Lincoln	4/5
Karen Kohmetscher	Blue Hill	4/8
Doris Zuellner	Campbell	4/8
Peggy Hoberscheidt	Syracuse	4/9
Nancy Kopejtka	Atkinson	4/11
Kelly Brooke	Benedict	4/11
Keitha Green	Henry	4/15
Scott Anderson	Paxton	4/17
Lora M. Skow	Dakota City	4/18
Susan Kleopping	Cozad	4/19
Patricia Bargelt	Tilden	4/19
Jaimee Bailey	Sargent	4/20



Robert Benorden	Grafton	4/21
Deanna Brown	Indianola	4/25
Cinda Jones	Randolph	4/29
Bonita Drake	Elmwood	4/30
Connie Brown	Henderson	4/30
Janice Ruhge	South Bend	4/30



Trenton Clerk/Treasurer accepted into IIMC Master Municipal Clerk Academy Program

Victoria Bowman, CMC, Clerk/Treasurer of the Village of Trenton, has been accepted as a member in the Master Municipal Clerk Academy Program of the IIMC.

IIMC President Jean M. Bailey, CMC, City Clerk of Rocky Mount, North Carolina, said: "I am honored to welcome Ms. Bowman as a member in 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. Bowman has been employed with the Village of Trenton since November 1990, serving as Deputy Clerk before appointment to her current position of Clerk/Treasurer in December 1996.

She completed an IIMC-approved Certification Program and received her Certified Municipal Clerk (CMC) designation in February 2000.

Continuing her professional education, she has completed IIMC-approved Academy programs. She also has com-

Congratulations



pleted other courses, seminars and conferences relating to local government.

Active in professional affiliations, she is a member of the IIMC and served as Past President and Vice President of the Southwest Nebraska Area Clerk's Association.

Ms. Bowman has been a member of the IIMC since July 1992.

Municipal Clerks Newsletter information sought

Deb Schaefer, Seward City Clerk/Treasurer/Administrator Assistant 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.

How to contact 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
Lincoln, NE 68509

In addition, most Senators have e-mail available through the Legislature's web site at www.unicam.state.ne.us.



Petersen accepted as IIMC Academy member

Cynthia Petersen, CMC, City Clerk/Treasurer of the City of Oakland, 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. Petersen as a member in 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 10,300 members of the IIMC

have qualified for the Master Municipal Clerk Academy status.

Ms. Petersen has been employed with the City of Oakland since June 1997, where she serves in the position of City Clerk/Treasurer.

She completed an IIMC-approved Certification Program and received her Certified Municipal Clerk (CMC) designation in January 2001.

Continuing her professional education, she has completed IIMC-approved Academy Programs. She has also completed other courses, seminars



and conferences relating to local government.

Active in professional affiliations, she is a member of the IIMC, Nebraska Municipal Clerks Association, and serves as President of the Three Rivers Clerks Association.

Ms. Petersen has been a member of the IIMC since January 1998.

Overheard...

*By Beverly Bornschlegl, Clerk/
Treasurer, Bradshaw*

A well-intentioned citizen at Osceola checked with the clerk about a hunting license – for turkeys! She was inclined to ask if that meant the six-foot kind also but restrained herself. Apparently, the word on the street is that city clerks are now selling turkey licenses.

As a part of the CDBG

grant awarded our community for a street project, qualifying low income households could get assistance. Interested in applying for subsidy on his paving assessment, the man at the counter told the clerk that the owner of record (his mother) had been dead several years although inheritance papers hadn't been finalized yet. I told him the estate would be responsible for the assessment. He seemed satisfied with the



information and said before he left, "Well, she hasn't had **any** income for the previous year."



Municipal Legal Calendar

(All statute citations to Revised Statutes of Nebraska)

MAY 2004

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 following Council meeting	Clerk publishes official proceedings of meeting, including claims. (19-1102)
First Day	Automatic renewal of beer and liquor licenses (except Class C).(53-124)
Last Day.....	Clerk files monthly report.(16-317)
Last Day.....	Treasurer files monthly financial report.(16-318)
* *	Clerk must prepare agenda prior to next Council meeting.(84-1411)

CITIES OF THE SECOND 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 or posts ordinances passed. (17-613)
Within 30 days following Council meeting	Clerk publishes official proceedings of meeting, including claims. (19-1102)
First Day	Automatic renewal of beer and liquor licenses (except Class C). (53-124)
Last Day.....	Treasurer files monthly financial report. (17-606)
* *	Clerk must prepare agenda prior to next Council meeting. (84-1411)

VILLAGES

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)
First Day	Automatic renewal of beer and liquor licenses (except Class C). (53-124)
Last Day.....	Treasurer files monthly financial report. (17-606)
* *	Clerk must prepare agenda prior to next Board meeting. (84-1411)



**City of Omaha
Mike Fahey, Mayor**

Office of the Mayor
1819 Farnam Street, Suite 300
Omaha, Nebraska 68183-0300
(402) 444-5000
FAX: (402) 444-6059

March 18, 2004

Dear Buster:

I regret that I cannot be with you tonight as you are honored by the Nebraska Municipal Clerks Association.

A pillar for our democracy is a government that is by the people and for the people. That means a government that is as open and accessible to citizens as possible. While not always easy, you and your staff have worked tirelessly to make local government accessible. With technology and a great dedication to detail you have provided citizens unprecedented access. You are an example of the democratic process at its finest and our city is better because of you.

For the citizens, city employees and government officials who have worked with you over the years, we know well your professionalism, dedication and standard of excellence you've displayed as Omaha's City Clerk. Tonight, the rest of Nebraska honors you for the great the job you do for the citizens of Omaha.

On behalf of the citizens of Omaha, congratulations on this award, it's an honor richly deserved.

Sincerely,

Mike Fahey, Mayor
City of Omaha



OMAHA CITY COUNCIL

OMAHA/DOUGLAS CIVIC CENTER
OMAHA, NEBRASKA 68183
Telephone (402) 444-5520
Telefax (402) 444-5263

JIM VOKAL
PRESIDENT
CHUCK SIGERSON
VICE PRESIDENT
FRANK BROWN
GARRY GERNANDT
MARC KRAFT
FRANKLIN THOMPSON
DAN WELCH

**Buster Brown
Municipal Clerk of the Year**

March 18, 2004

As someone who works with Buster Brown, I can attest that he is well deserving of this award.

Buster was chosen to be the City Clerk for the CITY OF OMAHA during a national search. With the size of the city and the extreme importance of accurate recordkeeping and timely retrieval, Omaha went on a national search to make sure we had one of the best, if not the best. I was on the search committee. We had 51 candidates for this position, Thirty seven were qualified and the field was then narrowed to a final six. The search committee seriously looked at all of the candidates, and I can state without equivocation that Buster not only had the best skills for Omaha, he also had a personality that was hard to beat.

Last year Buster took the Council Offices paperless yeah sure! Regardless, he tracks 36,558 ordinances, ten thousand plus special levy assessments, thousands and thousands of resolutions and miscellaneous documents, and 1,000 liquor licenses. He seems to know each licensee and location inside out. He must think this is part of his job description because he seems to frequent all of them.

All jesting aside, I must say that Buster is *efficient, pleasant, and knowledgeable*.

Sincerely,

Marc Kraft
Councilmember
Omaha City Council

MK/wl