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# NEBRASKA MUNICIPAL CLERKS NEWSLETTER

November 2004



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## NMCA President wishes fellow clerks Happy Holidays

*By Jolynn Weber  
Administrator/Clerk/Treasurer  
Albion  
NMCA President*

### **Dearest Fellow Clerks,**

With the holidays fast approaching, several things come to mind: families, cheer, thankfulness, giving, SNOW, feast and many smiles. But I left out one important piece, FREEDOM, which has not been a reality for me even with all the hype during the past year.

Now, don't think that I am not a true American. I do acknowledge and respect the flag, and I have thought and prayed about all the soldiers who have in the past and present served our country. Actually, my father served in the Vietnam War, and lost his leg from the knee cap down by stepping on a land mine. But this last week, my younger brother, the baby of my first family, has left for Iraq. It has really hit me hard, but what has shocked me, is that I feel much differently about the rest

of the activity that is happening over in Iraq. I think it is because someone that is so close to me is heading over there, and before I couldn't feel this odd feeling that I have inside because there was no connection. I didn't feel the fear of separation, as I do with my brother currently serving over there.

So I ask for my dear Nebraska Clerks to keep everyone in our hearts and prayers at this time especially during the holiday season, as there are probably several clerks that have family members serving our country.

On another note: I have had the Three Rivers Clerks' Association contact me, and I have been invited to attend their December meeting in Tekamah. Thanks Mary!!

Hopefully, I will be able to stick with my goal and get the rest of the groups contacted by the end of December.

If you are a president of a region association, call me at 402-395-2428, or email me at



[cityofalbion@frontiernet.net](mailto:cityofalbion@frontiernet.net)  
and we can get the meeting date set on my calendar.

Christmas shopping has been underway at my house, only because my weekends in December are all booked with a trip to Vegas for the National Finals Rodeo, and Cattle Shows....we are venturing out to the state to Oklahoma!! For me, only two more pay days until Christmas...YUCK, but I am looking forward to the day after Thanksgiving for some great bargains.

HAPPY THANKSGIVING TO EVERYONE!!! EAT LOTS OF TURKEY, SO WE CAN ALL VOW TO GET RID OF IT AFTER THE NEW YEAR!!!!

– Jolynn



## Information about bus trip to St Paul

Eppley Express out of Kearney has given me a quote for a round-trip to St. Paul, MN. The bus will leave Sunday, May 22, 2005 from Kearney and travel on I-80 to Des Moines, then I -35 to Albert Lee and then on to St. Paul.

This trip will take 9 ½ traveling hours from Kearney. This time estimate does not include a lunch or supper stop, or pick up stops. The bus will leave St. Paul on Friday, May 27, 2005 to return to Kearney. The cost of the 48-passenger bus is \$3,578. The cost of the room for the bus driver will be  $\$120 \times 5 = \$600$  (not including any taxes). The cost for parking the bus is unknown at this time, so I will guess  $\$25 \text{ a day} \times 5 = \$125$ . The whole trip will cost \$4,303. This will cost \$89.64 per person. This cost does not include any taxes or gratuities to the driver. So I am looking at around \$95



to \$100 per person to ride the bus. I need to know by Jan. 7, 2005 if you want to ride the bus and whole payment will need to be received by Jan. 21, 2005. The whole payment of the ride needs to be paid right away so that no one has to pay extra due to cancellations or sickness. Also, there has to be a \$100 deposit for the bus. The room for the driver has to be reserved, hopefully at the same hotel in which we all stay. This bus ride is not just for the clerks. Spouses or friends are welcome.

*Submitted by Barb Whitley, City Clerk/Treasurer, Geneva*

## ***Economic Development Department increases donation to Clerks' Scholarship Fund***

***Applications will be mailed with registration information***

The Nebraska Department of Economic Development has increased its donation to the Clerks' Scholarship fund. The Clerks' Executive Board has approved making scholarships available for attending the Academy program as well as the Institute. Institute applications will have priority over the academy. Qualifications will remain the same for both applications.

A person applying for a scholarship will need to be from a community of 1,500 people or less and must be a member of the Nebraska Municipal Clerks' Association.

Applications for scholarships will be mailed out with the registration information from UNO. Deadline for the scholarship application is Jan. 7, 2005. For questions concerning the scholarship application process, please contact Harold M. Farrar, City of Kimball, 223 South Chestnut Street, Kimball, NE 69145, 308-235-3639 [ckimball@megavision.com](mailto:ckimball@megavision.com).

## ***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](mailto:lynnm@lonm.org) by e-mail.



**NEBRASKA MUNICIPAL CLERKS' ASSOCIATION**

**2004-2005**

**MEMBERSHIP DUES STATEMENT**

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

MUNICIPALITY: \_\_\_\_\_

**POPULATION:**

Under 300.....	\$ 5.00	_____
301-800.....	\$10.00	_____
801-5,000.....	\$20.00	_____
Over 5,000.....	\$30.00	_____

**YEARS OF SERVICE AS CITY/VILLAGE CLERK:** \_\_\_\_\_

ARE YOU A CMC? \_\_\_\_\_ IIMC ACADEMY MEMBER? \_\_\_\_\_

MONTH AND DAY OF YOUR BIRTHDAY: \_\_\_\_\_

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**PLEASE RETURN THIS COMPLETED FORM WITH YOUR PAYMENT TO:**

**NEBRASKA MUNICIPAL CLERKS' ASSOCIATION**

**LEAGUE OF NEBRASKA MUNICIPALITIES**

**1335 L STREET**

**LINCOLN, NE 68508**

**MAKE CHECKS PAYABLE TO: NEBRASKA MUNICIPAL CLERKS' ASSOCIATION**



# Nebraska Municipal Clerks' Association General Membership Meeting Minutes

*Sandhills Convention Center, North Platte  
Oct. 7, 2004, 4:45 p.m.*

President Jolynn Weber called the General Membership Meeting to order at 4:45 p.m. at the Sandhills Convention Center.

**Present for the meeting:**

Jolynn Weber – Albion, Harold M. Farrar – Kimball, Vanee Holtmeier – McCool Junction, Heidi Morris – Chappell, Barbra Mikkelsen – Aurora, Lea Ann Doak – McCook, Joyce Beck – Crete, Nancy Bryan – Osceola, Linda Carroll – Fairmont, Barbara S. Rabe – Wisner, Mary Sommermeyer – Assistant Legal Counsel of the League, Carmen Jacobs – Creighton, Mary Kempf – West Point, Becky Corbin – Fairbury, Jane Skinner – Ogallala, Gary Duncan – Yutan, Charlotte TeBrink – Denton, Sandy Kruml – Ord, Dolores Costanzo – Ralston, Lynn Luhrs – Imperial, Betty McGuire – Wayne, Beth Deck – Norfolk, Alice Schumaker – UNO Omaha, and Joan Kovar – David City.

**Approval of Minutes:**

Nancy Bryan of Osceola made a motion to approve the minutes of the March 18, 2004 General Membership Meeting. Linda

Carroll of Fairmont seconded the motion. All those present voted “aye.” Nay: None. The motion carried.

**\Confirmation of Election of Officers and Board Members:**

Betty McGuire of Wayne made a motion to ratify the appointment of officers as follows:

**President:** Jolynn Weber, Albion

**1<sup>st</sup> Vice President:** Harold Farrar, Kimball

**2<sup>nd</sup> Vice President:** Joan Kovar, David City

**Secretary/Treasurer:** Jerry Wilcox, Curtis

**District 1 Director:** Joyce Mick, Bayard

**District 2 Director:** Jo Leyland, Imperial

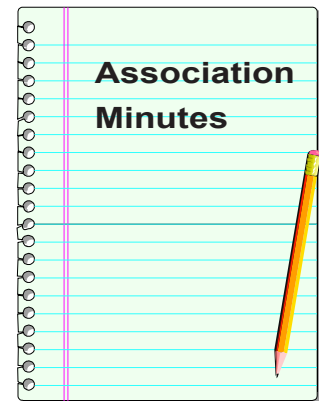
**District 3 Director:** Diane Fries, Franklin

**District 4 Director:** Beth Deck, Norfolk

**District 5 Director:** Vanee Holtmeier, McCool Junction

**Past President:** Deb Schaefer, Seward

Becky Corbin of Fairbury seconded the motion. All those present voted “aye” and the motion carried.



**Committee Reports:**

**Monday Night Hospitality -** Sandy Kruml of Ord is planning something really fun for the 2005 Clerks' Institute Monday Night Social event. I am not reporting on this in detail as I don't want to spoil the surprise.

**Thursday Night Banquet -** The Committee is asking those attending the Thursday Night Banquet to “dress up” this year in accordance with the theme of the evening.

**Honorary Membership -** Barb Rabe of Wisner reported that former Clerk Pixie Jones has been nominated as an Honorary Member.

**Other Business:** Barb Whitley of Geneva gathered information in August concerning bus routes and rates

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## Nebraska Municipal Clerks' Association General Membership Meeting Minutes

*Continued from page 4*

regarding the IIMC Annual Conference in St. Paul, Minnesota scheduled for May 22 – 26, 2005. As this information was gathered in August, the rates may have changed. All require a deposit of some kind.

### **Eppley Express**

– 56-passenger from Kearney on May 22 and returning on May 27  
– \$3,995 plus driver's room and any parking fees

– 48-passenger from Kearney \$3,543 plus driver's room and any parking fees

– they will pick up anywhere along I-80 on up to St. Paul,  
– they will take us anywhere when we are there as a group, not individuals

### **Arrow Stage Lines**

– 55-passenger bus from Norfolk on May 22 and returning on May 27

– \$3,750 plus driver's room and any parking fees

– 47-passenger bus \$3,450 plus driver's room and any parking fees

### **Heartland Coaches:**

– 49-passenger bus: \$3,540 plus driver's room and any parking fees

– 57-passenger bus: \$3,965 plus driver's room and any parking fees

Those interested should contact Barb Whitley of Geneva for further information. It was noted that Clerks from other states along the route could also be offered a chance to ride along. Updated information

concerning this will be put in the *Nebraska Municipal Clerks Newsletter*.

### **Adjournment:**

There being no further business to come before the General Membership, Jane Skinner of Ogallala made a motion to adjourn. Betty McGuire of Wayne seconded the motion.

All those present voted "aye" and the motion carried. President Jolynn Weber declared the meeting adjourned at 4:58 p.m..

– *Submitted by Joan E. Kovar, Acting Secretary-Treasurer*

## Nebraska Municipal Clerks' Association Executive Board Meeting

*Sandhills Convention Center, North Platte Oct. 7, 2004, 5:05 p.m.*

President Jolynn Weber called the Executive Board Meeting to order at 5:05 p.m. at the Sandhills Convention Center.

### **Present for the meeting:**

President: Jolynn Weber – Albion

1<sup>st</sup> Vice President: Harold M. Farrar – Kimball

2<sup>nd</sup> Vice President: Joan Kovar – David City

District 4 Director: Beth Deck - Norfolk

District 5 Director: Vanee Holtmeier - McCool Junction

UNO Omaha: Dr. Alice Schumaker

### **Approval of Minutes:**

The minutes were read aloud. Beth Deck made a motion to approve the minutes of the June

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# Nebraska Municipal Clerks' Association Executive Board Meeting Minutes

*Continued from page 5*

23, 2004 Executive Board Meeting as presented. Vanee Holtmeier seconded the motion. All those present voted "aye" and the motion carried.

## **Treasurer's Report:**

Balance as of Aug. 31, 2004:  
\$17,540.70 checking  
\$25,000.00 Scholarship Fund CD  
\$42,540.74

## **Approval of Bills:**

There were no bills presented.

## **New Business:**

### **Clerks' Institute:**

#### **Review of and discussion of proposed 2005 program:**

Dr. Alice Schumaker presented the proposed programs for the Nebraska Municipal Institute March 13 – 18, 2005 and the Academy March 16 – 18, 2005, scheduled at the Holiday Inn Hotel and Convention Center in Kearney, Nebraska. She reported that each motel room has an ironing board, iron, and coffee maker.

A few changes were made to the proposed programs and some of the program titles were discussed and explained. Dr. Alice Schumaker stated that instead of the titles for the Institute being:

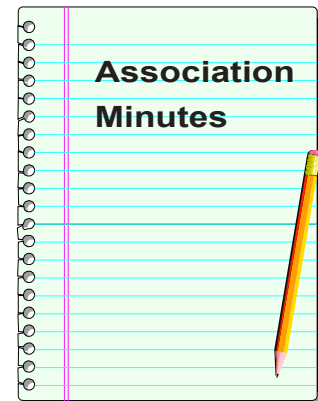
Legal Issues, Parliamentary/Administrative Issues, and Community Development, it be YEAR 1, YEAR 2, and YEAR 3.

The Social event – (Monday Night Hospitality) will start at 5:45 p.m. instead of 7 p.m. The social event (a scavenger hunt) will last approximately 1 – 1½ hours followed by the Clerks going out to supper on their own.

## **Discuss increase in scholarship funding from DED:**

Steve Charleston of the Department of Economic Development advised Dr. Alice Schumaker that DED will be donating \$10,000 in scholarship funds instead of \$5,000. It was decided that DED will be given a "free" vendor spot if they would like one due to their generous donations.

As the donation has been increased by \$5,000 it was questioned if the members would be in favor of using silent auction money toward an IIMC Academy membership that would be eligible for towns with a population of less than 1,500. 100 percent would



not be given. It was noted that applicants applying for the institute would come first as funding is available.

## **Report of Banquet Committee's Theme Proposal:**

Amy Kuchar of Meadow Grove is on the Thursday night banquet committee. The theme will be "New York, New York" and the committee requests that attendees "dress up" accordingly.

## **Clerks' Institute Skit:**

A survey was conducted in the April and May newsletter asking whether or not the graduating class skit should continue. As this did not generate much of a response it decided that Dr. Alice

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## Three Rivers Clerks Association Minutes

*October 22, 2004*

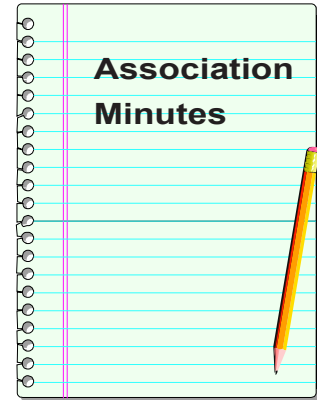
The Three Rivers Clerks Association met Thursday, Oct. 21, 2004 at the Outpost Grill in Fremont, NE. President Mary Kempf called the meeting to order. Members present were Sheri Skeahan – Ceresco, Jennifer Carlson – Bancroft, Shirley Mallette – Uehling, Shawn Smith and Joan Suhr – Valley, Linda Welsher – Fort Calhoun, June Moline – Mead, Lori Kathol – Dodge, Kim Volk

– Fremont, Theresa Busse – North Bend, Lorraine Smith – Clarkson, Mary Kempf – West Point, Cynthia Petersen – Oakland, Gary Duncan – Yutan, Patty Knobbe – Snyder and Jeanette Cordes – Scribner.

A motion was made by Joan Suhr to approve the August minutes, seconded by Kim Volk. Motion carried.

The treasurer reported a balance of \$1,146.58 in the checking account.

Theresa Busse worked dili-



gently on the annual audit and it was completed for the October meeting.

Under unfinished business there was discussion in regard to the Mayor/Council forum that the Three Rivers Clerks Association will be hosting on Nov. 18, 2004 at 6:00 p.m. at the Senior Center at Christensen Field. The guest speaker will be Doug Leafgreen with Regional Care, Inc. regarding Health Savings Plans. The registrations are due to Mary Kempf or Cynthia Petersen by Nov. 5, 2004. A registration fee of \$8 per person will include a meal. All councilmen and mayors are encouraged to attend.

Under new business, the Association was reminded that dues are due and everyone was asked if they got their updated calling tree. Mary Kempf

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## Nebraska Municipal Clerks' Association Executive Board Meeting Minutes

*Continued from page 6*

Schumaker will include this question in the Clerks School evaluation form. The 2005 skit will go on as usual.

### **Clerks' Week:**

On April 21, 2004, Gov. Mike Johanns signed a Proclamation for Municipal Clerks week that was May 2-8. Approximately 25 City Clerks attended. Following the ceremony, all were invited to the League of Nebraska Municipalities for pizza and pop. President Jolynn Weber will work on a way to celebrate the 2005 Clerks' week celebration.

### **2004-2005 Proposed Budget:**

President Jolynn Weber presented the proposed budget for fiscal year 2004-2005. Revenues and expenses were budgeted at \$21,850.00. The budget was approved as presented.

There being no other business to come before the Board, Vanee Holtmeier made a motion to adjourn. Beth Deck seconded the motion. All those present voted "aye" and President Weber declared the meeting adjourned at 6:30 p.m..

– Submitted by Joan E. Kovar,  
*Acting Secretary-Treasurer*



## IIMC honors Palmyra Village Clerk/Treasurer

Michele Lincoln, CMC, Village Clerk/Treasurer of Palmyra, has been awarded the prestigious designation of "Certified Municipal Clerk" (CMC) from the International Institute of Municipal Clerks (IIMC).

Ms. Lincoln has been employed with the Village of Palmyra since February 1997, where she serves in the position of Village Clerk/Treasurer.

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 League of Nebraska Municipalities and has completed other

### Historian request

If anyone has, or knows clerks who would have pictures, or programs from past years' Clerks' Institutes, please notify or send them to Linda Jensen of Central City, 308-946-3806.

courses, seminars and conferences relating to local government.

Active in professional affiliations, she is a member of the IIMC and serves as Treasurer with the Southeast Area Clerks Association.

Ms. Lincoln has been a member of the IIMC since January 1999. She joins 127 active Municipal Clerks from Nebraska who currently hold the designation of "Certified Municipal Clerk."

**CHEERS!**



## Three Rivers Clerks Association Minutes

*Continued from page 6*

reported on the League Annual Conference held in Oct. The IIMC Conference that will be in 2005 in St. Paul, MN was discussed. Clerks were encouraged to attend because it was so close to us this year. Clerk's school will be in Kearney in 2005 with a New York Theme. Mary reported that liquor license information was presented at the conference and she gave the clerks copies of her information.

There was a question in regard to using city hall to vote and if everyone complied with the

Disabilities Act. Not too many towns use the city hall so it wasn't an issue.

The next meeting will be our Christmas meeting. Cynthia Petersen will be hosting that meeting in her home on Dec. 16, 2005. There will be a gift exchange and the Program Committee will provide the entertainment.

A motion was made by Sheri Skeahan to adjourn, seconded by Lori Kathol. Motion carried.

Our Program for this month was Leslie Carter, the Director of Main St. Fremont. She gave us a presentation of how their

organization was formed and what their goals were for Downtown Fremont. She told us the story of their fund raiser regarding the Catfish statues that were all over Fremont this summer and about their finale which was held Oct. 16 to auction them off. This was one of their many fund raisers to raise money for their downtown Fremont project. They have lots of wonderful volunteers and dedicated people who are involved in this project.

*– Respectfully submitted,  
Jeanette Cordes, Sec/Treas*



## Crete Deputy Clerk qualifies for Second Level Membership in IIMC Master Municipal Academy

Joyce Ann Beck, CMC, Deputy Clerk of the City of Crete, has been accepted into the Second Level Membership of the IIMC Master Municipal Clerk Academy.

IIMC President Elizabeth H. Kiss, MMC, Municipal Clerk of East Brunswick Township, New Jersey, said: "I am honored to welcome Ms. Beck into the Second Level Membership of the IIMC Master Municipal Clerk Academy."

Ms. Beck has been employed with the City of Crete since October 1988, serving as

Secretary to the Mayor before assuming her current position of Deputy City Clerk in April 1991. Prior municipal service includes serving eight years with the Village of Hallam.

She received her professional IIMC Certified Municipal Clerk's Award in July 1997, and was accepted into the IIMC Master Municipal Clerk Academy Program in June 2000. Marking her Second Member-

**CHEERS!**



ship Level in the Academy, she joins an elite group of Municipal Clerks in Nebraska who have achieved this designation.

During this past sustaining period she has completed other IIMC-approved Academy Programs and has completed other seminars relating to government service.

Active in her professional affiliations, she is a member of the IIMC, Nebraska Municipal Clerks Association, and Southern Seven Clerks Association.

Ms. Beck has been a member of the IIMC since June 1994.

## Kruml receives Master Municipal Clerk designation

Sandy F. Kruml, MMC, City Clerk/Treasurer of the City of Ord, has received the Master Municipal Clerk designation through the IIMC Master Municipal Clerk Academy Program. She joins an elite group of Municipal Clerks in Nebraska who have achieved the prestigious MMC designation.

Ms. Kruml has been employed with the City of Ord since September 1993, where she serves in the position of City Clerk/Treasurer.

She achieved IIMC's Certified Municipal Clerk status in September 1996, entered the Master Municipal Clerk Academy Program in September 1998, and has continued to fulfill the educational service requirements through each of her Three Levels of Membership in the Academy.

Since Ms. Kruml's inception into the Academy, she has completed IIMC-approved Academy Programs and Seminars conducted by the School of Public Administra-

tion, University of Nebraska-Omaha, and has completed other educational programs relating to local government.

Active in her professional affiliations, she is a member of the IIMC, Heartland Clerks Association and served on the Wednesday Night Hospitality Committee with the Nebraska Municipal Clerks Association.

**CHEERS!**





## **THE SILENT AUCTION**

**WILL BE HELD  
DURING THE CLERKS' INSTITUTE AND ACADEMY  
MARCH 13 – 18, 2005  
HOLIDAY INN, KEARNEY, NEBRASKA**

**PLEASE BEGIN THINKING ABOUT WHAT UNIQUE  
GIFT YOU CAN DONATE TO THE SILENT AUCTION.**

**IN THE PAST WE HAVE HAD CANDLES, BOOKS,  
HOLIDAY CRAFT ITEMS, JEWELRY, COOLERS,  
BASKETS, BATH & BODY ITEMS, COOKBOOKS,  
HANDMADE ITEMS, AND NEEDLEWORK, JUST  
TO NAME A FEW.**

**THE PROCEEDS FROM THE SILENT AUCTION  
HELP TO SUPPORT THE SCHOLARSHIP FUND.  
LET'S ALL HELP TO MAKE THIS A HUGE SUCCESS!!**



## **OUTSTANDING CLERK AWARD NOMINATION FORM**

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

**Deadline for nominations is December 31, 2004.**

**Please note:** Nominees shall have served as municipal clerk for a minimum of 3 years.

\_\_\_\_\_ 1st Class City or larger      \_\_\_\_\_ 2nd Class City      \_\_\_\_\_ Village

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

Name of Clerk Nominated \_\_\_\_\_

Clerk's Mailing Address \_\_\_\_\_

Clerk's E-mail Address \_\_\_\_\_

Date \_\_\_\_\_ Signature \_\_\_\_\_

Title \_\_\_\_\_

Mailing Address \_\_\_\_\_

City/Village \_\_\_\_\_

Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_

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

PLEASE RETURN THIS NOMINATION FORM TO:

Beth Deck, MMC, Chairperson

NE Municipal Clerks Awards Committee

127 North 1st Street

Norfolk, NE 68701



## 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
LaDonna 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 Skinner .....	Ogallala .....	12/19
Dila S. 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 .....	12/28
Marilyn Varner .....	Seward .....	12/30
Cynthia Petersen .....	Oakland .....	12/31



## **Municipal Legal Calendar**

**(All statute citations to Revised Statutes of Nebraska)**

### **JANUARY 2005**

#### **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, 2005. 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.  
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- Reminder ..... Notice of automatic renewal of liquor and beer other than Class C licenses must be  
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- 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, 2005. 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)