
NEBRASKA MUNICIPAL CLERKS NEWSLETTER

MAY 2003



Nebraska Clerks attend IIMC Annual Conference in Columbus, Ohio

by Beth Deck, City Clerk, Norfolk

The 57th Annual IIMC Conference was held in Columbus, Ohio from May 18-22, 2003. The theme for the conference was “The Ages of Discovery.”

Clerks attending the conference could attend Master Municipal Clerk Academy sessions on parliamentary procedure, as well as other career track sessions. Also available was a tour of the Ohio State House, The German Village, and the Franklin Park Conservatory and Botanical Gardens. Approximately 1,000 clerks from 11 countries, including the United States, attended the conference. The opening ceremony was held in the beautiful Ohio Theatre with Clark Wilson, theatre pipe organist, providing prelude music. The emcee for the opening ceremony was Dave Kaylor, CBS News Anchor. The BalletMet of Columbus, Ohio, performed during the opening ceremony. The Ohio State University Spring Athletic Band entertained for the finale for the opening ceremony.

A wide variety of sessions were offered for clerks to attend during the week-long conference. Patt Schwab, Ph.D., CSP, spoke on “What if the Hokey Pokey Is What It’s All About” (a look at personal and professional goal-setting and writing the next chapter of your life) during a general session. Patrick Donadio, CSP, provided an upbeat session to “Empower Yourself to Success,” as well as sessions on “Create Your Own Job Satisfaction” and “Conducting Effective Meetings.”

Greg Smith, 13-year-old founder of International



Clerks attending the IIMC Conference in Ohio were (left to right): Alice Morrison, Retired Clerk/Treasurer of Ralston; Rita Ramirez, LaVista; Dolores Costanzo, Ralston; Buster Brown, Omaha; Geri Anthony and her husband, Lorin, Sidney; Beth Deck, Norfolk; Jolynn Weber, Albion; Betty McGuire, Wayne; Deb Schaefer, Seward; Kay Dammas, Bellevue; Michaëlle Trembly, Kearney; Gwen Grabouski, Beatrice; Connie Foust, South Sioux City, and Bev Hrdy, Retired Clerk of Bellevue. Those attending but not pictured were Marilyn Varner, Deputy City Clerk of Seward, and Alice Schumaker, Ph.D., Director, UNL-Omaha.

Youth Advocates and the Youth Spokesperson for World Centers of Compassion for Children and the Youth Ambassador for Christian Children’s Fund, travels globally speaking about the needs of the world’s children. Smith spoke during a Plenary Session on the final day of the IIMC Conference. The conference concluded May 22 with the annual business meeting/luncheon at noon and the annual reception/banquet in the evening.



David City Deputy Clerk named member of IIMC Master Municipal Clerk Academy

Tami L. Comte, CMC, Deputy City Clerk of the City of David City, has been accepted as a member in the Master Municipal Clerk Academy Program of the International Institute of Municipal Clerks (IIMC).

IIMC President Pierre Page, CMC, Director of Secretariat Services/City Clerk of Ottawa, Ontario, Canada, announced, "I am honored to welcome Ms. Comte 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. Comte has been employed

with the City of David City since September 1983 and has served in the position of Deputy City Clerk since October 1993.

She completed the Municipal Clerks Institute conducted by the College of Public Affairs and Community Service, University of Nebraska at Omaha and received her Certified Municipal Clerk (CMC) designation in April 2000.

Continuing her professional education, she has completed IIMC-approved Academy Programs offered through the University of Nebraska and other education and conferences relating to local government.

CHEERS!

Active in professional affiliations, she is a member of the Nebraska Municipal Clerks Association and Southern Seven Clerks Association. Ms. Comte has been a member of the IIMC since November 1994.

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.

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.



IIMC honors Wood River City Clerk

Marla A. Knech, CMC, City Clerk of the City of Wood River, has been awarded the designation of Certified Municipal Clerk (CMC) from the International Institute of Municipal Clerks (IIMC).

Ms. Knech has been employed with the City of Wood River since July 2000 where she serves in the position of City Clerk.

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 holds an Associate of Applied Science Degree in Accounting from Central Community College in Grand Island. She has attended courses and seminars sponsored by the League of Nebraska Municipali-

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 by e-mail.

ties, Nebraska Municipal Power Pool Staff, American Public Power Association and Rockhurst University.

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

Ms. Knecht has been a member

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of the International Institute of Municipal Clerks since July 2000. She joins 120 active municipal clerks from the state of Nebraska who currently hold the designation of Certified Municipal Clerk.

Farrar named member of IIMC Master Municipal Clerk Academy

Harold M. Farrar, CMC, City Clerk of the City of Kimball, has been accepted as a member in the Master Municipal Clerk Academy of the International Institute of Municipal Clerks (IIMC).

IIMC President Pierre Page, CMC, Director of Secretariat Services/City Clerk of Ottawa, Ontario, Canada, said: "I am honored to welcome Mr. Farrar as a member in the Master Municipal Clerk Academy. He is dedicated to municipal service and an inspiration to all members of our profession."

Mr. Farrar has been employed with the City of Kimball since August 1994, where he serves in the position of City Clerk/Treasurer. Previous municipal service includes serving five years as Administrator/Clerk/Treasurer with the City of Curtis.

He received his certified Muni-

pal Clerk designation in March 1994. Continuing his professional education, he has completed IIMC-approved education programs offered through the College of Public Affairs and Community Service, the University of Nebraska at Omaha, League of Nebraska Municipalities and has attended other educational seminars and conferences relating to local government.

Active in his professional and civic affiliations, he is a member of the Nebraska Municipal Clerks Association, League of Nebraska Municipalities, Kimball/Banner Chamber of Commerce, volunteer with athletic programs at Kimball County High School and member of Kimball County Hospital Board of Directors.

Mr. Farrar has been a member of the IIMC since April 1990.



Wisner City Clerk/Treasurer qualifies for 2nd level membership in IIMC Master Municipal Clerk Academy

Barbara S. Rabe, CMC, City Clerk/Treasurer of the City of Wisner, has been accepted into the Second Level Membership of the IIMC Master Municipal Clerk Academy.

IIMC President Pierre Page, CMC, Director of Secretariat Services/City Clerk of Ottawa, Ontario, Canada, announced: "I am honored to welcome Ms. Rabe into the Second Level Membership of the IIMC Master Municipal Clerk Academy. She has demonstrated and obtained career development goals that will aid her in maintaining the quality of excellence that is required of today's public officials and administrators."

Ms. Rabe has been employed with the City of Wisner since January 1987, where she serves in the position of City Clerk/Treasurer.

She received her professional IIMC Certified Municipal Clerk's Award in September 1994 and was accepted into the IIMC Master Municipal Clerk Academy Program in November 1997. Marking her Second Membership Level in the Academy, she joins an elite group of Municipal Clerks in the State of Nebraska who achieved this designation.

During the past sustaining period she has completed IIMC-ap-

proved Academy Programs conducted by the College of Public Affairs and Community Service, the University of Nebraska at Omaha, the Nebraska Department of Economic Development, the Nebraska Municipal Power Pool and other seminars and conferences relating to government service.

Active in her professional and

CHEERS!

civic affiliations, she is a member of the Nebraska Municipal Clerks Association and Northeast Area Clerks Association. Ms. Rabe has been a member of the IIMC since March 1989.

IIMC honors Grand Island City Clerk RaNae Edwards

RaNae M. Edwards, CMC, City Clerk of the City of Grand Island, has been awarded the designation Certified Municipal Clerk from the International Institute of Municipal Clerks.

Ms. Edwards has been employed with the City of Grand Island since October 1998, serving as Legal Secretary before appointment to her current position of City Clerk in July 2000. Previous municipal service includes serving 15 years as county clerk with Howard County.

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 at Omaha.

She has attended courses and seminars sponsored by the University of Nebraska at Kearney, Central Community College, State of Nebraska, League of Nebraska Municipalities, and Grand Island Area of Chamber of Commerce.

Active in professional affiliations, she is a member of the IIMC, Nebraska Clerks Association, and area Heartland Clerks Association.

Ms. Edwards has been a member of the IIMC since July 2000. She joins 120 active Municipal Clerks from the state of Nebraska who currently hold the designation of Certified Municipal Clerk.



Northeast Nebraska Clerks Association Minutes

May 1, 2003
Norfolk Council
Chambers

The Northeast Nebraska Clerks Association met on May 1, 2003 at 1 p.m at the Norfolk Council Chambers in Norfolk. The meeting was called to order by President Jolynn Weber from Albion. Secretary Amy Kuchar, Meadow Grove, recorded the minutes. Clerks from the following towns were present: Petersburg, Elgin, O'Neill, Wayne, Wisner, Creighton, Wynot, Newcastle, Magnet, Newman Grove, Atkinson, Neligh, Chambers, Hartington, Hadar, Stanton, Norfolk, Albion, South Sioux City, Ewing, Butte and Orchard. Thomas Goman, a Government Entities Specialist from the IRS in Omaha, was the guest speaker. Goman works with all federal, state and local governments and assists with payroll taxes and federal tax forms and ensuring that they are being filled out correctly. This was mainly a question and answer time for the Clerks. Many questions regarding 1099's, W-9's, W-2's and W-4's were asked. Goman provided the Clerks with the following website and his phone numbers so additional questions could be answered if needed: www.irs.gov

E-mail: thomas.l.goman@irs.gov
Phone: 402-361-0202 Fax: 361-0125.

Carmen Jacobs, Creighton, made a motion to approve the Feb. 6 meeting minutes, seconded by Betty McGuire, Wayne. Motion carried.

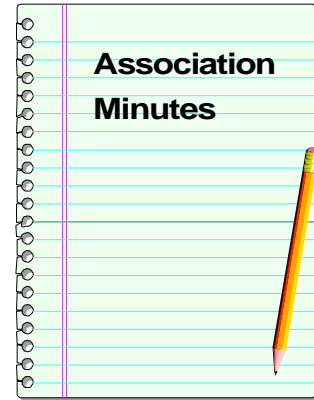
The treasurer report was read and three claims were presented. Postage \$7.03, flowers for Beth Deck \$25.63 and the lunch bill \$110.00. Checking Account Balance \$73.10. Savings Account \$834.06. Barb Rabe, Wisner made a motion to approve the report and the claims, seconded by Bette Raabe, Hadar. Motion carried.

A reminder was given that association membership dues need to be paid. The Clerks were also reminded of the Municipal Accounting and Finance Conference in June.

Clerks who received a scholarship to attend Clerks School, which was held in March, were recognized.

The Sunshine Committee gave an update on various cards sent out to Clerks during the past three months.

President Weber asked the Clerks to consider the approval of a new flagpole and stand for our new Association flag. The price ranged from \$40-\$60. Karen Hahlbeck, Ewing, made a



motion to have Weber purchase a new flag pole and stand, seconded by Beth Deck, Norfolk. Motion carried.

There were no comments or other reports. Selecting a speaker and place for the next meeting was discussed. Cinda Jones suggested having our next meeting at the Tilden Library. Another suggestion for the Norfolk Museum was made. Having a speaker discuss the new regulations for HIPPA was discussed. The four officers will discuss all the suggestions made and the date, time and place for the next meeting will be announced at a later time.

Crystal Lenzen, Hartington, made a motion to adjourn, seconded by Beth Deck, Norfolk. Motion carried.

– Submitted by Amy Kuchar,
Secretary, Northeast Neb. Clerks
Association



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.

June Birthdays

Sandy Psota	Burwell	6/1
Joan E. Kovar	David City	6/1
Lori Wragge	Plainview	6/2
Dan Mercer	Big Springs	6/3
Vickie Power	Gibbon	6/3
LaDonna Koch	Hildreth	6/4
Gary Yank	Crete	6/5
Ann Rumbaugh	Pawnee City	6/5
Rosalyn Covert	Plattsmouth	6/5
Lila Gamble	Kenesaw	6/6
Rita M. Ramirez	La Vista	6/6
June Went	Creston	6/8
Charlynn K. Krcilek	Giltner	6/8
Sandy Kruml	Ord	6/10
Charlene Newcomer	Cedar Bluffs	6/11
Linda Schuerman	DeWitt	6/11
DianeK. Fries	Franklin	6/11
Marvin Deisley	Norman	6/12
Romona Bratton	Gilead	6/12
Diane Rosenfelt	Benkelman	6/14
Ashley Harimon	Bayard	6/15



Elaine Bayer	Broken Bow	6/15
Toni Siders	Gordon	6/15
Jean Thiele	York	6/16
Martin Gist	Falls City	6/17
Cheryl Smith	Berwyn	6/19
Mary Peschel	Schuyler	6/20
Valorie K. Stevens	Hay Springs	6/21
Jodi L. Wulf	Guide Rock	6/22
Jeanine Feeken	Dorchester	6/24
Connie S. Hartman	Hastings	6/24
Jan Fischer-Kessler	Humphrey	6/28
Lori Rezny	Wilber	6/30
Shelley Frels	Hershey	6/30
Michele Lincoln	Palmyra	6/30



Municipal Legal Calendar

(All statute citations to Revised Statutes of Nebraska)

JULY 2003

(All statute citations to Revised Statutes of Nebraska, 1943, as amended)

CITIES OF THE FIRST CLASS

- July 1 Chair of the Park and Recreation Commissioners must file with City Clerk an itemized statement of all expenditures of the Park and Recreation Board. (16-697)
- Between July 10 and
July 30 Advertise for Class C Liquor License renewals. (53-135.01)
- Between July 15 and
August 15 Job titles and salaries of employees shall be published. (19-1102)
- Prior to publication of
notice of budget hearing Council prepares proposed budget statement and makes it available to the public. (13-504)
- Before August 20 County Assessor certifies to each governing body the current valuation of all property subject to the applicable levy. (13-509)
- Before September 20 Budget Statement filed with County Clerk and State Auditor. (13-508)
- Within 15 days of
passage Clerk publishes ordinances passed. (16-405)
- Within 30 days following
Council meeting Clerk publishes official proceedings of meetings, including claims. (19-1102)
- 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)
- End of each quarter Report from Depository Banks due. (16-714)

VILLAGES AND CITIES OF THE SECOND CLASS

- Between July 10 and
July 30 Advertise for Class C Liquor License renewals. (53-135.01)
- Between July 15 and
August 15 Job titles and salaries of employees shall be published. (19-1102)
- Prior to publication of
notice of budget hearing Governing body prepares proposed budget statement and makes it available to the public. (13-504)
- Before August 20 County Assessor certifies to each governing body the current valuation of all property subject to the applicable levy. (13-509)
- Before September 20 Budget statement filed with County Clerk and State Auditor. (13-508)
- Within 15 days of passage .. Clerk publishes or posts ordinances passed. (17-613)
- Within 30 days following
Council or Board meeting Clerk publishes official proceedings of meeting including claims. (19-1102)
- Last day Treasurer files monthly financial report. (17-606)
- * * Clerk must prepare agenda prior to next Council or Board meeting. (84-1411)