
NEBRASKA MUNICIPAL CLERKS NEWSLETTER

August 2004



NMCA President: Budget preparations, Labor Day, September facts

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

Hopefully, by this time, all of you who have to “deal” with the budget preparation are nearing the end of that process. It is a long and stressful part of our jobs and it consumes a lot of our summer. But, it also is one of the most important parts (if not the most important part) of our jobs and can be a very rewarding experience. I’m sure that you all feel like I do – at times, it’s almost like gazing into a crystal ball – and to tell the truth, sometimes my crystal ball doesn’t quite work like I want it to!!!

Over the years, people who understand that working for the public can be a thankless job, have asked me what I feel is the most rewarding part of my job. My response is always the fact that I am proud to know that I have had a part in many things that serve to protect our citizens and to make Seward a better place to live and raise our children. That can be anything from having a good police force, great recreation facilities, the lowest rates and/or taxes possible, great customer service, a great workforce, etc., etc. Just by being a part of the

budget process, you all have a hand in these in your communities – so be proud because you do make a difference!

*Superior service is a day-to-day,
person-to-person challenge.*

*Today is the day..., the challenge
is yours. – Anonymous*

Meet the challenge!

– Deb

September poem

By all these lovely tokens,
September days are here
With Summer’s best of weather
And Autumn’s best of cheer.

– Helen Hunt Jackson

September Facts – Did You Know?

Labor Day

Labor Day, the first Monday in September, is a creation of the labor movement and is dedicated to the social and economic achievements of American workers. It constitutes a yearly national tribute to the contributions workers have made to the strength, prosperity, and well-being of our country.

The first Labor Day holiday was celebrated on Tuesday, Sept. 5, 1882, in New York City, in accordance with the plans of the



Central Labor Union.

Through the years, the nation gave increasing emphasis to Labor Day. The first governmental recognition came through **municipal** ordinances passed during 1885. From them developed the movement to secure state legislation. The first state bill was introduced in the New York Legislature, but the first to become law was passed by Oregon on Feb. 21, 1887. During the year, four more states – Colorado, Massachusetts, New Jersey and New York – created the Labor Day holiday by legislative enactment. By the end of the decade, Connecticut, Nebraska and Pennsylvania had followed suit. By 1894, 23 other states had adopted the holiday in honor of workers, and on June 28 of that year, Congress passed an act making the first Monday in September of each year a legal holiday in the District of Columbia and the territories.

– Francis Scott Key wrote “The

Continued on page 2

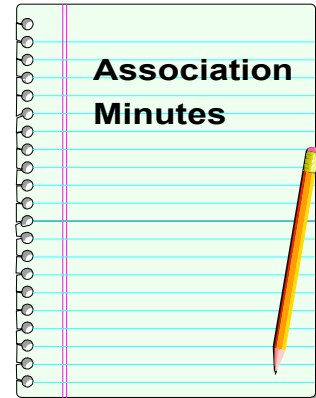


Nebraska Municipal Clerks' Association Executive Board Meeting Minutes

The Nebraska Municipal Clerks' Association Executive Board meeting was scheduled for 6 p.m., on June 23, at the Whiskey Creek Restaurant in Kearney. As there was not a private meeting room, it was decided that following dinner, the meeting be moved to President Debra Schaefer's motel room.

President Debra Schaefer of Seward called the meeting to order at 7:50 p.m. Those present in-

cluded: 1st Vice President Jolynn Weber of Albion, 2nd Vice President Harold M. Farrar of Kimball, Secretary/Treasurer Joan E. Kovar of David City, District 1 Director Joyce Mick of Bayard, District 2 Director Jerry Wilcox of Curtis, District 3 Director Diane Fries of Franklin, District 4 Director Beth Deck of Norfolk, and District 5 Director Vanee Holtmeier of McCool Junction.



NMCA President: Budget preparations, September facts

Continued from page 1

Star-Spangled Banner" during the attack on Fort McHenry, Sept. 14, 1814.

– Pilgrims sailed from England in the Mayflower, Sept. 16, 1620.

– Constitution of the United States signed, Sept. 17, 1787

A "fun" labor day poem:

*To honor the American worker
and give some praise that's due,
A holiday was thus proclaimed in
1882.*

*This gives a 3-day weekend for
one last Summer fling,
Before the weather changes and
Fall is in full swing.*

*A perfect time for picnics, or a
short and scenic cruise,
A visit to Aunti Fibi's or just a
mid-day snooze!*

Approval of Minutes of March 16th and March 19th, 2004 meetings:

Joyce Mick made a motion to approve the minutes of the March 16th and March 19th meetings, as presented. Beth Deck seconded the motion. All those present voted "aye" and the motion carried.

Discussion of ideas for Vendors who participate in the Clerks' Institute and Academy:

Beth Deck suggested a "card" that Clerks would have stamped or punched by the Vendors that they visit. The cards would then be entered for a prize drawing. This would encourage Clerks to stop and visit with the vendors in attendance.

Those present felt that this was a good suggestion. The drawing could be held at the Thursday banquet or the Friday wrap up, and you must be present to win. Harold Farrar and Joyce Mick volunteered to work on this project.

A "certificate of appreciation" could be presented to the vendors. It was noted that some of the "speakers" could not be heard above the clatter and noise from the vendors setting up just outside the classrooms. It was decided that this should be addressed in the letter to vendors, asking them to set up "quietly" so as not to disrupt the classes in session.

Discussion of the Clerk Institute Skit:

Over the years, Executive Board members have been asked why the graduating class of the Nebraska Clerks' Institute is required to do a skit. Some people love it, but some people hate it saying it makes them feel uncomfortable, nervous, embarrassed, and find it degrading. Some question if it is necessary.

A survey was conducted in the April and May newsletters asking what the general feeling was:

- I am in favor of continuing

Continued on page 3



Nebraska Municipal Clerks' Association Executive Board Meeting Minutes

Continued from page 2
with the Graduating Class Skit

• I would like the Graduating Class Skit to be discontinued

• I would suggest that the Graduating Class Skit be replaced with the following:

President Deb Schaefer reported that she only received about 25 responses:

3 in favor of continuing the skit
22 would like the Skit discontinued

As the survey did not generate much response, it was decided to ask Academy Director Dr. Alice Schumacher to include this as a question on the Clerks School evaluation forms.

It was questioned what happens to the graduating class pictures. It was noted that it would be nice if all of the graduating class pictures were compiled in an album. This will be researched.

Review of Invoices submitted and Treasurer's Report:

Secretary/Treasurer Joan Kovar presented the following bill for consideration:

City of David City.....postage, copies, etc.....\$41.53

and presented the Treasurer's Report as follows:

Fund balance as of 6/22/04:

\$17,535.24

Scholarship Fund CD: 25,000.00

Balance: \$42,535.24

Harold Farrar made a motion to accept the treasurer's report as presented and to approve the bill for payment. Vanee Holtmeier seconded the motion. All those present voted "aye." Nay: None. The motion carried.

Other Business:

Jolynn Weber reported on the IIMC Conference held on May 23-27, 2004 in Whistler, British Columbia, Canada. There were approximately 1,200 attendees.

Jolynn reported on a session she attended concerning a "mentoring program" to help new clerks. Mentoring may be given points towards the IIMC designation. She will compile her notes on this and bring them to the September meeting for further discussion.

It was suggested that money be added to the budget so that the President, or a representative such as the Region VIII Board of Director, which is currently Buster Brown, could attend an IIMC Region VIII Annual Conference.

It was also suggested to consider budgeting for a scholarship for a Clerk who is interested in attending an IIMC Conference and has never been to an IIMC Conference. The scholarship could be for a set amount. The recipient would agree to actually attend the conference and pay the balance.

Debra Schaefer reported that the Southern Seven Clerks' Association tried to schedule a budget session, but because of the hectic

time of year it was cancelled. She suggested that perhaps a budget session would be better received than the round tables, as some of the Executive Board members have heard that the older Clerks are getting tired of the round table discussions. It was noted that perhaps the round table discussions should be moved to the institute rather than having it during the academy.

Harold Farrar stated that as First Vice-President, he is to attend the IIMC Annual Conference in St. Paul, Minnesota on May 22-26, 2005. Harold reported that he would not be able to attend this conference as he has a graduate graduating in 2005. The following year Joan Kovar as First Vice-President would attend the IIMC Annual Conference in Anaheim, California. The Board suggested that Harold and Joan switch conferences if that would work. As the IIMC Conference is scheduled at St. Paul, Minnesota in 2005, it was discussed that perhaps arrangements can be made to charter a bus for interested Clerks. This will be discussed further.

There being no other business to come before the Board, Joyce Mick made a motion to adjourn. Jolynn Weber seconded the motion. All those present voted "Aye" and the motion carried. The meeting adjourned at 8:55 p.m.

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



Northeast Nebraska Clerks Association Minutes

The Northeast Nebraska Clerks Association met on July 15, 2004 at the Uptown Brewery in Stanton. President Jolynn Weber called the meeting to order at 1 p.m. Vice President Nikki Johnson, Secretary Amy Kuchar and Treasurer Connie Foust were also in attendance. Clerks from the following communities were present: Vicki Miller-Elgin, Jeanne Stokes-Petersburg, Beth Deck-Norfolk, Betty Raabe-Hadar, Dianne Werner-Battle Creek, Alisha Bartling-Verdigre, Carmen Jacobs-Creighton, Denise Peterson-Ponca, Vikki Carlson-Laurel, Betty McGuire-Wayne, Alberta Lehman-Stanton, Nancy Morfeld-Stanton, Korla Keller-Bassett.

Jolynn Weber introduced the guest speaker, Frank Daley, from the Nebraska Accountability and Disclosure Commission. He informed the Clerks that the commission is responsible for assisting public officials and employees in complying with the Accountability and Disclosure Act.

He had several scenarios that were presented regarding public officials and whether or not they violated the act. He discussed every scenario and informed the Clerks how each situation pertained to the act. He then answered questions from the clerks. Mr. Daley was thanked for attending the meeting and for the information he presented.

The April meeting minutes were read. Dianne Werner motioned to approve the minutes, seconded by

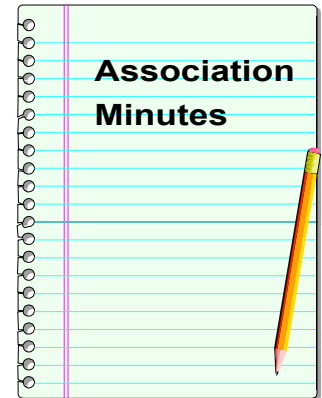
Carmen Jacobs. All ayes, no nays, motion carried.

Treasurer Connie Foust read the treasurer report:
Checking Disbursements: \$95, transfer to savings;
Checking Receipts, \$95, Dues
Checking Balance, \$88.92
Savings Account Interest: 75 cents
Transfer from checking: \$95
Savings Balance: \$817.89

Nikki Johnson motioned to approve the treasurer report, seconded by Beth Deck. All ayes, no nays, motion carried.

The Sunshine Committee gave an update. There was also a Finance Conference report given from this year's conference.

Amy Kuchar gave an update on the banquet committee's meeting. The Clerk's Association banquet will be held at Clerk's School in March 2005. The theme discussed was a "New York, New York" theme and the group thought it was a nice idea. The committee



will be meeting again very soon to get started on the decorations, food and the program.

Jolynn Weber informed the Clerks that a copy of our by-laws was available from her if anyone wanted a copy, as well as the Clerk's newsletter.

The next meeting topic and location were discussed. It will be announced at a later time. Meeting adjourned at 2:30 p.m.

Submitted by Amy Kuchar, Secretary

Thanks from Kay Dammast

Words cannot express my deep gratitude for all of the many kindnesses shown to me since my recent car accident. Thank you so much for all of the many cards, gifts, visits, phone calls and, most of all, your prayers on my behalf. I spent a week in the Kearney hospital and three and a half additional weeks at the Nebraska Medical Center in Omaha and am now involved in a long recupera-

tion period of physical therapy and possible additional surgery. I am anxious to return to the job I love! Your continued prayers and notes of encouragement are so appreciated! My friends in municipal government are the greatest! Thank you from the bottom of my heart.
Most sincerely, Kay Dammast





Kenesaw Deputy Clerk/Treasurer awarded CMC designation

Lila Gamble, CMC, Deputy Clerk/Treasurer of the Village of Kenesaw, has been awarded the prestigious designation of Certified Municipal Clerk (CMC) from the International Institute of Municipal Clerks (IIMC) for achieving its high educational, experience and service requirements.

Ms. Gamble has been employed with the Village of Kenesaw since March 1998, where she serves in the position of Deputy 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 Nebraska Department of Economic Development and has completed other courses, seminars and conferences relating to local government.

Active in professional affiliations, she is a member of the

International Institute of Municipal Clerks, Nebraska Municipal Clerks Association and Heartland Clerks Association.

Ms. Gamble has been a member of the International Institute of Municipal Clerks since July 2002. She joins 125 active Municipal Clerks from the state of Nebraska who currently hold the designation of Certified Municipal Clerk.

CHEERS!



Wilber City Clerk qualifies for Second Level Membership in the IIMC Master Municipal Clerk Academy

Lori Rezny, CMC, City Clerk of the City of Wilber, has been accepted into the Second Level Membership of the IIMC Master Municipal Clerk Academy.

About 15 percent of more than 10,300 members of the IIMC have qualified for the Academy status.

IIMC President Elizabeth H. Kiss, MMC, Municipal Clerk of

East Brunswick Township, New Jersey, said: "I am honored to welcome Ms. Rezny 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. Rezny has been employed with the City of Wilber since December 1989, serving as Office Clerk before assuming her current position of City Clerk in 1991.

She received her professional

CHEERS!



IIMC Certified Municipal Clerk's Award in April 1997, and was accepted into the IIMC Master Municipal Clerk Academy Program in April 2000. Marking her Second Membership Level in the Academy, she joins an elite group of Municipal Clerks in the State of Nebraska who have achieved this designation.

During this past sustaining period, she has completed 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. Rezny has been a member of the IIMC since June 1991.

**Mark your calendars
for the 2004
League Annual
Conference**

Oct. 6-8
Sandhills Convention
Center, North Platte



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	Bartley	9/5
Michael Leitschuch	Burchard	9/5
Darla Hopwood	Shelby	9/6
Melinda Ferree	Wilcox	9/6
Kathie Carlstrom	Polk	9/7
Ginger Neuhart	Waverly	9/7
Rita Johnson	Creighton	9/8
Lana Svoboda	Glenvil	9/9
Jean Nagey	Hebron	9/10
Mary Terry	Cedar Creek	9/11
Winona Robb	Elwood	9/11
Mindi L. 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	Bellevue	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 D. 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



Municipal Legal Calendar

(All statute citations to Revised Statutes of Nebraska)

OCTOBER 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 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)
End of Month	Clerk files monthly report. (16-317)
End of Month	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)
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)
End of Month	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)
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)
End of Month	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.