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# NEBRASKA MUNICIPAL CLERKS NEWSLETTER

August 2005



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## Message from the President

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

I just went back through and read all of my messages to you for the newsletter over the past year. I sure felt confident last year when I stated my one GOAL for the year to you, which was to attend one meeting of each of the regional areas. Now as I just looked the article over, I am ashamed of myself. I mentioned the fact that I had only stated one GOAL versus several, so that I knew I could accomplish that one GOAL. Well.... all I have to say for myself is dang it anyway, and it states the obvious and rubber stamps what my husband and I are constantly arguing about. I am just to d\_\_n busy!! I did have higher hopes for myself and I greatly apologize for letting you down!

The two reasons I was unable to accomplish my goal was family and work. I have vowed to myself that my family will always come first, then my job.

So as my family gets older, (and so does mom), my schedule gets more hectic, the time left is for work, which also takes up a lot of time.

Family is a topic that is on my mind a lot these days. Schools are starting up and this year is very exciting, but yet scary for me as I now have a freshman. I love going to any event sponsored by the school, but now I really have a reason to attend them all. My only daughter, the eldest of the three, is going today to get her school permit. I still am not convinced that we should let her drive the eight miles into school, but I am strongly outvoted by her and her father. It is amazing when someone talks about what their children are doing or going through and how it affects them. You listen and try to be supportive, not sure what to say. Well, now I am the parent that is going through several changes, and unsure of how to handle them, i.e., driving, dating, stay overs, shopping, etc. Of course, I want to keep

her at arms length, but I always break down because of the little guy in the back of my mind telling me, "You have to let her go, trust her, she has to make her own mistakes."

I am sure all of you have, are, or are going to be going through the things mentioned above. I wish each of you the best of luck, and knowing my "CLERK" family, each of you have or are going to do a fabulous job.

Shortly, you will have a new president, and I can sit back and be thankful for all of you whom I met this year for the first time, and those of you I've known for a long time. You are a wonderful group of people, and I am very honored to have had the privilege to serve as your president. Good luck to everyone who is sending their children off to school, college, the military, or just getting them out of the house in the next month!!





**NOTICE OF MEETING**

**Nebraska Municipal Clerks' Association**

**General Membership Meeting**

**Holiday Inn Hotel & Convention Center – Kearney, Nebraska**

**Sept. 22, 2005, 4:45 p.m.**

NOTICE IS HEREBY GIVEN that a meeting of the General Membership of the Nebraska Clerks' Association will be held during the League of Nebraska Municipalities Annual Conference on September 22, 2005 at 4:45 p.m., at the Holiday Inn Hotel & Convention Center in Kearney, Nebraska.

**AGENDA**

1. Call Meeting to Order
2. Approval of minutes from the March 17, 2005 General Membership Meeting
3. Confirmation of Election of Officers and Board Members elected in March of 2005:

Harold Farrar, Kimball – President

Joan Kovar, David City – 1<sup>st</sup> Vice President

Jerry Wilcox, Curtis – 2<sup>nd</sup> Vice President

Beth Deck, Norfolk – Secretary/Treasurer

Jolynn Weber, Albion – Past President

Joyce Mick, Bayard – District 1 Director

Jo Leyland, Imperial – District 2 Director

Diane Fries, Franklin – District 3 Director

Mary Kempf, West Point – District 4 Director

Vanee Holtmeier, McCool Junction – District 5 Director

4. Committee Reports:

Celebration of Clerks – Jolynn Weber, Albion

Silent Auction – Jerry Wilcox, Curtis

*Continued on page 3*



**NOTICE OF MEETING  
Nebraska Municipal Clerks' Association  
General Membership Meeting**

*Continued from page 2*

Monday Night Hospitality – Jennifer Niemier, Papillion

Wednesday Night Hospitality – Cindy Keslar, Ravenna

Thursday Night Banquet – Rosie Russell, Gering & Tammy Cooley, Morrill

Honorary Membership – Barbara Rabe, Wisner

Clerk of the Year – Beth Deck, Norfolk

Nominating committee – Jolynn Weber, Albion

Clerks' Newsletter – Debra Schaefer, Seward

Clerks' Directory – Joyce Mick, Bayard

History – Linda Jensen, Central City

Education – Kay Dammast, Bellevue

Scholarship – Joan Kovar, David City

5. Other Business

Approve support for the Ohio Municipal Clerks Association Resolution

Discussion of 2006 IIMC Conference

6. Adjourn

I, Jolynn Weber, President of the Nebraska Clerks' Association hereby certify:

That the foregoing is a true and correct copy of the Nebraska Clerks' Association General Membership meeting.

Jolynn Weber, President

Nebraska Clerks' Association



**NOTICE OF MEETING**  
**Nebraska Municipal Clerks' Association**  
**Executive Board**  
**Holiday Inn – Kearney, Nebraska**  
**Sept. 21, 2005,**

NOTICE IS HEREBY GIVEN that a meeting of the Executive Board of the Nebraska Clerks' Association will be held on September 21, 2005 at 6:00 p.m. at the Holiday Inn in Kearney, Nebraska.

**AGENDA**

1. Call Meeting to Order
2. Approval of June 23, 2005 Executive Board Minutes
3. Treasurer's Report – approval of bills
4. Old Business – 2008 Clerk's Institute
5. New Business
  - a. Clerks' Institute – review 2006 program with UNO
  - b. Clerk's Week – Discussion of ideas for May 2006 Clerks' Week Celebration
  - c. 2005-2006 Proposed Budget (Harold Farrar)
6. Adjourn

I, Jolynn Weber, President of the Nebraska Clerks' Association hereby certify:

That the foregoing is a true and correct copy of the Nebraska Clerk's Association Executive Board Agenda.

Date: July 5, 2005

Jolynn Weber, President  
Nebraska Clerks' Association



## Ralston Clerk/Treasurer awarded CMC

Dolores Costanzo, CMC, City Clerk/Treasurer of the City of Ralston, has been awarded the prestigious designation of Certified Municipal Clerk (CMC) from the International

Institute of Municipal Clerks (IIMC).

Ms. Costanzo has been employed with the City of Ralston since March 2001, where she serves in the posi-

tion of City 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 she has completed other courses, seminars and conferences relating to local government.

Active in professional affiliations, she is a member of the IIMC and has served as President, Vice President and Secretary of the Southeast Area Clerks Association. She has also participated in functions offered by the National League of Cities and the League of Nebraska Municipalities.

Ms. Costanzo has been a member of the IIMC since July 2001. She joins 124 active Municipal Clerks from the State of Nebraska who currently hold the designation of Certified Municipal Clerk.

**CHEERS!**



## 2005 Road and Street Program Workshops slated for September

The Nebraska Department of Roads and the Nebraska Local Transportation Assistance Program (NE-LTAP) are offering a series of 90-minute regional workshops on County and Municipal Road and Street Program Management and Reporting Requirements as follows:

**Sept. 8, 1:45 p.m.,**

Mahoney State Park (Abel Nebraska Room)

**Sept. 15, 1:00 p.m.,**

Grand Island, I-80 Holiday Inn

**Sept. 16, 1:00 p.m.,**

Columbus, New World Inn

**Sept. 21, 2:15 p.m.,**

Chadron, Dawes County 4H Building

**Sept. 22, 2 p.m.,**

North Platte, Royal Colonial Inn  
Mayors, council members, city administrators/managers, public works directors, clerks/treasurers, city attorneys, and street commissioners/superintendents are invited to attend. Topics will

cover programs, funding sources, standards, and planning and reporting requirements.

The format will be a 60-minute presentation accompanied by a printed hand-out, followed by a 30-minute question and answer session. This type of workshop was last offered in 1997. The information will be useful for first-term and veteran officials alike.

If you plan to attend, please let us know by e-mail to [emartens@dor.state.ne.us](mailto:emartens@dor.state.ne.us) (please specify which date/location – for a group, please have one person contact us with a head count). If you have questions, please contact Elizabeth Martens at the NDOR Government Affairs Division, 402-479-4607.

\*\* Each workshop starts at the conclusion of the Fall NACO District Meeting at that site \*\*



## Grand Island City Clerk accepted in Master Municipal Clerk Academy Program

RaNae M. Edwards, CMC, City Clerk of the City of Grand Island, has been accepted as a member in the Master Municipal Clerk Academy Program of the International Institute of Municipal Clerks (IIMC).

IIMC Susan L. Morrow, MMC, Municipal Clerk of Plainfield Charter Township, Michigan, said: "I am honored to welcome Ms. Edwards as a member in the Master Municipal Clerk Academy. She is dedicated to municipal service and an inspiration to all members of our profession."

### Grabouski's husband passes away

Gwen Grabouski's husband, Paul, passed away Aug. 21 following a brief illness. Gwen Grabouski is the Beatrice City Clerk.

Memorial services were held Aug. 25 at the Centenary Methodist Church in Beatrice. The family has requested that memorials be made to the "restroom project at the Horse Arena" with checks made payable to Lee Gerwick.

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

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.

She completed an IIMC-approved Certification Program

**CHEERS!**



and received her Certified Municipal Clerk (CMC) designation in April 2003.

Continuing her professional education, she has completed IIMC-approved Academy Programs. She also has completed other courses, seminar and conferences relating to local government.

Active in professional affiliations, she is a member of the International Institute of Municipal Clerks and Grand Island Unit of the National Association of Parliamentarians.

Ms. Edwards has been a member of the IIMC since July 2000.

### League seeks missing issue of *Nebraska Municipal Review*

The League of Nebraska Municipalities is having professionally bound past issues of the *Nebraska Municipal Review*.

While working on this project, we discovered that we are missing a copy of the *Nebraska Municipal Review* from August 1992. We would greatly appreciate

getting a copy of that particular issue of the *Review* in order to create a complete set, if anyone should have one in his or her files.

Contact 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. Thank you.



## **Former Oshkosh City Clerk/Treasurer/Administrator serves as Grand Marshal in Garden County Fair Parade**

Bill and Alice Patterson were chosen to be Grand Marshals of the Garden County Fair Parade, which was held in August. The theme this year was “Mardi Gras Garden County Style.”

Bill Patterson, who served as Oshkosh City Clerk/Treasurer/Administrator, retired in 2003 after working for the city for 40 years.

He also served in many capacities with the League of Nebraska Municipalities, including as President in 1978.



*Bill and Alice Patterson were chosen to be Grand Marshals of the Garden County Fair Parade in August 2005. The theme was “Mardi Gras Garden County Style.”*

## **Ralston Deputy Clerk/Treasurer awarded CMC designation**

Donna J. Suhr, Deputy City Clerk/Treasurer of the City of Ralston, has been awarded the designation of Certified Municipal Clerk (CMC) from the International Institute of Municipal Clerks (IIMC).

Ms. Suhr has been employed with the City of Ralston since January 2001, serving as Administrative Assistant before appointment to her current position of Deputy City Clerk/Treasurer in August 2001.

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 courses, seminars and conferences relating to local government. Active in professional affiliations, she is a member of the IIMC, serves as President to the Southeast Area Clerks Association and serves as Notary for the state of Nebraska.

Ms. Suhr has been a member of

**CHEERS!**



the IIMC since November 2001. She joins 124 active municipal clerks from the state of Nebraska who currently hold the designation of “Certified Municipal Clerk.”

## **Best time to reach people**

Remember that the worst time of day to try to reach people by phone is between noon and 1:30 p.m., when people are usually at lunch. The best time is between 10 a.m. and 11:30 a.m.

– *Communications Briefings*



## 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
Ronile Ivie .....	Exeter .....	9/1
Cecilia Neseth .....	Bartley .....	9/5
Michael Leitschuch .....	Burchard .....	9/5
Darla Hopwood .....	Shelby .....	9/6
Melinda Ferree .....	Wilcox .....	9/6
Kathie Carlstom .....	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 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 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 2005**

**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. (19-2902)

**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. (19-2902)

**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. (19-2902)