
NEBRASKA MUNICIPAL CLERKS NEWSLETTER

August 2007



Message from the President

*By Joan Kovar
Clerk/Treasurer, David City
NMCA President*

Hello!

By now, hopefully the budget preparation is finished, the necessary adjustments have been made and we are ready to present our budgets for final approval.

Once the budget has been approved and adopted, I start thinking of year-end reports and preparing items for the auditors. Our auditors always require copies of all of my minutes of the previous year, copies of ordinances setting the current utility rates, updated inventory sheets for the utility departments, summary of county treasurer funds, distribution for

**Mark your
calendars for the
League's Annual
Conference
in Gering,
Sept. 19-21**

the Keno revenues and corresponding invoices, and copies of the 941 reports. These are items I can begin working on before the year actually ends. Our swimming pool closes on Labor Day, so we can also schedule winterizing the swimming pool.

September tells me that fall will soon be here – hallelujah! Fall is my favorite time of year. I love the cooler weather; watching the leaves turn colors and falling from the trees (even raking) and enjoying football games!

Dr. Chris Reed will be present at the League Annual meeting on Sept. 20 in Gering for our Clerks meeting to discuss the new IIMC program challenges and how, as our Institute Director, she is trying to make this transition as painless as possible for us. I hope you plan to attend the conference.

Also at the Clerks meeting in Gering is when the NMCA Officers and District Directors will officially take office. Therefore, this will be my final



report as President.

I want to take this opportunity to thank everyone who helped me during my term as President; my fellow Officers and District Directors; all of the clerks who volunteered on various committees, the League of Nebraska Municipalities, Dr. Chris Reed and the UNO staff.

That is what I love about the Clerks Association; everyone is like family and always willing to help when needed. You are all great and you all do a fantastic job; I couldn't have done it without you.

*President,
Joan Kovar*



Northeast Nebraska Clerk's Association Minutes

The Northeast Nebraska Clerk's Association met on July 19, 2007 at the Norfolk City Council Chambers in Norfolk. President Alisha Bartling called the meeting to order at 1 p.m. Clerks from the following communities were present: Alisha Bartling – Verdigre, Jennifer Carr – Oakdale, Beth Deck – Norfolk, Betty Raabe – Hadar, Joy Kopejtka and Dianne Werner– Battle Creek, Denise Peterson – Ponca, Nikki Johnston – O'Neill, Carmen Jacobs and Rita Johnson – Creighton, Tina Wiest – Chambers, Elaine Hamm and Janet Francis– Neligh, Crystal Lenzen – Hartington, and Alberta Lehman and Nancy Morfeld - Stanton.

A motion to approve the April

Share your news

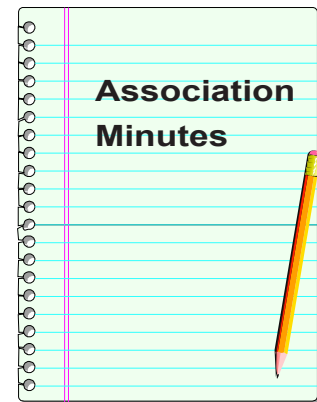
Share your city or village's news with fellow municipal officials from across the state by sending information for the *Nebraska Municipal Review* to the League of Nebraska Municipalities, Attn: Lynn Marienau at 1335 L Street, Lincoln, NE 68508, 402-476-2829 by phone, 402-476-7052 by fax, or lynnm@lonm.org by e-mail.

19, 2007 minutes was made by Carmen Jacobs of Creighton. There was a second by Nikki Johnston of O'Neill. Motion carried.

A motion was made by Betty Raabe to approve the treasurer's report and seconded by Crystal Lenzen. Motion carried. Savings - \$732.53
Checking - \$251.09

A motion was made by Beth Deck and seconded by Dianne Werner to pay the bills for the meal, a total of \$96.00 to Dee's Delight.

It was asked what people thought of the Accounting and Finance Conference. There were mixed emotions on it. Some thought it was a little disappointing and others thought it was fun and interesting. President Bartling showed the rest of the meeting about a grant writing workshop that will be held in Bassett on Aug. 16-17. It was stated that once you write a grant, then the people who are holding the training would look over any grants that are written. There was not much of a discussion held on the minimum wage increase because Lash informed the clerks that everyone would have to get the increase except for seasonal help, such as swimming pool employees.



The Oct. 18, 2007 meeting will be in Battle Creek at the new steak house there called Goodies Grill.

Report on the Sunshine Committee was that Gary Yank from Crete had retired and that there was a card sent to him. There was also a card sent to our President Alisha, for surgery that she had. Betty Raabe stated that this was probably going to be the last meeting that she would be attending do to her retirement. Dianne Werner stated that Dec. 10, 2007 would be her last day at Battle Creek and she felt that Joy was getting everything handled.

Meeting adjourned at 2:35 p.m. The next meeting will be Oct. 18, 2008 in Battle Creek at Goodies Grill.

Submitted by Jennifer Carr – Secretary, Village Clerk/Treasurer, Village of Oakdale



Heartland Clerk's Association Minutes

The Heartland Clerk's Association met on Thursday, Aug. 16, 2007 at Valentino's Pizza in Grand Island, Nebraska. President Kellie Crowell of Ravenna called the meeting to order at 12:25 p.m. with 16 members present: Connie Jo Beck, St. Paul; Kellie Crowell, Ravenna; Gail Zoerb, Mason City; Missy Waldo, Republican City; Kris Gall, Alma; Susan Kluthe, Cairo; Janet Greenwalt, St. Paul; Vicki Nelson, Axtell; Sheryl McClymont, Holdrege; Brenda Kehler, Greeley; Jean Polzkill, Central City; Linda Jensen, Central City; Vickie Power, Gibbon; Bonnie Doremus, Shelton; Bonnie Gilpin, Wolbach; Raquel Felzien, Franklin.

Introduction of the new officers were made: Connie Jo Beck, President; RaNae Edwards, Vice President; and Raquel Felzien, Secretary/Treasurer.

Copies of the minutes from the April 19, 2007 meeting and Treasurer's report were presented for review. Motion made by Brenda Kehler, seconded by Linda Jensen to approve the minutes as presented. Upon roll call vote, all present voted aye. Motion carried.

Motion by Bonnie Doremus, seconded by Jean Polzkill to approve the Treasurer's report

presented with a balance of \$1,405.64 and approve two claims: Jean Polzkill in the amount of \$26.72; City of Franklin in the amount of \$46.40. Upon roll call vote, all present voted aye. Motion carried.

Unfinished Business

- Connie Jo Beck reported that she talked to their City Attorney and he researched about the Occupation Tax and he found out that it is a state statute that you can only charge \$5.

New Business

- Connie Jo Beck reminded everyone at the next meeting Oct. 18, 2007 that the annual membership dues will be due in the amount of \$10 each.
- Kellie Crowell reported that she talked to Sue Lenhoff-McHugh from Public Alliance for Community Energy – ACE representative and she wants to come to our meeting in January 2008 to let everyone know about ACE and they want to pay for the meal.

Announcements:

- Connie Jo Beck said she sent Gail Zoerb a card for her 50th Wedding Anniversary.

Round Table Discussion:

- Wednesday Night Hospitality for Nebraska Municipal Clerk

Institute/
Academy in
Kearney,
Nebraska
March 17-
21, 2008 was
discussed.



- Linda Jensen suggested a Pajama Party with Casino. Kris Gall suggested the theme to be Gamble the Night Away. Kellie Crowell sent around sign-up sheets for committees. Everyone signed up for a committee and Kellie Crowell will let them know who is on the committee with them. We will discuss more than this project at our next meeting.
- Jean Polzkill and Linda Jensen volunteered to get the Silent Auction Item for Clerk's School in March 2008. They will spend around \$50 for this item. Motion made by Kellie Crowell and seconded by Bonnie Doremus. Upon roll call vote, all present voted aye. Motion carried.
 - The next meeting will be on Oct. 18, 2007.

Motion made by Vickie Powers and seconded by Jean Polzkill to adjourn the meeting at 12:47 p.m. Upon roll call vote, all present voted aye. Motion carried.

*Submitted by Raquel Felzien,
Secretary/Treasurer, Franklin*



2008 Institute & Academy Scholarship Application Information

The Nebraska Municipal Clerks' Association 2008 Clerks Institute & Academy Scholarship Application will be available soon. A Scholarship Committee consisting of Nicole Downey, Arapahoe; Beverly Bornschlegl, Bradshaw; Susan Kloeping, Cozad; Kay Damast, Bellevue; Michaelle Trembly, Kearney; and myself reviewed the scholarship guidelines and proposed several changes to the NMCA Board of Directors. The Board approved the revised guidelines in June.

Changes to the application include the following requested information:

- Email address
- Name of Area Clerks Association
- Number of times your municipality received a NMCA scholarship in the past five years
- Financial aid your community received from the NMCA in the past five years
- A short narrative IS MANDATORY and must be included with the application. The narrative MUST state the reason(s) for your need and/or your municipality's need for financial assistance and MUST BE SPECIFIC.

The major change, however, in the application is that "All Nebraska municipal clerks and/or deputy clerks attending Institute/Academy training, who are members of the Nebraska Municipal Clerks' Association, are eligible to receive a scholarship."

The Nebraska Municipal Clerks' Association Scholarship Fund is funded by a donation from the Nebraska Department of Economic Develop-

ment and proceeds from the Silent Auction, which is held each year at the Clerks Institute and Academy. As many scholarships as possible will be awarded until available funds are exhausted. The scholarship covers only the tuition fee (or a portion thereof) and does not cover room, board or travel expenses to the conference.

Applications will be taken beginning Nov. 1
Application deadline is Dec. 31
Awards will be made prior to Jan. 31

The application will be published in the October and November newsletter. You will be able to submit your application online. If you have any questions, please let me know.

*Submitted by Beth Deck
Norfolk City Clerk
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bdeck@ci.norfolk.ne.us*

Attention all Clerks

Don't forget to share information about events in your community and items of interest for your city or village. These articles are the most helpful and interesting to each of us. When you submit them to the League, ask that they be put under the "City News" section. Thanks!

Submitted by Debra Schaefer, Seward



Municipal Legal Calendar

(All statute citations to Revised Statutes of Nebraska)

OCTOBER 2007

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)
- Within 20 days after 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)
- Within 20 days after 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)