

---

# NEBRASKA MUNICIPAL CLERKS NEWSLETTER

July 2007



## Message from the President

**Hello to all of my fellow Clerks!** My, how the summer is flying by. It is hard to believe that it is almost August. I hope that all of you are enjoying the summer and staying cool! For those of you who may play golf, I have a story to share. My daughter, Michaela, 19, convinced me to play with her in a women's golf tournament. The first round was best ball, the second round was alternating shots. We shot a 44 the 1<sup>st</sup> round, which put us in the Championship flight. We came back with a 45! We won 1<sup>st</sup> place in the Championship flight! We shocked everyone! Even my husband said: "No offense, but even I wouldn't have voted on the two of you winning!" See...miracles do happen! We need to remember that in our jobs also. Do the best we can, get some help from those around us, and we may surprise ourselves at what we can accomplish!

Summer is a very busy time for all of us. Besides our regular duties, the swimming pools are

in full swing and we are besieged by one-calls, zoning/building requests, street use permits, re-zoning requests, farmers market permits, and then to top it off, "budgets." I am sure that all of you who have to prepare the budget for the upcoming fiscal year are diligently working on that process. As usual, the City departments always have more requested expenditures than revenues. It is a never-ending battle. The city provides 24-hour police protection, a beautiful park, city auditorium, football field, track, aquatic center, tennis court, library, paved streets, snow removal, recycling center, etc. As you know, it requires money to maintain and provide these services. We have had several finance/budget meetings to sharpen our pencils and "crunch" numbers and I am sure we are all in the same boat. As you know, IIMC has new guidelines concerning the Clerks' Institute and Academy. Several clerks were not happy



about having to attend evening sessions to fulfill the new requirements, and we (the executive board and district directors) agree that such a long day is not conducive to learning. A conference call was held with NMCA Director Chris Reed, Melanie Kiper, and Education Committee Chairman Kay Dammast. They are spending a considerable amount of time trying to retrofit the traditional format for the week into the new IIMC guidelines. Hopefully, we can make some changes that will allow us to meet the new requirements without evening sessions. We discussed having the graduation

*Continued on page 2*



## Nebraska Municipal Clerks Association (NMCA) 2006-2007 Officers

### President

#### Joan Kovar

Clerk/Treasurer  
P.O. Box 191  
David City, NE 68632-0191  
402-367-3135  
cityofdavidcity@alltel.net

### 1st Vice-President

#### Jerry Wilcox

Administrator/Clerk/Treasurer  
PO Box 6  
Curtis, NE 69025-0006  
308-367-4122  
curtis@curtis-ne.com

### 2nd Vice-President

#### Beth Deck

Clerk  
127 North 1<sup>st</sup> Street  
Norfolk, NE 68701-4199  
402-844-2000  
bdeck@ci.norfolk.ne.us

### Secretary/Treasurer

#### Barbara Whitley

Clerk/Treasurer  
PO Box 409  
Geneva, NE 68361-0409  
402-759-3109  
bwhitley@cityofgeneva.org

### Past President

#### Harold Farrar

City Administrator/Deputy  
Clerk  
223 South Chestnut Street  
Kimball, NE 69145-1219  
308-235-3639  
ckimball@megavision.com

## Message from the President

*Continued from page 1*

skit incorporate or be “the celebration of clerks” and dispensing with the keynote speaker, thus freeing up time for IIMC approved educational sessions.

The League Annual meeting will be held on Sept/ 19 - 21, 2007, at the Civic Center in Gering, Nebraska. Mark your calendars and plan to attend. I hope to see you there.

– Submitted by Joan Kovar,  
Clerk/Treasurer, David City

---

*Thought for the day: Cheerfulness is the atmosphere in which all things thrive.*

– Johann Paul Richter

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



## Apply for Harvard University's innovations award

Harvard University invites you to apply for an Innovations in American Government Award. Applications are due Oct. 15. Administered by the Ash Institute for Democratic Governance and Innovation at the John F. Kennedy School of Government, the Innovations Award is heralded as the premier public-sector award in the nation. It is given annually

to programs that serve as examples of creative and effective government at its best. All units of government – federal, state, local, tribal, and territorial – are eligible to apply. Each of the winners of the 2008 Innovations Award will receive a \$100,000 grant to support replication and dissemination activities.

Applications and additional

information are available on our website:  
[www.innovationsaward.harvard.edu](http://www.innovationsaward.harvard.edu).

## 2008 Community Enhancement grants available

Federally allocated funds are now available to assist communities and other public entities in Nebraska with the implementation of general tree planting and landscape projects that improve the state's transportation corridors such as public streets, highways and trails.

The program allows a maximum of \$20,000 for any one project and provides 80 percent reimbursement of eligible project costs. These funds are made available through the Nebraska Department of Roads and are administered by the Nebraska Forest Service in partnership with the Nebraska Statewide Arboretum.

To request an application for the Community Enhancement Program, contact Sue Kohles at the Nebraska Statewide Arboretum at 402-472-2212, or email at [skohles2@unl.edu](mailto:skohles2@unl.edu) or online at [arboretum.unl.edu](http://arboretum.unl.edu).

The deadline for applications is Nov. 16.

## Calm your emotions before they get out of control

If your buttons get punched up pretty easily, you might need to practice some simple relaxation techniques, so you don't lose control at work. According to the American Psychological Association ([www.apa.org](http://www.apa.org)), a few simple relaxation tools can help calm angry feelings. Once you learn how to use these tools, you can call upon them in any situation where you may be losing control of your emotions.

Here are some things to try:

**Deep breathing.** Breath from your diaphragm – breathing from your chest will not relax you. To do this picture your breath coming up from your “gut.”

**Choose a calming phrase and repeat it to yourself.** “Relax”

or “Take it easy” might work.

Repeat this to yourself while you practice your deep breathing.

**Visualize a relaxing experience.** You can use something from your experience or imagination.

Practice slow, yogalike exercises to relax your muscles and calm your nerves.

**Practice these techniques daily.** Learn to use the techniques whenever you find yourself in a tense or hard-to-handle situation.





## 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

Ronile Goddard .....	Exeter .....	9/1	Sheryl McClymont	
Dee Arias .....	Louisville .....	9/1	Holdrege .....	9/19
Barb Prottsman .....	Venango .....	9/1	Rosmarie Ritz .....	
Denise McGinley .....	Bruning .....	9/2	Comstock .....	9/20
Nancy Hert .....	Waterloo .....	9/4	Sandy Seidel .....	Crawford .....
Darla Hopwood .....	Shelby .....	9/6	Lynne McIntosh .....	Fremont .....
Melinda Ferree .....	Wilcox .....	9/6	Lois Ikenberry .....	Palmyer .....
Kathie Carlstrom .....	Polk .....	9/7	Carol Brugger .....	Winside .....
Ginger Neuhart .....	Waverly .....	9/7	Janelle Crone .....	Kennard .....
Rita Johnson .....	Creighton .....	9/8	Nicole Downey .....	Arapahoe .....
Lana Svoboda .....	Glenvil .....	9/9	Jeffrey Hartung .....	Dixon .....
Sandra Bulin .....	Ohiova .....	9/9	Kristi Thornburg .....	Ainsworth .....
Jean Nagey .....	Hebron .....	9/10	Irene Schriener .....	Cowles .....
Mary Terry .....	Cedar Creek .....	9/11	Kathy Skinner .....	Wakefield .....
Carolyn Ott .....	Cortland .....	9/12	Joni Belew .....	Bee .....
Eileen Murdoch .....	Murray .....	9/12	Brenda Wheeler .....	Blair .....
B.J. Shubert .....	Shubert .....	9/13	Doug Rix .....	Waverly .....
Vicki Miller .....	Elgin .....	9/14	Christina Frazey .....	Mullen .....
Janice Boden .....	Nemaha .....	9/14	Janice Hildebrandt .....	Oconto .....
Donna Rawn .....	Bartley .....	9/16	Kim Petersen .....	Barneston .....
Kay Dammast .....	Bellevue .....	9/17	Sherry Heskett .....	Auburn .....





## **Municipal Legal Calendar**

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

### **SEPTEMBER 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)  
On or before September 1 ..... City Council determines final allocation of levy authority for its  
subdivisions ..... (77-3443)  
On or before September 20 ..... File adopted budget statement with County Clerk and  
State Auditor's Office. (13-508)  
At end of month ..... Clerk files monthly report. (16-317)  
Within 20 days after end of month . Treasurer files monthly financial report. (16-318)  
Last Day ..... End of Fiscal Year (16-701)  
\* \* ..... Clerk must prepare agenda prior to next Council meeting.  
(84-1411)

#### **CITIES OF THE SECOND 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. (17-613)  
Within 30 days following  
Council meeting ..... Clerk publishes official proceedings of meeting, including claims.  
(19-1102)  
On or before September 1 ..... City Council determines final allocation of levy authority for its  
subdivisions ..... (77-3443)  
On or before September 20 ..... File adopted budget statement with County Clerk and  
State Auditor's Office. (13-508)  
Within 20 days after end of month . Treasurer files monthly financial report. (17-606)  
Last Day ..... End of Fiscal Year (17-701)  
\* \* ..... Clerk must prepare agenda prior to next Council meeting.  
(84-1411)

#### **VILLAGES**

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. (17-613)  
Within 30 days following Trustees'  
meeting ..... Clerk publishes official proceedings of meeting, including  
claims.(19-1102)  
On or before September 1 ..... Village Board determines final allocation of levy authority for its  
subdivisions ..... (77-3443)  
On or before September 20 ..... File adopted budget statement with County Clerk and  
State Auditor's Office. (13-508)  
Within 20 days after end of month . Treasurer files monthly financial report. (17-606)  
Last Day ..... End of Fiscal Year (17-701)  
\* \* ..... Clerk must prepare agenda prior to next Council meeting.  
(84-1411)