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# NEBRASKA MUNICIPAL CLERKS NEWSLETTER

July 2008



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## Message from the President

*By Jerry Wilcox  
Clerk/Treasurer, Crete  
NMCA President*

If you are working on your budget and all the other things that need to be done this time of year, you will have to read this newsletter in the evening (or for the morning constitution). You most certainly won't need it to fall to sleep at night.

Generally speaking, the budget of your municipality is a financial goal set for the fiscal year that helps you and the other staff members accomplish the mission of your municipality, and in that spirit I would like to offer a few quotes to help you develop and stick to that dreaded document.

A carefully planned, thoughtful budget is important in reaching our goals.

"The reason most people never reach their goals is that they don't define them, or ever seriously consider them as believable or achievable. Winners can tell you where they are going, what they plan to do along the way, and who will be sharing the adventure with them." – **Denis Watley**

The budget should be designed to give your different departments direction for the year.

"Without goals, and plans to reach them, you are like a ship that has set sail with no destination." – **Fitzhugh Dodson**

*This one is for all you Big Red fans that are having trouble making it through the longest summer in Nebraska Football History. "In life, as in football, you won't go far unless you know where the goal posts are." – Arnold H. Glasgow*  
If there are improvements or equipment that you

## Budget 2008

would like to see in your community, it can not happen unless you include it in the budget.

"Goals are dreams with deadlines." – **Diana Scharf Hunt**

Developing the budget (goals) does absolutely no good if you don't stick to it. "Choosing a goal and sticking to it changes everything."

– **Scott Reed**

And finally, hapless planning and spending will get you nowhere. "You've got to be very careful if you don't know where you are going, because you might not get there." – **Yogi Berra**

I hope these will help you get through the budget crunch time OR with going to sleep if that is what you need.

Keep being great!

*Jerry L. Wilcox, [jwilcox@crete-ne.gov](mailto:jwilcox@crete-ne.gov)  
402-826-4313*



## South Central Clerk's Association Minutes

The South Central Clerk's Association met on July 16, 2008 at Grandpa's Crossing in Deshler. The meeting was called to order by President Julie Buescher. Members attending were: President Julie Buescher of Deshler; Vice President Jennifer Bassett of Fairfield; Secretary/Treasurer Cindy Sanders of Guide Rock; Sue Dallegge of Hampton; and, Vicki Struss of Juniata.

Motion by Dallegge to approve minutes of the April 16, 2008 meeting, second by Struss.

Motion carried.

Motion by Struss to approve Treasurer's Report with a \$337.51 balance, second by Dallegge. Motion carried.

Linda Cox provided information on budgets and a utility program.

Open discussion consisted of snowbird fees, rezoning issues and election filing.

The decision was made to send invitations to all the clerks in our association coverage.

Vice President Jennifer Bassett invited us to Fairfield for the Oct. 15, 2008 meeting.

Motion by Bassett to adjourn, second by Sanders. Motion carried.

*Submitted by Cindy Sanders, Secretary/Treasurer, South Central Clerk's Association*

### Treasurer's Report

Beginning Balance	\$337.51
Receipts	
Expenses	
Ending Balance	\$337.51

## Federal minimum wage increases in July

The federal minimum wage under the Fair Labor Standards Act (FLSA) was increased by Congress and signed by President Bush on May 26, 2007. As a result, the federal minimum wage was scheduled to be increased in three steps between 2007 and 2009.

**On July 24, 2008, the minimum wage increased from \$5.85 an hour to \$6.55 an hour.** On July 24, 2009, the minimum wage will increase to \$7.25.

The new federal minimum wage will apply to city and village employees. FLSA exceptions to the minimum wage are not changed by this increase.

## 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*

 **Mark your calendars for the League's Annual Conference in Omaha, Sept. 17-19, 2008**



## CITY NEWS: Bellwood Daze 2008 slated for Aug. 1-3

Bellwood Daze is scheduled for Aug. 1-3 in Bellwood. What follows is a schedule of events for the upcoming weekend.

### Aug. 1

Afternoon/Evening	<b>Citywide Garage Sales</b> ( <i>Maps available at Ampride</i> )
5-8 p.m.	<b>Flea Market/Crafts</b> ( <i>Main street – center</i> )
6-8 p.m.	<b>Burger Bash/Pie Stand</b> ( <i>Main street – center</i> )
6-8 p.m.	<b>Dunking Booth</b> ( <i>Main street – center</i> )
7 p.m.	<b>Old-Timers Softball</b> ( <i>Ball field</i> )
7-10 p.m.	<b>Mark Vyhlidal Polka Band</b> ( <i>Main street – center</i> ) <i>Free</i>

### Aug. 2

7-10 a.m.	<b>Breakfast</b> ( <i>Main street – north</i> )
8 a.m.	<b>2-6-mile run and ½-mile kids' run</b> ( <i>St. Peter's Church</i> )
All Day	<b>Sand Volleyball Tourney</b> ( <i>Main street courts</i> )
All Day	<b>Citywide Garage Sales</b> ( <i>Maps available at Bellwood Ampride</i> )
9 a.m.-8 p.m.	<b>Flea Market/Crafts</b> ( <i>Main street – center</i> )
All Day	<b>National Guard Rock Wall</b> ( <i>Main street – center</i> )
During the Day	<b>Dunking Booth</b> ( <i>Main street – center</i> )
10 a.m. – noon	<b>Kid's Pedal Tractor Pull</b> ( <i>St. Peter's Church lot</i> )
During the Day	<b>Kid's Events</b> ( <i>Main street – center</i> )
12-3 p.m.	<b>Train Rides</b> ( <i>Main street – north</i> )
1-3 p.m.	<b>Scavenger Hunt</b> ( <i>Begins at info booth</i> )
2:30-4 p.m.	<b>Firetruck Rides</b> ( <i>Near old fire hall</i> )
4-5 p.m.	<b>Firefighters Demo: Jaws of Life</b> ( <i>Main street – center</i> )
5:30 p.m.	<b>Mass</b> ( <i>St. Peter's Catholic Church</i> )
6 p.m. – 1 a.m.	<b>Beer Garden</b> ( <i>Main street – north</i> )
9 p.m. – 1 a.m.	<b>Street Dance – Thudwinker</b> ( <i>Main street – north – \$7</i> )

### Aug. 3

8 a.m.	<b>Mass</b> ( <i>St. Joseph's Catholic Church: 6 miles west, 1 mile north</i> )
9 a.m.-4:30 p.m.	<b>Flea Market/Crafts</b> ( <i>Main street – center</i> )
9 a.m.	<b>Car/Motorcycle Registration</b> ( <i>Main street – center</i> )
9 a.m.	<b>Horseshoes</b> ( <i>Ball field park</i> )
9 a.m.	<b>Methodist Services</b> ( <i>United Methodist Church</i> )
During the Day	<b>Dunking Booth</b> ( <i>Main street – center</i> )
10 a.m.	<b>Car/Motorcycle Show</b> ( <i>Main street – center</i> )
10 a.m.	<b>Mass</b> ( <i>St. Peter's Catholic Church</i> )
12 p.m.	<b>ATV Pull Registration</b> ( <i>2 blocks north of bank</i> )
11 a.m.-2:30 p.m.	<b>Meal</b> ( <i>St. Peter's Church hall</i> )
12:30 p.m.	<b>Farmer's Olympics</b> ( <i>Ball field</i> )
2 p.m.	<b>ATV Pull</b> ( <i>2 blocks north of bank</i> )
2:30 p.m.	<b>Firefighters Water Fights</b> ( <i>Main street – north</i> )
4 p.m.	<b>Drawing for New Suzuki ATV</b> ( <i>Main street – center</i> )

For more information, check out [www.bellwoodnebraska.com](http://www.bellwoodnebraska.com).



## Assistance in developing effective community web sites available

Nebraska communities can now apply for assistance in developing web sites, which effectively market communities to prospective new residents and businesses, as well as providing information for current residents. Research by the Nebraska Department of Economic Development and University of Nebraska has further reinforced the need for a comprehensive community web site.

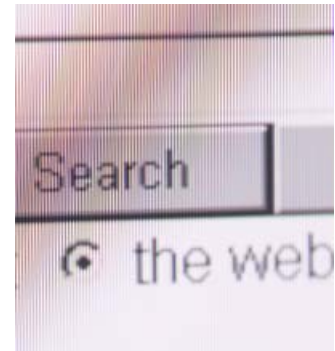
A community web site is the worldwide gateway to a community. The needs of new and current residents are information at their fingertips. Further research shows the web site to be the number one marketing component for recruiting new residents and former alumni.

A web site that showcases the area and provides employment and retirement opportunities is the number one driver for new resident attraction. New residents are also looking for quality of life, including safety and security, access to medical facilities, availability of recreational facilities, quality of medical care, and affordable housing.

The **Developing Web Sites for**

**Community Growth** project will provide hands-on assistance to 10 communities, accessibility testing of web sites, and marketing assistance. This project will **not** include any web site coding or development. The project is strictly focused on content development, web site enhancements, and marketing. At the end of the process, the community will have fully developed all content for the web site and will be able to pass that on to the web developer of their choice.

If a community is not selected for hands-on assistance, the detailed manual will be available for all Nebraska communities. The manual will guide the community through the process and will include a web site content development checklist and walk-through process, best practices, project planning, marketing resources, Web 2.0 enhancements, and much more. Project partners include the Department of Economic Development, University of Nebraska Extension, Nebraska Public Power District, AIM Institute, and the Nebraska Information Technology Commission Community Council.



The Developing Web Sites for Community Growth project has been funded through a grant from the Nebraska Information Technology Commission's Community Technology Fund. Applications to participate in the program are due Aug. 22. Application materials are available from the Nebraska Information Technology Commission's web site ([www.nitc.ne.gov](http://www.nitc.ne.gov)).

For more information, contact Anne Byers, Community Information Technology Manager, Nebraska Information Technology Commission, by e-mailing [anne.byers@nebraska.gov](mailto:anne.byers@nebraska.gov) or contact Tim O'Brien, Business Consultant – Information Technology, Nebraska Department of Economic Development, by e-mailing [tim.obrien@nebraska.gov](mailto:tim.obrien@nebraska.gov).



## Grant Writing Workshop in Omaha scheduled for September

Metropolitan Area Planning Agency and Grant Writing USA will present a two-day grant writing workshop in Omaha, Sept. 29-30, 2008. Beginning and experienced grant writers from city, county and state agencies as well as nonprofits, K-12, colleges and universities are encouraged to attend. Purchase orders, checks and cards are welcome. Tuition payment is not required at the time of enrollment.

Tuition is \$425 and includes all materials: workbook and accompanying 220MB resource CD that's packed full of tools and more than 200 sample grant

proposals. Seating is limited, online reservations are necessary, walk-ins are not allowed.

For more information including venue location and maps, graduate testimonials and instant, online enrollment, please visit <http://grantwritingusa.com/events/write/omne0908.html>.

### Contact:

Cathy Rittenhouse  
Grant Writing USA  
800.814.8191  
[cathy@grantwritingusa.com](mailto:cathy@grantwritingusa.com)  
Jake Hansen  
Metropolitan Area Planning Agency  
402.444.6866 x226  
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### 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](mailto:lynnm@lonm.org) by e-mail.

### Check out legislative web site for interim hearings

Check the Legislature's web site for more information about your state Senators. Interim committee hearings schedules will be posted later in the summer. The web site address is <http://nebraskalegislature.gov/web/public/home>.

## NMCA 2007-2008 Officers

### President

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### Past President

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## 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

Dee Arias .....	Louisville .....	9/1	Sheryl McClymont .....	Holdrege .....	9/19
Barb Prottsman .....	Venango .....	9/1	Rosmarie Ritz .....	Comstock .....	9/20
Nancy Hert .....	Waterloo .....	9/4	Sandy Seidel .....	Crawford .....	9/20
Darla Hopwood .....	Shelby .....	9/6	Lynne McIntosh .....	Fremont .....	9/20
Melinda Ferree .....	Wilcox .....	9/6	Lois Ikenberry .....	Palmyra .....	9/20
Kathleen Silva .....	Ashland .....	9/6	Carol Brugger .....	Winside .....	9/20
Kathie Carlstrom .....	Polk .....	9/7	Janelle Crone .....	Kennard .....	9/21
Ginger Neuhart .....	Waverly .....	9/7	Nicole Downey .....	Arapahoe .....	9/22
Rita Johnson .....	Creighton .....	9/8	Jeffrey Hartung .....	Dixon .....	9/22
Lana Svoboda .....	Glenvil .....	9/9	Kristi Thornburg .....	Ainsworth .....	9/23
Sandra Bulin .....	Ohiowa .....	9/9	Andrew Devine .....	Albion .....	9/23
Jean Nagey .....	Hebron .....	9/10	Kathy Skinner .....	Wakefield .....	9/24
Mary Terry .....	Cedar Creek .....	9/11	Kris Shaver .....	Atlanta .....	9/25
Carolyn Otto .....	Cortland .....	9/12	Joni Belew .....	Bee .....	9/26
Eileen Murdoch .....	Murray .....	9/12	Brenda Wheeler .....	Blair .....	9/26
B.J. Shubert .....	Shubert .....	9/13	Doug Rix .....	Waverly .....	9/26
Paula Pinkleman .....	St. Helena .....	9/13	Christina Frazey .....	Mullen .....	9/27
Tredadi Preitauer .....	Stamford .....	9/13	Janice Hildebrandt .....	Oconto .....	9/28
Vicki Miller .....	Elgin .....	9/14	Pam Diehl .....	Brady .....	9/29
Janice Boden .....	Nemaha .....	9/14	Kim Petersen .....	Barneston .....	9/30
Donna Rawn .....	Bartley .....	9/16	Sherry Heskett .....	Auburn .....	9/30
Kay Dammast .....	Bellevue .....	9/17	Lori Khalsa .....	Whitney .....	9/30



## Municipal Legal Calendar

(All statute citations to Revised Statutes of Nebraska)

### AUGUST 2008 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)
August 1 .....	Political subdivisions subject to city levy submit preliminary request for levy allocation to City Council.
Prior to Notice of Budget Hearing .....	Proposed budget statement available to public. (13-504)
Before August 15 .....	Job titles and salaries of employees shall be published. (19-1102)
On or before August 20 .....	Should have received the current taxable value of all property subject to levy from the County Assessor. (13-509)
On or before September 1 .....	City Council determines the final allocation of levy authority for its subdivisions (77-3443)
On or before September 20 .....	File adopted budget statement with County 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)
* * .....	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 of Council meeting .....	Clerk publishes official proceedings of meeting, including claims. (19-1102)
August 1 .....	Political subdivisions subject to city levy submit preliminary request for levy allocation to City Council.
Prior to Notice of Budget Hearing .....	Proposed budget statement available to public. (13-504)
Before August 15 .....	Job titles and salaries of employees shall be published. (19-1102)
On or before August 20 .....	Should have received the current taxable value of all property subject to levy from the County Assessor. (13-509)
On or before September 1 .....	City Council determines the final allocation of levy authority for its subdivisions (77-3443)
On or before September 20 .....	File adopted budget statement with County and State Auditor's Office (13-508)
Within 20 days after end of month .....	Treasurer files monthly financial report. (17-606)
* * .....	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 of Board of Trustees' meeting .....	Clerk publishes official proceedings of meeting, including claims. (19-1102)
August 1 .....	Political subdivisions subject to village levy submit preliminary request for levy allocation to Village Board.
Prior to Notice of Budget Hearing .....	Proposed budget statement available to public. (13-504)
Before August 15 .....	Job titles and salaries of employees shall be published. (19-1102)
On or before August 20 .....	Should have received the current taxable value of all property subject to levy from the County Assessor. (13-509)
On or before September 1 .....	Village Board determines the final allocation of levy authority for its subdivisions (77-3443)
On or before September 20 .....	File adopted budget statement with County and State Auditor's Office. (13-508)
Within 20 days after end of month .....	Treasurer files monthly financial report. (17-606)
* * .....	Clerk must prepare agenda prior to next Village Board meeting. (84-1411)