
NEBRASKA MUNICIPAL CLERKS NEWSLETTER

June 2004



NMCA President invites fellow Clerks to attend Seward's July 4th celebration

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

Hello everyone. It's hard to believe we're nearing the 4th of July already. Where has this year gone? I would be remiss at this time of year if I didn't extend a personal invitation to all of you to attend Seward's 4th of July Celebration.

The City of Seward has been holding 4th of July celebrations since 1868. Our City has been officially named "Nebraska's July 4th City" and we have also received national attention. The theme this year is "Faith and Freedom." The celebration emphasizes a total community effort and is put on every year by a group of volunteers largely made up of the youth of our community.

Some of the highlights of the day include:

6.2 Freedom Run; Exhibits ranging on topics from Quilts to Farm Machinery to Classic Cars; Huge Craft show on the Courthouse lawn; Carnival;



Food Alley; Pet Parade; Pie Eating Contest; Fire Department Water Fights; Capital City Cloggers; Concerts; Free Movies; Grand Parade and to end the day, a giant fireworks salute. To get a complete listing of events,

log on to

www.cityofsewardne.com and click on Independence Day Information.

We will have our new swimming pool open from 10 a.m. - 2 p.m. It's one of the few round swimming pools in Nebraska and features a large slide, water sprays, tumble buckets, water cannons and raindrop features.

We would love to have you join us for this celebration and I'm sure you would find something for everyone to do.

– Deb

Update on recent events

We've had quite a year so far..., and that's putting it mildly. I thought I would try to update everyone on some of the things that have happened.

First, the fire in Indianola – Ona says they are still in the Community Building, but will be moving to an old bank building in the near future.

Discussions on the future are ongoing, but it looks like they may build a new City Hall once the "dust settles." She emphasized that things would have been much worse if they were not able to save their information on their computer hard drive. Let that be a lesson to all

Continued on page 2



Update on recent events

Continued from page 1

of us to make sure we have good, current backups. Ona praised everyone for their efforts during this time of crisis for Indianola.

She also thanked everyone for their concern and support during this time.

And then one of our own, Kay Dammas, City Clerk of Bellevue, was in a very serious car accident. She suffered serious injuries and her stay in the hospital was quite extensive, but she is home now. She

Thanks from Jo Leyland



My heartfelt thanks to all of my Clerk friends across the state who

honored me with their thoughts, prayers and cards at the time of my father's death. It is such a great comfort to know that so many wonderful people form a support network. There is no better group than the Nebraska Clerk's Association!! Thank You All.

– Submitted by Jo Leyland City Clerk Imperial, Nebraska

will have extensive rehabilitation, but she is following the doctors' orders for exercising, etc., as she is determined to be back at work as soon as she can be. She has been overwhelmed by all of the love and support from all of you. She loves hearing from you, so keep those cards coming. Her home address is: 2614 Coffey Avenue, Bellevue, NE 68123.

Then several people were affected by the terrible tornados and storms that hit Nebraska. I know that Deputy Clerk-Treasurer Joyce Beck from Crete lost her home in Hallam that night. She and her family also lost a lot of their possessions, but are thankful that no one was hurt. Joyce wanted me to thank everyone for their help and for keeping them in their thoughts and prayers. It is an overwhelming feeling when people reach out to each other. They are planning on building a house. The location is still up in the air a little, but they are getting ready to look at plans. (There will be a full story on the effects of the tornado in Hallam on Joyce and her family in the next Municipal Review from the League.)

I know that the communities of Wilber, Clatonia, Firth, Holland and others also had

damage from the tornadoes. In speaking with Lori from Wilber, she noted that things are getting back to normal and they are just thankful that it wasn't any worse than it was. All of the municipal officials and volunteers affected in these areas have spent countless hours trying to put things back together as much as possible. And, once again, there is so much praise for the people who came from all over to help.

Okay, now, that's more than enough and I'm relatively sure that there are other things that have happened that I don't even have a clue about. Please stay safe everyone!

Writing to your State Senator

What address do I use to write my state Senator?

To write your state Senator, you need only to include on the envelope:

Senator's name
District number
State Capitol, PO Box
94604
Lincoln, NE 68509

In addition, many Senators have e-mail addresses available on the Legislature's web site, www.unicam.state.ne.us.



Heartland Clerk's Association Meeting Minutes

The Heartland Clerk's Association met in Kearney, Nebraska on Thursday, April 22, 2004, at the Chicken Coop. President Lanette Doane of Ansley called the meeting to order at 12:10 p.m. with 20 members present; Lanette Doane, Ansley; Cathy Vogt, Kearney; Janet Greenwalt, St. Paul; Michaelle Trembly, Kearney; Marla Knecht, Wood River, Missy Carkoski, Loup City; Vickie Powers, Gibbon; Brenda Kehler, Greeley; Sandy Kruml, Ord; Vicki Nelson, Axtell; Lila Gamble, Kenesaw; Linda Hess, Kenesaw; Diane Fries, Franklin; RaNae Edwards, Grand Island; Bonnie Doremus, Shelton; Linda Jensen, Central City; Sheryl McClymont, Holdrege; Annette Gallaway, Loup City; Kellie Crowell, Ravenna, and Cindy Keslar, Ravenna.

PROGRAM: A member of the Kearney Police Department presented a program on Self-De-

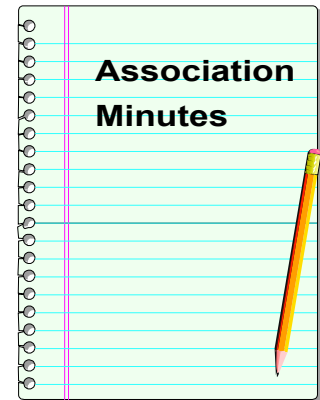
fense and the four personality factors of who would be targets of a predator.

OLD BUSINESS: Secretary Keslar informed the members that the Association was too late to sponsor a scholarship for the Clerk's Institute this year because the

sponsorships need to be to the chairman by the first of January because the scholarships are given by the middle of January. She would like to recommend giving \$200 next year since we didn't give the sponsorship in time this year. President Doane stated the new board might want to address this in October, or no later than December. Bonnie Doremus made the motion to give a \$200 scholarship to the Clerk's Institute for a Heartland Clerk's Association member attending the Clerk's Institute. Missy Carkoski seconded the motion. Roll Call: Ayes, 20; Nays, None. Motion carried.

NEW BUSINESS: Bonnie Doremus, Shelton, made the motion to approve the minutes and treasurer's report as presented. Annette Gallaway seconded the motion. Roll Call: Ayes, 20; Nays, none. Motion carried.

President Doane presented the present officers of the Association. President, Lanette Doane, Vice President, Linda Jensen and Secretary/Treasurer, Cindy Keslar. She opened the floor for nominations for the open office of Secretary/Treasurer. Cindy Keslar of Ravenna nominated Kellie Crowell for the Secretary/Treasurer. Janet Greenwalt of St. Paul seconded the



Information sought for Municipal Clerks Newsletter

Deb Schaefer, Seward City Clerk/Treasurer/Administrator Assistant and the Nebraska Municipal Clerks Association President, would like to remind you to submit your ideas and materials for the *Municipal Clerks' Newsletter* to Lynn Marienau at the League of Nebraska Municipalities.

As you know, the newsletter's usefulness to clerks depends on the material provided. Please use the newsletter to tell of relevant events taking place in your community, reports on workshops, seminars or meetings of interest to clerks and as an information exchange, or forum for solving problems facing you and your municipality.

Continued on page 4



Cambridge Clerk/Treasurer receives 1st level membership in IIMC Academy

Kandra J. Kinne, CMC, City Clerk/Treasurer of the City of Cambridge, has been accepted into the First Level Membership of the IIMC Master Municipal Clerk Academy.

IIMC President Elizabeth H. Kiss, MMC, Municipal Clerk of East Brunswick Township, New Jersey, said: "I am honored to welcome Ms. Kinne as a member in the First Level Membership of the IIMC Master Municipal Clerk Academy. She has demonstrated and obtained career development goals which will aid her in maintaining the quality of excellence required in today's public officials and administrators."

Ms. Kinne has been employed with the City of Cambridge since September 1977, serving as Bookkeeper before appointment to her current position as City Clerk/Treasurer in June 1982.

She received the IIMC Certified Municipal

Clerk's Award in June 1989, and was accepted into the IIMC Master Municipal Clerk Academy Program in November 1999. She joins an elite group of Municipal Clerks from Nebraska who have achieved membership in the First Level of the IIMC Master Municipal Clerk Academy.

During this sustaining period she has continued her education by completing IIMC-approved educational programs conducted by the School of Public Administration, University of Nebraska, Omaha and she has completed other seminars and conferences relating to local government.

Active in her professional affiliations, she is a member of the IIMC, Nebraska Municipal Clerks Association, and has served on the Board of Directors of the West Central Nebraska Development District. Ms. Kinne has been a member of the IIMC since July 1983.

Heartland Clerk's Association Meeting Minutes

Continued from page 2

nomination. Janet Greenwalt made the motion that nominations cease. Bonnie Doremus seconded the motion.

Roll Call: Ayes, 20; Nays, None; Motion carried.

Roll Call: Ayes, 20; Nays, None; Motion carried.

President Doane introduced the new officers for the Heartland Clerk's Association for the 2004-2005 year.

President - Linda Jensen, Central City; Vice President - Cindy Keslar, Ravenna; Secretary/Treasurer - Kellie Crowell, Ravenna

President Doane informed those in attendance that she brought her camera to update the

Heartland Clerk's membership pictures for the directory.

Discussion was held on ideas for programs for the upcoming year. Some suggestions were GABS 34 plus wellness and fitness in the workplace. If members had other suggestions they were to call the new officers.

2004-2005 meeting dates will be Aug. 19, Oct. 21, Dec. 9, 2004; Feb. 17, April 21, 2005.

Missy Carkoski, Loup City, made the motion to adjourn the meeting. Kellie Crowell, Ravenna, seconded the motion.

Roll Call. Ayes, 20; Nays, None. President Lanette Doane declared the meeting adjourned.

– Submitted by Cindy Keslar, Secretary



Hayes Center Village Clerk receives CMC designation

Sandra Steele, CMC, Village Clerk of the Village of Hayes Center, has been awarded the designation of Certified Municipal Clerk from the International Institute of Municipal Clerks (IIMC) for achieving its high educational, experience and service requirements.

Ms. Steele has been employed with the Village of Hayes Center since September 1998, where she serves in the position of Village Clerk/Treasurer/Zoning Administrator.

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 Rural Water Association, 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 Clerks



Association, and has served as President with the Southwest Area Clerks Association.

Ms. Steele has been a member of the International Institute of Municipal Clerks since February 1999. She joins 123 active municipal clerks from Nebraska who currently hold the designation of Certified Municipal Clerk.

Geneva's City Wide Cleanup held in April

The City of Geneva held its third City Wide Clean-Up on April 24, 2004. Fifty-plus volunteers met at the city office at 8 a.m. to enjoy juice, coffee, and Casey's donuts and cookies. Barb Whitley, City Clerk-Treasurer, divided the town into four quadrants and split up the volunteers into teams to pick up metals, appliances, tree limbs, and other construction materials. Other items that were accepted were batteries, bicycles, paint cans, and furniture. For citizens who wanted to clean up during the week the city provided dumpsters in the



West Bullpen. The tree dump was also open extra hours, Monday through Friday from 2:30-8 p.m., and Saturday from 8 a.m. - 6:30 p.m. The old sale barn accepted metals, appliances, bicycles, and batteries Monday through Saturday. After a morning of cleaning up the volunteers went to St. Joseph's Church for lunch provided by

Geneva State Bank, York State Bank, and Cornerstone. The lunch consisted of ham sandwiches, macaroni salad, potato chips and cookies provided by Casey's and Subway, coffee, water, and tea. This year's cleanup was successful and total costs came to \$2,408.24. The City of Geneva collected 25.26 tons of garbage and 12-plus tons of metals. The City would like to thank all of the volunteers and donations that helped make the City Wide Clean-Up a success!

*– Submitted by Barb Whitley
City Clerk-Treasurer
City of Geneva*



Cooley named IIMC academy member

Tammy L. Cooley, CMC, Village Clerk-Treasurer of the Village of Morrill, has been accepted as a member in the Master Municipal Clerk Academy Program of the International Institute of Municipal Clerks (IIMC).

IIMC President Jean M. Bailey, CMC, City Clerk of Rocky Mount, North Carolina, said: "I am honored to welcome Ms. Cooley as a member in the Master Municipal Clerk Academy."

Ms. Cooley has been employed

with the Village of Morrill since August 1997, where she serves in the position of Village Clerk-Treasurer.

She completed an IIMC-approved certification program and received her Certified Municipal Clerk (CMC) designation in July 2000.

Continuing her professional education, she has completed IIMC-approved academy programs. She has also completed other courses, seminars and conferences relating to local



government.

Active in professional affiliations, she is a member of the IIMC, Nebraska Municipal Clerks Association, and serves as Vice President with the Panhandle Clerks Association.

Ms. Cooley has been a member of the IIMC since September 1997.

Holtmeier receives 1st level membership in IIMC academy

Vanee Kay Holtmeier, CMC, Village Clerk/Treasurer of the Village of McCool Junction, has been accepted into the First Level Membership of the IIMC Master Municipal Clerk Academy.

IIMC President Jean M. Bailey, CMC, City Clerk of Rocky Mount, North Carolina, said: "I am honored to welcome Ms. Holtmeier as a member in the First Level Membership of the IIMC Master Municipal Clerk Academy."

Ms. Holtmeier has been employed with the Village of McCool Junction since December 1990, serving as Village



Clerk/Treasurer.

She received the IIMC Certified Municipal Clerk's Award in February 1999, and was accepted into the IIMC Master Municipal Clerk Academy Program in March 2002. She joins an elite group of municipal clerks from Nebraska who have achieved membership in the First Level of the IIMC Master Municipal Clerk Academy.

During this sustaining period she has continued her education by completing IIMC-approved educational programs and has completed other seminars and conferences relating to local government.

Active in her professional and civic affiliations, she is a member of the IIMC, Nebraska Municipal Clerks Association and has served as Secretary/Treasurer, Vice President and President with the Southern Seven Clerks Association.

Ms. Holtmeier has been a member of the IIMC since June 1991.



Bayard City Clerk/Treasurer receives 1st level membership in IIMC Academy

Joyce E. Mick, CMC, City Clerk/Treasurer of the City of Bayard, has been accepted into the First Level Membership of the IIMC Master Municipal Clerk Academy.

Ms. Mick has been employed with the City of Bayard since 1991, serving as Administrator Assistant before appointment to her current position as City Clerk/Treasurer in 1993.

She received the IIMC Certified Municipal Clerk's Award in January 1999, and was accepted into the IIMC Master Municipal Clerk Academy Program in August 2001. She joins an elite group of municipal clerks from

Nebraska who have achieved membership in the First Level of the IIMC Master Municipal Clerk Academy.

During this sustaining period she has continued her education by completing IIMC-approved educational programs conducted by the School of Public Administration, University of Nebraska, Omaha, and she has completed other seminars and conferences relating to local government.

Active in her professional affiliations, she is a member of the IIMC, Nebraska Economic Developers Association, Nebraska City Management

Congratulations



Association, served on the Board of Directors to the Nebraska Municipal Clerks Association, served as President, Vice President and Secretary/Treasurer to the Nebraska Panhandle Clerks Association and serves as a State of Nebraska Notary Public.

Ms. Mick has been a member of the IIMC since February 1993.

Earth Day Celebration

In recognition of the 34th annual Earth Day, the City of Geneva and the U.S. Department of Agriculture (USDA) held a special Earth Day Celebration at the Log Cabin in Geneva. USDA officials were on hand on April 22 to present city officials a check awarding the city a \$981,000 grant for the upcoming renovation and expansion project of the Geneva Waste Water Treatment Plant. The USDA Rural Development \$3,418,400 loan and \$981,000 grant were provided through

the USDA Rural Development Water and Waste Disposal Loan and Grant program.

The celebration started with the presentation of the check to the City of Geneva, then continued with speeches by Mayor Rodney Norrie, Bob Bettger, the Field Representative for U.S. Rep. Tom Osborne, Claudia Bohn, City Council President, Roger Meeks, Rural Development Manager, and Holly Johnson and Rodney Kirkland, City Engineers from Olsson Associates. The program ended with a tree

planting ceremony in the Geneva City Park. The trees were donated and planted by Geneva Rescue Squad, Geneva Ballplayers Association, American Legion Post 68, City of Geneva, Veteran of Foreign Wars Post 7102, Homestead Girl Scouts Council, Geneva Lions Club, Cub Scouts, and Chandler & Conrad Schelkopf. After tree planting, everyone enjoyed cookies and juice.

– Submitted by Barb Whitley, City Clerk-Treasurer, City of Geneva



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.

July Birthdays

Mindi Clarke Julian 7-1
 Linda Bomberger Oconto 7-1
 Patty Knobbe Snyder 7-1
 Judy Deitz Amherst 7-3
 Bonnie Kisler Marquette 7-3
 Richard Young Minden 7-3
 Nancy Niemann Raymond 7-3
 Thomas Delmont Beemer 7-4
 Irene Cooper Bridgeport 7-4
 Irene Dresch Primrose 7-7
 Mike Oelschlager Roca 7-7
 Barbara Sydow Stratton 7-7
 David Rish Central City 7-10
 Charlene Jensen Hubbard 7-10
 Patricia Matlock Thayer 7-10
 Michael Richman Alma 7-12
 Glenna Beaty Holstein 7-12
 Becky Falkenhagen .. Malcolm 7-12
 Pamela Richter Gering 7-13
 Laura Miller Anselmo 7-14
 Sandra Farmer Gordon 7-14



Helen Wendland Holbrook 7-15
 Bill Campbell Oshkosh 7-15
 Patty Lamberty Arnold 7-17
 Geri Anthony Sidney 7-17
 Delores Bishop Gretna 7-19
 Bonnie Marsh Hooper 7-19
 Joyce Beck Crete 7-20
 Tammy Cooley Morrill 7-20
 Tammy Sladek Cordova 7-23
 Mary Kiersch Rosalie 7-23
 Brenda Daniels Verdon 7-26
 Rebecca Sandman ... Utica 7-30
 Connie Cohen Grant 7-31
 Sharon Pallas Lawrence 7-31



Municipal Legal Calendar

(All statute citations to Revised Statutes of Nebraska)

AUGUST 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)
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)
Last Day	Clerk files monthly report. (16-317)
Last Day	Treasurer files monthly financial report. (16-318)
* *	Clerk must prepare agenda prior to next City 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)
Last Day	Treasurer files monthly financial report. (17-606)
* *	Clerk must prepare agenda prior to next City 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)
Last Day	Treasurer files monthly financial report. (17-606)
* *	Clerk must prepare agenda prior to next Village Board meeting. (84-1411)