
NEBRASKA MUNICIPAL CLERKS NEWSLETTER

May 2004



Take time for yourselves as busy spring, summer months unfold

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

This article for the newsletter will be short and sweet – as some of the past ones have been very lengthy. Sometimes I just get too carried away :)

With the start of spring things

get busier (as if they were not busy enough). Make sure that through this time of the year and throughout the summer and budget season, you take time to take care of yourselves too. I know how dedicated all of you are to your community – but you need to take some time for

yourselves too.

Treat yourselves to an afternoon off – go golfing, take a family vacation, have a massage, or a pedicure or a manicure or just do something to pamper yourself. The benefits of those “stress relieving” events far outweigh the cost.

Bellevue City Clerk Kay Dammast injured in car accident

In case you have not heard, Kay Dammast, City Clerk of Bellevue, and Evelyn Wicks, Finance Director/Treasurer of Bellevue, were injured in a car accident Tuesday evening, May 18. They were on their way to a training session in North Platte. The accident happened on the interstate. The car rolled about six times and Kay is in serious condition, while Evelyn was in fair condition at this writing. As serious as the accident was, we are thankful that it wasn't any worse.

Kay has two broken wrists, a broken arm, a punctured lung

and several bumps, bruises and cuts. She is in Good Samaritan Hospital in Kearney. The address is PO Box 1990, Kearney NE 68848.

Please keep Kay and Evelyn in

your prayers and forward this information on to your fellow Clerks – they need our support.

– Deb

And here's to all you Dads out there

A father is neither an anchor to hold us back
Nor a sail to take us there
But a guiding light
Whose love shows us the way.

Happy Father's Day!

– Deb

**Happy
Father's
Day**



Graduating Class Skit Survey

This survey was in last month's newsletter, but I have not received very many responses yet. Please take time to review it and either email or send in your comments/vote.

Thanks!

Over the years, Executive Board members of the Nebraska Clerks' Association have been asked why the Graduating Class of the Nebraska Clerks' Institute are required to do a skit. Some people love it, some people don't think it's necessary and some of the Clerks that have had to do it have mentioned that it made them very uncomfortable.

After discussing this at our last Board meeting, the Board instructed me to conduct a survey of the members to see what the general feeling is about continuing this tradition.

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.

I am in favor of continuing with the Graduating Class Skit _____

I would like the Graduating Class Skit to be discontinued _____

I would suggest that the Graduating Class Skit be replaced with the following:

Either clip this out and mail it to: Debra Schaefer, Adm. Asst/Clk-Treas.; City of Seward; P O Box 38; Seward NE 68434 or email it to me at Deb.Schaefer@cityofsewardne.org

The Board values all of your opinions and will listen to the majority on this issue.

Southern Seven Clerks Association to sponsor Budget Workshop

The Southern Seven Clerks Association will be sponsoring a budget workshop on Thursday, June 10, at the Seward Civic Center, 616 Bradford St., Seward, NE. We will have lunch at the Civic Center around noon and the workshop will follow. This workshop will be geared for all clerks, new as well as "seasoned" clerks. Please bring any items which you use to prepare your budgets that might be helpful to other clerks. If you have questions, please contact Linda Carroll, Village Clerk/Treas. Fairmont 402-268-3341. Please RSVP by June 1st.



Southern Seven Clerks Association Minutes

The Southern Seven Clerks Association met on Wednesday, April 21, 2004, at the League office located at 1335 L Street in Lincoln at 9:30 a.m. The group, along with City Clerks from other towns, walked to the Capitol where Gov. Mike Johanns signed a proclamation for Clerks' Week, which is May 2-9. Lunch was then provided by the League at the League office.

Following the lunch, the Southern Seven held their quarterly business meeting. President Nancy Bryan conducted the meeting. The following clerks were present: Lori Rezny, Wilber; Darla Hopwood, Shelby; Barb Whitley, Geneva; Debbie Gilmer, Friend; Vanee Holtmeier, McCool Junction; Linda Carroll, Fairmont; Ronile Ivie, Exeter; Cheryl Kraft, Waco; Rebecca Sandman, Utica; Angela Oliver, Clarks; Barbara Cotter, Stromsburg; Debra Schaefer, Seward; Joni Belew, Bee; Nancy Bryan, Osceola; Linda Schuerman, DeWitt; Mary Peschel, Schuyler; Deb Milius, Plymouth; Carri Vavra, Milligan, and Becky Corbin, Fairbury.

Joni Belew made a motion, seconded by Linda Schuerman that the minutes of Feb. 26, 2004 be approved. All present

voted "yes." Motion carried.

The treasurer reported a balance of \$124.18. Deb Schaefer made a motion, seconded by Vanee Holtmeier that the treasurer's report be approved. All present voted "yes." Motion carried.

Deb Schaefer thanked the Association for all the work they put into the Clerks' School Banquet and support for her.

It was suggested that everyone send cards to Grace Hoeft, as she had knee surgery.

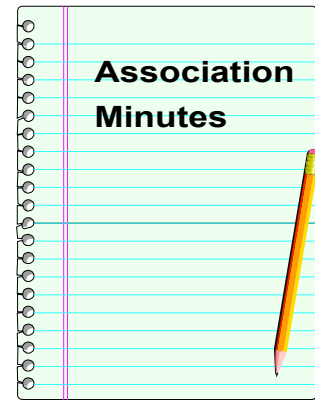
A thank you card will be sent to the League for the lunch they provided and the hospitality given for today.

Ways to encourage participation from more clerks in the association was discussed.

Dog ordinances that municipalities have in place and how dogs are controlled was discussed.

Clerks shared their celebrations and activities that will be held in their towns in the near future. Deb Schaefer suggested that the clerks let the League know of the activities so that they can be put in the newsletters.

Discussion on different ways that budgets are set up was held. It was decided to have a budget work session at the Seward Library on June 10, 2004 with lunch preceding. Clerks are to bring budget documents and



information to share with others. Other associations will be notified of the budget work session also.

Lori Rezny of Wilber will be hosting the next quarterly meeting in August.

The meeting was adjourned.

– *Respectfully submitted,*
Becky Corbin, CMC, City
Clerk/Treasurer

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.



Northeast Nebraska Clerks Association

The Northeast Nebraska Clerks Association met on April 15, 2004, at the Divots Conference Center in Norfolk. President Jolynn Weber called the meeting to order at 1 p.m. Vice President Nikki Johnson, Secretary Amy Kuchar and Treasurer Connie Foust were also in attendance. Clerks from the following communities were present: Vicki Miller-Elgin; Jeanne Stokes-Petersburg; Beth Deck-Norfolk; Betty Raabe-Hadar; Barbara Rabe-Wisner; Dianne Werner-Battle Creek; Elaine Hamm-Neligh; Alisha Bartling-Verdigre; Nancy Schaad-Leigh; Rita Johnson-Creighton; Mary Rogers-Pierce; Jean Rahn-Allen; Denise Peterson-Ponca; Monica Cook-Winnebago; Kim Butler-Homer; Lori Kathol-Dodge; Vikki Carlson-Laurel; Annette Junck-Laurel.

The January meeting minutes were read. Vicki Miller motioned to approve the minutes, seconded by Dianne Werner. All ayes, no nays, motion carried.

Treasurer Connie Foust read the treasurer report:

Betty Raabe motioned to approve the treasurer report, seconded by Elaine Hamm. All ayes, no nays, motion carried.

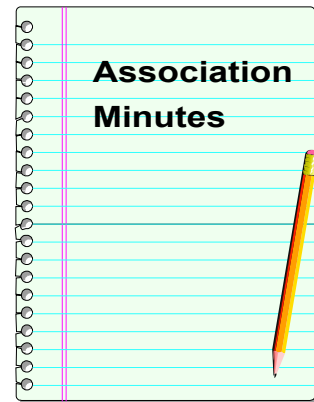
Sunshine committee gave an

update: Card was sent to Joan Cautrell for her husband's surgery. It was also mentioned that her son will not be coming home from Iraq as soon as expected. Card also sent to Karen Kleinschmit for the birth of her baby.

Those who attended the Clerks Institute in North Platte gave a good overall report of the school this year.

Jolynn Weber informed the Clerks that our association is in charge of the Thursday night banquet for the Clerk's Institute, which will be held in March 2005. She appointed a banquet committee consisting of Alisha Bartling, Lori Wragge, Betty McGuire, Karen Kleinschmit, Barb Raabe and Amy Kuchar. The committee will meet before the next association meeting and present several ideas for the theme of the event to get the group's opinion.

Weber also informed the Clerks that Gov. Mike Johanns would be signing a proclamation designating the week of May 2-8 as Municipal Clerks Week, on April 21. Clerks who would like to attend can meet at the League of Nebraska Municipalities in Lincoln at 9:30 a.m. on the 21st. Pizza will be



served for all who attend, after the signing at the League office.

Our next meeting will be announced and possible speakers were discussed.

Elaine Hamm made a motion to adjourn, seconded by Beth Deck. All ayes, no nays, motion carried.

After the association meeting, Renay Robison Scheer from the Northeast Nebraska Economic Development District came to discuss the economic development needs and housing issues in Nebraska. She wanted the Clerks' input on what resources are and are not available and how to address these needs. The input would then be relayed back to DED. Priorities discussed were: Homelessness and getting involved with local family preservation groups and community action groups.

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Northeast Nebraska Clerks Association

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Community development projects were discussed and Clerks gave their opinions on CDBG grants within their communities and the pros/cons to the grants. Public works grants were also discussed. Clerks also gave their opinions on projects DED could make available, such as offering

downtown improvement projects.

The featured speaker, Lee Sherry from the Madison County Extension office, then gave her presentation. She discussed ways in which we can use techniques to effectively communicate using verbal and nonverbal methods. Her examples were shown through

several nonverbal group activities that we participated in. She also discussed how important positive thinking is in our lives and how it affects not only our work environment, but also our personal life. Lee and Renay were both thanked for attending our meeting and for their presentations. Meeting concluded.

Johanns announces 2004 Homeland Security Grants to local communities

Gov. Mike Johanns in May announced the distribution of \$19 million to local communities as part of the 2004 Homeland Security grant allocations. The focus of this year's grants is on communications and improving local, regional and state interoperability.

Planning for this year's grants began with local communities, particularly law enforcement, assessing their response capabilities. The state worked together with local leaders to identify critical resource gaps and to prioritize critical needs. Together, they identified communications as the number one priority.

"I am very impressed by the collaborative efforts that have been inspired by the focus on communications," Johanns said. "When we put the various projects together on one map, I realized the tremendous progress toward interoperability they represent."

The \$19 million will be awarded to 78 counties in the coming days. The collaborative efforts of those counties represent 12 major communications projects throughout the state.

Lt. Gov. Dave Heineman said, "Our cities and counties are to be commended for the manner in which they integrated and coordinated their proposed



projects with each other as well as regionally. These communications projects will significantly improve local and regional interoperability and, on an emergency basis, allow local law enforcement, fire and emergency personnel to communicate with the Nebraska

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Johanns announces 2004 Homeland Security Grants to local communities

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State Patrol. These projects represent a giant step forward toward a statewide communications system.”

Under the umbrella of the 12 main projects, Douglas County will receive \$2 million to enhance the mobile data capability of law enforcement. Washington County will receive \$1.6 million to establish a new communications system to expand their coverage throughout the county and to integrate its system into the Douglas County system. Dakota and Dixon Counties are receiving \$650,000 to expand their communications systems and to allow Dixon County to connect the Dakota County communications system.

The southeast Nebraska counties of Cass, Otoe, Nemaha and Richardson will receive \$1.4 million to upgrade their communications centers and to begin assessing the potential to integrate into the Douglas County communications system. Saunders County will receive \$662,000 to expand its coverage countywide and to integrate its system into the Lincoln/Lancaster County communications system. Lancaster County will receive

\$1 million to complete the integration of 17 rural fire districts into the Lincoln/Lancaster County communications system.

The Central Nebraska region of Dawson, Buffalo, Hall, Hamilton, Frontier, Gosper, Phelps, Kearney, Adams and Harlan Counties will be receiving \$4.4 million to develop regional interoperability and to create a microwave backbone system to provide for redundant capability.

York, Seward, Fillmore, Saline, Jefferson and Gage Counties will receive \$2.2 million to upgrade their communications systems, develop regional interoperability and integrate their systems into the Lincoln/Lancaster County system.

The North Central Nebraska Counties of Hooker, McPherson, Thomas, Logan, Blaine, Loup, Garfield, Wheeler, Valley, Greeley and Sherman will receive \$611,000 to enhance their communications systems and to provide for regional interoperability. Cherry and Keya Paha Counties will receive \$284,000 to enhance their communications system.

Scotts Bluff County will receive \$938,000 to expand their coverage area within

Scotts Bluff, Banner, and Sioux Counties and add mobile and portable radios for rural fire districts, local law enforcement agencies, the Nebraska State Patrol, and Game and Parks. Dawes and Sioux Counties will receive \$519,000 to upgrade their communications system to allow them the ability to communicate with law enforcement in Wyoming and South Dakota.

The grant dollars outlined above were administered through two programs which call for 80 percent local distribution and 20 percent state distribution. The state’s share is \$4.7 million dollars. Of that amount, the Nebraska State Patrol is being awarded \$1.5 million to enhance the agency’s communications system and statewide connectivity.

Col. Tom Nesbitt, superintendent of the State Patrol, said, “The progress our agency will make with this grant and the statewide progress toward interoperability is very exciting to me and to all of us at the Patrol. I appreciate the fact that the Governor identified interoperability as a priority and the targeting of homeland security funds to support statewide interoperability.”



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.

June Birthdays

Sandy Psota	Burwell	6/1
Joan E. Kovar	David City	6/1
Lori Wragge	Plainview	6/2
Dan Mercer	Big Springs	6/3
Vicki Power	Gibbon	6/3
LaDonna Koch	Hildreth	6/5
Gary Yank	Crete	6/5
Ann Rumbaugh	Pawnee City	6/5
Rosalyn Covert	Plattsmouth	6/5
Lila Gamble	Kenesaw	6/6
Rita Ramirez	La Vista	6/6
June Went	Creston	6/8
Charlynn Krcilek	Giltner	6/8
Sandy Kruml	Ord	6/10
Charlene Newcomer	Cedar Bluffs	6/11
Linda Schuerrman	DeWitt	6/11
Diane K. Fries	Franklin	6/11
Marvin Deisley	Norman	6/12
Romona Bratton	Gilead	6/12
Diane Rosenfelt	Benkelman	6/14



Ashley Harimon	Bayard	6/15
Elaine Bayer	Broken Bow	6/15
Toni Siders	Gordon	6/15
Jean Thiele	York	6/16
Martin Gist	Falls City	6/17
Cheryl Smith	Berwyn	6/19
Mary Peschel	Schuyler	6/20
Valorie K. Stevens	Hay Springs	6/21
Jodi L. Wulf	Guide Rock	6/22
Jeanine Feeken	Dorchester	6/24
Connie Hartman	Hastings	6/24
Jan Fischer-Kessler	Humphrey	6/28
Lori Rezny	Wilber	6/28
Shelley Frels	Hershey	6/30
Michele Lincoln	Palmyra	6/31



Municipal Legal Calendar

(All statute citations to Revised Statutes of Nebraska)

JULY 2004

(All statute citations to Revised Statutes of Nebraska, 1943, as amended)

CITIES OF THE FIRST CLASS

- July 1 Chair of the Park and Recreation Commissioners must file with City Clerk an itemized statement of all expenditures of the Park and Recreation Board. (16-697)
- Between July 10 and
July 30 Advertise for Class C Liquor License renewals. (53-135.01)
- Between July 15 and
August 15 Job titles and salaries of employees shall be published. (19-1102)
- Prior to publication of
notice of budget hearing Council prepares proposed budget statement and makes it available to the public. (13-504)
- Before August 20 County Assessor certifies to each governing body the current valuation of all property subject to the applicable levy. (13-509)
- Before September 20 Budget Statement filed with County Clerk and State Auditor. (13-508)
- Within 15 days of
passage Clerk publishes ordinances passed. (16-405)
- Within 30 days following
Council meeting Clerk publishes official proceedings of meetings, including claims. (19-1102)
- Last day Clerk files monthly report. (16-317)
- Last day Treasurer files monthly financial report. (16-318)
- * * Clerk must prepare agenda prior to next Council meeting. (84-1411)
- End of each quarter Report from Depository Banks due. (16-714)

VILLAGES AND CITIES OF THE SECOND CLASS

- Between July 10 and
July 30 Advertise for Class C Liquor License renewals. (53-135.01)
- Between July 15 and
August 15 Job titles and salaries of employees shall be published. (19-1102)
- Prior to publication of
notice of budget hearing Governing body prepares proposed budget statement and makes it available to the public. (13-504)
- Before August 20 County Assessor certifies to each governing body the current valuation of all property subject to the applicable levy. (13-509)
- Before September 20 Budget statement filed with County Clerk and State Auditor. (13-508)
- Within 15 days of passage . Clerk publishes or posts ordinances passed. (17-613)
- Within 30 days following
Council or Board meeting .. Clerk publishes official proceedings of meeting including claims. (19-1102)
- Last day Treasurer files monthly financial report. (17-606)
- * * Clerk must prepare agenda prior to next Council or Board meeting. (84-1411)