
NEBRASKA MUNICIPAL CLERKS NEWSLETTER

APRIL 2003



NMCA Officers and Committees

The following information identifies the individuals that were elected as Officers, or volunteered for Committee positions at the 2003 Municipal Clerks' School.

Once again, the Board would like to extend its appreciation to all members who served in the past and to thank those individuals who volunteered for the upcoming year.

These positions will be effective at the beginning of our next year, which coincides with the League of Nebraska Municipalities Annual Conference in October of 2003.

OFFICERS:

President
Debra Schaefer, Seward
1st Vice President
Jolynn Webber, Albion
2nd Vice President
Harold Farrar, Kimball
Secretary/Treasurer
Joan Kovar, David City
Past President
Betty McGuire, Wayne

Board of Directors:

District 1:
Joyce Mick, Bayard

District 2:

Jerry Wilcox, Curtis

District 3:

Diane Fries, Franklin

District 4:

Beth Deck, Norfolk

District 5:

Vanee Holtmeier, McCool
Junction

COMMITTEES:

Certification Membership:

President
Debra Schaefer, Seward

Celebration of Clerks

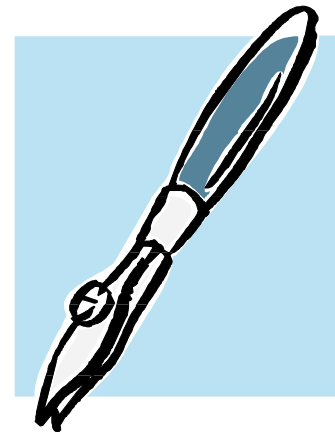
Past President
Betty McGuire, Wayne - Chair
Lanette Doane, Ansley
Sharon Welsch, Goehner
Tammy Cooley, Morrill
Cathleen Burbach, Hay Springs
Cindy Keslar, Ravenna
Kim Finecy, Doniphan
Elaine Bayer, Broken Bow

Scholarship:

1st Vice President,
Jolynn Weber, Albion

Silent Auction:

First Vice President
Harold Farrar, Kimball - Chair



LeAnn Brown, Oshkosh
Kim Robb, Lyman
Ann Trickler-Wessel,
Hemingford
Bonnie Doremus, Shelton
Diane Fries, Franklin
Brandi Livingston, Broadwater
Glenna Vodicka, Rushville
Kandra Kinne, Cambridge
Connie Beck, St. Paul
Jerry Wilcox, Curtis
Jolynn Weber, Albion
Kellie Crowell, Ravenna
Becky Corbin, Fairbury
Nicole Downey, Arapahoe
Char Newcomer, Cedar Bluffs

Monday Night Hospitality:

Delores Costanzo, Ralston -
Chair

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NMCA Officers and Committees

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DeAnn Zwickl, Grant
Lori Gamet, Paxton
Noni Thiesen, Ogallala
Patsy Williams, Wauneta
LeAnn Brown, Oshkosh
Lucinda Morrow, Wahoo

Wednesday Night Hospitality:

Rita Ramirez, Lavista - Chair
Donna Suhr, Ralston
Buster Brown, Omaha
Pat Rule, Bennett
Michelle Lincoln, Palmyra
Gary Yank, Crete
Ann Trickler-Wessel,
Hemingford
Kellie Crowell, Ravenna
Kimberly Ramsay, Pilger

Thursday Night Banquet:

Southern Seven Area Clerks
Association
Darla Hopwood, Shelby - Chair

Honorary Membership:

Barb Rabe, Wisner - Chair
Joyce Mick, Bayard
Bonnie Otte, Scottsbluff

Clerk of the Year Awards:

Beth Deck, Norfolk - Chair
Jo Leyland, Imperial
Vanee Holtmeier, McCool
Junction
Debra Schaefer, Seward
Diane Fries, Franklin
Linda Carroll, Fairmont

Nominating Committee:

Dianne Werner, Battle Creek -
Chair
Peggy Sheldon, Hemingford
Ginger Neuhart, Waverly
Kimberly Ramsay, Pilger
Jane Skinner, Ogallala
Joan Suhr, Valley

Clerks' Newsletter:

Beverly Bornschlegl, Bradshaw -
Chair
Beth Deck, Norfolk
Leah Huner, Winnebago
Darla Hopwood, Shelby

Clerks' Directory:

Joyce Mick, Bayard - Chair
Linda Jensen, Central City
Joan Cautrell, Magnet
Irene Cooper, Bridgeport

History:

Linda Jensen, Central City
Chair
Cindy Keslar, Ravenna
Angela Oliver, Clarks
Barbara Cotter, Stromsburg

Education:

Alice Schumaker, UNO - Chair
Connie Foust, South Sioux City
Peggy Sheldon, Hemingford
Darla Hopwood, Shelby
Kay Dammast, Bellevue
Barb Rabe, Wisner
Pat Borgelt, Tilden
Angela Oliver, Clarks
Nancy Bryan, Osceola

Leah Hunter, Winnebago
(Alice plans to hold a conference
call with Committee members
sometime this summer)

**Special Notice: Would all
individuals who served as the
Chair of these Committees
last year please see that the
new Chairs get their instruc-
tion books as soon as possible
so that they can follow the
outline.**

*– Submitted by Debra Schaefer
City Clerk-Treasurer/
Administrator Assistant
City of Seward Nebraska*

How to contact 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
Lincoln, NE 68509

In addition, most Senators have
e-mail available through the
Legislature's web site at
www.unicam.state.ne.us.



Broken Bow Clerk awarded CMC designation

Elaine L. Bayer, CMC, City Clerk/Treasurer of the City of Broken Bow, has been awarded the designation of Certified Municipal Clerk (CMC) from the International Institute of Municipal Clerks (IIMC) for achieving its high educational, experience and service requirements.

Ms. Bayer has been employed with the City of Broken Bow since 1978, serving as Office Management/Administrative Assistant and Deputy Clerk/Treasurer before appointment to her current position of City Clerk/Treasurer in 1999.

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 Clerks Association, Heartland Area Clerks Association, Winter League of Municipal Clerks and Kearney State College.

Active in professional affiliations, she is a member of the International Institute of Municipal Clerks, Nebraska Clerks Asso-

CHEERS!

ciation and the Heartland Clerks Association.

Ms. Bayer has been a member of the IIMC since March 2001. She joins 119 active Municipal Clerks from the State of Nebraska who currently hold the designation of "Certified Municipal Clerk."

Clean your desk today; it keeps the doctor away

There could be a bigger benefit to keeping your desk clean other than being organized and impressing the boss. It could prevent you from getting sick. A new study shows some desks are dirtier than toilet seats and contain more bacteria. Why? Generally, the evening cleaning crews steer away from them for the sake of an employee's privacy. As a result, coffee spilled here and there is never cleaned up, not to mention those cinnamon-coffee-cake crumbs.

The average desk has 400 times more bacteria than the average toilet seat, according to Charles Gerba, a germ expert who studied 12 workplace surface areas. The most bacte-

ria-laden objects included telephones, microwave handles, water-fountain handles and keyboards.

Those who keep a dirty desk, in fact, are more susceptible to catching a cold and other ailments spread by unchecked germs, according to the study. Consider this: 80 percent of colds and flu come from touching surfaces, the study said. The solution is simple: Buy a disinfecting product, such as Clorox wipes, and clean your desk daily. This will reduce germs and bacteria by as much as 99.9 percent.

Now that will impress the boss.

— adapted from *Freedom News Service*

Share your city, village's 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.



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.

May Birthdays

Deborah Whitaker	Memphis	5/5
Jeri Rowen	Lorton	5/7
Tammy Mohnson	Homer	5/8
Lisa Beaudette	Walthill	5/9
Raymona Williams	Dix	5/12
Lucy Boruch	Duncan	5/12
Myrna Mulligan	Haigler	5/13
Carl York	Cozad	5/15
Vanee Holtmeier	McCool Junction	5/15
Jolynn Weber	Albion	5/16
Loretta McCoy	McGrew	5/16
Martha Mayhew	Alda	5/17
Patricia J. Wiekhorst	Potter	5/18
Cynthia Puntney	Carroll	5/19
Penny Walkenhorst	Madison	5/20
Melissa Harrell	Wahoo	5/20
Sherrie Bartell	Sutton	5/21
Penny Osborn	Fairfield	5/22



Dorothy Gaeth	Arlington	5/23
Sharon Utemark	Emerson	5/23
George Crews	Gurley	5/25
Joan Cautrell	Magnet	5/26
Rebecca Lueck	Comstock	5/27
Belinda Daly	Arthur	5/29
Elaine Hamm	Neligh	5/30
Shirley Mallette	Uehling	5/30
Ardith Hopp	Unadilla	5/31
Becca Stingley	Waterbury	5/31



Municipal Legal Calendar

(All statute citations to Revised Statutes of Nebraska)

JUNE 2003

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)
First Monday	Board of Equalization meets. (16-707)
Second Monday	Library Board makes annual report to city. (51-213)
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)

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 or posts ordinances passed. (17-613)
Second Monday	Library Board makes annual report to city. (51-213)
Within 30 days following Council meeting	Clerk publishes official proceedings of meeting. (19-1102)
Last Day	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 or posts ordinances passed. (17-613)
Second Monday	Library Board makes annual report to city. (51-213)
Within 30 days following trustees' 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 Board meeting. (84-1411)