
NEBRASKA MUNICIPAL CLERKS NEWSLETTER

April 2007



IIMC announces 38th Annual Municipal Clerks Week – April 29-May 5

(MURRIETA, CA) – The International Institute of Municipal Clerks (IIMC), a professional non-profit association with 10,000 members comprised of city, town, township, village, borough, deputy and county clerks throughout the United States, Canada and 15 other countries, announces its 38th Annual Municipal Clerks Week – April 29 to May 5, 2007. IIMC President Marcella H.

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*

O'Connor, MMC, Municipal Clerk, Uralla Shire Council, Uralla, Australia, urges Municipal Clerks to highlight the importance of their roles and functions and the impact the Municipal Clerk's office has on the public.

"There are many responsibilities of the Municipal Clerk that the public takes for granted, such as keeping the council advised of legislation that affects them," O'Connor said. "Yet, if Clerks are negligent in their duties, then the smooth operation of our local government is greatly affected."

Check out Legislature's web site

Check the Legislature's web site for more information about your state Senators and the session. The NEW web site address is <http://nebraskalegislature.gov/web/public/home>.



"The functions of the Municipal Clerk require a thorough knowledge of law procedure, administration and interpersonal relations. To keep up with the constant changes in local government, many Municipal Clerks participate in continuing education and seminars and attend Municipal Clerks Institutes," O'Connor said.

"The true worth of the municipal and deputy clerk is often not realized," O'Connor, continued. "But clerks perform some of the principal functions of the democratic process."



Geneva Clerk-Treasurer expresses thanks

I am very honored to receive the award of "Outstanding Clerk 2007 for the Second Class City." Words do not describe how I felt, (and still do feel) at the NMCA Banquet. As you can see, I do wear my emotions right on my sleeves. Thank you to the committee for choosing me. I know this has to be a very difficult decision – everyone is deserving of this award.

Thank you to the Southern Seven Area Clerks Association for a very enjoyable Banquet. I thought everyone looked great in their outfits.

Thank you to my family, close friend, council members, mayor, city administrator and spouses for taking time off to be with me for the ceremony. I have to give it to them for keeping it a secret. It must have been very difficult from all of the stories that I have heard. Jill, my close friend, ignored me for about a week in fear she would have said something. Mayor Norrie had to write the check for all of the meals, since I see all of the checks that come through the office. And thanks to my husband for sitting and waiting at the High School for my daughter

to get out of school on Thursday



and not realizing she goes to the Middle School in a different town!!! We have all had some good laughs.

Thank you to my fellow clerks who have supported me in the ups and downs of this job. I know we all are in the same situations from time to time. The Municipal Clerk is a very unique person and wears so many "HATS."

*Barbara J. Whitley, CMC
City Clerk-Treasurer
City of Geneva*

Outstanding Village Clerk Award winner says thanks

Words can not express the overwhelming feelings and emotions that occurred when I was presented the Outstanding Village Clerk of the Year Award. Never in my life did I ever expect to be the recipient of such a prestigious honor! Even though my Board was unable to attend the banquet, they have since held a coffee at our local café in my honor, placed a congratulations note on our Village sign, and expressed to me how much they appreciate all that I do. Special



thanks to the past outstanding clerks who welcomed and visited with my family before the banquet. This was truly one of the most memorable experiences in my life!

Kimberly Neiman, Village of Pilger

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.



Fremont City Clerk offers thanks for Outstanding Clerk Award

I want to take this opportunity to thank the Nebraska Municipal Clerks Association for honoring me with the First Class, or Larger City Outstanding Clerk of the Year award. In the excitement and emotion of the moment, I believe I neglected to say the actual words of "Thank You." I would like to thank my Mayor, Donald "Skip" Edwards, and Department of Utilities General Manager/ Acting City Administrator Derril Marshall for nominating me.

"Thank you" needs to be said to my Council for their profes-

sionalism and dedication. The Three Rivers Clerk Association is a wonderful group of Clerks to be a part of and I am thankful for them. I want to say thank you to my support staff for doing what they do so well – support.

And speaking of support, I would be remiss not to mention my family. Without my family, I would be, quite certain, less of a person. I thank God that I can go to work and be energized, excited and challenged. To be recognized for something you love to do is just icing on the cake! Thinking back on my

speech I gave the night of the award, I must apologize if I offended anyone about the story of my husband and his calving ordeal. I fretted some over it but then realized – this is Nebraska – there probably weren't too many in attendance who didn't know exactly what I was talking about!

We have a great organization within the State of Nebraska with the Clerks Association. I am proud to be a part of it. I will always remember my first year of Clerks school when Kay Dammas stressed the importance of taking time for oneself. She is so right – make it a top priority!!

Submitted by Kim Volk, City Clerk, Fremont

Congratulations to winners of vendor game

Congratulations to the winners of the vendor game: Tami Arnold from Fairbury, Lori Gamet from Paxton, and Trisha Scott from Alma. I hope everyone participated in the vendor game and enjoyed talking to the vendors. A suggestion for next year was to have the vendors only on Wednesday and introduce them at the luncheon and during the hospitality evening. The vendors really enjoyed visiting with all of the clerks and are ready to come back next year.

Last year, we had nine paid vendors and this year we had 16 paid vendors. If you know of any other vendors that would like to be at our Institute and Academy, or you would like to see a particular product next year, please let me know. You may also contact Diane Fries from Franklin who will be taking over the vendor game for next year. Again, congratulations to our winners!!

Submitted by Barbara J. Whitley, CMC, NMCA Secretary-Treasurer

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.



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

Joan Kovar	David City	6/1
Brenda Harrison	Orchard	6/1
Lori Wragge	Plainview	6/2
Elizabeth Dilsaver	Taylor	6/2
Vickie Power	Gibbon	6/3
LaDonna Koch	Hildreth	6/4
Gary Yank	Crete	6/5
Rosalyn Covert	Plattsmouth	6/5
Lila Gamble	Kenesaw	6/6
Debora Daly	Mullen	6/7
Tammy Sherman	Lodgepole	6/7
Carlynn Kral Krcilek	Giltner	6/8
June Went	Humphrey	6/8
Carol Smith	Thurston	6/9
Sandy Kruml	Ord	6/10
Linda Schuerman	DeWitt	6/11
Diane Fries	Franklin	6/11
Toni Siders	Gordon	6/12
Patsy Williams	Wauneta	6/13
Diane Rosenfelt	Benkelman	6/14



Elaine Bayer	Broken Bow	6/15
Jean Thiele	York	6/16
Martin Gist	Falls City	6/17
Mary H. Tenbenschel	Arapahoe	6/19
Cheryl Smith	Berwyn	6/19
Mary Peschel	Schuyler	6/20
Connie Hartman	Hastings	6/24
Nadine Link	Malcolm	6/27
Jennifer Benes	Ulysses	6/27
Heather Nichols	Miller	6/28
Lori Rezny	Wilber	6/28
Mindi Laaker	Bennington	6/29



Municipal Legal Calendar

(All statute citations to Revised Statutes of Nebraska)

JUNE 2007

CITIES OF THE FIRST CLASS

Within 10 working 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)

Within 30 days following
Council meeting Clerk publishes official proceedings of meetings,
including claims. (19-1102)

Within 20 days after end of month Treasurer files monthly financial report. (16-318)

At end of month Clerk files monthly report. (16-317)

* * Clerk must prepare agenda prior to next Council
meeting. (84-1411)

CITIES OF THE SECOND CLASS

Within 10 working 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)

Within 30 days following
Council meeting Clerk publishes official proceedings of meeting.
(19-1102)

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 working 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)

Within 30 days following
trustees' meeting Clerk publishes official proceedings of meeting,
including claims. (19-1102)

Within 20 days after end of month Treasurer files monthly financial report. (17-606)

* * Clerk must prepare agenda prior to next Board
meeting. (84-1411)