
NEBRASKA MUNICIPAL CLERKS NEWSLETTER

July 2005



Tips to keep your work life running smoothly

Sometimes our workplaces can seem so out of control that we feel like there is nothing we can do to slow things down and bring some sense of calm to situations that seem like pure chaos and pandemonium. But the truth is that there are lots of preventative steps to keep you out of that emergency zone. Here are a few tips for keeping the pressure down to a minimum as you try to do your job:

- **When you make a mistake** – admit it. Why spend the time and energy doing a song and dance that won't serve you well in the end anyway?

- **Schedule regular staff meetings every week** and keep them as short as possible. Doing so should cut down on the number of interruptions you have each week to answer "quick questions."

- **Learn one of the hardest lessons for leaders** to comprehend: You don't have to know EVERYTHING to make a sound decision. Gather your

facts, assess your situation and make your decision. Good leaders learn to trust this process rather than drowning themselves in too much information.

- **Don't let your people-pleasing desire get you into trouble.** Before you agree to do something – look at your schedule. Is what you're considering feasible, reasonable or even possible? Once you answer this question honestly for yourself then get back to the person needing you and let him or her know your answer in a straightforward but kind manner.

- **If you go in early or stay late** to get work done and the phone rings – let it go. Focus on what you stayed past regular business hours to accomplish.

- **Instruct all of your employees to write their own job descriptions** – that is what they actually spend their time doing. Then ask them to write down detailed instructions for fre-

quently used procedures or processes important to their jobs. This will help new employees when they come on board and will save everyone time if someone has to take extended time off and his or her workload needs to be covered by other staff.

– adapted from *365 Ways to Simplify Your Work Life*, by Odette Pollar



Mark your calendars for the League's upcoming Annual Conference, which will be held Sept. 21-23 at the Kearney Holiday Inn.



Three Rivers Clerks Association Minutes

The Three Rivers Clerks Association met on June 14, 2005 at Hero Sandwich Shop in Fremont for a luncheon meeting. President Mary Kempf called the meeting to order with 15 members and the guest speaker present: Mary Kempf – West Point, Lorraine Smith – Clarkson, Shirley Mallette – Uehling, June Moline – Mead, Jennifer Carlson – Bancroft, Lori Kathol – Dodge, Joan Suhr – Valley, Lynne McIntosh – Fremont, Theresa Busse – North Bend, Gary Duncan – Yutan, Linda Welsher – Fort Calhoun, Nancy Hert – Waterloo, Mindi Laaker – Bennington, Kim Volk – Fremont, Patty Knobbe – Snyder, Candi Sanders (guest speaker with NPAIT).

Joan Suhr moved to approve the minutes from the April 21,

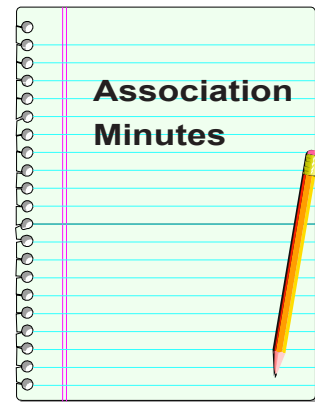
2005 meeting with two corrections: adding Angela Willmer of Valley was also present and correcting the name Jeanette Carlson to Jennifer Carlson as attending IIMC conference, seconded by Jennifer Carlson, all present voted aye.

The Treasurer's report showed a balance of \$1,145.08.

Mary Kempf and Jennifer Carlson who attended the IIMC Conference in St. Paul, Minnesota in May gave a report on the conference and their experiences there.

Dues were due Aug. 1 and those who haven't paid were reminded to do so.

The Mayor/Council Forum will be held Thursday, Nov. 3, 2005 at the Christensen Field Senior Center in Fremont, NE. The forum committee will decide on the caterer and menu. The speaker will be from the De-



partment of Economic Development.

A reminder was given to advertise for Class C liquor licenses in July and to publish job titles and salaries between July 15 and Aug. 15, 2005.

Congratulations were given to Lorraine Smith on completing the 1st level MMC and Linda Welsher completing her CMC. Various miscellaneous topics concerning city/village were discussed.

The next meeting will be held Aug. 18, 2005 at West Point. Possible topic – new water laws – LB962.

There being no further business, Theresa Busse moved to adjourn, seconded by Patty Knobbe.

– *Respectfully submitted,*
Lynne McIntosh, Sec/Trea Pro-Tem

Courage

Courage is grace under pressure.
– *Ernest Hemingway.*

Courage doesn't always roar. Sometimes courage is the quiet voice at the end of the day saying, "I will try again tomorrow."
– *Mary Anne Radmacher*

Man cannot discover new oceans unless he has the courage to lose sight of the shore.
– *Andre Gide*



Customer Service Workshops slated for August

Technology and overall service capabilities have stepped up the level of quality and quantity that customers today demand of your services. Municipalities need to ensure that their employees have the tools needed to achieve their goal of providing exceptional customer service.



Customer service workshops are being provided by the Utilities Section of the League of Nebraska Municipalities. These workshops are designed to allow participants to better understand their individual behavioral traits and relating them to services and customers. We not only wear a lot of different hats in our jobs, but we also wear or have a variety of behavioral tendencies – some we acquire and some we inherit. The techniques learned at these workshops will allow you to understand not only yourself but your customers.

Highlighted are topics such as listening skills and communication techniques.

Don't miss the opportunity to attend one of these exceptionally exciting, interesting and educational customer service workshops.

To register, just fill out the form below or any one of the customer service flyers mailed out. Hope to see you there! Wastewater operators can receive five hours toward their certification license.

Aug. 2, 2005 – Midtown Holiday Inn, 2503 So. Locust, Grand Island
(8:30 a.m. to 3 p.m.)

Aug. 23, 2005 – WWTP (Board Room), 3702 Rebecca Winters Rd., Scottsbluff
(8:30 a.m. to 3 p.m.)

Fun in the workplace builds camaraderie – and success

Are you contributing everything you can to promote fun in your work culture? If not, you might ask yourself why not?

How do your staff members have fun at work? Can people work hard at their jobs and still have fun in the environment your company provides? Firms that believe in fun work environments promote camaraderie. Do you throw surprise barbecues or parties for your workers? Have you ever had a mariachi band play for your workers in the parking lot? When you do throw a company party, what's the attendance like – do people show up with enthusiasm or dread, or not at all? Why not make "Having fun while we succeed" your new company motto?

—adapted from *Igniting the Spirit at Work*, by Marilyn Mason

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.



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.

August Birthdays

Janice Vanek	Prague	8//2
Debra Harms	St. Helena	8/5
Constance Foust	South Sioux City	8/7
Rose Hill	Bloomington	8/8
Karen Kleinschmit	Wausa	8/9
Linda Hess	Kenesaw	8/10
Robert Olson	Niobrara	8/10
Judy Schott	Nelson	8/11
Phyllis Davis	Wood Lake	8/11
Laurie Kellen	Chapman	8/12
Lori Streeter	Davey	8/12
Carie Hansen	North Loup	8/14
Nancy Thormahlen	Burr	8/15
Debbie Murphy	Dannebrog	8/15
Jeanne Stokes	Petersburg	8/15
Jody Kotschwar	Moorefield	8/16
Jami Hall	Republican City	8/16
Kim Schilousky	Cedar Rapids	8/19
Sarah Davenport	Overton	8/21



Patricia Rule	Bennet	8/23
Phyllis Smith	DuBois	8/23
Melpha Hiser	Litchfield	8/25
Deanna Schmit	Cody	8/25
Rachelle Keller	Rulo	8/26
Amy Speckmann	Yutan	8/26
Beverly Kimminau	Trumball	8/27
Sharon Graham	Coleridge	8/30
Cathie Walker	Phillips	8/30
Lola Wentz	Sterling	8/30
Mary Jean Rogers	Pierce	8/31
Victoria Bowman	Trenton	8/31



**Municipal Legal Calendar
(All statute citations to Revised Statutes of Nebraska)**

SEPTEMBER 2005

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)
On or before September 1 City Council determines final allocation of levy authority for its subdivisions
(77-3443)
On or before September 20 File adopted budget statement with County Clerk and State Auditor's Office.
(13-508)
Each month Clerk files monthly report. (16-317)
Within 20 days after end of month Treasurer files monthly financial report. (16-318)
Last Day End of Fiscal Year (16-701)
* * 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 following
Council meeting Clerk publishes official proceedings of meeting, including claims. (19-1102)
On or before September 1 City Council determines final allocation of levy authority for its subdivisions
(77-3443)
On or before September 20 File adopted budget statement with County Clerk and State Auditor's Office.
(13-508)
Within 20 days after end of month Treasurer files monthly financial report. (17-606)
Last Day End of Fiscal Year (17-701)
* * 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 following Trustees'
meeting Clerk publishes official proceedings of meeting, including claims.(19-1102)
On or before September 1 Village Board determines final allocation of levy authority for its subdivisions
(77-3443)
On or before September 20 File adopted budget statement with County Clerk and State Auditor's Office.
(13-508)
Within 20 days after end of month Treasurer files monthly financial report. (17-606)
Last Day End of Fiscal Year (17-701)
* * Clerk must prepare agenda prior to next Council meeting. (84-1411)