
NEBRASKA MUNICIPAL CLERKS NEWSLETTER

July 2006



Message from the President

*By Harold Farrar
City Administrator/Deputy Clerk, Kimball
NMCA President*

Hello fellow clerks!

WOW! Aug. 1st. Can't believe how fast time flies! The League Annual meeting is set for Sept. 27-29, 2006 in Lincoln. We will have an Executive Board meeting and a General Membership meeting at the Annual Conference.

Just received in the mail, a couple of pictures from the IIMC annual meeting in Anaheim, California. Thought I would include them in case anyone needed something to scare off their mice! (Sorry Geri & Lorin. I wasn't talking about you!!)

Received an e-mail about a fundraiser for Dianne Werner, Battle Creek, that the City of



IIMC Annual Meeting. From left: Lorin Anthony; Geri Anthony, Clerk/Treasurer, Sidney; Melody Farrar; Harold Farrar, City Administrator/ Deputy Clerk, Kimball.



NMCA President Harold Farrar holding state flag at IIMC annual meeting.

Battle Creek and the Northeast Clerks' Association is working on for Aug. 20, 2006. Please continue to keep Dianne in your thoughts and prayers. Contact Elaine Hamm, Neligh, or Pat Borgelt, Tilden if you have questions.

As we have been reviewing the bylaws the past two months, we will continue with Sections IX through XII this month. This will complete the bylaws. These bylaws are very important to our organization and I feel each member should understand what makes our organization run. If you feel something is in need of change, please notify one of the Executive Board members and

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Message from the President

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we can discuss it at an upcoming board meeting. We will run the entire set of bylaws next month as one unit so that everyone can print off a complete set.

CONSTITUTION AND BY-LAWS (Continued)

**NEBRASKA MUNICIPAL CLERKS' ASSOCIATION
A SECTION OF THE
LEAGUE OF NEBRASKA MUNICIPALITIES**

ARTICLE IX - AMENDMENTS

These By-laws may be amended at any Annual Meeting. Any proposed By-law amendments shall first be submitted, in writing, to the Secretary-Treasurer of the NEBRASKA MUNICIPAL CLERKS' ASSOCIATION prior to the Clerks' Certification School and shall be approved by two-thirds vote of the Active Members in attendance at the Clerks' Certification School. (3/15/01)

Ballots shall be canvassed by a committee appointed by the President of the NEBRASKA MUNICIPAL CLERKS' ASSOCIATION. Report on results shall be made during the session. Upon approval, the proposed amendment shall be submitted to the membership for ratification at the Annual Meeting and, if ratified, shall be in force immediately after closing of the Annual Meeting. (3/15/01)

ARTICLE X - PARLIAMENTARY PROCEDURE

Robert's Rules of Order, Revised, shall govern the procedures of the NEBRASKA MUNICIPAL CLERKS' ASSOCIATION in all cases where they are applicable.

ARTICLE XI - VACANCIES

The Executive Committee shall fill, by appointment, any vacancies occurring in any elective office not already provided for in these By-laws. Written consent of the appointee shall be obtained by the Executive Committee before the appointment is made.

The President, and First and Second Vice Presidents shall fill, by appointment, any vacancies occurring in the committees for which they are respectively responsible.

ARTICLE XII - EFFECTIVE DATE

The effective date of these By-laws or amendments thereto shall be the date and time of the Annual Meeting at which the resolution of adoption is approved by a majority of the Active Members in attendance.

Approved this 21st day of March, 2002.

Have a safe month, don't drink and drive, neuter your pets and most of all enjoy life!!
YMOS, Harold M. Farrar



CITY NEWS:

Bellwood Daze slated for Aug. 4-6

Bellwood will celebrate Bellwood Daze Aug. 4-6, which draws an average crowd of 2,000 annually and includes extensive community participation. Bellwood Daze was originally organized to generate publicity for Bellwood and to let others know what the community has to offer.

Among events offered during Bellwood Daze are the following:

Aug. 4: A burger bash; old-timers softball game; and, a

polka band.

Aug. 5: Breakfast; two-and-five-mile walk/run; small engine show; sand volleyball tourney; boutique/craft displays; firefighter water fights; kids' games; pony rides; train rides; and, a street dance.

Aug. 6: Horseshoes; small engine show; boutique/craft displays; car/motorcycle show; Farmer's Olympics; and, an ATV drawing.

*Submitted by Jeannie Johnson,
Clerk/Treasurer, Bellwood*

Classified

Building Inspector/Zoning Administrator. City of Valley is accepting applications for the position of Building Inspector/Zoning Administrator. Associate degree or equivalent preferred. Certification required, including two years of experience in code or building enforcement related field. Job description and applications are available at Valley City Hall, 203 North Spruce Street, Valley, Ne. (402-359-2251). Open until filled. City of Valley is an EOE employer.

Werner benefit to be held Aug. 20; plans being made for Silent Auction

The City of Battle Creek and Thrivent is having a benefit for Dianne Werner, City Clerk, on Sunday, Aug. 20, which is going to be a breakfast served from 9:30 a.m.-1 p.m. at the B.C. Elementary School multipurpose room.

In addition, the Northeast Clerks are trying to get a silent auction together (much like what we do at Clerks Academy) We have gathered several articles for

this. Would you be so kind as to pass this information on to the clerks in your area association? We can use more silent auction items, and also would love to see many of you attend this event. If items could be gathered to a central location, perhaps we could pick them up.

Cash donations may also be sent to Janice Aldag, Thrivent Representative, at P.O. Box 523, Battle Creek, NE 68715. As many of you know, Dianne lost her leg to a very serious

infection, but the Good Lord saved her life.

She is now home after two-and-a-half months of hospitalization and rehab, and is trying to go back to work for short periods of time. The good news is that she will be getting the prosthesis soon.

Thank you in advance. Please contact Elaine Hamm, Neligh, or me if you have any questions.

*Pat Borgelt, City Clerk,
Tilden*



Fairmont Clerk/Treasurer accepted into Second Level of IIMC Academy Program

Linda J. Carroll, CMC, Village Clerk/Treasurer of the Village of Fairmont, has been accepted into the Second Level Membership of the IIMC Master Municipal Clerk Academy.

About 15 percent of more than 10,300 members of the IIMC have qualified for the

Academy status.

IIMC President Marcella H. O'Connor, MMC, Municipal Clerk of Uralla Shire Council, Uralla, Australia, said: "I am honored to welcome Ms. Carroll in the Second Level Membership of the IIMC Master Municipal Clerk Academy. She has demonstrated and

obtained career development goals that will aid her in maintaining the quality of excellence that is required of today's public officials and administrators."

CHEERS!



Omaha City Clerk accepted into First Level of IIMC Academy

Buster J. Brown, CMC, City Clerk of the City of Omaha, has been accepted into the First Level Membership of the IIMC Master Municipal Clerk Academy.

IIMC President Marcella H. O'Connor, MMC, Municipal Clerk of Uralla Shire Council, Uralla, Australia, said: "I am honored to welcome Mr. Brown as a member in the

Congratulations

First Level Membership of the IIMC Master Municipal Clerk Academy. He has demonstrated and obtained career development goals, which will aid him in maintaining the quality of excellence required in today's public officials and administrators."

Mark your calendar for the League's Annual Conference

Sept. 27-29

**Cornhusker
Marriott Hotel,
Lincoln**

Submit your ideas, materials for the Clerks Newsletter

Harold Farrar, Kimball City Administrator, Deputy Clerk and 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.



Bridgeport Clerk-Treasurer accepted into IIMC Master Academy Program

Irene Y. Cooper, CMC, City Clerk-Treasurer of the City of Bridgeport, has been accepted as a member in the Master Municipal Clerk Academy Program of the International Institute of Municipal Clerks (IIMC). IIMC President Marcella H. O'Connor, MMC, Municipal Clerk of Uralla Shire Coun-

cil, Uralla, Australia, said: "I am honored to welcome Ms. Cooper as a member in the Master Municipal Clerk Academy. She is dedicated to municipal service and an inspiration to all members of our profession."

To date, about 15 percent of 10,300 members of the IIMC have qualified for the Master Municipal Clerk Academy status.

Ms. Cooper has been employed with the City of Bridgeport since June 1995, serving as Assistant Clerk/Treasurer before appointment to her current position of City Clerk-Treasurer in December 1995. She completed an IIMC-approved Certification Program and

received her Certified Municipal Clerk (CMC) designation in July 2002.

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 and served as President, Vice President, and Secretary/Treasurer to the Panhandle Clerks Association.

Ms. Cooper has been a member of the IIMC since August 1995.

CHEERS!



On truth

All truths are easy to understand once they are discovered; the point is to discover them.

– Galileo Galilei

On work

Nothing will work unless you do.

– Maya Angelou

On computers

A computer once beat me at chess, but it was no match for me at kick boxing.

– Elmo Philips

A small way to stay positive in the office

Staying positive can be hard in today's world, but here is one small way to work a little positivity in your daily routine. Each day, before you sit down to work, grab a small piece of paper and write a nice thought down about someone you work

with. Later, when you see that person, work your positive thought into your conversation. It's a small way of making the world a little nicer, and it just takes a minute to plan and a short time to deliver.



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

Rhonda Hammock	Inman	8/1
Janice Vanek	Prague	8/2
Betty Raabe	Hadar	8/3
Teresa J. Meier	Lincoln	8/4
Debra Harms	St. Helena	8/5
Christi Schartz	Hay Springs	8/7
Vicky Kellogg	Herman	8/7
Rose Hill	Bloomington	8/8
John Rice	Genoa	8/9
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 Killin	Chapman	8/12
Lori Streeter	Davey	8/12
Trisha Shepard	Edgar	8/13
Carrie Hansen	North Loup	8/14
Nancy Thornmahlen	Burr	8/15
Jeanne Stokes	Petersburg	8/15
Jami Hall	Republican City	8/16
Judy McClellan	Burchard	8/18
Wendy Pokorney	Surprise	8/18



Kim Schilousky	Cedar Rapids	8/19
LaVonro Moslander	Pickrell	8/19
Shawn Smith	Valley	8/20
Monica Wilkinson	Otoe	8/22
Patricia Rule	Bennet	8/23
Phyllis Smith	DuBois	8/23
Vicki Carlson	Laurel	8/23
Melpha Hiser	Litchfield	8/23
Deanna Schmit	Cody	8/25
Deanna Schmidt	Valentine	8/25
Patricia Smith	Sprague	8/26
Beverly Kimminau	Trumbull	8/27
Mary Ketelsen	Center	8/30
Catherine Walker	Phillips	8/30
Victoria Bowman	Trenton	8/30
Kim Egger	Cedar Bluffs	8/31
Shirley Johnson	Bushnell	8/31
Mary Jean Rogers	Pierce	8/31



Municipal Legal Calendar

(All statute citations to Revised Statutes of Nebraska)

SEPTEMBER 2006

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)

At end of 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)