
NEBRASKA MUNICIPAL CLERKS NEWSLETTER

June 2006



Message from the President

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

Hello fellow clerks!

I can not believe it is almost July 1! Where has all the time gone? Just got back from the League's Accounting & Finance Conference in Kearney. On the way home, I stopped in North Platte and on Saturday we celebrated my Father's 80th birthday! What a party!!

Along with summer and all the fun, we also get to begin work on budgets. That time is here! Best of luck to everyone on making the revenues at least equal the expenses.

As we have been reviewing the bylaws the past two months, we will continue with Sections VII through VIII this month. These are not much fun to read but they are very important.

Article VII discusses the types of meetings. Article VIII talks about our elections of officers and district directors. Please read through these articles. These bylaws are very impor-

tant 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 we can discuss it at an upcoming board meeting.

CONSTITUTION AND BY-LAWS (Continued)

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

ARTICLE VII - MEETINGS

SECTION 1. ANNUAL MEETING

The annual meeting will be held in conjunction with the Annual Conference of the League of Nebraska Municipalities. (3/15/01)

SECTION 2. SPECIAL MEETINGS AND EXECUTIVE COMMITTEE



Special meetings of the NEBRASKA MUNICIPAL CLERKS' ASSOCIATION may be called by the President or three of the members of the Executive Committee.

A written notice shall be mailed to all members of the Executive Committee for any specially called meeting. There shall also be a notice of special meetings in the Municipal Clerks' Newsletter, or an acknowledgment of said special meeting being held if a meeting is held before the Newsletter publication date.

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Message from the President

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SECTION 3. ORDER OF BUSINESS

At all meetings of the NEBRASKA MUNICIPAL CLERKS' ASSOCIATION, except special meetings, the order of business shall be:

1. Roll Call
2. Reading of Minutes
3. Report of Officers
4. Reports of Standing Committees
5. Reports of Special Committees
6. Communications
7. Unfinished Business
8. Election of Officers (at the meeting held in conjunction with the Clerks' Certification School only)
9. New Business
10. General Discussion

SECTION 4. QUORUM

Fifteen (15) Active Members of the NEBRASKA MUNICIPAL CLERKS' ASSOCIATION shall constitute a quorum at any Annual Meeting or Special Meeting.

Five (5) members of the Executive Committee shall constitute a quorum of that body.

ARTICLE VIII - ELECTION OF OFFICERS AND DISTRICT DIRECTORS

SECTION 1. NOMINATING COMMITTEE

The President shall, prior to the Clerks' Certification School, appoint a Nominating Committee who, at the Clerks' Certification School, shall

submit nominees for the NEBRASKA MUNICIPAL CLERKS' ASSOCIATION Officers and District Directors. Additional nominations may be made from the floor at the Clerks' Certification meeting at which the election for the final nominee is held. (3/15/01)

The election of the final nominee for each office shall take place at Clerks' Certification School. The nominee receiving the highest number of votes cast for the respective office shall be declared the final nominee and will be confirmed at the Annual Meeting.

SECTION 2. ELIGIBILITY

Only Active Members who have had three (3) consecutive years experience as City Clerk or Deputy City Clerk shall be eligible for nomination and election.

SECTION 3. ELECTION OF OFFICERS

The election of Officers and District Directors shall take place at the Annual Meeting. The nominee receiving the highest number of votes cast for the respective office shall be declared duly elected thereto.

SECTION 4. DISTRICT DIRECTORS

There shall be one District Director from each of the five districts in the State. The District Directors will be elected by a majority of the Active Members present at the Annual Meeting, but each of the five District Directors must be from a different district. The Nominating Committee

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Message from the President

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will be required to submit nominees from each district in which a vacancy will occur due to the expiration of the term of office. Vacancies in the office of District Director due to resignation or death shall be filled for the unexpired term by appointment by the Executive Committee.

Of the three District Directors serving for the fiscal year 1988-1989, one shall be nominated for the office of Secretary-Treasurer for the fiscal year 1989-1990 and the two remaining District Directors shall serve another one-year term. Three additional District Directors, from the remaining districts, will be elected for two-year terms. Thereafter, all District Directors will be elected for two-year terms.

The boundaries of the five districts may be amended by resolution of the Executive Commit-

tee if population changes deem this action necessary.

SECTION 5. COMMENCEMENT OF TERMS OF OFFICE

Officers and District Directors shall begin their terms of office immediately following the confirmation at the Annual Meeting. (3/15/01)

Don't forget to celebrate the 4th of July, our independence day! Most important of all, don't forget who has allowed us all of our freedoms we enjoy. Make sure to thank those who have served us or are currently serving and protecting us!

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

YMOS, Harold M. Farrar

Beck accepted into Master Municipal Clerk Academy

Connie Jo Beck, CMC, Deputy Clerk of the City of St. Paul, has been accepted as a member in the Master Municipal Clerk Academy Program of the International Institute of Municipal Clerks (IIMC).

Ms. Beck has been employed with the City of St. Paul since November 1996, serving as Secretary before appointment to her current position of Deputy Clerk in April 1998. She completed an IIMC-approved certification program and received her Certified Municipal Clerk (CMC) designation in June 2003.

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 the Heartland Clerk's Association. Ms Beck has been a member of the IIMC since May 1999.

CHEERS!





America's Official Fourth of July City - Seward, Nebraska invites you all to its 138th Annual Old-Fashioned, Small Town July 4 Celebration

The theme of this year's celebration is Pride on the Prairie

Since 1868, Seward has honored and celebrated the anniversary of our United States. Rich in community history, this celebration has grown to state and national attention, emphasizing the total community effort. This example of "small town" America celebrating as it has for over 130 years, will again happen on July 4, 2006, and we invite you to share this day with us, if not in person, at least in spirit!

Some of the items of interest are: The Culpepper and Merriweather Big Top Circus on July 2; Special appearances by Na-

Fourth of July Song: I Love Red, White and Blue (sung to the tune of "When the Saints Go Marching In")

Our flag is red
Our flag is white
And in the corner it is blue,
Oh, our flag stands for our country,
Now I love red, white & blue.

Some stripes are red.
Some stripes are white.
And in the corner it is blue,
Oh, our flag stands for our country,
Now I love red, white & blue

*Submitted by Deb Schaefer, Clerk/Treasurer/
Administrative Assistant, Seward*

tional Poet Laureate Ted Kooser; the Blue's Amusements Carnival; Nebraska's Best Handmade Craft Show - "Crafts on the Square" running all day long; the Blue

River Music Festival at the City Park/Fairgrounds from 12:30 p.m. to 9:30 p.m.; the Grand Parade starting 4 p.m.; and last, but certainly not least, the Giant Fireworks Salute beginning at 10 p.m. For a full schedule of events, visit www.sewardne.com

Hope to see you there!

*Submitted by Deb Schaefer, Clerk/Treasurer/
Administrative Assistant, Seward*



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.



CITY NEWS:

Come explore the Sand Hills July 13

The date for the 5th annual Sand Hills Discovery Experience at the Ainsworth Community Schools is fast approaching. The “**Tapestry of Sand Hills Life**” is scheduled for July 13 with tours the day before and after. We have included five far reaching and diverse topics in this Tapestry Experience. Some of the hows and whys pertaining to life in these sand hills will be explored by experts in **five special areas**.

Native-born Carol Fling Lauritzen, who is now a professor of education at Eastern Oregon State, will focus her remarks on the **One Room School**. Carol has published a book dealing with her experiences attending a one-room school near Ainsworth. Her educated, but hands-on approach to this topic should prove very insightful.

Local business leader, Rich Walters, with a long time involvement in rural electricity and current position as manager of the KBR Rural Public Power District will furnish a wealth of information about **rural electricity** past and present. He has been in a position to observe firsthand the development of the wind farm south of

Ainsworth. He is also very knowledgeable about the countless miles of wires that weave in and out of remote locations to bring electricity to the rural residents of this sand hills region.

Everyone is curious about **the weather**. What is happening with it and what has happened over the recorded past will be explored by two experts, Chris Buttler and Cliff Cole from the North Platte Weather Service. Some increased knowledge in this area can't hurt in making those important weather related decisions that are so much a part of sand hills living.

“**Sand Hills Belowground Ecology**” promises to be a top-notch scientific presentation. Dr. David Wedin, research scientist from UNL and leader of a team that has conducted a variety of experiments on the Sand Hills at the Barta Brother's ranch south of Bassett near Rose will present this topic. They have made some very interesting discoveries there that are relevant to this long dry spell that has settled over us this spring.

A favorite with all groups should be Ethnobiologist, Kay Young's presentation on “**Ed-**



ible Prairie Plants.” Our forefathers may have known where to find a nourishing meal without the convenience of the local supermarkets. Because much of the Sand Hills land remains undisturbed by the plow and the effects of chemical weed control, it is an excellent place to explore for these natural delicacies. Kay, from Lincoln, is a published expert in this field.

The day's activities will be punctuated by the opportunity to visit a wide variety of vendors and exhibits that will offer some special aspect of the sand hills for you to experience and observe. Lunch promises to be a great time to network with other enthusiasts and to enjoy a home prepared meal in the setting of the beauty of natural flowers and a dessert made from one of the wild edible plants. Ainsworth Schools' own

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Come explore the Sand Hills July 13

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renown B.E.A.T group under the direction of Kim Bejot will welcome you back to the lecture hall after lunch with the riveting sounds of their percussion ensemble.

A rib-eye steak banquet at the Ainsworth Elks Club, which is noted for its food and relaxing atmosphere, is an added opportunity. Otto Rosfeld from Valentine will entertain with his guitar and sing songs and tell stories from the Sand Hills Region.

A complement of tours will be offered on July 12 and more on July 14. This will be an opportunity to get close to the Sand Hills and surrounding regions. A fossil bed featuring deposits from about 6/12 million years ago will again be opened for the amateur fossil hunters. The tour

of the Wind Turbine Farm will give you a look at Nebraska's Largest Wind Farm. Jim Swinehart will conduct a tour to a geologic study area south of Merriman known as Lake Wobig where participants can see remnants of a 10,000-plus year-old-lake bed. The Nature Conservancy is a great place to observe the meeting place of both western and eastern flora and fauna. A trip to see a real one-room schoolhouse and have a guided tour by people who have experienced education in this setting will take place at the Bassett Fair grounds.

Rounding out this tour experience will be a conducted tour of an area where edible plants can be found in their native setting.

More precise information on this event can be obtained by

contacting the North Central Development Center /Chamber of Commerce office at 315 North Main; Ainsworth, NE 69210; ph 402-387-2740 or at the web site

<ainsworthlinks.com. >

This promises to be one of the better experiences waiting for you this summer. Events are priced to fit the family budget.

Your experience can also be converted into one hour of education credit through Wayne State College.

To find out more, contact Wayne State College, 1111 Main St., Wayne, NE 68787; ph. 1-800-228-9972 or email the continuing education department, demostel@wsc.edu.

*Submitted by Kristi Thornburg, Administrator/
Clerk/Treasurer*

Did you know?

Did you know that you can rent Training Videos from the Nebraska Library Commission through your Local Library? It's true – you really can. For example, in Seward, we recently held a Department Head training session and I checked out the following tape: "Legal Survivor Skills

for the Modern Manager." This training video was developed in 2005 and during the tape, staff was trained on the importance of following personnel rules and regulations, safety regulations and federal fair labor regulations. We hold training sessions throughout the year and have checked out

several very good training videos from the Nebraska Library Commission in the past. If you would like to use these services, just ask your Library Director to help you.

*Submitted by Deb Schaefer,
Clerk/Treasurer/Administrative Assistant, Seward*



Northeast Nebraska Clerks Association Minutes

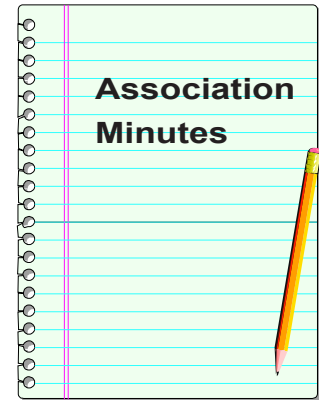
The Northeast Nebraska Clerks Association met on April 20, 2006 at the Norfolk City Council Chambers in Norfolk. President Elaine Hamm called the meeting to order at 1 p.m. Vice President Alisha Bartling was also in attendance. Secretary Nancy Morfeld recorded the minutes. Treasurer's report – checking, \$134.06, and savings, \$830.62. Clerks from the following communities were present: Nancy Morfeld – Stanton, Kim Neiman – Pilger, Crystal Lenzen – Hartington, Lori Wragge – Plainview, Carmen Jacobs – Creighton, Betty Raabe – Hadar, Vicki Miller – Elgin, Sue Murray – South Sioux City, Rita Johnson – Creighton, Joan Cautrell – Magnet, Patricia Borgelt – Tilden, Dianne Werner – Battle Creek, Beth Deck – Norfolk, Denise Peterson – Ponca, Barbara Rabe – Wisner, Alisha

Bartling – Verdigre, Nikki Johnston – O'Neill, Amy Kuchar – Meadow Grove, Joan Hanson – Concord, Elaine Hamm – Neligh, Karen Kleinschmidt – Wausa, Amy Wegener – Madison, Paula Biehle – Madison, Shari Auge – Newman Grove.

Elaine Hamm introduced the guest speaker, Gina Clyde from Bright Horizons. A very informative program was given on sexual harassment and what programs Bright Horizons offers.

Karen Kleinschmidt motioned to approve the minutes, seconded by Beth Deck. All ayes, no nays, motion carried.

Karen Kleinschmidt motioned to approve the invoice for the meal and treasurer's report and seconded by Beth Deck. All ayes, no nays, motion carried. Sunshine committee reported on cards sent out.



Dues of \$5 are due in April. Discussion was held on the new code books from the League and American Legal.

An update was given on clerk's school by members who attended.

Dianne Werner motioned to donate \$25 to Bright Horizons and seconded by Crystal Lenzen. All ayes, no nays, motion carried.

Meeting adjourned at 2:30 p.m.
Submitted by Nancy Morfeld - Secretary

Clerks Newsletter information sought

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.

Beck accepted into Master Municipal Clerk Academy Program

Connie Jo Beck, CMC, Deputy Clerk of the City of St. Paul, has been accepted as a member in the Master Municipal Clerk Academy Program of the International Institute of Municipal Clerks (IIMC).

Ms. Beck has been employed with the City of St. Paul since November 1996, serving as Secretary before appointment to her current position of Deputy Clerk in April 1998. She completed an IIMC-approved certification program and received her Certified Municipal Clerk (CMC) designation in

June 2003.

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 the Heartland Clerk's Association. Ms Beck has been a member of the IIMC since May 1999.

CHEERS!



Budget Time (Sung to the tune of "O' Christmas Tree")

Oh Budget time, oh budget time, oh how you can make me crazy...

Oh Budget time, oh budget time, oh how you can make me crazy...

Each year you conjure up a fright, the meaning of a lid that's tight...

Oh Budget time, oh budget time, oh how you can make me crazy...

Oh Budget time, oh budget time, this job is never easy...

Oh Budget time, oh budget

time, this job is never easy..., Your balance is too often high, a slash or two makes grown men cry...

Oh Budget time, oh budget time, you do not make it easy.

I wonder if there's anyone - to pawn this off and get it done???

Oh Budget time, oh budget time, oh how you make me crazy.

Submitted by Deb Schaefer, Clerk/Treasurer/Administrative Assistant, Seward

Bayard Clerk/ Treasurer accepted into Second Level Membership of IIMC Academy

Joyce Mick, CMC, City Clerk/Treasurer of the City of Bayard, has been accepted into the

CHEERS!



Second Level Membership of the International Institute of Municipal Clerks Master Municipal Clerk Academy. Approximately 15 percent of more than 10,300 members of the IIMC have qualified for academy status.

IIMC President Marcella H. O'Connor, MMC, Municipal Clerk of Uralla Shire Council, Uralla, Australia, said: "I am honored to welcome Ms. Mick into 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."



Three Rivers Clerks Association Minutes

The Three Rivers Clerks Association met on June 15, 2006 at Franky & Oly's in Fremont, Nebraska. President Mary Kempf called the meeting to order with 12 members present: Mary Kempf, West Point; Kim Volk, Fremont; Jennifer Carlson, Bancroft; June Moline, Mead; Dawn Schmidt, Yutan; Linda Cech, Clarkson; Shirley Mallette, Uehling; Theresa Busse, North Bend; Lori Kathol, Dodge; Sheri Skeahan, Ceresco; Joan Suhr, Valley; Shawn Smith, Valley.

Moved by Sheri Skeahan, seconded by Joan Suhr to approve the minutes, as corrected to include Dawn Schmidt, Yutan, as being present, from the April 27, 2006 meeting. Roll call vote showed all members voting aye – 12 ayes. Motion carried.

The Treasurer's report showed a balance of \$1,277.23.

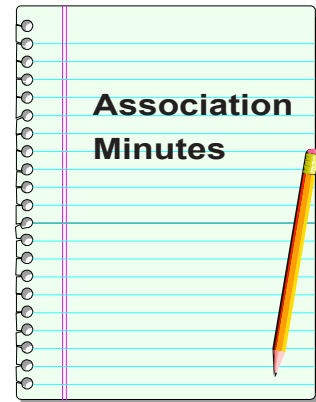
Discussion was held regarding the next Mayor/Council Forum to be held Nov. 16, 2006. Bill Podraza will be the speaker. He has lowered his fee to \$125. Taste of Elegance will be the caterer. They will provide us with menu selections in the fall.

The price of the forum will be decided upon at the next meeting.

President Kempf announced that Dianne Werner, Battle Creek, was recovering from a leg amputation. Everyone signed a get well card and Mary will mail it to Dianne. President Kempf also announced Class C liquor license renewals need to be advertised in July, titles and wages need published in July, fireworks season is upon us and the open meeting law will become effective July 1, 2006.

Shawn Smith, Valley presented the slate of officers running for election. Kim Volk, Fremont, is running for president; Patty Knobbe, Snyder, is running for vice president; and, Jennifer Carlson, Bancroft, is running for secretary/treasurer. President Kempf asked for nominations from the floor. Shirley Mallette, Uehling, moved for nominations to cease and the ballot be approved as presented, seconded by Joan Suhr, Valley. Roll call vote showed all members voting aye – 12 ayes. Motion carried.

President Kempf presented small gifts to the outgoing board members for their service. She also presented a small gift to Shirley Mallette, Uehling for her long time



service as a city clerk. President Kempf reminded members that dues are renewed in August and the new officers will begin their terms in August.

Theresa Busse, North Bend volunteered to audit the books before the new officers begin. Joan Suhr, Valley shared news that the Kempf's had been awarded the 2006 Good Neighbor Award presented by the Knights of Aksarben.

There being no further business, President Kempf announced the next meeting will be Aug. 17 in Valley at City Hall. Fred Mytty, Dodge County Election Commissioner, will be the featured speaker. Moved by Sheri Skeahan, Ceresco and seconded by Jennifer Carlson, Bancroft, to adjourn. Meeting adjourned at 1:47 p.m.

*Respectfully Submitted,
Kim Volk, Acting Secretary*



Ponca City Administrator/Clerk/Treasurer accepted as member in IIMC Master Municipal Clerk Academy

Denise Peterson, CMC, City Administrator/Clerk/Treasurer of the City of Ponca, has been accepted as a member in the Master Municipal Clerk Academy Program of the International Institute of Municipal Clerks (IIMC). To date, approximately 15 percent of 10,300 members of the IIMC have qualified for the Master Municipal Clerk Academy status.

Ms. Peterson has been employed with the City of Ponca since March 2002, where she serves in the position of City Administrator/Clerk/Treasurer. She completed an IIMC-approved certification program and received her Certified Municipal Clerk (CMC) designation in April 2005.

Continuing her professional education, she has completed IIMC-approved academy

programs. She also has completed other courses, seminars and conferences relating to local government.

Active in professional affiliations, she is a member of the IIMC and Nebraska Municipal Clerks Association. Ms. Peterson has been a member of the IIMC since March 2003.

CHEERS!



Kempf receives IIMC's Master Municipal Clerk designation

Mary Kempf, MMC, City Clerk of the City of West Point, has received the Master Municipal Clerk designation through the IIMC Master Municipal Clerk Academy Program. She joins an elite group of Municipal Clerks in the state of Nebraska who have achieved the prestigious MMC designation.

IIMC President Susan L. Morrow, MMC, Municipal Clerk, Plainfield Charter Township, Michigan, said: "I am honored to announce that Ms. Kempf joins 459 other municipal clerk members of IIMC who have received the Master Municipal Clerk (MMC) designa-

tion. It symbolizes her status as a true municipal clerk professional."

Ms. Kempf has been employed with the City of West Point since April 1992, serving as Deputy City Clerk before appointment to her current position of City Clerk in January 1994.

She achieved IIMC's Certified Municipal Clerk status in May 1997, entered the Master Municipal Clerk Academy Program in November 1999, and has continued to fulfill the educational service requirements through each of her Three Levels of Membership in the Academy.

Since Ms. Kempf's inception into the Academy, she has completed IIMC-approved academy programs and seminars conducted by the School of Public Administration, University of Nebraska, Omaha, and has completed other educational programs relating to local government.

Active in her professional affiliations, she is a member of the IIMC, served as District Director to the Nebraska Municipal Clerks Association and served as President to the Three Rivers Clerks Association. She is the recipient of the 2005 Outstanding Clerk of the Year Award.



Arapahoe Clerk/Treasurer accepted as member in IIMC's Master Municipal Academy

Nicole Downey, CMC, City Clerk/Treasurer of the City of Arapahoe, has been accepted as a member in the Master Municipal Clerk Academy Program of the International Institute of Municipal Clerks (IIMC).

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

Ms. Downey has been employed with the City of Arapahoe since May 1990, serving as Deputy Clerk before appoint-

ment to her current position of City Clerk/Treasurer in December 2002.

She completed an IIMC-approved certification program and received her Certified Municipal Clerk (CMC) designation in May 2002.

Continuing her professional education, she has completed IIMC-approved academy programs. She also has completed other courses, seminars and conferences relating to local government.

Active in professional affilia-

tions, she is a member of the IIMC and serves as President to the Midlands Clerk Association.

Ms. Downey has been a member of the IIMC since September 1999.

CHEERS!



Morrill Village Clerk/Treasurer accepted in the First Level Membership of IIMC Academy

Tammy Cooley, CMC, Village Clerk-Treasurer of the Village of Morrill, has been accepted in the First Level Membership of the IIMC Master Municipal Clerk Academy. About 15 percent of the more than 10,300 members of the IIMC have qualified for the Master Municipal Clerk Academy Program.

IIMC President Susan Morrow, MMC, Municipal Clerk of Plainfield Charter Township, Michigan, said: "I am honored

to welcome Ms. Cooley as a member in the First Level Membership of the IIMC Master Municipal Clerk Academy. She has demonstrated and obtained career development goals, which will aid her in maintaining the quality of excellence required in today's public officials and administrators."

CHEERS!



Grand Island City Clerk accepted in the First Level Membership of IIMC Academy

RaNae M. Edwards, CMC, City Clerk of the City of Grand Island, has been accepted into the First Level Membership of the International 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 Ms. Edwards as a member in the First Level Membership of the IIMC Master Municipal Clerk Academy. She has demonstrated and obtained career development goals, which will aid her in maintaining the quality of excellence required in today's public officials and administrators."



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.

July Birthdays

Mindi Clarke	Julian	7/1
Patty Knobbe	Snyder	7/1
Heidi Morris	Chappell	7/2
Judy Dietz	Amherst	7/3
Richard Young	Minden	7/3
Nancy Niemann	Raymond	7/3
Angela Oliver	Clarks	7/3
Tom Delmont	Beemer	7/4
Irene Cooper	Bridgeport	7/4
Kathy Parsley	Rising City	7/6
Cynthia Sanders	Guide Rock	7/6
Irene Dresch	Primrose	7/7
Mike Oelschlager	Roca	7/7
Barbara Sydow	Stratton	7/7
David Rish	Central City	7/10
Charlene Jensen	Hubbard	7/10
Linda Eschenweck	Thayer	7/10
Robert Williams	Carleton	7/11
Jane Schwartz	Mullen	7/11
Michael Richman	Alma	7/12
Robin Sullivan	Brainard	7/12



Sandy Kennedy	Chambers	7/12
Sandra Farmer	Gordon	7/14
DeAnn Zwickl	Grant	7/14
Shelly Buhrman	Leshara	7/17
Patty Lamberty	Arnold	7/17
Geri Anthony	Sidney	7/17
Janelle Kline	Columbus	7/18
Bonnie Marsh	Hooper	7/19
Joyce Beck	Crete	7/20
Tammy Cooley	Morrill	7/20
Brenda Daniels	Verdon	7/26
Gina Blaser	Duncan	7/29
Rosemarie Russell	Gering	7/29
Rebecca Sandman	Utica	7/30
Korla Keller	Bassett	7/31



Municipal Legal Calendar

(All statute citations to Revised Statutes of Nebraska)

AUGUST 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)
August 1	Political subdivisions subject to city levy submit preliminary request for levy allocation to City Council.
Prior to Notice of Budget Hearing	Proposed budget statement available to public. (13-504)
Before August 15	Job titles and salaries of employees shall be published. (19-1102)
On or before August 20	Should have received the current taxable value of all property subject to levy from the County Assessor. (13-509)
On or before September 1	City Council determines the final allocation of levy authority for its subdivisions (77-3443)
On or before September 20	File adopted budget statement with County 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)
* *	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 of Council meeting	Clerk publishes official proceedings of meeting, including claims. (19-1102)
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On or before September 1	City Council determines the final allocation of levy authority for its subdivisions (77-3443)
On or before September 20	File adopted budget statement with County and State Auditor's Office (13-508)
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 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 of Board of Trustees' meeting	Clerk publishes official proceedings of meeting, including claims. (19-1102)
August 1	Political subdivisions subject to village levy submit preliminary request for levy allocation to Village Board.
Prior to Notice of Budget Hearing	Proposed budget statement available to public. (13-504)
Before August 15	Job titles and salaries of employees shall be published. (19-1102)
On or before August 20	Should have received the current taxable value of all property subject to levy from the County Assessor. (13-509)
On or before September 1	Village Board determines the final allocation of levy authority for its subdivisions (77-3443)
On or before September 20	File adopted budget statement with County and State Auditor's Office. (13-508)
Within 20 days after end of month	Treasurer files monthly financial report. (17-606)
* *	Clerk must prepare agenda prior to next Village Board meeting. (84-1411)