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# NEBRASKA MUNICIPAL CLERKS NEWSLETTER

March 2008



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## Message from the President

*By Jerry Wilcox  
Clerk/Treasurer, Crete  
NMCA President*

We have just finished another great year of Clerks Institute and Academy. For me, it was such a whirlwind that I am having trouble remembering my name, let alone everyone else and the speakers. Thank goodness we have such great coordinators and handbooks to take home with us.

In case you did not attend the Institute, there were 40 first-year clerks, 34 second-year clerks, 19 third-year clerks, 143 academy clerks and one lucky "Deal or No Deal" big prize winner.

Having spent the entire week at the Institute for the first time in 10 years, I again appreciate the desire to be home again on Friday afternoon.

In attending the Institute sessions on Monday and Tuesday, I can also appreciate the quality of the sessions and the information that is so valuable to anyone that is going to continue in this field. Hold on Institute attendees, you too will

come to appreciate these few weeks that provide you with the tools to use for a lifetime in your profession.

There were some great networking and social opportunities for all. I especially enjoyed voting for the best looking pajamas. Since we have already done the evening gowns at several banquets in the past, maybe next year we can do swim suits.

As always, it was great to see the outstanding clerks awarded at the banquet for all their accomplishments. I am very proud to be part of an organization with such outstanding members. Going back in time was very enjoyable for me also. I would like to thank the Southwest Nebraska Municipal Clerks Association for a great time. And, as always, the food and facilities were great. (We will be back at the same facility in 2011 and 2012.)

Coming up is Municipal Clerks Week, May 4-10, 2008. I encourage everyone to get a copy of the proclamation from the IIMC publication or on-line (or call me and I will fax it to



you), have the Mayor sign it and take you out to lunch during that week. I know that all the Mayors and Chairpersons realize how important their clerks are to their communities. They just don't make time to show it, so as usual, we will have to make time for them, schedule the signing of the proclamation and the lunch and tell them they have to be there. It is that easy.

Everyone plant a tree for Arbor Day. "The best friend on earth of man is the Tree. When we use the tree respectfully and economically, we have one of the greatest resources of the earth." Frank Lloyd Wright  
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## 2008 Silent Auction results

The Silent Auction was held at the Clerks' School again this year. There were 87 wonderful items donated, which resulted in \$1,607 collected. Thank you to all who donated and purchased items for the Silent Auction. The funds raised from this Auction are for scholarships that are used to assist clerks to attend Clerks' School, both Institute and Academy. The Nebraska Clerk's Association scholarship program began in 1983, so this money has helped a lot of clerks attain their education.

I would like to thank the committee members who volunteered to work the Silent Auction: Diane Fries - Franklin, Bonnie Doremus - Shelton,

Kelly Crowell - Ravenna, Susan Kloeping - Cozad, Melissa Harrell - Wahoo, Kim Volk - Fremont, Nicole Downey - Arapahoe, Jennifer Carlson - Bancroft, Jean Polzkill - Central City, Linda Welsher - Fort Calhoun, Chris Christensen - Gretna, Ann Trickler-Wessel - Hemingford, June Moline - Mead, and Kimberly Neiman - Pilger. I really appreciated your help.

I challenge the NMCA Clerks' Association to make the 2009 Silent Auction bigger and better with the items donated and the money raised. Start thinking now of what you can donate to help your fellow clerks. Ask the vendors you deal with to donate, such as the engineers,

attorneys, banks, specialty shops in your hometown, and vendors that call on your municipality. I know each and every one of you has a great idea. Good Luck!!

– Submitted by Barbara J. Whitley, CMC, NMCA 2<sup>nd</sup> Vice President, Silent Auction Chairperson

## Scholarship fund update

There were 52 scholarships awarded to clerks this year ranging in amounts from \$50 to \$375 (full scholarship). Total scholarships awarded amounted to \$11,745.00. Thanks to the Nebraska Department of Economic Development in large part for the \$10,000 donation toward scholarships to help clerks attend the Institute/Academy each year. The other scholarship funding comes from money received from the Silent Auction each year. Please support the Scholarship Fund by sending a thank you to DED and also by bringing an item to the Silent Auction, as well as bidding on an item or items next year!!

– Submitted by Beth Deck, Norfolk

## Thanks for get well card

Thank you to whoever bought my "huge" Mickey Mouse get well card and thanks also to all of you who signed it.

That was so thoughtful of all of you and I truly appreciate it. I was so touched, I was crying when I found the card on my desk and opened it!!! Thanks also for the cards that I have received. You are truly a wonderful group and I am so



proud to be associated with you.

I missed seeing all of you at the Clerks Academy. Take Care and hopefully I will see you soon.

Thanks again,  
Joan Kovar, David City



## Thanks for award

Thank You:

Words cannot express my gratitude to the Nebraska Municipal Clerks Association for granting me the Clerk of the Year award in the second class city at Clerks Academy. I don't know how you kept it such a secret. The Mayor and Council gave me no indication of this honor. Their presence was overwhelming.

I cannot thank the association and UNO enough for offering the education they provide to the clerks. I've learned that one

never stops learning and you provide that education. Clerks are also helpful in mentoring so that you are never alone.

Thank you again for this honor. I am proud to have been a city clerk for 30 years.

*Submitted by Elaine Hamm, City Clerk, City of Neligh*

## Congratulations to 'Visit the Vendor' Game winners

CONGRATULATIONS to the "VISIT THE VENDOR GAME" winners: **Jennifer Carr** of Oakdale, **Linda Mustion** of Hershey and **Debra Thayer** of Bladen. These three lucky winners went home with GREAT prizes because they visited all of the vendors displaying at the Clerks Institute & Academy and turned in their punched cards. This "game" is a great way to visit with the vendors and see what they have to offer your municipality! Thanks to all who participated.

*Submitted by Beth Deck, Norfolk*

## Quotations

*Advice for every stage of life*

*Just learn your lines and don't bump into the furniture. – Spencer Tracy*

*Vision*

*I saw the angel in the marble and carved until I set him free. – Michelangelo*

*On dieting*

*I'm not going to starve to death just so I can live a little longer. – Irene Peter*

*On impact*

*If you think you're too small to have an impact, try going to bed with a mosquito. – Anita Koddick*

## 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*



## 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

Cynthia Boyd .....	Merna .....	5/1
Carol Arent .....	Aurora .....	5/2
Tamela Stephens .....	Pawnee City .....	5/3
Pamela Berke .....	Lexington .....	5/4
Tina Wolak .....	Imperial .....	5/7
Jeri L. Rowen .....	Lorton .....	5/7
Connie Miller .....	Pender .....	5/7
Kerry Kinkade .....	Long Pine .....	5/7
Lisa Beaudette .....	Walthill .....	5/9
Cathy Wade .....	Lynch .....	5/10
Cindy Dickinson .....	Scottsbluff .....	5/12
Myrna Mulligan .....	Haigler .....	5/13
Vanee Holtmeier .....	McCool Junction ...	5/15
Loretta McCoy .....	McGrew .....	5/16
Martha Mayhew .....	Alda .....	5/17
Ramona Baker .....	Winnebago .....	5/17
Roxie Baumann .....	Grafton .....	5/18
Patricia Wiekhorst .....	Potter .....	5/18
Sandra Moses .....	Omaha .....	5/19



Tina Wiest .....	Chambers .....	5/20
Joan Rosendahl .....	Creston .....	5/20
Melissa Harrell .....	Wahoo .....	5/20
Sherrie Bartell .....	Sutton .....	5/21
Roxanne Meyer .....	Hooper .....	5/21
Dorothy Ann Gaeth ...	Arlington .....	5/23
Christine Eads .....	Clay Center .....	5/23
Ann Trickler-Wessel...	Hemingford .....	5/24
Karen Rasmussen .....	Lewellen .....	5/24
Joan Cautrell .....	Magnet .....	5/26
Julie Hageman .....	Ithaca .....	5/27
Belinda Daly .....	Arthur .....	5/29
Elaine Hamm .....	Neligh .....	5/30
Linda Backhaus .....	McLean .....	5/31



## **Municipal Legal Calendar**

**(All statute citations to Revised Statutes of Nebraska)**

### **APRIL 2008**

#### **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 following Council meeting .....	Clerk publishes official proceedings of meeting. (19-1102)
End of each quarter .....	Report from depository banks. (16-714)
Semiannually .....	Mayor and Council publish a statement of receipts and expenditures (16-722)
At end of month .....	Clerk files monthly report. (16-317)
Within 20 days after end of month .....	Treasurer files monthly financial report. (16-318)
April 30 .....	Liquor licenses (other than Class C) expire unless renewed. (53-124)
** .....	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)
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)
April 30 .....	Liquor licenses (other than Class C) expire unless renewed. (53-124)
** .....	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)
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)
April 30 .....	Liquor licenses (other than Class C) expire unless renewed. (53-124)
** .....	Clerk must prepare agenda prior to next Board meeting (84-1411)