
NEBRASKA MUNICIPAL CLERKS NEWSLETTER

April 2005



Message from the President

*By Jolynn Weber
Administrator/Clerk/Treasurer
Albion
NMCA President*

This information was sent to me, as I am passing it along for you to read, and come to a conclusion of whether you would like to support the Ohio Clerks Association or not. Let me know what you think. The letter is dated April 19, 2005

*Dear State President:
On behalf of the Ohio Municipal Clerks Association, we are seeking your state association's support of a resolution approved by our membership on April 13, 2005, requesting the repeal of the IIMC requirement of a Bachelor's degree for accreditation as a Master Municipal Clerk. The reasons for the request for repeal are outlined in the body of the resolution.*

A petition signed by 72 OMCA members was submitted to the Board at the recent annual business meeting, and a resolution was then unanimously approved by those in atten-

dance at the annual meeting. Copies of both documents are enclosed for your review.

We are requesting that the resolution be presented to your state association at an upcoming meeting for consideration, and that a report regarding any action taken by the association be provided to OMCA by Dec. 31, 2005. Based upon the support we are receiving from other states, it is our intention to request that the IIMC membership consider repealing the Bachelor's degree requirement for MMC accreditation at the annual meeting in Anaheim in 2006.

*Thank you for your consideration of our request.
Sincerely,
Anne Clarke, CMC
President*

Please mail responses to Anne Clarke, City of Dublin, 5200 Emerald Parkway, Dublin, OH 43017;

After May 31, please mail responses to new President, Emmett Abella, Village of Sunbury, P.O. Box 208, Sunbury, OH 43074

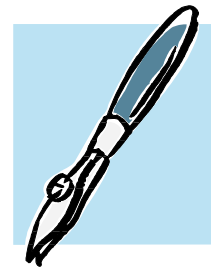
The resolution reads as follows:

*WHEREAS, a mission of the International Institute of Municipal Clerks is to encourage and to further education among Clerks, and in so doing a requirement has been adopted whereby a Clerk must possess a Bachelor's Degree to achieve the accreditation of Master Municipal Clerk; and
WHEREAS, it is the opinion of this body that alternative measures can be implemented so that current and future clerks do not believe the goal of the Master Municipal Clerk designation is unattainable; and*

WHEREAS, the requirement of a Bachelor's Degree imposes burdensome, discriminatory and punitive actions on the Clerk and constitutes Financial Hardship for the following reasons:

(1) many communities do not/ or cannot offer tuition reim-

Continued on page 2





Message from the President

Continued from page 1
bursement, and it would not be fair to impose such costs on the Clerk alone; (2) time constraints as the duties of a Clerk do not always allow the luxury of additional time to attend classes; (3) remoteness of the location of some municipalities from institutions of higher learning; and (4) family responsibilities.

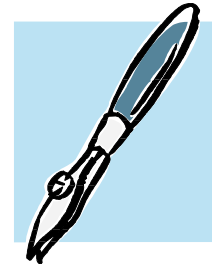
WHEREAS, the requirement of a Bachelor's Degree, and the burdens imposed therein, removes the incentive to pursue the designation of Master Municipal Clerk.

WHEREAS, the possession of a Bachelor's Degree does not equate to a higher salary in the

case of many municipal clerks, and surveys conducted by the IIMC have provided overwhelming responses that support this statement.

NOW, THEREFORE, we the members of the Ohio Municipal Clerks Association do hereby adopt this Resolution requesting the repeal of the requirement whereby a Clerk must possess a Bachelor's Degree to achieve the accreditation of Master Municipal Clerk, and further request the President of the Ohio Municipal Clerks Association to forward said resolution and "Petition for Repeal" (attached hereto and incorporated herein) to the Presidents

of the other State Municipal Clerks Associations for consideration.



I hope all the Nebraska Clerks whom are going to St. Paul, have a safe and enjoyable trip, I hate to miss out!! Mark your calendars for Thursday, May 12, 2005, the Governor is going to sign the Clerks' Week Proclamation, we would like to have another good turnout of clerks present. More information will follow with in the next week. Hope to see you then!! *Jolynn*

Northeast Nebraska Clerks Association Minutes

The Northeast Nebraska Clerks Association met on April 21, 2005 at the Norfolk City Council Chambers in Norfolk. President Jolynn Weber called the meeting to order at 1 p.m. Vice President Nikki Johnston also was in attendance. Secretary Amy Kuchar recorded the minutes. The Treasurer position was currently vacant. Clerks from the following communities were present: Jeanne Stokes – Petersburg; Betty Raabe-Hadar;

Dianne Werner – Battle Creek; Alisha Bartling – Verdigre; Elaine Hamm – Neligh; Rhonda Heithoff – Neligh; Crystal Lenzen – Hartington; Linda Hazen – Butte, Denise Peterson – Ponca; Amy Wegner – Madison; Paula Biehle – Madison; Nancy Kopejtka – Atkinson; Karen Kleinschmit – Wausa; Barbara Rabe – Wisner; Pat Borgelt – Tilden; Kim Schilousky – Cedar Rapids; Beth Deck – Norfolk; Vicki

Carlson – Laurel; Carmen Jacobs – Creighton; Rita Johnson – Creighton, and Nancy Morfeld – Stanton. Jolynn Weber introduced the guest speaker, Steve Mills from the Norfolk Police department. Mills gave a presentation on methamphetamine drugs in our communities. He explained that meth is a central nervous system stimulant that is very addictive. It is made using a

Continued on page 3



Northeast Nebraska Clerks Association Minutes

Continued from page 2
combination of anhydrous ammonia, cold medicines, muriatic acid, lithium, iodine, petroleum, ether and other chemicals. He explained the effects it has on users, such as paranoia, hallucinations, depression, memory loss, open sores, weight loss, mood swings, impaired speech and many other negative effects. Meth destroys the dopamine cells in the brain, which are the pleasure cells of the brain. When these are destroyed, they are not able to regenerate themselves, resulting in a severe addiction. Handouts on meth were given to the Clerks and many questions were asked. Mills was thanked for attending and for the great presentation on this drug.

The January meeting minutes were read. There was one correction to the minutes. The last paragraph stated that Steve Hecker would be our next speaker for the April 2005 meeting. This was changed to Steve Mills. Jeanne Stokes motioned to approve the minutes, seconded by Beth Deck. All ayes, no nays, motion carried.

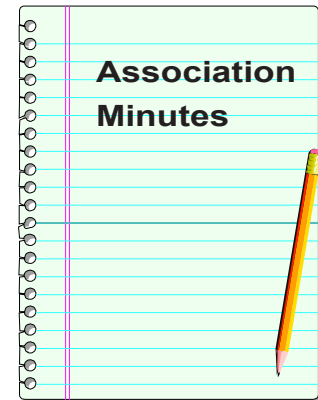
Treasurer report was read. Amy Kuchar submitted two claims for postage for meeting

notices and T-shirt ordering notices. A total of \$12.59. Carmen Jacobs motioned to approve the treasurer report and the postage claims, seconded by Elaine Hamm. All ayes, no nays, motion carried.

Clerks were reminded that membership dues for 2005 are due this month.

The Sunshine Committee gave an update. A sympathy card was sent to Jerry Wilcox for his father passing away. A card will be sent to Delores Leffers, the retired Clerk from Meadow Grove, for her heart surgery. A congratulations card was sent to Jeanne Stokes for winning the Clerk of the Year award during Clerk's Institute this year. A thank you card was sent to Amy Kuchar and the Banquet committee for the nice job planning the Clerk's Institute Banquet during Clerk's School in March. A card also was sent to Bev Felber from Coleridge.

The election of officers was held. Nominations for President were Elaine Hamm and Vicki Miller. Vice President were Alisha Bartling and Crystal Lenzen. Secretary Nancy Morfeld and Treasurer Denise Peterson and Pat Borgelt. Ballots were counted and the new President elected was



Elaine Hamm from Neligh, Vice President Alisha Bartling from Verdigre, Secretary Nancy Morfeld from Stanton and Treasurer Pat Borgelt from Tilden. The officers were congratulated.

It was announced that Finance Conference would be held in Kearney at the Ramada Inn on June 22, 23 and 24. Meeting adjourned at 3:30 p.m.

– Submitted by Amy Kuchar,
Secretary

Changes announced for 2006 Midwinter Conference dates

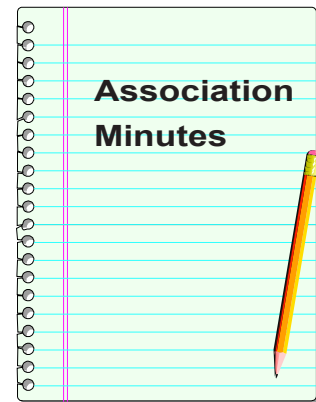
The 2006 Midwinter Conference was originally scheduled for Feb. 13-14, but has been rescheduled for Feb. 6-7 at the Cornhusker Hotel in Lincoln.



Heartland Clerk's Association Meeting Minutes

The Heartland Clerk's Association met in Kearney, Neb. on Thursday, Jan. 20, 2005, at Bico's. President Linda Jensen of Central City called the meeting to order at 12 p.m. with sixteen (16) members and one (one) visitor present; Melissa Carkoski, Loup City; Annette Gallaway, Loup City; Sandy Kruml, Ord; Susan Kluthe, Cairo; Martha Mayhew, Alda; Diane Fries, Franklin; Vickie Power, Gibbon; Linda Jensen, Central City; Jean Polzkill, Central City; Kim Finecy, Doniphan; Vicki Nelson, Axtell; Bonnie Doremus, Shelton; RaNae Edwards; Marla Knecht, Wood River; Cindy Keslar, Ravenna; Kellie Crowell, Ravenna, Mary Kirby was a visitor from the City of Ord. President Jensen introduced guest speaker Ruth Karlsson

from the Nebraska Department of Revenue to the group. Discussion was held on our Association shirts. President Jensen asked if anyone needed new ones they could contact the business and order them. Everyone was asked to wear their black shirts on Wednesday of the Clerks Institute/Academy. No action was taken. President Jensen reminded the group to get their Clerk History forms and pictures to her before Clerks Institute/Academy. Discussion was held on both the Clerks Institute/Academy and IIMC. Various items including the IIMC Bus, the Silent Auctions and Hospitality Night were discussed. No action was taken. Cindy Keslar motioned to approve the minutes from the Dec. 9, 2004 meeting. RaNae



Edwards seconded the motion. ROLL CALL: AYES: 16 Ayes. NAYS: None. MOTION CARRIED.

Kim Finecy motioned to approve the treasurer's report. Sandy Kruml seconded the motion. ROLL CALL: AYES: 16 Ayes. NAYS: None. MOTION CARRIED.

Melissa Carkoski made the motion to adjourn the meeting. Cindy Keslar seconded the motion. ROLL CALL: AYES: 16 Ayes. NAYS: None. President Linda Jensen declared the meeting adjourned.

After the regular meeting, Ruth Karlsson with the Nebraska Department of Revenue gave a very informative presentation on a number of issues. *Respectfully submitted:*
*Kellie Crowell, Secretary/
Treasurer*

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.



Elgin City Clerk/Treasurer receives 1st level membership in IIMC Academy

Vicki S. Miller, CMC, City Clerk/Treasurer of the City of Elgin, has been accepted into the First Level Membership of the IIMC Master Municipal Clerk Academy.

IIMC President Elizabeth H. Kiss, MMC, Municipal Clerk of East Brunswick Township, New Jersey, announced, "I am honored to welcome Ms. Miller 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."

Ms. Miller has been employed

with the City of Elgin since March 1984, serving as City Clerk/Treasurer.

She received the IIMC Certified Municipal Clerk's Award in October 1994, and was accepted into the IIMC Master Municipal Clerk Academy in April 2000. She joins an elite group of municipal clerks from Nebraska who have achieved membership in the First Level of the IIMC Master Municipal Clerk Academy.

During this sustaining period she has continued her education by completing IIMC-approved

CHEERS!



educational programs conducted by the School of Public Administration, University of Nebraska, Omaha, and has completed other seminars and conferences relating to local government.

Active in her professional affiliations, she is a member of the IIMC, Nebraska Clerks Association, and Northeast Nebraska Clerks Association.

Ms. Miller has been a member of the IIMC since April 1985.

Thanks extended for award

An unbelievably exciting evening! That's how to describe the Nebraska Municipal Clerks Association Banquet this year.

The Northeast Nebraska Clerks pulled it off with a wonderful banquet and entertainment. Great job girls!

I am honored to receive the award of "Outstanding Clerk-2005 for the Village Category." Without all of you this would not have been possible.

Because of years of support from fellow clerks and my

board members, I was able to continue with my education and have such a good network system.

You are truly a fabulous group that will offer help, no matter how small the project or question.

I thank you with a sincere heart for the cards, congratulations and gifts. Thanks to those who volunteer your time to make the Nebraska Clerks Association such a success.

– *Jeanne Stokes, Village of Petersburg*

Dear Scholarship Committee:

I wanted to take a moment to thank the Scholarship Committee for awarding me a scholarship to attend the 2005 Nebraska Municipal Clerks' School. The school is a great training tool where I have gained significant knowledge during my three years of attendance. I accepted this position as part-time clerk with no prior municipal government experience and little training, so I look forward to attending school each year to help me improve my job performance.

Thanks, again, for the great opportunity.

– *Carri R. Vavra, Village Clerk/Treasurer, Village of Milligan*



Scottsbluff City Clerk at a loss for words

As those of you who were present at the annual Nebraska Municipal Clerk's School and Academy banquet can attest to, I was absolutely at a loss for words after receiving the award for "Outstanding Clerk – 2005 for First Class Cities." There really are no words to express appreciation for such an honor. The Committee reviewing the nominations and determining the award winner for each category must have had a very difficult task. While there are many Municipal Clerks who can proudly say they also received the award at some point, there

are so many more who are just as deserving. I believe I have so much more to learn and what better way than to be associated with this great group. I know when there is a question within the City, all I have to do is pick up the phone or send a few e-mails to other Nebraska City Clerks and I will have a plethora of responses and information. There are few organizations with that type of support.

Thanks to the Northeast Area Clerks Association for a beautiful and very enjoyable banquet. This is the first year my husband

**THANK
YOU**

was able to attend and he was very impressed. One couldn't help but feel privileged just being there. Thanks too for the notes, phone calls, and e-mails offering congratulatory remarks. Panhandle Clerks ... you are the best!

This truly was a year to remember. Thank you, again.

– *Bonnie Otte, City of Scottsbluff*

Clarkson Clerk/Treasurer accepted into IIMC Academy

Lorraine A. Smith, CMC, City Clerk/Treasurer of the City of Clarkson, has been accepted into the First Level Membership of the International Institute of Municipal Clerk Master Municipal Clerk Academy (IIMC).

IIMC President Elizabeth H. Kiss, MMC, Municipal Clerk of East Brunswick Township, New Jersey, announced, "I am honored to welcome Ms. Smith as a member in the First Level Membership of the IIMC Master Municipal Clerk Academy."

Ms. Smith has been employed with the City of Clarkson since

September 1992, serving Clerk-Treasurer.

She received the IIMC Certified Municipal Clerk's Award in May 1997, and was accepted into the IIMC Master Municipal Clerk Academy Program in November 2002. She joins an elite group of municipal clerks from Nebraska who have achieved membership in the First Level of the IIMC Master Municipal Clerk Academy.

During this sustaining period, she has continued her education by completing IIMC approved education programs conducted

by the School of Public Administration, University of Nebraska, Omaha and has completed other seminars and conferences relating to local government.

Active in her professional affiliations, she is a member of the IIMC, Nebraska Municipal Clerks Association and the Three Rivers Area Clerks Association. Ms. Smith has been a member of the IIMC since February 1993.

CHEERS!





Southern Seven Clerk's Association Minutes

The Southern Seven Clerk's Association met on Thursday, Feb. 24, 2005, at the City Office in David City for their 12:30 p.m. luncheon and meeting. Joan Kovar was hostess.

Following the lunch, the Southern Seven held their quarterly business meeting. President Ronile Ivie conducted the meeting. The following clerks were present: Mary Peschel, Schuyler; Linda Schuer, DeWitt; Deb Milius, Plymouth; Lori Rezny, Wilber; Joan Kovar, David City; Jeannie Johnson, Bellwood; Angela Oliver, Clarks; Beverly Bornschlegl, Bradshaw; Rebecca Sandman, Utica; Cheryl Kraft, Waco; Marilyn Varner, Seward; Barb Hiatt, David City; Tami Comte, David City; Barbara Cotter, Stromsburg; Nancy Bryan, Osceola; Vanee Holtmeier, McCool Junction; Linda Carroll, Fairmont; Ronile Ivie, Exeter; Joni Belew, Bee, and Gary Yank, Crete.

Joni Belew read the minutes from Nov. 18, 2005. Linda Carroll made a motion, seconded by Lori Rezny to approve the minutes of Nov. 18, 2005. All present voted "aye." Motion carried.

The treasurer reported a balance of \$165.18. Linda Carroll made a motion, seconded by Vanee Holtmeier to approve the treasurer's report. All present voted "aye." Motion carried. Dues were collected for 2005.

President Ivie asked for a volunteer to fill the Vice-President position. Beverly Bornschlegl

volunteered. Barbara Cotter made a motion, seconded by Linda Carroll to appoint Beverly Bornschlegl as Vice-President of Southern Seven Clerks Association. All present voted "aye."

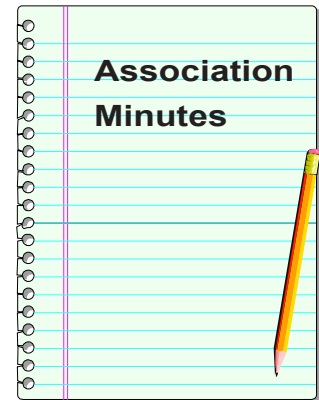
Motion carried.

No unpaid bills were presented. President Ivie asked if anyone was attending the IIMC Conference in St. Paul, Minn. Joan Kovar and Tami Comte will be in attendance. They will share information upon their return.

A question-and-answer period was held. The topics discussed included publishing ordinances in pamphlet form, types of franchise fees, occupation tax, comp time vs. vacation time, and new sewer lines.

President Ivie passed out the new phone tree list.

Everyone was given an information sheet to be filled out for the Nebraska Clerks Association.



Individual pictures were taken and will be attached to the information sheets.

The next meeting will be April 28 in Seward. Deb Schaefer will be the hostess.

Vanee Holtmeier made a motion, seconded by Linda Carroll to adjourn the meeting. All present voted "aye." Motion carried.

– Submitted by Joni Belew,
Secretary/Treasurer

Clerks Newsletter information sought

Jolynn Weber, Albion City Administrator/Clerk/Treasurer 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.



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

Deborah Whitaker	Memphis	5/5
Jeri Rowen	Lorton	5/7
Tammy Mohnson	Homer	5/8
Lisa Beaudette	Walthill	5/9
Raymona Williams	Dix	5/12
Lucy M. Boruch	Duncan	5/12
Myrna Mulligan	Haigler	5/13
Carl York	Cozad	5/15
Vanee Holtmeier	McCool Junction	5/15
Jolynn Weber	Albion	5/16
Loretta McCoy	McGrew	5/16
Martha Mahew	Alda	5/17
Patricia Wiekhorst	Potter	5/18
Cynthia Puntney	Carroll	5/19
Penny Walkenhorst	Madison	5/20
Melissa Harrell	Wahoo	5/20
Sherrie Bartell	Sutton	5/21



Penny Osborn	Fairfield	5/22
Dorothy Gaeth	Arlington	5/23
Sharon Utemark	Emerson	5/23
George Crews	Gurley	5/25
Joan Cautrell	Magnet	5/26
Rebecca Lueck	Comstock	5/27
Belinda Daly	Arthur	5/29
Elaine Hamm	Neligh	5/30
Shirley Mallette	Uehling	5/30
Ardith Hopp	Unadilla	5/31
Becca Stingley	Waterbury	5/31



Three Rivers Clerks Association Minutes

Feb. 18, 2004

The Three Rivers Clerks Association met on Feb. 17, 2005 at the Pizza Hut in Fremont for the association luncheon and meeting. President Mary Kempf called the meeting to order with 18 members present; Jeanette Cordes-Scribner, Joan Suhr-Valley, Jennifer Carlson-Bancroft, Lorraine Smith-Clarkson, Shirley Mallette-Uehling, June Moline-Mead, Lori Kathol-Dodge, Linda Welsher-Ft. Calhoun, Theresa Busse-North Bend, Mary Kempf-West Point, Lynne McIntosh-Fremont, Dorothy

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.

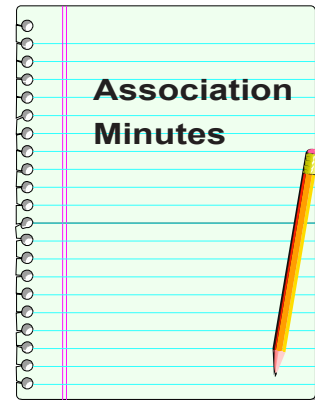
Gaeth-Arlington, Nancy Hert-Waterloo, Cynthia Petersen-Oakland, Sherri Skeahan-Ceresco, Patty Knobbe-Snyder and Kim Volk-Fremont. Shari Skeahan made a motion to approve the minutes from the Oct. 21, 2004 meeting and it was seconded by Jennifer Carlson. Motion carried. The treasurer reported a balance of \$1,350.

The Mayor/Council forum was discussed and ideas for the next forum will be brought to the April Clerks meeting for discussion.

Joan Suhr and Jennifer Carlson brought information blanks for the NE Clerks Association Clerks catalog. The clerks were asked to complete the forms and return them to the April meeting. At that time pictures will also be taken to go in with the applications.

Kim Volk and Jennifer Carlson reported on the Midwinter Conference. The program was very good again this year and they thought especially good for Mayors and Council members. Record attendance was reported.

Clerk's school was discussed and Mary Kempf was designated to take something for the Silent Auction from the Three



Rivers Association. Kim Volk made a motion to make a \$200 donation to the Scholarship fund to help a clerk with funding for the Clerks School in 2006. Joan Suhr seconded that motion. Motion carried.

Other announcements were that Mary Kempf was running for District 4 Director, Patty Knobbe was awarded her CMC designation, clerks were told of the new mileage rate that was increased to 40.5 cents per mile on Jan. 1, 2005 and Birthday wishes were extended to clerks with Birthdays in January and February.

There being no further business, Theresa Busse made a motion to adjourn, seconded by Joan Suhr.

Our next meeting will be in Valley, NE on April 21st.

– Respectfully submitted,
Jeanette Cordes, Sec/Treas.



Three Rivers Clerks Association Minutes

April 21, 2005

The Three Rivers Clerks Association met on April 21, 2005 at the City Offices in Valley for a catered luncheon. President Mary Kempf called the meeting to order with 11 members and one guest present: Kim Volk - Fremont, Cynthia Petersen-Oakland, June Moline - Mead, Sheri Skeahan - Ceresco. Cheryl Eckerman - Elkhorn, Roxanne Nielsen - Elkhorn; Shirley Mallette-Uehling, Joan Suhr - Valley, Mary Kempf-West Point, Lori Kathol-Dodge, Shawn Smith-Valley, Jennifer Carlson-Bancroft, Mayor Mary Caffey - Valley.

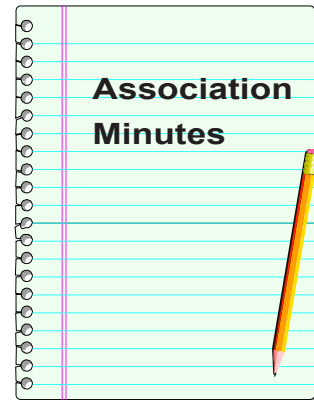
Joan Suhr introduced the group to Mayor Mary Coffey. The Mayor welcomed the clerks to Valley. Sheri Skeahan moved to approve the minutes from the February 18,

2005 meeting, second by Joan Suhr and all voted AYE. The Treasurer's Report showed a balance of \$1,150.08. Motion by Lori Kathol, second by Cynthia Petersen to reimburse Mary Kempf \$25 for the set of towels she purchased for the silent auction at Clerk's School. Motion carried. The bill will be forwarded to Jeanette Cordes for payment. Mary Kempf passed out extra copies of the *Clerks Newsletter* to those who haven't received them. She reminded everyone to fill out the forms for the clerks catalog information.

Everyone commented on what they liked about clerk school this year. Everyone agreed the banquet was excellent and the general program was well received. June Moline was a third year graduate this year and she received a rose. Mary Kempf was named Clerk of the Year from Second Class Cities and also is the new District 4 director. She was given a beautiful flower arrangement. She also reported that \$1,339 was received from the silent auction.

The Mayor-Council Forum will be held either the 3rd or 10th of November on a Thursday evening at Christensen Field. Kim Volk will check on availability of the room. Cynthia Petersen will check with DEQ on a possible program suggestion.

Dues were due Aug. 1, 2004. Those who haven't paid were



reminded to do so. We now have an additional 10 days to file minutes in an emergency - 20 days total. After August 2005, handicap permits will be due the end of the month of the person's birthday three years after issue.

Kim Volk received a rose for completing the first level MMC. Some discussion on Tiff. Mary Kempf and Jeanette Carlson will be attending the IIMC conference to be held in St. Paul, Minn., May 22-26th.

The next meeting will be held in Fremont on June 16th. Possible topic - Npait.

There being no further business, Sheri Skeahan moved to adjourn, second by Kim Volk.

Shawn Smith took pictures of the clerks to be forwarded with their information sheets to update the clerk's manual.

– Respectfully submitted,
Shirley Mallette CMC, Sec/Treas
Pro-Tem

**Mark your calendars
for the
Municipal Accounting
and Finance Conference**

**June 22-24
Ramada Inn, Kearney**



Municipal Legal Calendar

(All statute citations to Revised Statutes of Nebraska)

JUNE 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)
First Monday	Board of Equalization meets. (16-707)
Second Monday	Library Board makes annual report to city. (51-213)
Within 30 days following Council meeting	Clerk publishes official proceedings of meetings, including claims. (19-1102)
Within 10 days after last day	Clerk files monthly report. (16-317)
Last Day	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 or posts ordinances passed. (17-613)
Second Monday	Library Board makes annual report to city. (51-213)
Within 30 days following Council meeting	Clerk publishes official proceedings of meeting. (19-1102)
Within 10 days after last day	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 or posts ordinances passed. (17-613)
Second Monday	Library Board makes annual report to city. (51-213)
Within 30 days following trustees' meeting	Clerk publishes official proceedings of meeting, including claims. (19-1102)
Within 10 days after last day	Treasurer files monthly financial report. (17-606)
* *	Clerk must prepare agenda prior to next Board meeting. (84-1411)