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# NEBRASKA MUNICIPAL CLERKS NEWSLETTER

August 2010



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## Message from the President

*By Barb Whitley, City Clerk-Treasurer, Geneva  
NMCA President*

I am sure everyone is working on budgets for the new fiscal year. Good luck! Remember to down-

load your budget forms from:

[www.auditors.state.ne.us](http://www.auditors.state.ne.us)

Here is the information if you have any questions when trying to download your budget forms:

### ***Keep apprised of interim legislative activity***

Municipal officials can follow legislative activity during the interim by checking out the Legislature's web site at <http://nebraskalegislature.gov/web/public/home>. A wealth of information is available there.

You will find interim study resolutions and interim committee hearing schedules, as well as information about your state Senators. Interim committee hearings have begun and will continue through the remainder of the year. Lawmakers convene Jan. 5 for the first session of the 102nd Legislature, which will be a long, or 90-day, session.

### **Auditor of Public Accounts**

**Phone:** (402) 471-2111

**Attn:** Jeanne Herbers

**Fax:** (402) 471-3301

**Address:** State Capitol, Suite 2303;  
PO Box 98917

Lincoln, Nebraska 68509-8917

**E-Mail:** [jeanne.herbers@nebraska.gov](mailto:jeanne.herbers@nebraska.gov)

The League Annual Conference will be held Sept. 22-24 at the Holiday Inn in Kearney. There will be a General membership meeting on Thursday right after all the sessions for the day. Please plan to attend.

As you meet with your Area Associations, please invite the new clerks to participate. Help them with the websites that are available to us with information such as: [iimc.com](http://iimc.com), [lonm.org](http://lonm.org), and, of course, [unomaha.edu/clerkinstitute](http://unomaha.edu/clerkinstitute).

Have a great day!

– Barb Whitley



## Please pay NMCA dues

“NO! It can’t be true! How in the world did I let **THAT** happen?”

These were the thoughts running through my head. I looked everywhere. I checked the file cabinet to see if I filed it away. I checked the always large stack of “to do” on my desk. I checked my computer files and the checkbook. It was nowhere to be found.

Because of my error, I received a “rejection” letter. This one was really hard to swallow. Who had rejected me? Why had I been rejected? I was rejected for a scholarship to the Nebraska Municipal Clerk Institute. Why was I rejected? I did NOT pay my annual dues on time!

Fortunately, my municipality sees the value in this training opportunity and agreed to pay the full amount so that I could attend. Because of the information and training that I have received at the Clerk Institute, we (my municipality and I) have implemented many changes over the years. We have easier-to-understand forms to use for Application for Monthly Utility Service, Complaints, Nuisance Property Notices and others. We no longer use a collection agency to collect

on delinquent utility accounts and yet we have better response from customers.

Documentation is available for just about everything!

No longer is rumor the foundation for

discussion at a board meeting. Board meetings are much shorter and more is being accomplished.

I just wanted to express my sincere “THANKS” to the Nebraska Municipal Clerks’ Association, University of Nebraska Omaha School of Public Administration, all of the officers that have served on the board and those who have served on the committees over the years. I would also like to thank the members of the Panhandle Clerks’ Association for always encouraging the members to attend the Clerk Institute and Clerk Academy. I have personally benefited in more ways than I can count. Although I was “rejected” and did not receive a scholarship last year, I did receive a scholarship for several of the previous years.

Please learn from my mistake! As soon as you receive that note, e-mail or see the announcement in the monthly Clerks newsletter, **Pay Those Dues!**

These funds help bring the Clerks to one place each year so that together, we can make the cities and villages of Nebraska better than they were the year before.

*Loretta McCoy  
McGrew Clerk/Treasurer*



Attend the **League**  
Annual Conference

**Sept. 22-24, 2010**

**Holiday Inn, Kearney**



## 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.

## October Birthdays

Linda Koch.....Beatrice..... 10/2  
Crystal Petzoldt.....Juniata ..... 10/2  
Roxie Schlegel.....Shickley..... 10/2  
Lucinda Morrow .....Wahoo..... 10/4  
Connie Dalrymple ....Gothenburg..... 10/9  
Patricia Noble .....Fullerton ..... 10/16  
Sharon Miller .....Mitchell..... 10/16  
Amy Hughes .....Burwell ..... 10/19  
Linda Welsher.....Fort Calhoun ..... 10/19  
Ona F. Malleck.....Indianola..... 10/20  
Denise Peterson .....Ponca ..... 10/20  
Bonnie Doremus .....Shelton ..... 10/20  
Mary Kempf.....West Point..... 10/22  
Brenda Kehler .....Greeley..... 10/26  
Virginia Filsinger .....Clearwater ..... 10/27



Amy Wegener.....Madison ..... 10/28  
Lorrinda Cheatham.....Stratton..... 10/28  
Linda L. Walters .....Columbus ..... 10/30  
Brandi Livingston.....Broadwater ..... 10/31

*\* List reflects the names of those who have paid dues thus far.*



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

**SEPTEMBER 2010**

**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)