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# NEBRASKA MUNICIPAL CLERKS NEWSLETTER

March 2007



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## Message from the President

### Hello everyone!

Thank you to everyone who helped make the 2007 Municipal Clerks Institute and Academy a success. Director Chris Reed, Deputy Director Melanie Kiper, and their assistant Ashley Kistner of UNO did a wonderful job organizing and scheduling classes, obtaining quality speakers, and keeping things running smoothly.

The Committee Chairpersons and committee members all did an outstanding job! Thank you all so very much! There really is a lot of planning and hard work that goes into all of the committees, but it is also a lot of fun. We had some very talented singers this year for our various activities and entertainment.

Special thanks to the Southern Seven Clerks' Association who worked hard planning for the banquet and taking us all back to the "50s." It was a lot of fun and I think everyone truly enjoyed the evening.

Congratulations to the Outstanding Clerk Award recipients:



**Village Clerk -  
Kimberly Neiman**  
– Pilger  
**2<sup>nd</sup> Class City -  
Barb Whitley –  
Geneva**  
**1<sup>st</sup> Class City –  
Kimberly Volk –  
Fremont**

And to the newly elected Officers and Directors who will take office in October:

**President: Jerry Wilcox**

**First Vice President: Beth Deck**

**Second Vice President: Barb Whitley**

**Secretary/Treasurer: Diane Fries**

**District 3 Director: Susan Kloopping**

**District 4 Director: Mary Kempf**

**District 5 Director: Deb Milius**

The following will remain as District Directors for another year:

**District 1 Director: Irene Cooper**

**District 2 Director: DeAnne Zwickl**

As our Wednesday keynote speaker Rev. Scott Moyer said: "You can't do your job without the right people in place." Well apparently I had the right people in place because everything seemed to go well. Thanks Again to Everyone!

I hope that everyone has a very Happy Easter and that you can enjoy the day with family and friends.

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*Thought for the day: Practice make perfect;  
so be careful what you practice.*





## FYI: Clarifying when municipalities need to publish statement of receipts, expenditures and salaries

*Editor's note: The following was submitted by Deb Schaefer, Administrator/Assistant/Clerk-Treasurer of the City of Seward. Gary Krumland, Legal Counsel for the League of Nebraska Municipalities, sent this information in response to questions from Ms. Schaefer.*

The statutes that require publication of a statement of receipts and expenditures are valid law and have not been repealed. Section 16-722 requires cities of the first class to semiannually publish “a

statement of the receipts of the city and an itemized account of the expenditures of the city.” Section 19-1101 requires each village or city with a population under 100,000 to publish “a statement of the receipts and expenditures by funds of the village or city for the preceding fiscal year.”

Therefore cities of the first class are under both statutes and have to publish semiannually. Cities of the second class and villages have to publish annually under section 19-1101. In 1992, LB 415 was enacted

at the request of the League to coordinate the language of the two statutes so that cities of the first class could comply with section 19-1102 by filing the financial statement required by 16-722.

Prior to that time the requirements for the statement were somewhat different and could be interpreted to require a city of the first class to file separate financial statements under the two statutes.

In response to your second question, Section 19-1102 provides that “the employee job titles and the current annual, monthly, or hourly salaries corresponding to such job titles shall be published.” The job title, not the employee name, has to be published. (This was also part of LB 415 in 1992). If there is only one employee with a specific job title, that employee’s salary would need to be listed with the job title. If there is more than one employee with the same job title, it appears that listing the job title and the range of salaries paid to employees with that job title would comply with the statute. It would also be appropriate to



## A Big Silent Auction Thank You

A BIG thank you to all to participated in the 2007 Silent Auction at the Clerks Institute and Academy in North Platte – those who brought items, those who bid on items and those lucky enough to have the highest bid and “win” the item!!

Although slightly less than 2006, the Nebraska Municipal Clerks Association Scholarship Fund is still \$1,748.00 richer because of the Silent Auction. What a great way to have fun and help fellow clerks at the same time.

A special THANK YOU to

those clerks who served on the Silent Auction

Committee. The event went very smooth with those gals helping out!!

Anyone having suggestions as to what can be done to improve the Silent Auction, please contact me, Beth Deck, at [bdeck@ci.norfolk.ne.us](mailto:bdeck@ci.norfolk.ne.us) or (402) 844-2012.

*Submitted by Beth Deck, City of Norfolk, Silent Auction Committee Chairperson*

**THANK YOU**



## **FYI: Clarifying when municipalities need to publish statement of receipts, expenditures and salaries**

*Continued from page 3*

list the job title as many times as there are employees with that title and list each employee's salary.

Included below are the statutes that are referenced in the responses.

**Section 16-722.** City receipts and expenditures; publication. The mayor and council shall cause to be published semiannually a statement of the receipts of the city and an itemized account of the expenditures of the city.

**Section 19-1101.** City or village

### **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*

treasurer; report for fiscal year; publication.

It shall be the duty of the treasurer of each village or city having a population of not more than one hundred thousand to prepare and publish annually within sixty days following the close of its municipal fiscal year a statement of the receipts and expenditures by funds of the village or city for the preceding fiscal year. Not more than the legal rate provided for in section 33-141 shall be charged and paid for such publication.

City or village clerk; proceedings of council; publication; contents.

It shall be the duty of each village or city clerk in every village or city having a population of not more than one hundred thousand to prepare and publish the official proceedings of the village or city board, council, or commission within thirty days after any meeting of the board, council, or commission. The publication shall be in a newspaper of general circulation in the village or city, shall set forth a statement of the proceedings of the meeting, and shall also include the amount of each claim allowed, the purpose of the claim, and the name of

the claimant, except that the aggregate amount of all payroll claims may be included as one item.

Between July 15 and August 15 of each year, the employee job titles and the current annual, monthly, or hourly salaries corresponding to such job titles shall be published. Each job title published shall be descriptive and indicative of the duties and functions of the position. The charge for the publication shall not exceed the rates provided for in section 23-122.

### **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](http://www.unicam.state.ne.us).



**RESOLUTION**

**A RESOLUTION OF THE MEMBERSHIP OF REGION IV OF THE INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS, THANKING STATE AND PROVINCIAL ASSOCIATIONS AND FELLOW MUNICIPAL CLERKS FOR THEIR GENEROUS CONTRIBUTIONS IN SUPPORT OF THE IIMC ANNUAL CONFERENCE IN 2007 IN NEW ORLEANS, LOUISIANA, AND THE HOST LOUISIANA MUNICIPAL CLERKS.**

**WHEREAS**, the City of New Orleans is the host city for the 2007 IIMC Annual Conference and the Louisiana municipal clerks are the host clerks for said conference; and

**WHEREAS**, the City of New Orleans, many other Louisiana towns and cities, and the Mississippi-Louisiana-Texas Gulf Coast region were devastated by Hurricanes Katrina and Rita; and

**WHEREAS**, many of the businesses and corporate sponsors that had planned to assist the Louisiana clerks with the New Orleans conference are no longer in operation due to the tragedy of these natural disasters; and

**WHEREAS**, New Orleans and other cities in the affected area have directed resources to rebuilding communities and lives; and

**WHEREAS**, in response to these disasters, fellow municipal clerks, colleagues and peer associations throughout the IIMC membership responded with generous contributions to assist the Louisiana municipal clerks with the upcoming 2007 annual conference;

**NOW, THEREFORE, BE IT RESOLVED BY THE MEMBERSHIP OF IIMC REGION IV THAT:**

All members of IIMC Region IV hereby express their heartfelt gratitude and deepest appreciation to state and provincial associations and fellow municipal clerks for their generous and compassionate support of the 2007 annual conference and Louisiana host clerks; and

The members of IIMC Region IV invite all IIMC members to attend the 2007 annual conference to witness first hand the rebirth of the Crescent City and enjoy the hospitality and unique experience of the wonderful City of New Orleans and the great State of Louisiana.

Adopted this 2<sup>nd</sup> day of December, 2006, by IIMC Region IV members in attendance at the Region IV annual business meeting held in Vicksburg, Mississippi.

  
Eddie Myers, CMC  
Region IV Director

  
Gloria King, MMC  
Region IV Director



## Three Rivers Clerks Association Minutes

The Three Rivers Clerks Association met on Feb. 15, 2007 at Lazlo's in Fremont, Neb. President Kim Volk called the meeting to order with 14 members present: Jennifer Carlson, Bancroft; Jeanette Cordes, Scribner; Lori Kathol, Dodge; Janelle Crone, Kennard; Theresa Busse, North Bend; Patty Knobbe, Snyder; Joan Suhr and Shawn Smith, Valley; Lynne McIntosh, Fremont; Mary Kempf, West Point; Mindi Laaker, Bennington; Dawn Schmidt, Yutan and Sheri Skeahan, Ceresco.

Motion made by Patty Knobbe, seconded by Joan Suhr to approve the minutes of the Oct. 19, 2006 meeting. Roll call vote showed all 14 members voting aye.

Kim Volk did a few "Do you know your fellow clerk" survey's.

### **Check out Legislature's web site**

Check the Legislature's web site for more information about your state Senators and the session. The NEW web site address is <http://nebraskalegislature.gov/web/public/home>.

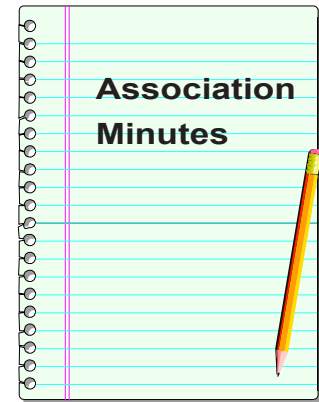
The treasurer's report showed a balance of \$1,425.75.

Committee reports from the council forum were suggestions to not have double width tables and have assigned seating. A date for next year will be determined after Kim Volk tries to schedule a date with the speaker. It was suggested to invite Lynn Rex to be the speaker, if her schedule would allow.

Mary Kempf reported on the Midwinter conference. She reported that the Recreational Liability was a topic and legislation proposed. Also discussed was LB 622, which will require training courses for public officers. Vacation and sick pay, Bird Flu, and the "Open Meetings Act" were discussed.

A motion was made by Shawn Smith, seconded by Lynne McIntosh to have the NMCA discontinue the membership cards for the Three Rivers Clerks Association, as was discussed at the NMCA meeting held at the Midwinter Conference in Lincoln. Roll call vote showed all 14 members voting aye.

A motion was made by Mary Kempf, seconded by Jeanette Cordes to postpone a donation to the NMCA scholarship fund



until after the Clerks Institute in March and perhaps add this item to a later agenda. Roll call vote showed all 14 members present voting aye.

Mary Kempf will purchase an item to donate to the "Silent Auction" from the Three Rivers Clerks Association.

Discussion was held on the changes made by IIMC concerning certification requirements.

The next meeting will be held in Ceresco on April 19, 2007. Kristine Gale, Fremont Area Community Foundation, was the speaker.

There being no further business, a motion to adjourn was made by Theresa Busse, seconded by Jeanette Cordes.

*Respectfully Submitted,  
Jennifer Carlson  
Secretary/Treasurer*



## 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

|                          |                       |      |
|--------------------------|-----------------------|------|
| Raaquel Felzien .....    | Franklin .....        | 5/1  |
| Cynthia Boyd .....       | Merna .....           | 5/1  |
| Carol Arent .....        | Aurora .....          | 5/2  |
| Tamela Stephens .....    | Pawnee City .....     | 5/3  |
| Tina Wolak .....         | Imperial .....        | 5/7  |
| Jeri Rowen .....         | Lorton .....          | 5/7  |
| Connie Miller .....      | Pender .....          | 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 |
| Jolynn Weber .....       | Albion .....          | 5/16 |
| Loretta McCoy .....      | McGrew .....          | 5/16 |
| Martha Mayhew .....      | Alda .....            | 5/17 |
| Ramona Baker .....       | Winnebago .....       | 5/17 |
| Patricia Wiekhorst ..... | Potter .....          | 5/18 |
| Rochelle Sims .....      | Bladen .....          | 5/19 |
| Roxanne Nielsen .....    | Elkhorn .....         | 5/19 |
| Sandra Moses .....       | Omaha .....           | 5/19 |



|                         |                   |      |
|-------------------------|-------------------|------|
| Joan Rosendahl .....    | Creston .....     | 5/20 |
| Melissa Harrell .....   | Wahoo .....       | 5/20 |
| Sherrie Bartell .....   | Sutton .....      | 5/21 |
| Dorothy Ann Gaeth ..... | Arlington .....   | 5/23 |
| Christine Eads .....    | Clay Center ..... | 5/23 |
| Tina Schultz .....      | Danbury .....     | 5/23 |
| Donna Suhr .....        | Ralston .....     | 5/23 |
| Karen Rasmussen .....   | Lewellen .....    | 5/24 |
| Joan Cautrell .....     | Magnet .....      | 5/26 |
| Jule Hageman .....      | Ithaca .....      | 5/27 |
| Belinda Daly .....      | Arthur .....      | 5/29 |
| Elaine Hamm .....       | Neligh .....      | 5/30 |
| Shirley Mallette .....  | Uehling .....     | 5/30 |
| Linda Backhaus .....    | McLean .....      | 5/31 |



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

**MAY 2007**

**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, including claims. (19-1102) |
| First Day .....   | Automatic renewal of beer and liquor licenses (except Class C). (53-124)     |
| 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 or posts ordinances passed. (17-613)                         |
| Within 30 days following Council meeting .....                                      | Clerk publishes official proceedings of meeting, including claims. (19-1102) |
| First Day .....   | Automatic renewal of beer and liquor licenses (except Class C). (53-124)     |
| 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 or posts ordinances passed. (17-613)                        |
| Within 30 days following Board meeting .....  | Clerk publishes official proceedings of meeting, including claims (19-1102) |
| First Day .....   | Automatic renewal of beer and liquor licenses (except Class C). (53-124)    |
| Within 20 days after end of month ....  | Treasurer files monthly financial report. (17-606)                          |
| * * .....   | Clerk must prepare agenda prior to next Board meeting. (84-1411)            |