
NEBRASKA MUNICIPAL CLERKS NEWSLETTER

May 2005



Message from the President

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

I would like to thank the clerks who were present for the Municipal Clerks Week proclamation ceremony last May 12. A special thanks goes out to the clerks who were able to attend the proclamation ceremony. The Governor, and Lt. Governor were unable to be present due to the storm damage in Hall County. Ron Ross, State Treasurer, stood in for the Governor



Nebraska Municipal Clerks who attended proclamation ceremony in Lincoln at the state Capitol on May 12. Ron Ross, State Treasurer, holds proclamation.

in order to distribute the proclamations. Present to accept the official Clerks' Week Proclamation were: Sue Petersen-South Sioux City, Joan Kovar and

Tami Comte-David City, Michele Lincoln-Palmyra, Pat Rule, Bennet, Gwen Grabouski-Beatrice, Rita Ramirez-LaVista, and Jolynn Weber-Albion.

NMCA Executive Board Meeting Agenda

NOTICE OF MEETING

Nebraska Municipal Clerks'
Association
Executive Board
Ramada Inn – Kearney, Nebraska
June 23, 2005, 5:30 p.m.

NOTICE IS HEREBY GIVEN

that a meeting of the Executive Board of the Nebraska Clerks' Association will be held on Thursday, June 23, 2005, at 5:30 p.m. at the Ramada Inn in Kearney, Nebraska.

AGENDA

1. Call Meeting to Order

2. Approval of Minutes of March 15, & March 18, 2005 meetings
3. Response from League office about the fees paid for services (H. Farrar)
4. Discuss Vendors Game/Institute
5. Review Bills, Treasurer's Report and Budget Report

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Nebraska Municipal Clerks' Association General Membership Meeting Minutes

Holiday Inn Convention Center, Kearney, Nebraska

Thursday, March 17, 2005

3:30 p.m.

President Jolynn Weber of Albion called the General Membership Meeting to order at 3:30 p.m. at the Holiday Inn Convention Center. 160 Municipal Clerks and others were present for the meeting. (List attached)

Approval of Minutes:

Barb Whitley of Geneva made a motion to approve the minutes of the Feb. 14, 2004 General Membership Meeting. Melissa Carkoski of Loup City seconded the motion. All those present voted "aye." Nay: None. The motion carried.

Treasurer's Report:

Balance as of Feb. 28, 2005:

\$27,123.92 Checking
\$25,000.00 Scholarship Fund CD
\$52,123.92

Jerry Wilcox of Curtis distributed the treasurer's report for Feb. 28, 2005. Irene Cooper of Bridgeport made a motion to approve the treasurer's report. Buster Brown of Omaha seconded the motion. All those present voted "aye." Nay: None. The motion carried.

Nominating Committee

Chairperson Jan Skinner of Ogallala read the nominations for the 2005-2006 Officers and District Directors.

The following were the nominations as presented:

President: Harold Farrar, Kimball
1st Vice President: Joan Kovar, David City
2nd Vice President: Jerry Wilcox, Curtis
Secretary/Treasurer: Beth Deck, Norfolk
Ginger Neuhart, Waverly
District #3 Director: Diane Fries, Franklin
ReNae Edwards, Grand
Island
District #4 Director: Mary Kempf, West Point
Diane Werner, Battle
Creek
District #5 Director: Vanee Holtmeier, McCool
Junction
Ginger Neuhart, Waverly

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NMCA Executive Board Meeting Agenda (con't.)

6. Review By-Laws
7. Consider supporting the OMCA resolution
8. Old Business/Miscellaneous Discussion
9. Adjourn

I, Jolynn Weber, President of the Nebraska Clerks' Association hereby certify:
That the foregoing is a true and correct copy of the Nebraska Clerk's Association Executive Board Agenda.

Date: May 17, 2005
Jolynn Weber, President
Nebraska Municipal Clerks' Association



Nebraska Municipal Clerks' Association General Membership Meeting

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Harold Farrar of Kimball moved to accept the nominations and for the nominations to cease. Motion was seconded by Joyce Mick of Bayard. All those present voted aye. Motion carried.

Resolution of Appreciation:

Loretta McCoy of McGrew read a resolution of appreciation that will be sent to the Nebraska Department of Economic Development for their financial support of the scholarship fund for clerks' school. Kristi Thornburg of Ainsworth moved to introduce and adopt the resolution as presented. The motion was seconded by Kay Damast of Bellevue. All those present voted aye. Motion carried.

By-Law Changes:

President Jolynn Weber of Albion presented a change to the by-laws that has been practiced but needed to be included in the by-laws. The change would be for Article VIII Section 5 to read "Officers and District Directors shall begin their terms of office immediately following the confirmation at the League of Municipalities Annual Meeting. (3/17/05) Debra Schaefer of Seward made a motion to approve the changes to the by-laws. Bonnie Doremus of Shelton seconded the motion. All those present voted aye. Motion carried.

Committee Reports:

Celebration of Clerks – Debra Schaefer of Seward reported that the celebration went well and everyone agreed.

Silent Auction – Joan Kovar of David City

reported that there were 96 items in the auction and she encouraged everyone to stop in before and after the banquet.

Monday Night Hospitality – Sandy Kruml of Ord sent a slide show report of the scavenger hunt. It was very well done, but poorly attended. By the looks of the photos, those there had a very good time.

Wednesday Night Hospitality – Brandi Livingston of Broadwater thanked her committee and reported that everyone had a great time.

Thursday Night Banquet – "Manhattan by Moonlight" is the theme this year's banquet. It should be very a special evening.

Honorary Membership – Barb Rabe of Wisner reported that there are presented 5 names for honorary membership; Robert R. Benorden, Grafton, NE; Grace Hoeft, Ulysses, NE; Pixie Jones, Grant, NE; Mary Lou Meister, Brainard, NE; Virginia Steinke, Holdrege. Joyce Mick of Bayard made a motion to award honorary membership to the 5 people nominated. Elaine Bayer of Broken Bow seconded the motion. All those present voted aye. Motion carried.

Clerk of the Year – Beth Deck of Norfolk reported that everything is ready for the Clerk of the Year presentations and you must come to the banquet to see who they are.

Clerks' Newsletter – Rosie Russell of Gering has been taking articles for the newsletter and encourages everyone to send something in.

Clerks' Directory – Joyce Mick of Bayard asked that if anyone knew of new clerks in their area to send the information to her any time.

Association History – Linda Jensen reported that she is making progress.

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Nebraska Municipal Clerks' Association General Membership Meeting

Continued from page 3

Education – Kay Dammast of Bellevue reported that the following have agreed to help her grade the tests for Clerks' Institute: Mary Peschel of Schuyler, Brenda Wheeler of Blair, Angela Oliver of Clarks, Nancy Bryan of Osceola, Darla Hopwood of Shelby and Barb Rabe of Wisner.

Certification – Beth Deck of Norfolk reported on Clerk Certification through IIMC. From Oct. 18, 2002 to March 2, 2005 the following certifications have been awarded: CMC = 16; MMCA = 17; MMC1 = 7; MMC2 = 8; MMC = 6

Scholarships – Harold Farrar of Kimball reported that for the first time academy attendees were eligible for scholarships and that he was able to give everyone that applied some money. He reported that there were a total of 34 applications from the institute that received a total of \$8,500 and 24 applications for the academy that received a total of \$2,160.

Vendor Promotion – Harold Farrar of Kimball reported that the punch cards will be collected on entering the banquet and the drawing at the conclusion of the banquet.

Graduating Class Skit:

The 2005 graduating class gave a great rendition of taking the final exam to become a Municipal Clerk.

Election Results:

After a paper ballot vote the following individuals were elected to office:

President: Harold Farrar, Kimball
1st Vice President: Joan Kovar, David City
2nd Vice President: Jerry Wilcox, Curtis

Secretary/Treasurer: Beth Deck, Norfolk
District #3 Director: Diane Fries, Franklin
District #4 Director: Mary Kempf, West Point
District #5 Director: Vanee Holtmeier, McCool Junction

Adjournment:

There being no further business to come before the General Membership, Joyce Mick of Bayard made a motion to adjourn. Mary Peschel of Schuyler seconded the motion. All those present voted "aye" and the motion carried. President Jolynn Weber declared the meeting adjourned at 4:25 p.m..

– Submitted by Jerry L. Wilcox, Secretary-Treasurer

Wilcox expresses thanks for sympathy cards

I would like to thank all the Nebraska Clerks for their thoughts, prayers and cards at the loss of my father. My family was amazed at the number of cards I received from an organization that spanned the whole state. It is another testimony of what a wonderful caring group that we belong to.

*Thank you, Jerry Wilcox, Administrator/
Clerk/Treasurer, Curtis*



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

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.

McIntosh-Fremont, Dorothy Gaeth-Arlington, Nancy Hert-Waterloo, Cynthia Petersen-Oakland, Sherri Skeahan-Ceresco, Patty Knobbe-Snyder and Kim Volk-Fremont.

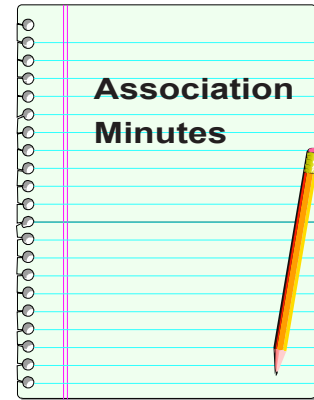
Shari Skeahan made a motion to approve the minutes from the Oct. 21, 2004 meeting and it was seconded by Jennifer Carlson. Motion carried. The treasurer reported a balance of \$1,350.

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 Councilman. 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 Feb. 18, 2005 meeting, second by Joan Suhr and all voted AYE.

The Treasurer's Report showed a balance of \$1150.08. 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.

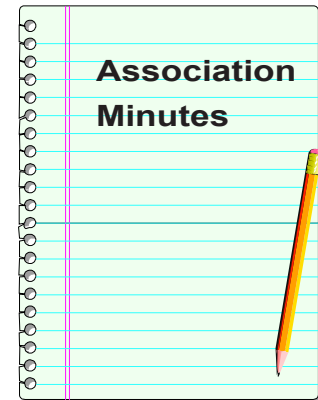
She reminded everyone to fill out the forms for the clerks catalog information.

Everyone commented on what they liked about clerk's school this year. Everyone agreed the banquet was excellent and the general program was well received.

June Moline was a 3rd 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*



Southern Seven Clerk's Association Minutes

The Southern Seven Clerk's Association met on Thursday, April 28, 2005, at the Seward Memorial Library in Seward for their 12 p.m. luncheon and meeting. Deb Schaefer was hostess.

Following the lunch, the Southern Seven held their quarterly business meeting. President Ronile Ivie conducted the meeting. The following clerks were present: Lori Rezny, Wilber; Jeannie Johnson, Bellwood; Beverly Bornschlegl, Bradshaw; Rebecca Sandman, Utica; Cheryl Kraft, Waco; Marilyn Varner, Seward; Debra Schaefer, Seward; Vanee Holtmeier, McCool Junction; Linda Carroll, Fairmont; Ronile Ivie, Exeter; and Joni Belew, Bee.

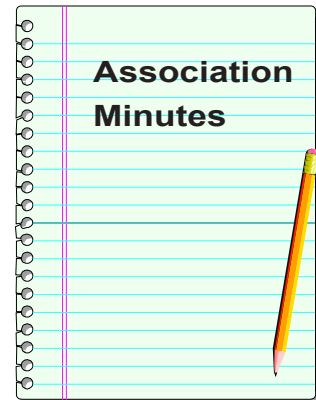
Copies of the minutes from Feb. 24, 2005 were distributed. Debra Schaefer made a motion, seconded by Linda Carroll to approve the minutes of Feb. 24, 2005. All present voted "aye." Motion carried.

The treasurer reported a balance of \$270.18. A deposit of \$105 in dues was made on Feb. 25. Ronile Ivie presented a receipt for reimbursement for \$21 for the silent auction gift for Clerk's Academy. Joni Belew requested permission to purchase a new file box for the Association's papers. Beverly Bornschlegl made a motion, seconded by Vanee Holtmeier to approve the treasurer's report, reimburse Ronile Ivie \$21 and allow Joni Belew to purchase a new file box. All present voted "aye." Motion carried.

No unfinished business.
No unpaid bills were presented.
A question-and-answer period

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.



was held. The topics discussed included overdue water and sewer bills, occupation tax and liquor license fees. Beverly Bornschlegl announced that Donna Rhodes from Gresham was retiring and the new clerk will be Denise Tonniges. She invited them to today's meeting, but they were unable to attend. Hopefully, Ms. Tonniges will attend in August.

Correspondence was read.
The next meeting will be Aug. 25 in McCool Junction. Vanee Holtmeier will be the hostess.

Everyone in attendance was invited to tour the new Seward water treatment plant after the meeting.

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

Mark your calendars for these League Conferences

Municipal Accounting and Finance Conference
June 22-24

Ramada Inn, Kearney

Annual Conference
Sept. 21-23
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.

June Birthdays

Sandy Psota	Burwell	6/1
Joan Kovar	David City	6/1
Lori Wragge	Plainview	6/2
Dan Mercer	Big Springs	6/3
Vickie Power	Gibbon	6/3
LaDonna Koch	Hildreth	6/4
Gary Yank	Crete	6/5
Ann Rumbaugh	Pawnee City	6/5
Rosalyn Covert	Plattsmouth	6/5
Lila Gamble	Kenesaw	6/6
Rita M. Ramirez	La Vista	6/6
June Went	Creston	6/8
Charlynn Krcilek	Giltner	6/8
Sandy Kruml	Ord	6/10
Charlene Newcomer	Cedar Bluffs	6/11
Linda Schuerman	DeWitt	6/11
Diane K. Fries	Franklin	6/11
Marvin Deisley	Norman	6/12
Romona Bratton	Gilead	6/12
Diane Rosenfelt	Benkelman	6/14



Elaine Bayer	Broken Bow	6/15
Toni Siders	Gordon	6/15
Jean Thiele	York	6/16
Martin Gist	Falls City	6/17
Cheryl Smith	Berwyn	6/19
Mary Peschel	Schuyler	6/20
Valorie Stevens	Hay Springs	6/21
Jodi Wulf	Guide Rock	6/22
Jeanine Feeken	Dorchester	6/24
Connie Hartman	Hastings	6/24
Jan Kessler-Fischer	Humphrey	6/28
Lori Rezny	Wilber	6/28
Shelley Frels	Hershey	6/30
Michele Lincoln	Palmyra	6/30



IIMC honors Fort Calhoun Clerk-Treasurer

Linda Welsher, CMC, City Clerk-Treasurer of the City of Ft. Calhoun, has been awarded the designation of Certified Municipal Clerk (CMC) from the International Institute of Municipal Clerks (IIMC).

Ms. Welsher has been employed with the City of Fort Calhoun since March 1999, where she serves in the position of City Clerk-Treasurer.

She attained her designation as Certified Municipal Clerk through completion of IIMC-

approved Municipal Clerks Institute Program conducted by the School of Public Administration, University of Nebraska-Omaha.

She also has attended courses and seminars sponsored by the League of Nebraska Municipalities, and has completed other courses, seminars and

CHEERS!



conferences relating to local government.

Active in professional affiliations, she is a member of the IIMC, Nebraska Municipal Clerks Association and Three Rivers Clerks Association.

Ms. Welsher has been a member of the IIMC since April 2000.

She joins 122 active Municipal Clerks from the state of Nebraska who currently hold the designation of Certified Municipal Clerk.

IIMC honors Meadow Grove Clerk-Treasurer

Amy S. Kuchar, CMC, Village Clerk-Treasurer of Meadow Grove, has been awarded the designation of Certified Municipal Clerk (CMC) from the International Institute of Municipal Clerks (IIMC).

Ms. Kuchar has been employed with the Village of Meadow Grove since January 2001, where she serves in the position of Village Clerk-Treasurer.

She attained her designation as CMC through completion of the IIMC-approved Municipal Clerks Institute Program conducted by the School of

Public Administration, University of Nebraska, Omaha.

She holds an Associate of Arts Degree from Southeast Community College in Lincoln. She has attended Municipal Clerks Association meetings and has completed other courses, seminars and conferences relating to local government.

Active in professional affiliations, she is a member of the IIMC, Nebraska Municipal Clerks Association, and served as Secretary with the Northeast Nebraska Municipal Clerks Association. She has



also served as Chairperson with the Clerks Institute Banquet Committee with the Northeast Nebraska Municipal Clerks Association.

Ms. Kuchar has been a member of the IIMC since January 2001. She joins 122 active Municipal Clerks from the State of Nebraska who currently hold the designation of Certified Municipal Clerk.



IIMC honors Ponca City Administrator/Clerk/Treasurer

Denise L. Peterson, CMC, City Administrator/Clerk/Treasurer of the City of Ponca, has been awarded the designation of Certified Municipal Clerk (CMC) from the International Institute of Municipal Clerks (IIMC).

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 attained her designation as Certified Municipal Clerk

through completion of the IIMC-approved Municipal Clerks Institute Program conducted by the School of Public Administration, University of Nebraska-Omaha.

Peterson holds an Associate of Applied Science Degree in Accounting Specialist from Western Iowa Tech Community College in Sioux City.

Active in professional affiliations, she is a member of the IIMC, Nebraska Municipal Clerks Association, and North-

Congratulations



east Nebraska Clerks Association.

Ms. Peterson has been a member of the IIMC since March 2003. She joins 122 active Municipal Clerks from the state of Nebraska who currently hold the designation of Certified Municipal Clerk.

Wood River City Clerk named member of IIMC Master Municipal Clerk Academy

Marla A. Knecht, CMC, City Clerk of the City of Wood River, has been accepted as a member in the Master Municipal Clerk Academy Program of the International Institute of Municipal Clerks (IIMC). The Academy is the professional body of municipal clerks who have continued their level of educational achievement beyond the attainment of the Certified Municipal Clerk Award.

IIMC President Elizabeth H. Kiss, MMC, Municipal Clerk of East Brunswick Township, New Jersey, said, "I am honored to welcome Ms. Knecht as a

member in the Master Municipal Clerk Academy. She is dedicated to municipal service and an inspiration to all members of our profession."

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

Ms. Knecht has been employed with the City of Wood River since July 2000, where she serves in the position of City Clerk.

CHEERS!



She completed an IIMC-approved Certification Program and received her Certified Municipal Clerk (CMC) designation in April 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 Heartland Clerks Association. Ms. Knecht has been a member of the IIMC since July 2000.



Municipal Legal Calendar

(All statute citations to Revised Statutes of Nebraska)

JULY 2005

CITIES OF THE FIRST CLASS

- July 1 Chair of the Park and Recreation Commissioners must file with City Clerk an itemized statement of all expenditures of the Park and Recreation Board. (16-697)
- Between July 10
and July 30 Advertise for Class C Liquor License renewals. (53-135.01)
- Between July 15
and August 15 Job titles and salaries of employees shall be published. (19-1102)
- Prior to publication
of notice
of budget hearing Council prepares proposed budget statement and makes it available to the public. (13-504)
- Before August 20 County Assessor certifies to each governing body the current valuation of all property subject to the applicable levy. (13-509)
- Before September 20 Budget Statement filed with County Clerk and State Auditor (13-508)
- Within 15 days of
passage Clerk publishes ordinances passed. (16-405)
- Within 30 days
following
Council meeting Clerk publishes official proceedings of meetings, including claims. (19-1102)
- 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)
- End of Each Quarter Report from Depository Banks due. (16-714)

VILLAGES AND CITIES OF THE SECOND CLASS

- Between July 10 and
July 30 Advertise for Class C Liquor License renewals. (53-135.01)
- Between July 15 and
August 15 Job titles and salaries of employees shall be published. (19-1102)
- Prior to publication
of notice
of budget hearing Governing body prepares proposed budget statement and makes it available to the public. (13-504)
- Before August 20 County Assessor certifies to each governing body the current valuation of all property subject to the applicable levy. (13-509)
- Before September 20 Budget statement filed with County Clerk and State Auditor. (13-508)
- 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)
- Last Day Treasurer files monthly financial report. (17-606)
- * * Clerk must prepare agenda prior to next Council or Board meeting. (84-1411)

Correction for June Calendar: The Library Board's report is now due in February, not June (51-213)