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# NEBRASKA MUNICIPAL CLERKS NEWSLETTER

September 2003

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## *NMCA President says thanks, farewell*

By Betty McGuire, Wayne City Clerk,  
NMCA President

It has been a pleasure and honor to serve as your President this past year. It's hard to believe that this year has come and gone so quickly. It has been a wonderful learning experience that I will truly remember. The Nebraska Municipal Clerks' Association is a fantastic organization of which I am very proud to be a member.

I could not have done my job this past year without the help of the following people. A very special thank you to my Executive Board – Gary Yank, who has completed his

### **Applications available for 2004 All-America City Award**

Applications are now available for the 2004 All-America City Award, with a deadline of March 11, 2004 at 5 p.m. Mountain Standard Time. For communities interested in applying for the All-America City Award, the National Civic League is hosting online briefings. Please visit the AAC Web site for the briefings schedule.

**second term** as Past President; Deb Schaefer, 1<sup>st</sup> Vice President now serving as President; Jolynn Weber, 2<sup>nd</sup> Vice President now serving as 1<sup>st</sup> Vice President; Harold Farrar, Secretary/Treasurer now serving as 2<sup>nd</sup> Vice President; Joan Kovar, District 5 Director who will now serve as Secretary/Treasurer; Joyce Mick, District 1 Director, Jerry Wilcox, District 2 Director; Sandy Kruml, District 3 Director; and Beth Deck, District 4 Director. The two new Directors, Diane Fries – District 3 and Vanee Holtmeier – District 5 will be a great asset to the Executive Board, and I look

### *Share your city, village's 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](mailto:lynnm@lonm.org) by e-mail.



forward to working with them this coming year.

The NMCA is going to be in great hands with Deb Schaefer of Seward serving as your President.

Thanks also goes out to my Committee Chairs and Committees who worked so hard and made this year a huge success. Without the help and guidance of these people, this year would not have run so smoothly.

Also, I want to thank Dr. Alice Schumacher, Melanie and Jessica from the University of Nebraska for their dedication to providing a quality Clerks' School and Academy year after year.

Many thanks goes to the League of Nebraska Municipalities, especially Lynn Marienau who does such a fantastic job on the Clerks' Newsletter.

And my thanks to all of **you** for a wonderful year and all the great memories that I will treasure forever.



## Otte named member of IIMC Municipal Clerk Academy

Bonnie J. Otte, CMC, City Clerk/Risk Manager of the City of Scottsbluff, has been accepted as a member in the Master Municipal Clerk Academy Program of the International Institute of Municipal Clerks (IIMC).

IIMC President Jean M. Bailey, CMC, City Clerk of Rocky Mount, North Carolina, announced, "I am honored to welcome Ms. Otte 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, approximately 15 percent of 10,300 members of

IIMC have qualified for the Master Municipal Clerk Academy status.

Ms. Otte has been employed with the City of Scottsbluff since February 1999, where she serves in the position of City Clerk/Risk Manager. Previous municipal service includes serving with the City of Lexington as Executive Secretary to the City Manager and Deputy City Clerk.

She completed the Municipal Clerks Institute conducted by the School of Public Administration, University of Nebraska, Omaha and received her Certified Municipal Clerk (CMC) designation in April 2001.

Continuing her professional

**CHEERS!**

education, she has completed IIMC-approved Academy Programs offered through the School of Public Administration, University of Nebraska, Omaha, Western Nebraska Community College, and other seminars and conferences relating to local government, and holds an AA Degree in Business.

Active in professional affiliations, she is a member of the IIMC, Nebraska Municipal Clerks Association, and the Nebraska General Notary Public.

Ms. Otte has been a member of the IIMC since June 1996.

### Send conference topic ideas to MAFC committee members

If you have conference topic ideas for the Municipal Accounting and Finance Conference, please give them to MAFC Committee members throughout the year. Those members are:

**Chair: Geri Anthony**, Clerk/Treasurer, Sidney, PO Box 79, Sidney, NE 69162-0079, 308-254-5300

**Vice Chair: Dana Calta**, Accounting/Finance Supervisor, Fremont, PO Box 1266, Fremont, 68026-1266, 402-727-2627

**Member: Nancy Purscell**, Finance Director/Treasurer, Papillion, 122 East 3rd Street, Papillion, 68046-2302, 402-597-2000

**Member: Janet Greenwalt**, Clerk, St. Paul, 704 6th Street, St. Paul, 68873-2021, 308-754-4483.

**Member: David Noble**, Finance Officer, Chadron, PO Box 390, Chadron, 69337-0390, 308-432-0505.

### 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).



## Bryan accepted as IIMC Academy Member

Nancy E. Bryan, CMC, City Clerk/Treasurer of the City of Osceola, has been accepted as a member in the Master Municipal Clerk Academy Program of the International Institute of Municipal Clerks (IIMC).

IIMC President Jean M. Bailey, CMC, City Clerk of Rocky Mount, North Carolina, announced, "I am honored to welcome Ms. Bryan 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, approximately 15 percent to the 10,300 members

of the IIMC have qualified for the Master Municipal Clerk Academy status.

Ms. Bryan has been employed with the City of Osceola since September 1998, where she serves in the position of City Clerk/Treasurer.

She completed the Municipal Clerks Institute conducted by the School of Public Administration, University of Nebraska, Omaha, and received her Certified Municipal Clerk (CMC) designation in September 2001.

Continuing her professional education, she has completed IIMC-approved Academy Programs offered through the

School of Public Administration, University of Nebraska, Omaha, Nebraska Health and Human Services, and other seminars and conferences relating to local government.

Active in professional affiliations, she is a member of the International Institute of Municipal Clerks, Nebraska Municipal Clerks Association, and has served as Secretary Treasurer and is serving as Vice President with the Southern 7 Clerks Association.

Ms. Bryan has been a member of the International Institute of Municipal Clerks since May 1999.

## How to make the phone your ally

While e-mails may be more popular, the telephone is still indispensable at work. There's rarely a time when you can do without it, as much as you would like to. There are times when you're really busy and it rings and you just don't want to pick it up. And often times you won't. You'll let voice mail kick in, and you'll check the message later. Here are a few tips on how to become more effective on the telephone. They may seem inconsequential, but in the end knowing them will save you a lot of time.

- **If you are right-handed**, put your phone on the left side of

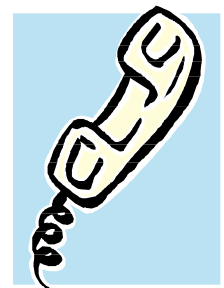
your desk. That way you can hold onto the phone and take notes at the same time.

- **When you're leaving messages**, use the voice-mail as a timesaving tool. Tell the person what you need, what your deadline is and, if possible, ask them to leave the answer on your voice mail if they fail to get you in person. That way, you won't be playing phone tag for several days over something that could be resolved in an hour.

- **If you leave your message** with a secretary, make sure he or she repeats the message and your phone number back to you. But

make sure you ask them tactfully or else they'll think that you don't trust them.

- **As for your own outgoing voice-mail** message, be specific about when you will return calls.
- **Use functions such as call forwarding** and conferencing to your advantage. ■



– Adapted from  
*OnlineOrganizing.com*



## 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 S. Koch .....	Beatrice .....	10/2
Roxanne S. Schlegel .....	Shickley .....	10/2
Amy Lockwood .....	Page .....	10/3
Cynthia Couch .....	Inman .....	10/5
Norma G. Price .....	Murray .....	10/5
Lois J. Reed .....	Inglewood .....	10/6
Arlene Roesler .....	Western .....	10/7
Connie Stull .....	Gothenburg .....	10/9
Janet Bruggeman .....	Hoskins .....	10/9
Joyce Mick .....	Bayard .....	10/10
Beverly C. Newport .....	Long Pine .....	10/10
Nancy Evans .....	Maywood .....	10/12
Kathy Mensik .....	Morse Bluff .....	10/14
Joan Nelson .....	Maskell .....	10/15
Sharon K. Miller .....	Mitchell .....	10/16
Vicki Owings .....	Stella .....	10/16
Kay Gerdes .....	Weeping Water .....	10/16
Michael A. Hoefler .....	Firth .....	10/19
Linda Welsher .....	Fort Calhoun .....	10/19
Ona F. Malleck .....	Indianola .....	10/20
Bonnie Doremus .....	Shelton .....	10/20



Kerri Langemeier .....	Schuyler .....	10/21
Mary Kempf .....	West Point .....	10/22
Judy Smith .....	Chester .....	10/23
Linda Roberts .....	Dorchester .....	10/25
Linda Secord .....	Nebraska City .....	10/25
Brenda Kehler .....	Greeley .....	10/26
Ralph E. Brown .....	Spalding .....	10/26
Judy Hickman .....	Bennington .....	10/27
Virginia Filsinger .....	Clear Water .....	10/27
Nancy Foxhoven .....	Crofton .....	10/27
Linda Walters .....	Columbus .....	10/30
Donna Pluta .....	Greenwood .....	10/30
Brandi Livingston .....	Broadwater .....	10/31



## **Municipal Legal Calendar**

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

### **NOVEMBER 2003 CITIES OF THE FIRST CLASS**

First day .....	Class C liquor license year begins. (53-124)
Within 15 days of Passage .....	Clerk publishes ordinances passed. (16-405)
Within 10 days from meeting or before next meeting (whichever is sooner) .....	Clerk to have minutes available for public inspection. (84-1413)
Within 30 days from 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)
Reminder .....	1 and 6 year plans are due at the Nebraska Department of Roads no later than March 1, 2003. (39-2115 to 39-2119)

### **CITIES OF THE SECOND CLASS AND VILLAGES**

First day .....	Class C liquor license year begins. (53-124)
Within 15 days of Passage .....	Clerk publishes ordinances passed. (17-613)
Within 10 days from meeting or before next meeting (whichever is sooner) .....	Clerk to have minutes available for public inspection. (84-1413)
Within 30 days from Council or Board meeting .....	Clerk publishes official proceedings of meetings 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)
Reminder .....	1 and 6 year plans are due at the Nebraska Department of Roads no later than March 1, 2003. (39-2115 to 39-2119)