
NEBRASKA MUNICIPAL CLERKS NEWSLETTER

December 2010



Message from the President

*By Diane Fries, City Clerk-Treasurer, Franklin
NMCA President*

Christmas is but 10 days away. Do you have the shopping done, gifts wrapped, decorations up, baking done and all the other fun things that come with this beautiful holiday? In all the hustle and bustle, are we forgetting the real reason for the season? This is a very special season and my favorite one. When I look at the nativity set that my daughter and I made back in 1977, tears come to my eyes. Not only did we enjoy making this together, but we talked about what it really meant. To me this nativity set is priceless!!

During this beautiful season, don't forget the less fortunate who don't have money for gifts and possibly not even a house to decorate or food to cook for a meal. Remember them and help these people if you can. I will guarantee you that the feeling you have will have been a good one and you will never forget it. Above all, don't forget the ones who are serving our country and will not be with their loved ones for the holidays. We owe them a great deal. Please pray for their safety and hope that next year they will be home with their families.

To me, friends and family are always important, but at this time of the year they hold an extra special meaning. The Lord gave them to us for whatever reason; thank him for all our blessings big and small.

This is my last newsletter. I was let go unexpect-

edly from my job, but I want to take this opportunity to wish all of you a very Merry Christmas and Happy New Year. You are part of my family and I will not forget all the friendships

I have made, the fun I have had the last 20 years and all the things I learned which helped me do my job. God bless each and every one of you. The memories will keep me going. I have many and there isn't a day that goes by that I don't think of one.

God always closes one door and opens another. When he closes 2010 and opens 2011, may your new year be filled with happiness and good health.

Wishing you and your families a blessed holiday season now and always. Please keep in touch and I'm looking forward to seeing you in March at Kearney.

Diane K. Fries, MMC

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silent Auction

Let's make our auction a
HUGE SUCCESS
with a



Nebraska Municipal Clerks Association
Institute and Academy
March 14-18, 2011
Holiday Inn Convention Center, Kearney, Nebraska

\$



Let's find that pot of gold at the end of the rainbow by
raising money to help our fellow clerks
attend the Institute & Academy and
have **FUN** at the same time.

Start thinking **now** of something you can donate to the
auction.

All proceeds from the Silent Auction help support the NMCA Scholarship Fund.



Nominations sought for Honorary Membership in Nebraska Municipal Clerks' Association

We are, once again, seeking nominations for Honorary Membership in the Nebraska Municipal Clerks' Association. Section 3 of the NMCA Constitution and Bylaws reads as follows:

"Any member who has been an active or associate member of the Nebraska Municipal Clerks' Association, and is a member of the Nebraska Municipal Clerks' Association at the time of his/her termination, shall be eligible

for Honorary Membership. Recommendations for Honorary Membership shall be submitted by a Clerk or Deputy Clerk who is a current member of the Nebraska Municipal Clerks' Association and shall be submitted to any member of the Executive Committee for presentation at the next Annual Meeting. Approval of such Honorary Membership shall be by majority of those voting members present at such Annual Meeting."

The Honorary Members are presented a certificate of Honorary Membership following Clerks' School. If you would like to nominate someone for Honorary Membership, please send his or her name, and current address. Please send this to me by March 10, 2010. Thank you for your assistance.

– Submitted by Barbara S. Rabe, Chair, Honorary Membership Committee, PO Box 367, Wisner, NE 68791

Mileage rate increases to 51 cents on Jan. 1

Effective Jan. 1, 2011, the mileage rate at which elected and appointed officials, employees, or volunteers may be reimbursed will be increased from 50 cents to 51 cents per mile.

The Local Government Miscellaneous Expenditure Act provides that local units of government may approve mileage at the rate allowed by Section 81-1176. This section requires the state Department of Administrative Services to set the mileage rate. Effective Jan. 1, 2001, the state created a state policy that the state mileage rate will be set at the prevailing standard mileage rate as established by the Internal Revenue Service through its Revenue Procedures.

Portions of Act, Section 13-2203, provide as follows: *"In addition to other expenditures authorized by law,*

each government body may approve:

(1)(a) The expenditure of public funds for the payment or reimbursement of actual and necessary expenses incurred by elected and appointed officials, employees, or volunteers at educational workshops, conferences, training programs, official functions, hearings, or meetings, whether incurred within or outside the boundaries of the local government, if the governing body gave prior approval for participation or attendance at the event and for payment or reimbursement either by the formal adoption of a uniform policy or by a formal vote of the governing body. Authorized expenses may include: (ii) Mileage at the rate allowed by section 81-1176 or actual travel expense if travel is authorized by commercial or charter means."



Nebraska Clerks Institute & Academy
Banquet



" A NIGHT ON THE GREEN "

*Putt On Your Golfing Attire & Join Us
For An Exciting Around!*

Thursday March 17, 2011

7 pm

Holiday Inn Convention Center
Kearney, Nebraska



"Top O' the Evenin' To Ya, Lassie"



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.

February Birthdays

Jennifer Carlson..... Bancroft 2/1
Jill Hoefler Firth 2/2
Buster Brown..... Omaha 2/2
Nicole Wiese..... Palisade 2/3
Jeanie Schmidt..... Campbell 2/4
Barbra Mikkelsen..... Aurora..... 2/6
Theresa Busse..... North Bend..... 2/6
Linda Hazen..... Butte..... 2/7
Lori Vorderstrasse..... Hastings 2/11
Peggy Sheldon Hemingford 2/11
Sue Murray-Lee So. Sioux City 2/14
Janiel Kimble..... Imperial 2/15
Michaëlle Trembly..... Kearney 2/16
Mary Lou Ritter..... Lyons 2/17
Lanette Doane Ansley..... 2/18
Cynthia Ourada..... Prague 2/20



Linda Carroll Fairmont 2/21
Amy Allen..... Stapleton..... 2/21
Dawn Schmidt..... Yutan..... 2/23
Sandra Meyer Plattsmouth..... 2/24
Kelly Oelke Hickman..... 2/25
Kimberly Volk Fremont 2/26
Victoria Ramold..... Palmer 2/28

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



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

JANUARY 2011

CITIES OF THE FIRST CLASS

Each month.....	Clerk publishes ordinances passed within 15 days after passage. (16-405)
Within 10 working days from meeting or before next meeting (whichever is sooner)....	Clerk to have minutes available for public inspection. (84-1413)
First Regular Meeting.....	Mayor and Council appoint member of Park Board. (16-696)
Within 30 days from Council meeting.....	Clerk publishes official proceedings of meeting. (19-1102)
End of month.....	Clerk files monthly report. (16-317)
Within 20 days after end of month.....	Treasurer files monthly financial report. (16-318)
On or before January 31.....	Provide county assessor each new lease or changed preexisting lease which went into effect during the previous year and a listing of previously reported leases that are still in effect. (77-202.11)
Each Quarter.....	Report from depository banks due. (16-714)
Reminder.....	Notice of automatic renewal of liquor and beer other than Class C licenses must be published between January 10 and January 30 of each year. (53-135.01)
Reminder.....	One and six year plans are due at the Nebraska Department of Roads, Board of Public Roads, Classification and Standards, March 1, 2011.
Reminder.....	Legal notice is required 10 days before the hearing. (39-2115 through 39-2119)
Reminder.....	Annual report on each retirement plan is to be filed as of Dec. 31 with the Public Employees Retirement Board and the Retirement Committee of the Legislature. (16-1017, 16-1037, 19-3501)
Reminder.....	For cities with a defined benefit retirement plan, the city council files a quadrennial actuarial analysis report with the Public Employees Retirement Board and the Legislature's Retirement Committee. (19-3501)
Jan. 31.....	Provide county assessor each new lease or changed preexisting lease which went into effect during the previous year and a listing of previously reported leases that are still in effect. (77-202.11)

CITIES OF THE SECOND CLASS

Each month.....	Clerk publishes ordinances passed within 15 days after passage (17-613)
Within 10 working 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 meeting. (19-1102)
Within 20 days after end of month.....	Treasurer files monthly financial report. (17-606)
On or before January 31.....	Provide county assessor each new lease or changed preexisting lease which went into effect during the previous year and a listing of previously reported leases that are still in effect. (77-202.11)
Reminder.....	Notice of automatic renewal of liquor and beer other than Class C licenses must be published between January 10 and January 30 of each year. (53-135.01)
Reminder.....	One and six year plans are due at the Nebraska Department of Roads, Board of Public Roads, Classification and Standards, March 1, 2011.
Reminder.....	Legal notice is required 10 days before the hearing. (39-2115 through 39-2119)
Reminder.....	Annual report on each retirement plan is to be filed as of Dec. 31 with the Public Employees Retirement Board and the Retirement Committee of the Legislature. (19-3501)
Reminder.....	For cities with a defined benefit retirement plan, the city council files a quadrennial actuarial analysis report with the Public Employees Retirement Board and the Legislature's Retirement Committee. (19-3501)
Jan. 31.....	Provide county assessor each new lease or changed preexisting lease which went into effect during the previous year and a listing of previously reported leases that are still in effect. (77-202.11)

VILLAGES

Each month.....	Clerk publishes ordinances passed within 15 days after passage (17-613)
Within 10 working days from meeting or before next meeting (whichever is sooner).....	Clerk to have minutes available for public inspection. (84-1413)
Within 30 days from Trustees' meeting.....	Clerk publishes official proceedings of meeting. (19-1102)
Within 20 days after end of month.....	Treasurer files monthly financial report. (17-606)
On or before January 31.....	Provide county assessor each new lease or changed preexisting lease which went into effect during the previous year and a listing of previously reported leases that are still in effect. (77-202.11)
Reminder.....	Notice of automatic renewal of liquor and beer other than Class C licenses must be published between January 10 and January 30 of each year. (53-135.01)
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