

Nebraska Municipal Clerks Newsletter

December
2011

MESSAGE FROM THE PRESIDENT

Vanee Holtmeier, CMC, NMCA President

As we are fast approaching the end of the year, I would like to take the time to wish everyone a very Merry Christmas and a joyous 2012. This past year has flown by so fast. In the blink of an eye, it is already over.

With the coming of the new year, are many changes and chances to educate ourselves in our professions as clerks and treasurers. Starting in January, the 102nd, 2nd Session, of the Nebraska Legislature will convene on Wednesday, Jan. 4, 2012 for 60 days. As we all know, new laws and legislative changes can greatly affect our jobs. So please read and pass on the *Legislative Bulletins* that are sent weekly by the League of Nebraska Municipalities to help us keep track of the changes that will affect our communities.

On Jan. 11-13, 2012, the League of Nebraska Municipalities will host a Utilities Section Conference at the Embassy Suites in Lincoln. This is a very informative conference designed to provide information on electric, sewer and water utilities to help us support our utility supervisors.

Then, on Feb. 27-28, 2012, the League of Nebraska Municipalities will host the 2012 Midwinter Conference in Lincoln at the Cornhusker Marriott Hotel. The conference has invaluable information not only for clerks, treasurers and also for our city council and village board members on the ever-changing state and federal laws and regulations.

Next, on March 12-16, 2012, the University of



Photos.com

Nebraska at Omaha (UNO) will host the 2012 Nebraska Municipal Clerks Association (NMCA) Clerk's Institute and Academy in Kearney at the Holiday Inn. I hope everyone is planning to attend. UNO and their staff will have excellent sessions to help us perform our jobs as clerks and treasurers.

I would encourage everyone to try to attend at least one – if not all – of these conferences to help keep us and our communities current on the latest information and changes that will affect our communities. I hope to see you there.

*Vanee K. Holtmeier, CMC
NMCA President
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McCool Junction, NE 68401
402-724-2525
mccoolclerk@galaxycable.net*

Mileage reimbursement rate to remain the same

Effective Jan. 1, 2012, the mileage rate at which elected and appointed officials, employees, or volunteers may be reimbursed will remain the same – 55.5 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."

Effective Jan. 1, the mileage rates associated with employee moving or relocation expense also will remain the same at 55.5 cents. The first 23.5 cents per mile (compared to 23.5 cents per mile effective July 1, 2011) is considered non-taxable income; any amount over the 23 cents per mile must be treated as a non-qualified moving expense and is considered taxable income. Policies on moving can be found at <http://www.das.state.ne.us/accounting/nis/am005.htm#move>.

Source – Nebraska Dept. of Administrative Services

CHECK LEGISLATIVE WEBSITE FOR INFORMATION

Check the Legislature's web site for more information about your state Senators and the legislative process. The Legislature recently concluded a special session. The regular session will begin Jan. 4. **The web site address** is <http://nebraskalegislature.gov/web/public/home>.

JANUARY BIRTHDAYS

Trisha Robertson..... Beemer 1/2
 Lavon Coufal Ravenna..... 1/3
 Misty Garcia Dannebrog 1/3
 Cynthia Heilbrun..... Sidney 1/3
 Vicki Pecena..... Spencer 1/4
 Mitzi Messenger..... Clay Center 1/6
 Lilly Justin Creighton 1/6
 Debra Schaefer Seward 1/9
 Kim Finocy Doniphan..... 1/10
 Kendra Kinne Cambridge..... 1/11
 Karlee Hofer Page 1/13
 Kellie Crowell Ravenna..... 1/13
 Jeanine Webb..... Homer 1/15

Angie Stein..... Greenwood..... 1/20
 Sally Snowe Wynot..... 1/20
 Betty McGuire Wayne 1/22
 Colleen Lawry..... Gretna..... 1/24
 Kim McConville McCook..... 1/25
 Nancy Glesinger Spalding..... 1/26
 Gail Zoerb Mason City..... 1/26
 Elizabeth Deck..... Norfolk 1/28
 Nanette King..... Maxwell..... 1/29
 June Moline..... Mead..... 1/29

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

LEAGUE OF NEBRASKA MUNICIPALITIES
 1335 L STREET
 LINCOLN, NE 68508
 402-476-2829

www.lonm.com

On the Agenda for Clerk Institute/Academy 2012

Registration materials have been mailed. If you did not get a copy please let us know. We understand participating in the Institute/Academy is a financial commitment for your municipality. We think the cost is a good investment and to explain the benefits of professional development to your community, we have created a document for you to share. In addition, IIMC's Education Department recently issued a brief on the Benefits of Education - Why Certify? The registration materials and these documents are available on our website at clerkinstitute.unomaha.edu.

A new course for Institute/Academy is *Creating a Personal Safety Plan*, which will be presented by Chief Dan Lynch and Jane Musil of the Kearney Police Department. This course was added by request from the NMCA Education Committee. The NMCA is receiving a growing number of reports from clerks about violence encountered as a result of their positions. Clerks have reported citizens bringing guns to city hall, being run off the road by angry citizens and being confronted at their personal residences. A few Nebraska clerks have resigned due to increased violence towards them. This session will teach you how to recognize when a citizen is upset, what non-confrontational steps to take and when to back away completely and seek additional help.

A returning favorite for Institute/Academy is Dave Ptak with an Advanced Nebraska Legislative Update. Dave will review the pertinent laws adopted in the 2011 session and discuss pending legislation in the 2012 session with a special emphasis on the impact of each bill on municipalities.

Institute participants will learn about Nebraska Sales and Use Taxes from a new speaker, Margaret Sherard, Revenue Educator with the Nebraska Department of Revenue. She will provide general

instruction to those new to sales tax concepts and provide a review for those with experience. Recent and upcoming changes will also be discussed.

You can find more information about the program, the hotels and networking events on our website. We hope to see you in March!

Submitted by Melanie Kiper, Co-Director, Nebraska Municipal Clerk Institute and Academy

A surprise Christmas gift

The day before Christmas, a young wife told her husband over breakfast, "Last night, I dreamed you have me a diamond necklace for Christmas!" And she smiled. "What do you think that means?"

Her husband grinned back. "Maybe you will find out tomorrow."

Christmas day arrived, and the husband handed his wife a small box. "Merry Christmas, darling."

The wife opened it. Inside the box was a book: *The Interpretation of Dreams*.





NEBRASKA MUNICIPAL CLERKS' ASSOCIATION
League of Nebraska Municipalities



NEBRASKA MUNICIPAL CLERKS' ASSOCIATION
MEMBERSHIP DUES STATEMENT
2011-2012

NAME: _____
TITLE: _____
ADDRESS: _____
MUNICIPALITY: _____
E-MAIL ADDRESS: _____

Population of Municipality:

Under 300	\$10.00	_____
301-800	\$15.00	_____
801-5,000	\$25.00	_____
Over 5,000	\$35.00	_____

Years of Service as Municipal Clerk: _____

Are you a Certified Municipal Clerk (CMC)? Yes _____ No _____

Are you a Master Municipal Clerk (MMC)? Yes _____ No _____

Are you an IIMC (International Institute of Municipal Clerks) Member? Yes _____ No _____

PLEASE include the MONTH and DAY of your birthday:

(to be listed in the Clerks Newsletter)

Please make copies if needed.

PLEASE RETURN THIS COMPLETED FORM WITH YOUR PAYMENT TO:

NEBRASKA MUNICIPAL CLERKS' ASSOCIATION
LEAGUE OF NEBRASKA MUNICIPALITIES

1335 L STREET
LINCOLN, NE 68508

MAKE CHECKS PAYABLE TO: NEBRASKA MUNICIPAL CLERKS' ASSOCIATION

Nebraska Municipal Clerks' Association

OUTSTANDING CLERK AWARD NOMINATION FORM

****PLEASE TYPE OR PRINT****

Deadline for nominations is Friday, December 30, 2011.

Please note: Nominees shall have served as municipal clerk for a minimum of 3 years.

_____ 1st Class City or larger _____ 2nd Class City _____ Village

I hereby nominate the following City/Village Clerk for the Nebraska Municipal Clerks Institute "Outstanding Clerk Award":

Name of Clerk Nominated _____

Clerk's Mailing Address _____

Clerk's E-mail Address _____

Date _____ Signature _____

Title _____

Mailing Address _____

City/Village _____

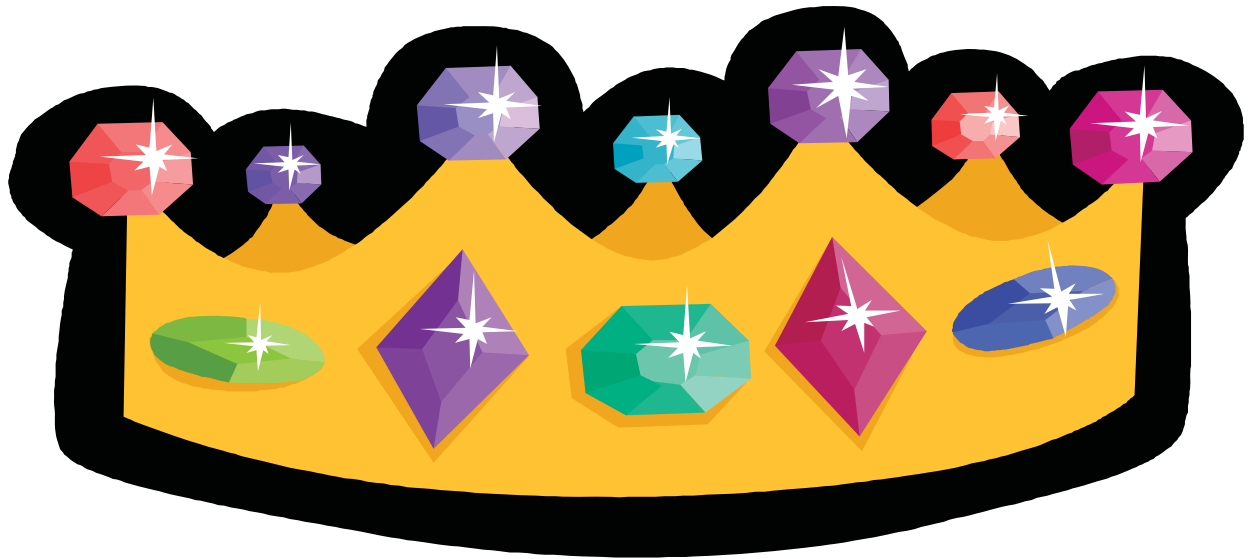
Zip Code _____

Telephone _____

A questionnaire will be mailed to your nominee for outstanding clerk.

PLEASE RETURN THIS NOMINATION FORM TO:

RaNae Edwards, Chairperson
NE Municipal Clerks Awards Committee
100 East 1st Street
Grand Island NE 68801



Dear Fellow Clerks:

It would be fantastic if every clerk attending the Institute and Academy donated an item or items for the Silent Auction. All items are truly appreciated no matter how big or small either in size or cost.

All holiday decors are welcomed as well as jewelry, lotions, soaps, towels, pictures, cookbooks, purses, shirts, candles, billfolds, key chains, dishes, food items, DVD's, candy, pen sets, scarves, money clips, baskets, sport or concert tickets, CD's, ties, quilts, blankets, wall hangings, coffee mugs, Nebraska items, books, homemade goodies, crafts, clocks, caps, mittens, gloves, hats, kids toys.....I know I left something out!

Every donation, no matter what size and your efforts in collecting items are greatly appreciated by us the buyers and mostly by the scholarship recipients. Thank you in advance for your cooperation and consideration of this invitation to be a part of continuing our scholarship fund raising.
See you in March at Kearney!!

*Susan Kloepping
2nd Vice President*

Municipal Legal Calendar

(All statute citations to Revised Statutes of Nebraska)

JANUARY 2012

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, 2012.
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 State Auditor's Office. (16-1017, 16-1037, 19-3501)

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, 2012.
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 State Auditor's Office. (19-3501)

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)
Reminder.....	One and six year plans are due at the Nebraska Department of Roads, Board of Public Roads, Classification and Standards, March 1, 2012.
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 State Auditor's Office. (19-3501)