

Nebraska Municipal Clerks Newsletter

November
2011



MESSAGE FROM THE PRESIDENT

Vanee Holtmeier, CMC, NMCA President

I hope everyone had a Happy Thanksgiving and did not eat too much turkey and pumpkin pie! And, Christmas is just around the corner. I have no clue where this past year has gone, but it has flown by quickly. My mother always told me that the older I got, the faster the years seem to fly by. Boy, I guess she was right.

And before we know it, the 2012 Clerk's Institute and Academy will be upon us again. It will be in Kearney again this year at the Holiday Inn from March 12-16, 2012. I hope everyone is planning on attending. UNO and their staff do a lot of work putting this institute and academy together for us every year so we can keep up to date in our profession as clerks and treasurers. In the September/October and November issues of the League's newsletter, you will find the 2012 NMCA scholarship application form that needs to be submitted by Dec. 15, 2011 and scholarships will be awarded prior to Jan. 29, 2012. To apply for the NMCA scholarship, you need to submit the completed application form, a short narrative and the United States Citizenship Attestation form to Mary Kempf at the City of West Point before the Dec. 15, 2011 deadline. I encourage everyone to apply. Every little bit saved helps all of our communities right now with all the tight budgets. Also included in these newsletters, is the NMCA 2011/2012 membership dues statement that needs to be renewed yearly by each clerk and deputy clerk. In order to receive a NMCA scholarship, your dues must also be current. Good luck to everyone who applies.



Photos.com

Also two weeks before the Clerk's Institute and Academy, the League of Nebraska Municipalities will host the 2012 Midwinter Conference in Lincoln at the Cornhusker Marriott Hotel on Feb. 27-28, 2012. The conference has invaluable information not only for us as clerks and treasurers, but also for our city council and village board members on the ever-changing state and federal laws and regulations.

I personally would like to thank UNO and their staff

Continued on next page

*Vanee K. Holtmeier, CMC
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MESSAGE FROM THE PRESIDENT

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and the League of Nebraska Municipalities staff for all their dedication in putting these events together for us. You learn a wealth of information during both of these conferences and sometimes even more as we all come together and socialize with our peers. I would encourage everyone to try to attend both of these events.

Wishing everyone a Very Merry and Blessed Christmas! See you all in 2012!

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>.

DECEMBER BIRTHDAYS

Alisha Bartling..... Verdigre 12/1
Nikki Johnston..... O'Neill 12/2
Neida Mueller..... Long Pine..... 12/4
Kathleen Gottsch..... Springfield..... 12/4
Linda Jensen..... Central City..... 12/7
Debbie Gilmer..... Friend..... 12/8
Jan Singleton..... Hayes Center .. 12/12
Susan Dallegge..... Hampton 12/13
LaDonna Bennett..... Bertrand 12/15
LeAnn Ellis..... Hershey 12/16
Mary Wallen..... Nebraska City. 12/16
ReNae Edwards..... Grand Island 12/17

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

SUBMIT IDEAS AND MATERIALS FOR CLERKS NEWSLETTER

Dorene Sattler, Deputy City Clerk, City of Geneva, would like to remind you to submit your ideas and materials for the Municipal Clerks' Newsletter to Lynn Marienau at the League of Nebraska Municipalities.

As you know, the newsletter's usefulness to clerks depends on the material provided. Please use the newsletter to tell of relevant events taking place in your community, reports on workshops, seminars or meetings of interest to clerks and as an information exchange, or forum for solving problems facing you and your municipality.

Bowman awarded Master Municipal Clerk designation

Victoria Bowman, Trenton Village Clerk/Treasurer, has been awarded the designation of Master Municipal Clerk from the International Institute of Municipal Clerks.

"IIMC grants the MMC designation only to those Municipal Clerks who complete demanding education requirements; and who have a record of significant contributions to their local government, their community and state," wrote Sharon K. Cassler, IIMC president.

Holly Jenkins..... Johnson 12/19
Jane Skinner..... Ogallala 12/19
Bonnie Gilpin..... Wolbach 12/20
Susan Kluthe..... Cairo 12/20
Shari Auge..... Newman Grove ... 12/23
Jean Polzkill..... Central City..... 12/27
Dana Klabenes..... Neligh 12/30
Marilyn Varner..... Seward 12/30
Brett Baker..... Hickman..... 12/31
Cynthia Petersen..... Oakland 12/31

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

www.lonm.com

On the Agenda for Clerk Institute/Academy 2012

Chris and I are very excited about this year's program and can't wait to share it with you. There are some new courses, some familiar topics being taught by new presenters and some old favorites back by popular demand. A new course for both Institute and Academy participants is "Personnel Policies" presented by Sheila Schukei, Human Resources Director, City of Norfolk. Sheila describes this course as a hands-on application of writing, updating and changing information in an employee handbook. It will provide direction of what should be included in personnel rules, including municipal policies, benefits, grievance procedures and applicable state/federal employment laws. Participants are encouraged to bring their current handbook, and then roll up their sleeves to work on updating, revising and adding to it.

This session is in response to last year's evaluation comments requesting more sessions on personnel issues. Sheila has presented at Clerk Institute/Academy many times and she always gets rave reviews. Here are some from last year: "Sheila is a great resource." "Sheila is an awesome presenter." "Love to listen to Sheila." "Always an excellent speaker." "I always enjoy Sheila." We think you will enjoy Sheila, too. Back by popular demand are Roundtables but with a twist. Evaluations indicate participants want more time to attend more topics. This year Roundtables will be bigger and better than ever. We are extending them to a three-hour session held on Thursday morning. If you have an idea or request for a Roundtable topic, or would like to volunteer to lead a Roundtable, please contact Chris, 402-554-2864, cred@unomaha.edu.

We have lowered the registration fee to \$393 for Institute and \$223 for Academy, if you register before February 20! Registration materials will be sent in December. You can find more information about the program, the hotels, the social events and scholarships on our website at <http://clerkinstitute.unomaha.edu>. We hope to see you in March!

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

Grab the cucumber to solve some common problems

The humble cucumber can be useful for more than salads. Here are a few creative uses for this common vegetable:



- **Battle the mid-afternoon slump.** Instead of guzzling a Red Bull, try nibbling a cucumber. It contains B vitamins, Vitamin C, calcium, and other nutrients that can perk up your energy level.
- **Prevent a hangover.** With their sugar and electrolytes, cucumbers can replenish nutrients lost after a night of drinking, helping you wake up refreshed and headache-free.
- **Soothe your tired eyes.** Place a slice of cold cucumber over each of your eyes for about 15 minutes. The moisture will cool your skin and allow the blood vessels in your eyes to contract, easing the swelling.



NEBRASKA MUNICIPAL CLERKS' ASSOCIATION

League of Nebraska Municipalities



2012 NMCA SCHOLARSHIP APPLICATION

The Nebraska Municipal Clerks' Association (NMCA) Scholarship is available to "All Nebraska municipal clerks and/or deputy clerks attending Institute/Academy training, who are members of the Nebraska Municipal Clerks' Association." The 2012 NMCA Scholarship Application is now available. Applications are also available online at <http://clerkinstitute.unomaha.edu/>

Please remember to complete the application in its entirety, including the following information:

- Email address.
- Name of Area Clerks' Association.
- Number of times your municipality has received a NMCA scholarship in the past five years.
- Scholarships your community has received from NMCA in the past five years.
- A short narrative (WHICH IS MANDATORY) and must be included with the application. The narrative must state the reason(s) for your need and/or your municipality's need for financial assistance and must be specific.
- All lines must be filled in on the scholarship application.
- Incomplete applications will not be considered for scholarships.
- Must be a current member of the NMCA. All membership dues are payable in October of each year and the dues are for the clerk, not the city, and needs to be paid every year. The dues invoice is in the Nebraska Municipal Clerk's Newsletter and is online at the website listed above.
- All applications must include a completed copy of the United States Citizenship Attestation form. THIS FORM IS MANDATORY in order to be considered for a scholarship and is included with the scholarship form.

The application deadline is December 15, 2011 and awards will be made prior to January 29, 2012.

Mary Kempf
NMCA First Vice-President
City of West Point



NEBRASKA MUNICIPAL CLERKS' ASSOCIATION
League of Nebraska Municipalities



NEBRASKA MUNICIPAL CLERKS' ASSOCIATION
2012 CLERKS INSTITUTE & ACADEMY
SCHOLARSHIP APPLICATION

(Also available online at: <http://clerkinstitute.unomaha.edu/>)

NAME: _____ TITLE: _____

ADDRESS: _____ MUNICIPALITY: _____

STATE: _____ ZIP _____ OFFICE TELEPHONE: _____

EMAIL: _____

Name of Area Clerks' Association: _____

Population (last census) _____ How long have you been a clerk: _____

This is my _____ first _____ second _____ third year of attendance at the NE Municipal Clerks' Institute.

I _____ did _____ did not receive a scholarship to attend the first year.

I _____ did _____ did not receive a scholarship to attend the second year.

Number of times your municipality received a NMCA scholarship in the past five years? _____

Please note how much scholarship aid your community has received for the Clerks' Institutes in the past five (5) years from the NMCA: \$ _____

NARRATIVE

A short narrative **IS MANDATORY** and must be included with your application. The narrative must state the reason(s) for your need and/or your municipality's need for financial assistance from the NMCA Scholarship Fund. (PLEASE BE SPECIFIC)

NMCA YEARLY DUES MUST BE PAID AND CURRENT TO QUALIFY FOR A SCHOLARSHIP

ALL LINES MUST BE FILLED IN.

INCOMPLETE FORMS WILL NOT BE CONSIDERED FOR SCHOLARSHIPS

ALL SCHOLARSHIPS MUST INCLUDED THE CITIZENSHIP ATTESTATION FORM

PLEASE RETURN THIS COMPLETED FOR BY DECEMBER 15, 2011 TO:

CITY OF WEST POINT
ATTN: MARY KEMPF
NMCA SCHOLARSHIP APPLICATION
P.O. BOX 327
WEST POINT, NE 68788-0327
westpoint@cablone.net

United States Citizenship Attestation Form

For the purpose of complying with Neb. Rev. Stat. §§ 4-108 through 4-114, I attest as follows:

I am a citizen of the United States.

— OR —

I am a qualified alien under the federal Immigration and Nationality Act, my immigration status and alien number are as follows: _____, and I agree to provide a copy of my USCIS documentation upon request.

I hereby attest that my response and the information provided on this form and any related application for public benefits are true, complete, and accurate and I understand that this information may be used to verify my lawful presence in the United States.

PRINT NAME

(first, middle, last)

SIGNATURE

DATE



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

Southern Seven Clerk's Association Minutes

The Southern Seven Clerks' Association met at 12:30 p.m. on Thursday, Nov. 17, 2011 at Chez Bubba Cafe, 1234 May Street, Goehner, Neb.

1. Program by Janice Stopak and Sara Seidel, Area Specialists; USDA Rural Development
2. Roll Call. President Marilyn Varner called the meeting to order. The attendance sheet was signed, showing the following members present: Linda Eschenweck, Gresham/Thayer; Gloria Riley, Dorchester; Marilyn Varner, Seward; Diane Goranson, Crete; Vanee Holtmeier, McCool Junction; Linda Carroll, Fairmont; Shannon Chesnut, Beaver Crossing; Erin Baker, Osceola; Julie Howe, Goehner; Joni Belew, Bee; Jeanine Wasser, Ulysses; Becky Erdkamp, Exeter; and Village of Dorchester Board Member, Joyce Karl.
3. Approval of Minutes. Copies of the Aug. 18, 2011 meeting minutes were previously e-mailed and reviewed. Moved by Erin Baker, seconded by Joni Belew, to approve the Aug. 18, 2011 minutes. All present voted aye. Motion carried.
4. Treasurer's Report. Secretary-Treasurer Diane Goranson reported \$193.22 in the checking account. Moved by Linda Carroll, seconded by Shannon Chesnut to approve the treasurer's report. All present voted aye. Motion carried.
5. Unfinished Business. None
6. New Business
 - a. Unpaid bills – Chez Bubba Café for 2 speakers lunches \$21.00.
 - b. No correspondence.
 - c. Plans for the Thurs. night banquet at Clerks' School were discussed. The theme will be a beauty pageant and a former Mrs. Nebraska will be the speaker.
7. Designation of Secretary/Treasurer
Jeanine Wasser agreed to be the Southern 7 Secretary/Treasurer for 2012

8. Selection of 2012 Meeting Locations
February – Dorchester-
May – McCool Junction-
August – Osceola
November – Goehner
 9. Round Table Questions & Discussion
Questions discussed were regarding public comment period at council meetings, executive sessions, attorneys at meetings, and timing of payments at year end.
 10. Gift Exchange
 11. Adjourn
- The next meeting will be Thursday, Feb. 16, 2012 at 12:30 p.m. in Dorchester at Joe's Place, 703 Washington Ave.



*Diane Goranson
Secretary-Treasurer*

Albion Administrator/ Clerk/Treasurer earns CMC designation

Andrew L. Devine, CMC, City of Albion has earned the Certified Municipal Clerk (CMC) designation from the International Institute of Municipal Clerks (IIMC). The IIMC is congratulating this individual for his achievement.

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

Three Rivers Clerks Association Minutes

The Three Rivers Clerks Association met for their regular meeting on Thursday, Oct. 20, 2011 at 12:30 p.m. at The Grain Bin in Howells, Neb.

President Jennifer Carlson opened the meeting with the following members present: Jennifer Carlson, Bancroft; Linda Welsher, Fort Calhoun; Linda Cech, Clarkson; Melissa Johnson, Waterloo; Mindi Laaker, Bennington; Al Vacanti, Scribner; Patty Knobbe, Snyder; Lori Kathol, Dodge; Lynn McIntosh, Fremont; June Moline, Mead; Roxanne Meyer, Hooper; Dawn Gall, Howells; Brenda Weitzenkamp, Uehling; Mary Kempf, West Point; and Linda Douglas, Arlington.

Dawn Gall introduced Pam Barta, Co-Chair of Q125 in Howells, who extended a greeting and thank you to everyone for coming to Howells.

President Carlson asked if there were any additions or corrections to the July 21, 2011 minutes. Al Vacanti moved to approve the July 21, 2011 minutes, as presented. Linda Cech seconded. Motion carried.

Secretary/Treasurer, Linda Douglas reported the checking account balance is \$2,333.83, which includes: \$642.41 in expenses paid for the Mayor/Council Forum; \$780 received for attendance at the Mayor/Council Forum; and \$60 received in annual membership dues for 2011-2012. Lynn McIntosh moved to approve the treasurer's report as presented, seconded by Dawn Gall. Motion carried.

Mary Kempf reminded everyone the NE Municipal Clerks Association memberships are due for renewal this month. Membership renewal forms are available online, as well as the scholarship application forms for the NE Municipal Clerks Institute and Academy. Kempf inquired if the Three Rivers Clerks Association would like to donate to the scholarship fund. Linda Douglas moved to donate \$150 to the scholarship fund for the 2012 NE Municipal Clerks Institute

and Academy. Melissa Johnson seconded. Motion carried. On a final note, Kempf said tuition this year will not be going up and the Thursday Night Banquet will have a "Beauty Pageant" theme.

Al Vacanti reported on the League of NE Municipalities Fall Conference held in Lincoln. Discussion was held on the new ADA regulations for swimming pools and LB 357 – Local Option Sales Tax.

There was no new business.

The next meeting will be held at 12:30 p.m. in Fremont on Thursday, Jan. 19, 2012. Lynn McIntosh will arrange for a meeting location. The meeting on Thursday, April 19, 2012 will be held in Scribner.

Sara Seidel and Janice Stopak with the USDA were present to discuss various grants and loans available through the USDA.

Linda Cech moved for adjournment, seconded by Melissa Johnson. Motion carried.

*Linda M. Douglas
Secretary/Treasurer*

A worldwide look at wealth

The richest U.S. citizen is Bill Gates, founder of Microsoft, who according to *Forbes* magazine, is worth \$56 billion. But he is far from the only billionaire in the world.

Here is a look at some of the wealthiest people in the Western Hemisphere.

Mexico. Carlos Slim Helu (telecommunications), \$74 billion;

Brazil. Eike Batista (mining), \$23 billion;

Canada. David Thompson (media), \$23 billion;

Chile. Iris Fontbona (mining), \$19.2 billion;





REMINDER.....

Silent Auction

Clerks Institute and Academy

March 12-16, 2012

**At the Holiday Inn Convention Center
in Kearney**

Bring on the items!

**All proceeds go to our
scholarship fund!!**

Municipal Legal Calendar

(All statute citations to Revised Statutes of Nebraska)

DECEMBER 2011

CITIES OF THE FIRST CLASS

- Each month Clerk publishes ordinances passed within 15 days after passage. (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. (19-1102)
- Last Day Clerk files monthly report. (16-317)
- Last Day Treasurer files monthly financial report. (16-318)
- Dec. 31 Annual Financial Street Report Forms 1 through 6 to the Board of Public Roads Classifications and Standards due December 31.
- Dec. 31 Clerk files report on city's section 401(a) retirement plan (if city has retirement plan) with the Public Employees Retirement Board and the State Auditor's Office. (19-3501)
- * * Clerk must prepare agenda prior to next Council meeting. (84-1411)
- 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 1 and 6 year plans are due at the Nebraska Department of Roads no later than March 1, 2012. (39-2115, 39-2117)
- Reminder 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)

CITIES OF THE SECOND CLASS AND VILLAGES

- Each month Clerk publishes ordinances passed within 15 days after passage (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 Governing Board meeting..... Clerk publishes official proceedings of meeting. (19-1102)
- Last Day Treasurer files monthly financial report. (17-606)
- Dec. 31 Annual Financial Street Report Forms 1 through 6 to the Board of Public Roads Classifications and Standards due December 31.
- Dec. 31 Clerk files report on city's/village's section 401(a) retirement plan (if city has retirement plan) with the Public Employees Retirement Board and the State Auditor's Office. (19-3501)
- * * Clerk must prepare agenda prior to next Council or Board meeting. (84-1411)
- 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 1 and 6 year plans are due at the Nebraska Department of Roads no later than March 1, 2012. (39-2115, 39-2117)
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