
NEBRASKA MUNICIPAL CLERKS NEWSLETTER

October 2010



Message from the President

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

I hope everyone is enjoying the beautiful fall colors and nice weather we have been having. At this time I want to stress the importance of paying your 2010-2011 NMCA dues. The reason is that if you intend to apply for a scholarship, you have to be a paid member of IIMC and NMCA. Last year, several applied and had to be turned down. With the economy the way it is, cities and villages need all the help possible.

I am also going to challenge all Clerks Associations to give at least a \$100 to the scholarship fund designating that it go to a clerk in your association. Please do this at your next association meeting so the scholarship committee knows how much money it has to distribute. If you send the money directly to the League, please designate the purpose. The dues form is included again in this newsletter. At your local clerk association meetings, please inform the new clerks how to obtain the newsletter. The League does a great job with it. Also, the University of Nebraska at Omaha has a great website full of good information, including the application form for the Institute/Academy.

I definitely encourage all clerks, young and old, to attend the Clerk Institute/Academy. Chris

Reed and Melanie Kiper work very hard on getting topics and speakers lined up. I give them a big round of applause – they work all year so that we can have one week of education. They have some great items already set up for 2011 – remember it will be at the Holiday Inn in Kearney – so mark your calendars for March 14-18, 2011.

As you read the list of committees, you will note that one needs help – Monday Night Hospitality. In addition, the Honorary Membership Committee has no one. Please help if you can. Volunteering is fun – you meet new people and learn while you have fun.

If at anytime you have a question or comment, please contact me – and remember there is not such a thing as a “dumb” question.

Enjoy your fall.

*Diane K. Fries, MMC, City Clerk Treasurer, Franklin, NMCA
President*





NEBRASKA MUNICIPAL CLERKS ASSOCIATION

NMCA Oct. 2010–Sept. 2011 Officers

President:

Diane K. Fries, MMC
Clerk/Treasurer
619 15th Avenue
Franklin, NE 68939-1597
308-425-6295
cityhall@gtmc.net

1st Vice President:

Vanee Holtmeier, CMC
Clerk/Treasurer
PO BOX 145
McCool Junction, NE 68401-0145
402-724-2525
mccoolclerk@galaxycable.net

2nd Vice President:

Mary Kempf, MMC
Clerk
PO BOX 327
West Point, NE 68788-0327
402-372-2466
westpoint@cableone.net

Secretary:

Susan Kloeping
Clerk/Treasurer
PO BOX 309
Cozad, NE 69130-0309
cozadcty@cozadtel.net

Past President:

Barbara Whitley, MMC
Clerk/Treasurer
PO BOX 409
Geneva, NE 68361-0409
402-759-3109
bwhitley@cityofGeneva.org

HEARTLAND CLERKS ASSOCIATION MEETING AUG. 19, 2010 KEARNEY, NEBRASKA

The Heartland Clerk's Association met on Thursday, Aug. 19, 2010 at Ruby-Tuesday's in Grand Island, Nebraska. President Raquel Felzien of Franklin called the meeting to order with 13 members present: Raquel Felzien and Diane Fries, Franklin; Lyndi Fitzgerald, Loup City; Kellie Crowell, Ravenna; Gael Zoerb, Mason City; RaNae Edwards, Grand Island; Lanette Doane, Ansley; Misty Garcia, Dannebrog; Elaine Bayer and Lisa Svanell, Broken Bow; Jean Polzkill and Linda Jensen, Central City; and, Jan Felzien, Orleans.



Copies of the minutes from the April 22, 2010 meeting and the Treasurer's Report were presented for review. Motion made by Elaine Bayer, seconded by Kelly Crowell to approve the minutes as presented. Upon roll call vote: all present voted aye. Nays: none. Motion carried. The Treasurer's report showed a balance of \$1,822.33. Motion made by Jean Polzkill, seconded by Lanette Doane to approve the Treasurer's report, as presented. Upon roll call: all present voted aye. Nays: none. Motion carried.

A discussion was held about the silent auction gift basket for the Clerk's School in March. Kelly Crowell made a motion to set the amount for the gift basket to \$50. Lanette Doane seconded the motion. After further discussion, Kelly Crowell made an amended motion to increase

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HEARTLAND CLERKS ASSOCIATION MEETING AUG. 19, 2010, KEARNEY, NEBRASKA

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the amount for the basket to \$75. Lanette Doane seconded the motion. Upon roll call: all present voted aye. Nays: none. Motion carried. Michaëlle Trembly would be in charge of getting the basket.



In other new business, the theme for the Clerk's school banquet will be "Golfing on the Green." Linda Jensen offered to draft a flyer for the event. The committees for the banquet are as follows: Food committee – Raquel Felzien, Linda Jensen, and Elaine Bayer. Decorations committee – Kelly Crowell, Jean Polzkill, and Bonnie Doremus of Shelton. Entertainment committee – Diane Fries, RaNae Edwards, and Lanette Doane.

A welcome was given to Jan Felzien of Orleans.

The next meeting will be held on Oct. 21.

Meeting place will be announced by email.

Motion was made by Jean Polzkill, seconded by Elaine Bayer to adjourn the meeting. Upon roll call: all present voted aye. Nays: none. Motion carried.

*Submitted by Linda Jensen, MMC
Secretary/Treasurer*

**HEARTLAND CLERKS ASSOCIATION
MEETING
OCT. 21, 2010
KEARNEY, NEBRASKA**

Previous Balance as of August 19, 2010
\$1,822.33

Expenditures:
Total Expenditures
\$0.00

Receipts:
Total Receipts
\$0.00

Balance as of Oct. 21,
\$1,822.33

*Respectfully submitted,
Linda Jensen, MMC
Secretary/Treasurer*



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"



NMCA COMMITTEES FOR 2010-2011

Monday Night Hospitality Committee

Erin Baker, Chair Osceola co61748@windstream.net

NEED TWO (2) more volunteers – please notify me and Erin if you are willing to help.

Celebration of Clerks Committee

Barb Whitely, Chair Geneva bwhitely@cityofgeneva.org
Sue Murray Lee SSC smurray@southsiouxcity.org
Beth Deck Norfolk bdeck@cinorfolk.ne.us
Brandi Livingston Broadwater broadwater@embarqmail.com

Directory Committee

Linda Jensen, Co-Chair Central City centralcityclerk@hotmail.com
Jean Polzkill, Co-Chair Central City city.polzkill@gmail.com

Honorary Membership Committee

NO ONE SIGNED UP – PLEASE SOMEONE VOLUNTEER – LET ME KNOW ASAP

Newsletter Committee

Rosie Russell, Chair Gering russell@gering.org
Dorene Sattler Geneva deputycc@cityofgeneva.org

Nominating Committee

Barb Whitely, Chair Geneva bwhitely@cityofgeneva.org
Kandra Kinne Cambridge kkinne@swnebr.net
Jane Skinner Ogallala jane.skinner@ogallala-ne.gov
Lea Ann Doak McCook ldoak@cityofmccook.com

Wednesday Night Hospitality

Sharon Holtzen, Chair Bruning sholtzen67@yahoo.com
Wendy McCain Trenton wendy-vtrenton@gpcom.net
Jan Singleton Hayes Center jjingleton@yahoo.com
Deb Thayer Bladen atdc75@yahoo.com

Thursday Night Banquet Committee

Heartland Clerks Association –

Bonnie Doremus, Co-Chair Shelton sheltonclerk@charter.net
Kellie Crowell, Co-Chair Ravenna kcrowell@ravannanebraska.net

Silent Auction Committee

Mary Kempf, Chair West Point westpoint@cableone.net
Melissa Harrell Wahoo harrell@wahoo.ne.us
Kim McConville McCook mconville@cityofmccook.com
Al Vacanti Scribner cityofsc@gpcom.net
Joan Suhr Valley cityclerk@valleyomhcoxmail.com
Patty Knobbe Snyder synder@skyww.net
Jean Pozkill Central City city.polzkill@gmail.com
Kellie Crowell Ravenna kcrowell@ravannanebraska.net
Vane Holtmeier McCool Junction mccool@galaxycable.net

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NORTHEAST NEBRASKA CLERK'S ASSOCIATION

July 15, 2010 MINUTES

The Northeast Nebraska Clerk's Association met on July 15, 2010 at Orchard Community Room in Orchard. Treasurer Lacie Andreasen called the meeting to order at 1:15 p.m. Clerks from the following communities were present: Ewing, Hartington, Battle Creek, Page, Genoa, Bassett, Oakdale, and Orchard.

A motion to approve the April 15, 2010 minutes was made by Karlee Hofer from Page and seconded by Crystal Lenzen from Hartington. Motion Carried.

Lacie Andreasen from Genoa gave the treasurer report stating that there was \$278.35 in the checking account and \$734.81

in the savings account. There was a motion made to approve the treasurer's report made by Michael Fler from Battle Creek and seconded by Karlee Hofer from Page. Motion carried. There was a motion to pay Lunch Box in the amount of \$64 made by Korla Keller from Bassett and seconded by Brenda Harrison from Orchard. Motion carried. There was no report from the Sunshine Committee. Accounting and Finance Conference was discussed with good sessions but need to move some of the sessions that wouldn't be on the same time frame. Location for Oct. 15, 2010 meeting – Jennifer said she would check into mov-

ing the meetings back to Norfolk at the Council Chambers if Beth would check

into the meal. She will be getting ahold of Beth to find out if the day would work. The association thanked Brenda and the Village of Orchard for hosting the meeting place. Motion to adjourn the meeting was made by Crystal Lenzen from Hartington and seconded by Brenda Harrison from Orchard at the time of 2:10 p.m.

The next meeting will be Oct. 21, 2010 to be determined. Watch for notice from Jennifer at 1 p.m.

The topic of discussion was on doing up a handbook for when clerks are gone or something really bad happens to the clerk's family. Good and bad items were brought up. One is that if you have too many people who know how to do the payroll, for example.



NMCA COMMITTEES FOR 2010-2011

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Education Committee

(07-01-2010 to 09-30-2011)

RaNae Edwards, MMC. Chair
Beth Deck, MMC
Brenda Wheeler, CMC
Sue Murray Lee, CMC
Linda Koch, seeking CMC
Mike Fler, seeking CMC
Pam Buethe, CMC
Peggy Sheldon

Grand Island redwards@grand-island.com
Norfolk bdeck@cinorfolk.ne.us
Blair brwheeler@ci.blair.ne.us
SSC smurray@southsiouxcity.org
Beatrice lkoch@bpw.ci.beatrice.ne.us
Battle Creek bccity@cableone.net
LaVista pbuethe@cityoflavista.org
Hemingford peggyr@bbc.net

History Committee

Cathie Phillips, Chair
Andrea Carter
Michelle Fries

Phillips phillipsclerk@charter.net
Pleasant Dale coch795@windstream.net
Bayard bayardc@charterinternet.com

*Submitted by Jennifer Carr –
Secretary*



NEBRASKA MUNICIPAL CLERKS' ASSOCIATION
League of Nebraska Municipalities



2011 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 2011 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 due in October of each year and the dues are with the clerk, not the city, and needs to be paid every year. The dues invoice is in the Nebraska Municipal Clerk's Newsletter.

The application deadline is December 15, 2010 and awards will be made prior to January 29, 2011.

Vanee K. Holtmeier
NMCA First Vice-President
Village of McCool Junction

See next page about new requirements on citizenship attestation.



Department of Economic Development: Scholarship application requirements on employment eligibility

The Department of Economic Development contract for services with the Nebraska Municipal Clerks' Association (in which scholarships are provided to individuals who attend the Nebraska Municipal Clerks' Institute and Academy) has two clauses about which applicants need to be aware regarding (1) employment eligibility; and, (2) lawful presence for public benefits eligibility. These statutes were enacted in LB 403. Most of **LB 403** has been codified in the Nebraska Statutes at §§4-108 through 4-114.

In the NMCA contract, the two following provisions have been incorporated:

§4.17 Verification of Work Eligibility Status for New Employees.

The Contractor is required and hereby agrees to use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Nebraska. In this context, "new employees" means employees hired on or after the effective date of this contract. A "federal immigration verification system" means the electronic verification of the work authorization program authorized by the Illegal Immigration Reform and Immigrant Responsibility Act of 1996, 8 U.S.C. 1324a, known as the E-Verify Program, or an equivalent federal program designated by the United States Department of Homeland Security or other

federal agency authorized to verify the work eligibility status of a newly hired employee. This contractual obligation to verify work eligibility status for new employees physically performing services within the State of Nebraska also applies to any and all subcontractors utilized by the Contractor in performing this contract. The Contractor will be responsible to the Department for enforcing this requirement with Contractor's subcontractors.

A failure by the Contractor to adhere to these requirements is violative of the statutory requirements in Neb. Rev. Stat. §4-114 and as such will be deemed a substantial breach of this contract which could result in the Department declaring Contractor to be in default on the contract.

§4.18 Verification of Lawful Presence for Public Benefits Eligibility (as required of applicants benefited by this contract).

The Department of Economic Development is prohibited by state law (Neb. Rev. Stat. §4 108) from providing public benefits to a person not lawfully present in the United States.

Public benefits are statutorily defined broadly (see Neb. Rev Stat. §4-109), with some exemptions from the verification of lawful presence requirement set forth in Neb. Rev Stat. §4-110. For the purposes of this contract, the Department has determined the Contractor is, in the performance of Contractor's contractual du-

ties, providing public benefits to individuals or households under the statutory definition of public benefits.

Consequently, pursuant to this contract and Neb. Rev. Stat. §§4-108 through 4-114, the Contractor shall have each applicant for public benefits under this contract complete the United States Citizenship Attestation Form, available on the State of Nebraska Department of Administrative Services website at www.das.state.ne.us. The attestation form is also reproduced on a following page of this contract.

Such form serves as the applicant's attestation that he or she is a U.S. citizen or a qualified alien under the federal Immigration and Nationality Act, 8 U.S.C. 1101 et seq. (as such federal statute existed on January 1, 2009, or as it may be subsequently amended). If the applicant attests they are a qualified alien, Contractor shall verify the applicant's lawful presence in the United States using the Systematic Alien Verification for Entitlements (SAVE) Program.

Contractor shall:

1. retain the attestation form, and retain any additional verification documentation required because the applicant attested they were a qualified alien.
2. provide such attestation form and other documentation (or copies thereof) to the Department of Economic Development upon the request of such

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12 traits to cultivate for achievement

Success depends on a certain amount of luck, but smart people don't leave it entirely up to chance. In the book "Work Your Strengths" (AMACOM), authors Chuck Martin, Richard Guare, and Peg Dawson identify 12 strengths essential to success.

These skills are:

- **Response inhibition** – the ability to think before you act
- **Working memory** – remember information while you are performing complex tasks
- **Emotional control** – not giving in to anger, anxiety, or other counterproductive feelings
- **Sustained attention** – the ability to focus on the immediate job
- **Task initiation** – just get started
- **Planning and prioritizing** – knowing what's important and what to do first
- **Organization** – having all the tools and resources available whenever you need them
- **Time management** – using your time as efficiently as possible
- **Goal-directed persistence** – setting goals and moving steadily toward them
- **Flexibility** – the ability to adapt to changing circumstances
- **Perspective** – seeing the big picture and your role in it
- **Stress tolerance** – ability to deal with stress.



Department of Economic Development: Scholarship application requirements on employment eligibility

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Department.

3. maintain aggregate records for the duration of the contract showing: (a) the number of applicants for public benefits under this contract; and, (b) the number of applicants rejected pursuant to the lawful presence requirement (which is the subject matter of the procedural, attestation, and verification requirements set forth in the Nebraska statutes and contractual provisions above).

4. provide a summary report to the Department of Economic Development, no later than Dec. 31st each calendar year, reflecting data for such calendar year (or portion of such year when there is not a full, calendar year of activity under this contract), so as to allow the Department to fulfill its annual reporting obligation to the Nebraska Legislature concerning these "lawful presence" requirements. The Department's

annual report to the Nebraska Legislature is due Jan. 31st each year.

Please pay attention to §4.18 Verification of Lawful Presence for Public Benefits Eligibility (as required of applicants benefited by this contract).

Each individual provided a scholarship under the contract must complete the United States Citizenship Attestation Form. That form can be found at: www.das.state.ne.us.



**NEBRASKA MUNICIPAL CLERKS' ASSOCIATION
League of Nebraska Municipalities**



**NEBRASKA MUNICIPAL CLERKS' ASSOCIATION
2011 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

PLEASE RETURN THIS COMPLETED FOR BY DECEMBER 15, 2010 TO:

**VILLAGE OF MCCOOL JUNCTION
ATTN: VANEE HOLTMEIER
NMCA SCHOLARSHIP APPLICATION
P.O. BOX 145
MCCOOL JUNCTION, NE 68401
mccoolclerk@galaxycable.net**



NEBRASKA MUNICIPAL CLERKS' ASSOCIATION
League of Nebraska Municipalities



TO: All Municipal Clerks and Deputy Clerks

FROM: Susan Kloeping, NMCA Secretary

The Nebraska Municipal Clerks' Association Membership Dues Statement for October 1, 2010 to September 30, 2011 is now due. Please fill out the form on the next page and send it with your check to the League of Municipalities. Remember the check needs to be made out to the Nebraska Municipal Clerks' Association (NMCA).

The NMCA voted not to send out membership cards, unless you need one. Please indicate that you will need a card on the statement and we will do our best to get you one. Also reminding all Clerks that you have to be a member of the NMCA to be eligible for scholarships.

If you have any questions, please contact me at 308-784-3907 or cozadcty@cozadtel.net.

Thank you,

Susan Kloeping, MMC

NMCA Secretary



NEBRASKA MUNICIPAL CLERKS' ASSOCIATION
League of Nebraska Municipalities



NEBRASKA MUNICIPAL CLERKS' ASSOCIATION

**MEMBERSHIP DUES STATEMENT
2010-11**

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 Certified Public Manager[®] Program
Course Schedule for 2011 Cohort
6/17/2010**

JANUARY 20-22 (on campus)

Evening Welcome Reception January 19, 2011

ORIENTATION January 20, 2011

Faculty: Mary R. Hamilton, Ph.D.; Rita Paskowitz, B.A., Storyteller; Joe Gerstandt, Facilitator; Anthony Campbell, MPA, Doctoral Student

Brief Description of Orientation: The Orientation will provide an overview of program benefits, expectations of participants and faculty, schedule, and what to expect generally and specifically from the program. We will meet each other and start networking. The NE CPM Program will stress the importance of networking and networking skills. A major portion of the Orientation will focus on the CPM project and on the importance of writing to success in your career. The Orientation will also provide an introduction to the wide range of resources available at UNO, including online access to the library, Blackboard, writing and speech resource centers, and much more. We will also discuss the results of participant self-assessments.

KNOWING AND MANAGING YOURSELF January 21-22, 2011

Faculty: Mary R. Hamilton, Ph.D.; Ellen Freeman-Wakefield, MPA; Rita Paskowitz, B.A., Storyteller; Dan Wheeler, Ph.D.

Brief Description of Course: Knowing and Managing Yourself offers participants an opportunity to assess leadership and management styles, skills, and areas for improvement. Participants will fill out the Myers Briggs Type Indicator before the class and discuss the results in class. Participants will also be encouraged to understand the story of their lives and to connect how their life experiences influence preferences, style, and values as a leader and manager. Course discussions and exercises will focus on leadership and management styles, qualities, skills, behaviors, the importance of effective communication for leaders and managers, and approaches to motivating the self and others. Course participants will also be introduced to the concept of Emotional IQ. Each participant will create Individual Development Goals for the year based on their understanding of their own life story, the results of their self-assessments and the class readings, exercises and discussions.

FEBRUARY (Two courses on campus)

STRATEGIC PLANNING and CONTINUOUS IMPROVEMENT February 18, 2011

Faculty: Mary R. Hamilton, Ph.D.

Brief Description of Course: This is the first of three courses that will prepare participants to develop and implement their CPM project. The course will provide an understanding of what strategic planning is and how to make it valuable to participants' organizations. Using examples and case studies, the components of a plan will be discussed and their interrelationships



Application for Admission to the Nebraska
Certified Public Manager® Program

Application for 2011 Omaha, Nebraska CPM Program due November 30, 2010

Full Name _____ Job Title _____

Organization _____ Division _____

Work Address _____ City _____

State _____ Zip _____ Phone _____ Fax _____

Permanent Mailing Address _____ City _____

State _____ Zip _____ Phone _____ Fax _____

Email Address _____

Applicant Background Questions—Attach additional pages if necessary

- 1) **Education:** Please provide a summary of your educational and training experience. Include any licenses, degrees, and certifications and reference when and where they were earned.

- 2) **Work Experience:** Please include years at your current organization and any previous job experience.

- 3) **Supervisory Experience:** Please explain your past or present supervisory/managerial experience, if applicable. Include current job responsibilities, number of people you supervise, and any programs you have managed.

- 4) **Community Service/ Volunteer Experience:** Please describe any volunteer work, including non-career work in nonprofit organizations, political or special interest groups.



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.

December Birthdays

Alisha Bartling Verdigre..... 12/1
Emily Bausch.....Hickman 12/2
Nikki Johnston O'Neill..... 12/2
Neida Mueller Long Pine 12/4
Kathleen Gottsch.....Springfield 12/4
Missy Alton Chambers 12/5
Sue Werkmeister Maywood 12/6
Linda Jensen..... Central City 12/7
Carri Vavra Milligan..... 12/7
Debbie Gilmer Friend..... 12/8
Sharon Reinmiller.....Staplehurst..... 12/8
Debra Thayer.....Bladen..... 12/11
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
Jane Skinner Ogallala..... 12/19
Susan Kluthe..... Cairo 12/20
Bonnie Gilpin..... Wolbach..... 12/20
Mary Ducheneaux..... Tekamah 12/24
Jean Polzkill Central City 12/27
Verna Moore Wymore..... 12/28
Dana Klabenes Neligh 12/30
Marilyn Varner Seward..... 12/30
Brett Baker Hickman 12/31
Cynthia Petersen..... Oakland..... 12/31

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



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

**NOVEMBER 2010
CITIES OF THE FIRST CLASS**

- First day.....Class C liquor license year begins. (53-124)
- Within 15 days of PassageClerk 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 meetingClerk publishes official proceedings of meetings including
claims. (19-1102)
- End of monthClerk files monthly report. (16-317)
- Within 20 days after end of monthTreasurer files monthly financial report. (16-318)
Clerk must prepare agenda prior to next Council meeting
(84-1411)
- Reminder1 and 6 year plans are due at the Nebraska Department of
Roads no later than March 1, 2011. (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 PassageClerk 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)
- Within 20 days after end of monthTreasurer files monthly financial report. (17-606)
- * *Clerk must prepare agenda prior to next Council or Board
meeting. (84-1411)
- Reminder1 and 6 year plans are due at the Nebraska Department
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