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# NEBRASKA MUNICIPAL CLERKS NEWSLETTER

June 2010



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## Message from the President

*By Barb Whitley, City Clerk-Treasurer, Geneva  
NMCA President*

**T**he NMCA pins are in! Diane Fries and I will have them available at the 2010 Annual Conference in September at the Holiday Inn in Kearney. Make sure you get one!

On surveys filled out at the Institute and Academy, some clerks stated that they wanted handouts from the other sessions that they could not attend. To find those handouts:

Go to the UNO website: <http://www.unomaha.edu/clerkinstitute/index.php>

### **Keep apprised of interim legislative activity**

Municipal officials can follow legislative activity during the interim by checking out the Legislature's web site at <http://nebraskalegislature.gov/web/public/home>. A wealth of information is available there.

You will find interim study resolutions and interim committee hearing schedules, as well as information about your state Senators. Interim committee hearings have begun and will continue through the remainder of the year. Lawmakers convene Jan. 5 for the first session of the 102nd Legislature, which will be a long, or 90-day, session.

Scroll down to: To view or download materials from the educational sessions at the 2010 Institute or Academy; go to the [2010 Agenda](#) page and click on handout link for each session.

This website is for all clerks to use. There is a lot of information available there. Please go check it out!

The 2010 Municipal Accounting & Finance Conference held in Kearney June 16-18 was filled with a large amount of information. Did you know that a municipality is eligible to use services under the state contracts, such as using credit cards, ACH services, and purchasing card services and many more? There was a session on the ADA updates with new requirements that were effective Jan. 1, 2009. And, of course, there was the budget update with Deann Haeffner with the State Auditor's Office. I hope everyone had a good time networking with other participants.

I would like to thank Kay Dammast for her dedication as Chair to the Education Committee since the inception. Her service to the committee will be missed. Thank you again, Kay.

Have a great summer!





## Earn college credit for your Certified Municipal Clerk designation

The UNO Division of Continuing Studies is very pleased to announce the approval of college credit toward the Bachelor of General Studies degree for participants of the Nebraska Municipal Clerk Institute who have received the Certified Municipal Clerk designation. A current or former Nebraska Municipal Clerk can receive eight hours of college credit for attending the Nebraska Municipal Clerk Institute and completing the requirements of the CMC designation **if he or she began the program after Jan. 1, 2007, or received the CMC under the May 2008 or later IIMC Education Guidelines.**

The [Bachelor of General Studies](#) (BGS) degree is one of the nation's oldest for students 21 or older. Awarded to over 22,000 students since 1951, the BGS degree offers working students a flexible, individualized degree program backed by the faculty and resources of a respected and fully-accredited university. There are even online degree options designed for those who cannot take classes on the UNO campus.

If you would like to find out more about starting or finishing your bachelor's degree and how your Certified Municipal Clerk designation can give you a head start, call the Division at (402) 554-2370 to speak with an advisor. We would be happy to complete a preliminary evaluation of past college credits and answer any questions you may have.

For more information about the BGS degree, visit our website at [chooseuno.com](http://chooseuno.com).

## Apply for 2010 CDBG Revitalization grants

The Nebraska Department of Economic Development is accepting applications through July 23 for the first phase of its 2010 Community Development Block Grant (CDBG) Downtown Revitalization grant program.

The Department has funding available for two projects. Phase I funding includes \$30,000 for a planning study that incorporates strategies for reinvigorating the downtown district. On completion of the nine-month planning phase, up to \$350,000 in Phase II funding will be reserved for implementing those strategies. However, the selected communities must reapply for this funding based on their selected planning strategies as the funding is not automatically guaranteed.

Eligible applicant communities must be:

- Nebraska municipalities with less than 20,000 population
- Nebraska Economic Development Certified
- Already have an adopted comprehensive plan, zoning and subdivision ordinances, enforced building codes and a building permit process in place
- Applicant communities may earn bonus scoring points if they:
  1. Participated in the Nebraska Community Improvement Program within the past three years
  2. Are a Certified Main Street Community or Main Street participant
  3. Have an active Redevelopment Authority, or other downtown, business or community organization

To apply or get guideline information, go online to: <http://www.neded.org/content/view/107/239/> For application questions, contact Kevin Andersen at 800-426-6505, 402-471-3775, or [kevin.s.andersen@nebraska.gov](mailto:kevin.s.andersen@nebraska.gov).



## Workshops scheduled in July, August for law enforcement agency trainers in 12 High Risk Critical Tasks

**W**orkshops will be offered throughout Nebraska at no cost beginning in July for law enforcement agency trainers in *Twelve (12) High Risk Critical Tasks*.

The League of Nebraska Municipalities and the League Association of Risk Management had nationally recognized speaker and attorney Jack Ryan, of the Public Agency Training Council Legal and Liability Risk Management Institute, as a presenter on law enforcement liability and training at the League's 2009 Annual Conference in North Platte. Ryan spoke about the *Twelve (12) High Risk Critical Tasks* that affect law enforcement and create liability exposure for local and state governments who employ law enforcement officers.

### Training offered

As a result of interest generated in taking proactive steps to prevent foreseeable exposure to risk litigation, the League, in cooperation with the League Association of Risk Management (LARM), hired Ryan to research the Nebraska liability law and write model law enforcement policies specific for Nebraska law enforcement agencies. The research and model policies are finished and train-the-trainer workshops are being offered throughout Nebraska for law enforcement agency trainers in the *Twelve High Risk Critical Tasks*.

This training will be provided at no cost to Nebraska law enforcement agencies regardless of whether the city or village is a member of the League.

The Public Agency Training Council Legal and Liability Risk Management Institute Training Center is working with the League on this project at providing a low cost, locally based training

component that would fit with the Police Standards Advisory Council's quest for requiring 20 hours of annual continuing education for Nebraska Certified Officers. These *Twelve High Risk Critical Tasks* would be excellent subjects for annual review and annual refresher training.

### 12 tasks

The tasks include:

1. Use of Force
2. Pursuit/Emergency Operation of Vehicles
3. Search and Seizure/Arrest
4. Care, Custody, Restraints and Transportation of Prisoners
5. Domestic Violence/Agency Employees in Domestic Violence
6. Property, Evidence Handling
7. Off-duty Conduct of Officers/ Off-duty Paid Details
8. Sexual Harassment/External Sexual Misconduct by Officers
9. Selection and Hiring
10. Complaints and Internal Affairs Investigations
11. Special Operations, SWAT, Narcotics, High Risk Warrant Service
12. Dealing with Mentally Ill, Emotionally Disturbed Persons and Persons with Diminished Capacity.

### Training schedule

Training dates, locations and times are listed below:

#### July 13

City of La Vista Police Department  
7701 South 96th St., La Vista.

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## The Municipal Customer Service and Shop/Office Safety Workshop

The Municipal Customer Service and Shop/Office Safety Workshop, scheduled for July 15 in North Platte, is designed to aid employees when interacting with customers and maintaining a safe workplace.

The workshop will be held at the Fire Hall at 3501 West 2nd from 8:30 a.m.-3:15 p.m. Lunch will be provided from noon-1 p.m.

## Workshops scheduled in July, August for law enforcement agency trainers in 12 High Risk Critical Tasks

*Continued from page 3*

### July 14

City of Hastings Police Department  
317 South Burlington, Hastings.

### July 15

City of Scottsbluff Police Department, Public Safety Building, 1801 Avenue B, Scottsbluff.

### Aug. 11

City of North Platte Police Department, 701 South Jeffers Street, North Platte.

### Aug. 12

City of Norfolk Police Department, 202 North 7th St., Norfolk.

All classes meet from 8:30-11:30 a.m., and from 12:30- 4 p.m.

Lunch is scheduled from 11:30 a.m.-12:30 p.m. For additional information, please contact Bob Perry at 402-476-2829. ■

## Why we celebrate July 4th

July 4th is the day Americans celebrate the nation's independence from Great Britain. That might surprise Thomas Jefferson, principal author of the Declaration of Independence. The



Second Continental Congress voted to approve a resolution of independence from Great Britain on July 2, 1776. Jefferson wrote to his wife, Abigail, the next day:

“The second day of July, 1776, will be the most memorable epoch in the history of America. I am apt to believe that it will be celebrated by succeeding generations as the great anniversary festival.”

But the Continental Congress didn't approve Jefferson's declaration until July 4, leading to the popular association of the Fourth of July with the official date of independence. By the way, the Declaration of Independence wasn't signed by most Congressional delegates until Aug. 2, 1776.

## Independence Day facts

Here are some fun facts to share with your family and friends on the Fourth of July while waiting for the hot dogs to cook on the grill:

- Three presidents died on July Fourth: Thomas Jefferson and John Adams in 1826; and James Monroe in 1831. Calvin Coolidge was the only president born on July 4th, in 1872.
- Massachusetts General Court was the first state legislature to recognize July Fourth as a state celebration, in 1781.
- The first recorded use of the name “Independence Day” occurred in 1791.



## 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.

## August Birthdays

Diane Goranson..... Crete ..... 8-3  
Teresa J. Meier..... Lincoln..... 8-4  
Michelle Fries ..... Bayard..... 8-6  
Robert Olson..... Niobrara ..... 8-10  
Carrie Hansen..... North Loup..... 8-14  
Jeanne Stokes ..... Petersburg..... 8-15  
Michael Fleer ..... Battle Creek ..... 8-18  
Sharyl Preston..... Fairbury..... 8-20  
Paula Darling ..... Tecumseh..... 8-20  
Shawn Smith ..... Valley ..... 8-20  
Pat Rule ..... Bennet..... 8-23  
Victoria Carlson ..... Laurel..... 8-23  
Deanne Schmit..... Valentine ..... 8-25  
Dorene Sattler ..... Geneva ..... 8-27  
Beverly Kimminau ..... Trumbull..... 8-27



Lacie Andreasen..... Genoa..... 8-30  
Catherine Walker ..... Phillips ..... 8-30  
Shirley Johnson ..... Bushnell..... 8-31  
Mary Jean Rogers ..... Pierce..... 8-31  
Angie Bowman ..... Trenton ..... 8-31

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



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

**JULY 2010**

**CITIES OF THE FIRST CLASS**

- July 1 .....Chair of the Park and Recreation Commissioners must file with City Clerk an itemized statement of all expenditures of the Park and Recreation Board. (16-697)
- Between July 10 and July 30.....Advertise for Class C Liquor License renewals. (53-135.01)
- Between July 15 and August 15 .....Job titles and salaries of employees shall be published. (19-1102)
- Prior to publication of notice of budget hearing .....Council prepares proposed budget statement and makes it available to the public. (13-504)
- Before August 20.....County Assessor certifies to each governing body the current valuation of all property subject to the applicable levy. (13-509)
- Before September 20 .....Budget Statement filed with County Clerk and State Auditor (13-508)
- Within 10 working days following meeting or before next meeting (whichever is sooner) .....Clerk to have minutes available for public inspection.
- Within 15 days of passage.....Clerk publishes ordinances passed. (16-405)
- Within 30 days following Council meeting .....Clerk publishes official proceedings of meetings, including claims. (19-1102)
- At end of month.....Clerk files monthly report. (16-317)
- Within 20 days after end of month .....Treasurer files monthly financial report. (16-318)
- \* \* .....Clerk must prepare agenda prior to next Council meeting. (84-1411)
- End of Each Quarter .....Report from Depository Banks due. (16-714)

**VILLAGES AND CITIES OF THE SECOND CLASS**

- Between July 10 and July 30.....Advertise for Class C Liquor License renewals. (53-135.01)
- Between July 15 and August 15 .....Job titles and salaries of employees shall be published. (19-1102)
- Prior to publication of notice of budget hearing .....Governing body prepares proposed budget statement and makes it available to the public. (13-504)
- Before August 20.....County Assessor certifies to each governing body the current valuation of all property subject to the applicable levy. (13-509)
- Before September 20 .....Budget statement filed with County Clerk and State Auditor. (13-508)
- Within 10 working days following meeting or before next meeting (whichever is sooner) .....Clerk to have minutes available for public inspection.
- Within 15 days of Passage .....Clerk publishes or posts ordinances passed. (17-613)
- Within 30 days following Council meeting .....Clerk publishes official proceedings of meeting including claims. (19-1102)
- Within 20 days after end of month .....Treasurer files monthly financial report. (17-606)
- \* \* .....Clerk must prepare agenda prior to next Council or Board meeting. (84-1411)