
NEBRASKA MUNICIPAL CLERKS NEWSLETTER

December 2004



NMCA President Weber extends Season's Greetings

*By Jolynn Weber
Administrator/Clerk/Treasurer
Albion
NMCA President*

Merry Christmas and Happy New Year to all of my fellow Nebraska Clerks!!!

This month has flown by, and shortly we will be counting down the time to celebrate a New Year...2005!

We'll I made it to my FIRST regional meeting. We met in Tekamah; Cynthia Petersen hosted the group in her home. Her house was decorated beautifully, she welcomed all of us with warmth and delicious

food. I knew very few clerks from that area, but I think I would recognize them all if I would see them again. However, I'm not too sure of putting the correct name with the face. I had a wonderful time. Thank you for hosting my first visit!!!

A few reminders as the new year is almost here.....Make sure you send in your applications for the Clerk's Institute Scholarship. Any community under 1,500 population, no matter whether you are an institute or academy clerk. If you have any questions regarding the institute, which is March



14-18, 2005. Please call me at 402-395-2428. I would be glad to visit with you.

Also, don't forget to be thinking of silent auction items that you could donate to benefit the scholarship program.

The 2005 Midwinter Conference is Feb. 14-15, in Lincoln. I will be letting you know when our section meeting will be held. Looking forward to seeing you then.

HAPPY HOLIDAYS!!!

– Jolynn

Mark your calendars for these 2005 League Conferences

Utilities Section Conference **Jan. 12-14**
Cornhusker Hotel, Lincoln

Midwinter Conference **Feb. 14-15**
Cornhusker Hotel, Lincoln



Information about bus trip to St Paul

Eppley Express out of Kearney has given me a quote for a round-trip to St. Paul, MN. The bus will leave Sunday, May 22, 2005 from Kearney and travel on I-80 to Des Moines, then I -35 to Albert Lee and then on to St. Paul.

This trip will take 9 ½ traveling hours from Kearney. This time estimate does not include a lunch or supper stop, or pick up stops. The bus will leave St. Paul on Friday, May 27, 2005 to return to Kearney. The cost of the 48-passenger bus is \$3,578. The cost of the room for the bus driver will be $\$120 \times 5 = \600 (not including any taxes). The cost for parking the bus is unknown at this time, so I will guess $\$25 \text{ a day} \times 5 = \125 . The whole trip will cost \$4,303. This will cost \$89.64 per person. This cost does not include any taxes or gratuities to the driver. So I am looking at around \$95



to \$100 per person to ride the bus. I need to know by Jan. 7, 2005 if you want to ride the bus and whole payment will need to be received by Jan. 21, 2005. The whole payment of the ride needs to be paid right away so that no one has to pay extra due to cancellations or sickness. Also, there has to be a \$100 deposit for the bus. The room for the driver has to be reserved, hopefully at the same hotel in which we all stay. This bus ride is not just for the clerks. Spouses or friends are welcome.

Submitted by Barb Whitley, City Clerk/Treasurer, Geneva

Economic Development Department increases donation to Clerks' Scholarship Fund

Applications will be mailed with registration information

The Nebraska Department of Economic Development has increased its donation to the Clerks' Scholarship fund. The Clerks' Executive Board has approved making scholarships available for attending the Academy program as well as the Institute. Institute applications will have priority over the academy. Qualifications will remain the same for both applications.

A person applying for a scholarship will need to be from a community of 1,500 people or less and must be a member of the Nebraska Municipal Clerks' Association.

Applications for scholarships will be mailed out with the registration information from UNO. Deadline for the scholarship application is Jan. 7, 2005. For questions concerning the scholarship application process, please contact Harold M. Farrar, City of Kimball, 223 South Chestnut Street, Kimball, NE 69145, 308-235-3639 ckimball@megavision.com.

Share your news

Share your city or village's news with fellow municipal officials from across the state by sending information for the *Nebraska Municipal Review* to the League of

Nebraska Municipalities, Attn: Lynn Marienau at 1335 L Street, Lincoln, NE 68508, 402-476-2829 by phone, 402-476-7052 by fax, or lynnm@lonm.org by e-mail.



Northeast Nebraska Clerks Association Minutes

The Northeast Nebraska Clerks Association met on Oct. 21, 2004 at JD Brother's Steak House in Norfolk. Vice President Nikki Johnston called the meeting to order at 1 p.m. President Jolynn Weber and Treasurer Connie Foust were unable to attend. Secretary Amy Kuchar recorded the minutes. Clerks from the following communities were present: Vicki Miller-Elgin, Jeanne Stokes-Petersburg, Beth Deck-Norfolk, Betty Raabe-Hadar, Dianne Werner-Battle Creek, Alisha Bartling-Verdigre, Carmen Jacobs-Creighton, Vikki Carlson-Laurel, Betty McGuire-Wayne, Korla Keller-Bassett, Lori Wragge-Plainview, Kimberly Ramsay-Pilger, Mary Rogers-Pierce, Elaine Hamm-Neligh, Crystal Lenzen-Hartington, Linda Hazen-Butte, Trish Wennekamp-Battle Creek, Shari Nygren-Newman Grove, Sally Snow, Elsie Lund-Newcastle.

Nikki Johnston introduced the guest speaker, Sheila Schukei, the Human Resources Director for the City of Norfolk. Sheila discussed the new changes made to the FLSA and passed out packets with all the changes and classifications listed. She also explained the differences

between the standard tests for determining Executive Employees, Administrative Employees, Learned Professional Employees, Creative Professional Employees, Computer Employees and Outside Sales Employees. She also discussed the importance of completing salary surveys. The Clerks asked several questions regarding the classification of employees and they were answered by Sheila. She was thanked for attending our meeting.

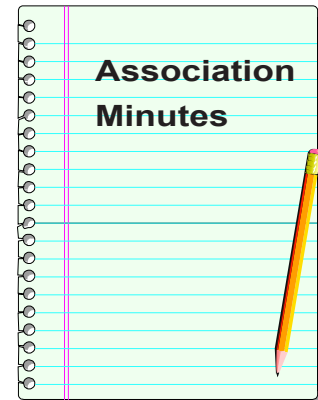
The July meeting minutes were read. Betty Raabe motioned to approve the minutes, seconded by Betty McGuire. All ayes, no nays, motion carried.

The Treasurer Report was read.

Amy Kuchar submitted one claim for postage for meeting notices. A total of \$5.55.

Elsie Lund motioned to approve the treasurer report, the postage claim for \$5.55 and to pay for the guest speaker's lunch, seconded by Crystal Lenzen. All ayes, no nays, motion carried.

The Sunshine Committee gave an update. Get well cards were sent to Joan Cautrell and Nancy Schaad. There was also a League Conference update from this year's annual conference.



Amy Kuchar gave an update on the banquet committee's meeting. The Clerk's Association banquet will be held at Clerk's School in March 2005. The theme is "New York, New York." The committee chose Prime Rib as the meal for the Thursday night banquet. They also discussed the decorations for the banquet hall and the entertainment options. The likely choice for the entertainment will be a small production of "Annie" put on by 11 young girls from the Kearney Community Theater. Another update will be given in January.

The next meeting topic and location will be at the Norfolk Hy-Vee with their dietician. Meeting adjourned.

– Submitted by Amy Kuchar,
Secretary



Register now for the third annual Affordable Housing Deal Maker's Marketplace

Held on Jan. 25-26, 2005, at the Omaha Marriott Hotel, the Affordable Housing Deal Maker's Marketplace Conference is dedicated to developing affordable housing ownership and rental "deals" as well as general resource and information sharing.

This year's conference features 50 guest speakers, including keynote speakers Daniel Bennett, Dean of Auburn University's College of Architecture, Design and Construction; Shekar Narasimhan, Managing Partner at Beekman Advisors; and Rob Gaudin, President of Western Economic Services. Other highlights include the unveiling of the 2005 Profile of Nebraska Housing Study, 18 breakout sessions focusing on critical housing issues, a new Deal Maker's Deal Book listing the latest ideas and visions for affordable

housing in Nebraska, networking receptions and NIFA's Housing Awards Ceremony.

Local Governments, Housing Authorities, Service Providers, Non-profits Organizations, Economic Development Professionals, Chambers of Commerce, Bankers, Real Estate Professionals, Architecture Firms, Developers and Homebuilders should attend. Submit an Affordable Housing "Deal" to receive 50 percent off registration fees. A "Deal" is a description of a vision, service or project that would stimulate affordable housing. Be specific to location, timetable, partners and resources.

Register Online (<http://www.nifa.org/programs/> or <http://www.nifa.org>) or contact Susan Stibal at susan.stibal@nifa.org or 402- 434-3920 for more information.

Mileage rate to be increased to 40.5 cents on Jan. 1

Effective Jan. 1, 2005, the mileage rate at which elected and appointed officials, employees, or volunteers may be reimbursed will be increased from 37.5 cents to 40.5 cents per mile.

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.

The Local Government Miscellaneous Expenditure Act provides that local units of government may approve mileage at the rate allowed by Section 81-1176.

The section requires the state Department of Administrative Services to set the mileage rate. Portions of 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."



THE SILENT AUCTION



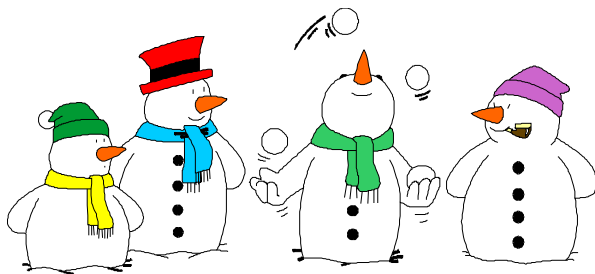
WILL BE HELD
DURING THE CLERKS' INSTITUTE AND
ACADEMY

MARCH 14 – 18, 2005

HOLIDAY INN, KEARNEY, NEBRASKA

**THE PROCEEDS FROM THE SILENT AUCTION
HELP TO SUPPORT THE SCHOLARSHIP FUND.**

**SO ... LET'S HELP OUR FELLOW CLERKS AND
HAVE SOME FUN TOO!**





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.

January Birthdays

Catherine John	Beaver City	1/2
Lois Kroeker	Jansen	1/2
Cindy Haupt	Sidney	1/3
Chris Anderson	Ashland	1/4
Vicki Pecena	Spencer	1/4
Del Stracke	Stuart	1/4
Robin La Page	Alvo	1/6
Lori Dougherty	Obert	1/7
Roger Palmer	Sprague	1/8
Deb Schaefer	Seward	1/9
Kim Finecy	Doniphan	1/10
Arlin Beethe	Elk Creek	1/10
Carolyn Neal	Reynolds	1/10
Carol Alexander	Silver Creek	1/10
Kendra J. Kinne	Cambridge	1/11
Carolyn Glather	Dawson	1/13
Kellie Crowell	Ravenna	1/13
Rhonda Ray	Tekamah	1/13
Sharon Tillotson	Wilsonville	1/14
Elsie Lund	Newcastle	1/15
Launette Kotik	Winslow	1/16
Jane Potts	Elsie	1/18
Jane Homolka	Clatonia	1/20



Sally Snowe	Wynot	1/20
Carmen Y. Jacobs	Creighton	1/21
Barbara J. Cotter	Stromsburg	1/21
Diane Papke	Chambers	1/22
Gary L. Swarz	Malmo	1/22
Betty McGuire	Wayne	1/22
Shirley Ofe	Oakdale	1/23
Deborah Goodus	Columbus	1/24
Amy Kuchar	Meadow Grove	1/25
Gail Zoerb	Mason City	1/26
Susan Strong	Eustis	1/27
Beverly Felber	Coleridge	1/28
Becky Corbin	Fairbury	1/28
Elizabeth Deck	Norfolk	1/28
Nanette King	Maxwell	1/29
Tamra Sherman	Peru	1/29



Plymouth Clerk-Treasurer receives 1st Level Membership in IIMC Master Municipal Clerk Academy

Debra Milius, CMC, Clerk-Treasurer of the Village of Plymouth, has been accepted into the First Level Membership of the IIMC Master Municipal Clerk Academy.

Ms. Milius has been employed with the Village of Plymouth since June 1988, serving as Village Clerk/Treasurer.

She received the IIMC Certified Municipal Clerk's Award in August 1998, and was accepted into the IIMC Master Municipal Clerk Academy Program in

August 2000. She joins an elite group of Municipal Clerks from the State of Nebraska who have achieved membership in the First Level of the IIMC Master Municipal Clerk Academy.

During this sustaining period she has continued her education by completing IIMC-approved educational programs conducted by the School of Public Administration, University of Nebraska, Omaha, and has completed other seminars and conferences relating to local government.

Active in her professional affiliations, she is a member of the IIMC;

Nebraska Municipal Clerks Association; and served

as President, Vice President, and Secretary/Treasurer with the Southern Seven Clerks Association.

Ms. Milius has been a member of the IIMC since August 1988.

CHEERS!



IIMC honors Snyder Village Clerk-Treasurer

Patty Knobbe, CMC, Clerk-Treasurer of the Village of Snyder, has been awarded the designation of Certified Municipal Clerk (CMC).

Ms. Knobbe has been employed with the Village of Snyder since November 2000, where she serves in the position of Village Clerk-Treasurer.

She attained her designation as Certified Municipal Clerk through completion of the IIMC-approved Municipal

Clerks Institute Program conducted by the School of Public Administration, University of Nebraska, Omaha.

She holds a Bachelor of Science Degree from the University of Nebraska-Lincoln and has completed additional courses and seminars relating to local government.

CHEERS!



Active in professional affiliations, she is a member of the International Institute of Municipal Clerks, Nebraska Municipal Clerks Association, and the Three Rivers Clerks Association.

Ms. Knobbe has been a member of the IIMC since November 2000. She joins 128 active Municipal Clerks from the State of Nebraska who currently hold the designation of Certified Municipal Clerk.



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

FEBRUARY 2005

CITIES OF THE FIRST CLASS

- Within 15 days of Passage Clerk 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
meeting Clerk publishes official proceedings of meeting. (19-1102)
- Last Day Clerk files monthly report. (16-317)
- Last Day Treasurer files monthly financial report. (16-318)
- On or before March 1 One and six year plans are due at the Nebraska Department of Roads, Board of
Public Roads, Classification and Standards, March 1, 2005. Legal notice is required
10 days before the hearing. (39-2115 through 39-2117)
- * * Clerk must prepare agenda prior to next Board meeting. (84-1411)

CITIES OF THE SECOND CLASS

- Within 15 days of Passage Clerk 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 meeting Clerk publishes official proceedings of meeting. (19-1102)
- Last Day Treasurer files monthly financial report. (17-606)
- On or before March 1 One and six year plans are due at the Nebraska Department of Roads, Board of
Public Roads, Classification and Standards, March 1, 2005. Legal notice is
required 10 days before the hearing. (39-2115 through 39-2117)
- * * Clerk must prepare agenda prior to next Council meeting. (84-1411)

VILLAGES

- Within 15 days of Passage Clerk 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
Trustees' meeting Clerk publishes official proceedings of meeting. (19-1102)
- Last Day Treasurer files monthly financial report. (17-606)
- On or before March 1 One and six year plans are due at the Nebraska Department of Roads,
Board of Public Roads, Classification and Standards, March 1, 2005. Legal notice is
required 10 days before the hearing. (39-2115 through 39-2117)
- * * Clerk must prepare agenda prior to next Board meeting. (84-1411)