
NEBRASKA MUNICIPAL CLERKS NEWSLETTER

July 2010



Federal Highway Administration signs agreement with Nebraska to accelerate project delivery

The Federal Highway Administration (FHWA) recently signed six programmatic agreements with Nebraska's Department of Roads (NDOR), allowing dozens of highway projects with no significant environmental impacts to move forward, Federal Highway Administrator Victor Mendez announced in July.

"Finding new ways to help such projects get started, while maintaining our commitment

to the environment and putting people back to work, will help us strengthen communities throughout the state," said Administrator Mendez. "Innovation like this is truly a 'win-win' for all levels of government."

Today's announcement fulfills a promise Administrator Mendez made to get stalled projects moving and to find innovative new ways to accelerate delivery of highway projects. These delays were one of the issues raised at a Transportation Summit in Lincoln last March hosted by U.S. Sen. Ben Nelson (D-Neb.).

In partnership with the state, FHWA responded with the agreements which give immediate environmental clearance for several types of projects and allow state and local officials to advance federally funded transportation projects toward construction.

As a result, many highway projects across the state – such as sign installation and replacement, lighting and signal repair or replacement, pavement marking, visual bridge inspections, at-grade railroad crossing improvements and other non-construction activities – will soon begin.

"In this economic climate, getting highway projects moving is a top priority," said Administrator Mendez. "Relatively small projects like these should be advanced quickly and easily to help improve roads and to create jobs."

Source – U.S. Dept. of Transportation

Thank you extended

Dear Fellow City Clerks,

Thank you so much for the many expressions of sympathy I have received following the death of our daughter, Lori. These kinds words mean a great deal. I always knew what a great group of people make up the Nebraska Clerks' Association.

Thanks again!

Carmen Y. Jacobs

Retired Clerk - City of Creighton



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.

Three Rivers Clerks Association Minutes

The Three Rivers Clerks Association met for their quarterly meeting Thursday, July 15, 2010, at The Outpost Grill in Fremont.



President Patty Knobbe opened the meeting with the following members present: Patty Knobbe, Snyder; Theresa Busse, North Bend; Jennifer Carlson, Bancroft; Melissa Johnson, Waterloo; Lynne McIntosh, Fremont; June Moline, Mead; Linda Douglas, Arlington; Shawn Smith, Valley; Mary Kempf, West Point; Lori Kathol, Dodge; Brenda Weitzenkamp, Uehling; Sheri Henderson, Ceresco; and Trisha Robertson, Beemer.

President Knobbe welcomed new member Trisha Robertson of Beemer.

President Knobbe asked if there were any additions or corrections to the April 15, 2010 minutes. Lori Kathol moved to approve the April 15, 2010 minutes, seconded by Jennifer Carlson. Motion carried.

Secretary/Treasurer Theresa Busse reported \$1,984.76 in our checking account. The only change to the account balance was a \$10 deposit from Bancroft for dues. Sheri Henderson moved to approve the treasurer's report, seconded by Mary Kempf. Motion carried.

Mary Kempf, NE Municipal Clerk Association Secretary/Treasurer, reported on the following items:

- Distributed schedules from the League of Nebraska Municipalities with conferences, meetings, and seminars for 2010, 2011 and 2012;

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Three Rivers Clerks Association Minutes – July 15, 2010

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- Distributed the Nebraska Clerk Association pin to each clerk present;
- Reported that in 2012, if legislation isn't changed, we will have to supply a 1099 to every vender we spend \$600 or more with;
- Reported that the Institute/Academy is donating \$1,000 to UNO to help keep tuition cost down;
- Reported the Silent Auction had 131 items, earning \$2,130 to use toward scholarships, and
- Reported the theme for 2011 banquet is "Golfing on the Green."

President Knobbe asked the nominating committee for the list of people that agreed to run for office.

President – Jennifer Carlson. Knobbe asked for other nominations for the office, motion ceased.
Vice-President – Nancy Hurt. Knobbe asked for

other nominations for the office, motion ceased.
Secretary/Treasurer – Melissa Johnson from Waterloo and Linda Douglas from Arlington, motion ceased.

Shawn Smith distributed ballots and counted votes with Jennifer Carlson being elected President, Nancy Hurt Vice-President, and Linda Douglas Secretary/Treasurer.

Newly elected President Carlson asked for committee reports. Knobbe stated the program committee needs volunteers. Patty Knobbe and Sheri Henderson offered to serve on the program committee.

No new business.

Motion to adjourn the meeting was made by Theresa Busse, seconded by Patty Knobbe. Motion carried. The next meeting will held in Bancroft Oct. 21.

– Submitted by Theresa Busse, Secretary/Treasurer

What dogs know about life

Dogs may be smarter than we think. Here are some secrets of contented living that most dogs follow – and more humans need to:

- Never pass up the chance to go for a ride.
- Always greet your loved ones enthusiastically, even if they've been gone for only five minutes.
- Sometimes obedience is the best strategy
- Carve out your niche – and let others know when they've invaded your space.
- Find time to run, chase things and play every day.
- Eat with gusto.
- Be dependably loyal no matter what.
- Take frequent naps.
- Take time to stretch before getting up from

your naps.

- Don't bite when a growl will send the message.
- When someone's having a bad day, stay close, be quiet, and nuzzle them now and then.
- When it's hot, drink a lot of water and sleep in the shade.
- Enjoy long, rambling walks.
- Don't take scoldings personally – you'll forget them soon enough.
- When you're happy, show it.





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.

September Birthdays

Dee Arias Louisville 9/1
Nancy Hert..... Waterloo 9/4
Lyndsay Ellis..... DuBois..... 9/5
Melinda Ferree..... Wilcox..... 9/6
Ginger Neuhart..... Waverly 9/7
Rita Johnson Creighton 9/8
Lana Svoboda DeWeese, Glenvil 9/9
Melissa Johnson Waterloo 9/9
Jean Nagey Hebron..... 9/10
Eileen Murdoch..... Murray 9/12
Vicki Miller Elgin..... 9/14
Kay Dammast..... Bellevue..... 9/17
Lynne McIntosh Fremont 9/20
Lois Ikenberry..... Palmyra..... 9/20
Janelle Crone..... Kennard..... 9/21
Nicole Downey Arapahoe..... 9/22



Andrew Devine..... Albion..... 9/23
Kristi Thornburg..... Ainsworth 9/23
Brenda Wheeler Blair..... 9/26
Douglas Rix Waverly..... 9/26
Carla Seaman Hebron..... 9/27
Pam Diehl..... Brady 9/29
Sherry Heskett Auburn 9/30

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



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

**AUGUST 2010
CITIES OF THE FIRST CLASS**

- Within 10 days following meeting or before next meeting (whichever is sooner)..... Clerk to have minutes available for public inspection. (84-1413)
- Within 15 days of Passage..... Clerk publishes ordinances passed. (16-405)
- Within 30 days of Council meeting..... Clerk publishes official proceedings of meeting, including claims. (19-1102)
- August 1 Political subdivisions subject to city levy submit preliminary request for levy allocation to City Council.
- Prior to Notice of Budget Hearing... Proposed budget statement available to public. (13-504)
- Before August 15 Job titles and salaries of employees shall be published. (19-1102)
- On or before August 20..... Should have received the current taxable value of all property subject to levy from the County Assessor. (13-509)
- On or before September 1 City Council determines the final allocation of levy authority for its subdivisions (77-3443)
- On or before September 20..... File adopted budget statement with County and State Auditor's Office (13-508)
- 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)

CITIES OF THE SECOND CLASS

- Within 10 days following meeting or before next meeting (whichever is sooner)..... Clerk to have minutes available for public inspection. (84-1413)
- Within 15 days of Passage..... Clerk publishes ordinances passed. (17-613)
- Within 30 days of Council meeting... Clerk publishes official proceedings of meeting, including claims. (19-1102)
- August 1 Political subdivisions subject to city levy submit preliminary request for levy allocation to City Council.
- Prior to Notice of Budget Hearing... Proposed budget statement available to public. (13-504)
- Before August 15 Job titles and salaries of employees shall be published. (19-1102)
- On or before August 20..... Should have received the current taxable value of all property subject to levy from the County Assessor. (13-509)
- On or before September 1 City Council determines the final allocation of levy authority for its subdivisions (77-3443)
- On or before September 20..... File adopted budget statement with County and State Auditor's Office (13-508)
- Within 20 days after end of month... Treasurer files monthly financial report. (17-606)
- * * Clerk must prepare agenda prior to next Council meeting. (84-1411)

VILLAGES

- Within 10 days following meeting or before next meeting (whichever is sooner)..... Clerk to have minutes available for public inspection. (84-1413)
- Within 15 days of Passage..... Clerk publishes ordinances passed. (17-613)
- Within 30 days of Board of Trustees' meeting..... Clerk publishes official proceedings of meeting, including claims. (19-1102)
- August 1 Political subdivisions subject to village levy submit preliminary request for levy allocation to Village Board.
- Prior to Notice of Budget Hearing... Proposed budget statement available to public. (13-504)
- Before August 15 Job titles and salaries of employees shall be published. (19-1102)
- On or before August 20..... Should have received the current taxable value of all property subject to levy from the County Assessor. (13-509)
- On or before September 1 Village Board determines the final allocation of levy authority for its subdivisions (77-3443)
- On or before September 20..... File adopted budget statement with County and State Auditor's Office. (13-508)
- Within 20 days after end of month... Treasurer files monthly financial report. (17-606)
- * * Clerk must prepare agenda prior to next Village Board meeting (84-1411)