
NEBRASKA MUNICIPAL CLERKS NEWSLETTER

JUNE 2003



The Address Confidentiality Program and how it affects local government

*By John A. Gale,
Nebraska Secretary of State*

The Address Confidentiality Act was created by **LB 228** and was passed into law by the Nebraska Unicameral during the 2003 session. The bill will become effective Aug. 31, 2003. The Secretary of State's Office is in the midst of promulgating rules and regulations for the Address Confidentiality Program which will implement and administer the Act.

Purposes

The purposes of the Address Confidentiality Act are "to enable state and local agencies to respond to requests for public records without disclosing the location of a victim of abuse, sexual assault, or stalking, to enable interagency cooperation with the office of the Secretary of State in providing address confidentiality for victims of abuse, sexual assault, or stalking, and to enable state and local agencies to accept a program participant's use of an address designated by the Secretary of State as a substitute mailing address." (LB 228, Section 2).

There are currently 14 other states that have some form of the Address Confidentiality Act in

place. Washington State was the first state to implement the program in 1991. Other than Nebraska, Oklahoma is the most recent state to implement this program with legislation passed in 2002 and the first participant in January 2003.

Rules and regulations

While we are still working on the rules and regulations for the Address Confidentiality Program, we wanted you to be aware of how your agency will be affected by this legislation.

According to Section 6 of LB 228, "(1) A program participant may request that state and local agencies use the address designated by the Secretary of State as the program participant's substitute address. When creating a new public record, a state or local agency which has a bona fide statutory, tax situs, or administrative requirement for the participant's residence address may request that the participant verbally provide the agency with such address if the agency has the capability to use such address for such bona fide purpose without permanently entering it into the agency's records. If the agency does not have such capability, it shall accept the address desig-



nated by the Secretary of State as a program participant's substitute address, unless the Secretary determines that: (a) The state or local agency has a bona fide statutory, tax situs, or administrative requirement for the use of the address which would otherwise be confidential under the Address Confidentiality Act; and (b) The address will be used only for such bona fide statutory, tax situs, or administrative requirement."

Exemption request

If an exemption is requested under Section 6 of LB 228, the agency requesting such exemption will be required to provide in writing to the Secretary of State, identification of the statute, tax situs, or administrative rule which

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demonstrates the agency's bona fide requirement and authority for use of the actual address of an individual and the purpose for which the actual address of a participant will be used. The Secretary of State will then make a determination in writing based upon the information provided as to whether an exemption will be allowed.

Each participant in the Address Confidentiality will receive a certification card from the Secretary of State's Office. The participant will present this card to state and local agencies when he or she desires the agency to use

the substitute address. We will send you a sample of the cards once they are created so that you may have something to compare a participant's card to.

Our office will be in touch with you in the coming weeks and months as this Act is implemented and comes into effect. If your agency would like to see a draft of the proposed rules and regulations prior to publishing for hearing, please send your e-mail address or e-mail us at sos03@nol.org, or sos04@nol.org. If you have any questions, don't hesitate to contact Laura Hewgley at 402-471-4094, or Deena Kumke at (402) 471-8606.

Send conference topic ideas to MAFC committee members

If you have conference topic ideas for the Municipal Accounting and Finance Conference, please give them to MAFC Committee members throughout the year. Those members are:

Chair: Larry Gion, Finance Director/Treasurer, City of Gering, PO Box 687, Gering, NE 69341, 308-436-5096

Vice Chair: Geri Anthony, Clerk/Treasurer, Sidney, PO Box 79, Sidney, NE 69162-0079, 308-254-5300

Member: Dana Calta, Accounting/Finance Supervisor, Fremont, PO Box 1266, Fremont, 68026-1266, 402-727-2627

Member: Nancy Purscell, Finance Director/Treasurer, Papillion, 122 East 3rd Street, Papillion, 68046-2302, 402-597-2000

Member: Janet Greenwalt, Clerk, St. Paul, 704 6th Street, St. Paul, 68873-2021, 308-754-4483.

News bits

*By Betty McGuire, Wayne City Clerk,
NMCA President*

Items of interest for Nebraska Municipal Clerks include the following:

√ **Buster Brown** is running for the Region VIII Board of Directors position for the International Institute for Municipal Clerks (IIMC).

√ **The City of Omaha** has submitted a bid to host the 62nd Annual IIMC Conference in 2007. We want to wish them luck in this process.

Municipal Clerks Newsletter information sought

Betty McGuire, Wayne City Clerk and the Nebraska Municipal Clerks Association President, 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.



Heartland Clerk's Association Meeting

April 24, 2003
Kearney, Nebraska

The Heartland Clerk's Association met in Kearney on Thursday, April 24, 2003, at the Valentino's Restaurant. President Annette Gallaway of Loup City called the meeting to order. Members in attendance were: Annette Gallaway and Melissa Carkoski of Loup City, Vicki Power of Gibbon, Diane Fries of Franklin, Cathy Vogt of Kearney, Sarah Davenport of Overton, Bev Fitzsimmons of Dannebrog, Kellie Crowell of Ravenna, Janet Greenwalt and Connie Jo Beck of St. Paul, Bonnie Doremus of Shelton, Vicki Nelson of Axtell, Lanette Doan of Ansley, Tammy Wobschall and Linda Jensen of Central City.

Copies of the minutes for December meeting were distributed. Kellie moved and Bonnie seconded to approve the minutes as presented. ALL AYES. Motion carried. Janet made the motion to pay the Association Shirt bills of \$129.50 and \$437.00 to Crocker Monogramming, the Central City Postmaster, \$37.00 for stamps and \$3.13 to mail a shirt back to Crocker Monogramming. Lanette seconded the motion. ALL AYES. Motion carried. Deposits totaling \$563.50 and expenses of \$100.00 for a Clerk's scholarship and \$47.29 for the Silent Auction gift were transacted, which brings the Treasurer's report to a balance of \$926.60. Melissa moved and Janet

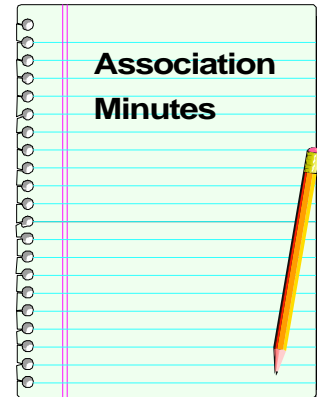
seconded to approve the Treasurer's report as presented. ALL AYES. Motion carried.

The idea of having a secret sister among the Heartland Clerk's Association was discussed. It was decided that those attending the meeting would draw a name, and then Secretary Linda Jensen would make phone calls to those not attending to see if they would like to participate. The idea was to contact your secret Sister/Clerk at your own will. Your secret Sister/Clerk would be your gift-exchange person at Christmas.

In other business, President Annette opened the floor for office of Secretary/Treasurer. Kellie made a motion to nominate Cindy Keslar of Ravenna. Janet made a motion for nominations to cease. ALL AYES. Motion carried. Lanette Doane of Ansley will advance to the office of President and Linda Jensen will

Share your city, village's 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.



move up to the office of Vice President. Janet brought up the opinion of having a specific program for the upcoming meeting in August. The group decided the topic for next meeting would be health insurance. Everyone is to bring his or her current policy for anyone to look at.

With no further business Connie adjourned the meeting. The next meeting will be on Thursday, Aug. 21, the place to be announced.
– *Respectively Submitted, Linda Jensen, Secretary/Treasurer*

How to contact your state Senator

To write your state Senator, you need only to include on the envelope:

Senator's name
District number
State Capitol
Lincoln, NE 68509

In addition, most Senators have e-mail available through the Legislature's web site at www.unicam.state.ne.us.



Dallegge named member of IIMC Academy

Susan K. Dallegge, CMC, Village Clerk/Treasurer of the Village of Hampton, has been accepted as a member in the Master Municipal Clerk Academy Program of the International Institute of Municipal Clerks (IIMC).

IIMC President Pierre Page, CMC, Director of Secretariat Services/City Clerk of Ottawa, Ontario, Canada, announced: "I am honored to welcome Ms. Dallegge as a member in the Master Municipal Clerk Academy. She is dedicated to municipal service and an inspiration to all members of our profession."

Ms. Dallegge has been employed with the Village of Hampton since February 1989 and has served in the position of Village/Clerk/Treasurer since August 1995.

She completed the Municipal Clerks Institute conducted by the College of Public Affairs and Community Service, University of Nebraska at Omaha, and received her Certified Municipal Clerk (CMC) designation in September 2000.

Continuing her professional education, she has completed IIMC-approved Academy Programs offered through the Univer-

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sity of Nebraska and other seminars and conferences relating to local government.

Active in professional affiliations, she is a member of the Nebraska Municipal Clerks Association, South Central Municipal Clerks Association, Hampton Booster Club, and Hampton Community Club. Ms. Dallegge has been a member of the IIMC since May 1996.

Trickler-Wessel named member of IIMC Academy

Ann E. Trickler-Wessel, CMC, Deputy Village Clerk of the Village of Hemingford, has been accepted as a member in the Master Municipal Clerk Academy Program of the International Institute of Municipal Clerks.

IIMC President Pierre Page, CMC, Director of Secretariat Services/City Clerk of Ottawa, Ontario, Canada, announced, "I am honored to welcome Ms.

Trickler-Wessel as a member in the Master Municipal Clerk Academy. She is dedicated to municipal service and an inspiration to all members of our profession."

Ms. Trickler-Wessel has been employed with the Village of Hemingford since July 1990, where she serves in the position of Deputy Village Clerk/Billing Clerk.

She completed the Municipal Clerks Institute conducted by the College of Public Affairs and Community Service, University of Nebraska at Omaha, and received her Certified Municipal Clerk (CMC) designation in April 200.

Continuing her professional education, she has completed IIMC-approved Academy Programs offered through the University of Nebraska, Nebraska Municipal Power Pool, and other seminars and conferences relating to local government.

Active in professional affiliations she is a member of the Nebraska Municipal Clerks Association and American Legion Auxiliary.

Ms. Dallegge has been a member of the International Institute of Municipal Clerks since May 1996.

Bruggeman accepted into 2nd Level IIMC Academy Membership

Carol Bruggeman, CMC, Village Clerk/Treasurer of the Villages of Brock, Johnson and Talmage, has been accepted in the Second Level Membership of the IIMC

Master Municipal Clerk Academy.

"Your dedication to professional growth is evident in your accomplishments," said Jean M. Bailey, CMC, President, IIMC



Neuhart receives Master Municipal Clerk designation

Ginger R. Neuhart, MMC, Deputy City Clerk/Treasurer of the City of Waverly, has received the Master Municipal Clerk designation through the IIMC Master Municipal Clerk Academy Program.

IIMC President Pierre Page, CMC, Director of Secretariat Services/City Clerk of Ottawa, Ontario, Canada, said: "I am honored to announce that Ms. Neuhart joins 270 other Municipal Clerks who have received the Master Municipal Clerk (MMC) designation. It symbolizes her status as a true Municipal Clerk professional."

Ms. Neuhart has been employed with the City of Waverly since

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October 2000, where she serves in the position of Deputy City Clerk/Treasurer. Previous municipal service includes 16 years with the City of Deshler.

She achieved IIMC's Certified Municipal Clerk status in April 1991, entered the Master Municipal Clerk Academy Program in August 1993, and has continued to fulfill the educational service requirements through each of her Three Levels of Membership in the Academy.

Since Ms. Neuhart's inception into the Academy, she has completed IIMC-approved Academy Programs and Seminars conducted

by the College of Public Affairs and Community Service, University of Nebraska at Omaha, and other educational programs relating to local government.

Active in her professional and civic affiliations, she is a member of the Nebraska Municipal Clerks Association, South Central Municipal Clerks Association, Southeast Municipal Clerks Association, and she serves as Certified Grant Administrator and Notary Public.

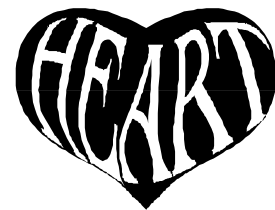
President Page praised Ms. Neuhart's accomplishments: "Ms. Neuhart has been a member of the International Institute of Municipal Clerks since March 1988. Her personal commitment and service to the Municipal Clerk's field is at the heart of true professionalism."

What to keep in a first-aid kit

- **First-aid** manual
 - **Emergency** telephone numbers
 - **List of allergies** and medications of family members
 - **Antibiotic** ointment
 - **Acetaminophen**, ibuprofen and aspirin
 - **Ipecac** syrup
 - **Bandages** and gauze of various sizes (including roller gauze) CPR barrier devices
 - **Medical-exam** gloves
 - **Elastic** wraps
 - **Adhesive** tape
 - **Antiseptic** wipes
 - **Cold** packs
 - **Thermometer**, tweezers and small scissors
- from the *National Safety Council Web site*

Watch your heart

More women than men die from heart attacks each year. According to the American Heart Association, in the last two decades the number of men who die each year of heart disease has fallen to 440,000 from 510,000, while the number of women who have succumbed to heart disease has risen to 510,000 from 490,000. A survey found that women are more likely to be misdiagnosed with heart problems and are less likely to be treated promptly or sent for cardiac rehabilitation. The upshot is this: Premenopausal women rarely



have heart attacks while postmenopausal women, whose hearts are no longer protected by estrogen, are more vulnerable to heart disease than men. Prevention is key: People should get their high blood pressure and cholesterol checked at least once annually. And smokers should kick the habit.

— adapted from *Time*



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.

July Birthdays

Mindi Clarke Julian 7/1
Linda Bomberger Oconto 7/1
Patty Knobbe Snyder 7/1
Judy Deitz Amherst 7/3
Bonnie Kisler Marquette 7/3
Richard Young Minden 7/3
Nancy Niemann Raymond 7/3
Thomas Delmont Beemer 7/4
Irene Cooper Bridgeport 7/4
Irene Dresch Primrose 7/7
Mike Oelschlager Roca 7/7
Barbara Sydow Stratton 7/7
David Rish Central City 7/10
Charlene Jensen Hubbard 7/10
Patricia Matlock Thayer 7/10
Michael Richman Alma 7/12
Glenna Beaty Holstein 7/12
Becky Falkenhagen Malcolm 7/12
Pamela Richter Gering 7/13
Laura Miller Anselmo 7/14
Sandra Farmer Gordon 7/14



Helen Wendland Holbrook 7/15
Bill Campbell Oshkosh 7/15
Patty Lamberty Arnold 7/17
Geri Anthony Sidney 7/17
Delores M. Bishop Gretna 7/19
Bonnie Marsh Hooper 7/19
Joyce Beck Crete 7/20
Tammy Coley Morrill 7/20
Colleen Eikmeier Dodge 7/21
Tammy Sladek Cordoba 7/23
Mary Kiersch Rosalie 7/23
Brenda Daniels Verdon 7/26
Rebecca Sandman Utica 7/30
Connie Cohen Grant 7/31
Sharon L. Pallas Lawrence 7/31



Municipal Legal Calendar

(All statute citations to Revised Statutes of Nebraska)

AUGUST 2003 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)
Last Day	Clerk files monthly report. (16-317)
Last Day	Treasurer files monthly financial report. (16-318)
**	Clerk must prepare agenda prior to next City 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)
Last Day	Treasurer files monthly financial report. (17-606)
**	Clerk must prepare agenda prior to next City 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)
Last Day	Treasurer files monthly financial report. (17-606)
**	Clerk must prepare agenda prior to next Village Board meeting. (84-1411)