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# NEBRASKA MUNICIPAL CLERKS NEWSLETTER

October 2007



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## Message from the President

*By Jerry Wilcox  
Clerk/Treasurer, Crete  
NMCA President*

I hope everyone is enjoying the beautiful weather. As far as I am concerned it doesn't get any better than fall. It's perfect for going to the local Friday night game or for a trip to Lincoln to see the #1 Huskers. (Volleyball) Don't forget about the football Huskers, they still need your love too.

Now that everyone has their budgets complete and submitted, it is time to have your independent auditor come for an extended visit. Many think that this is a time for panic and worry. Keep in mind that these

**Mark your  
calendars for the  
League's Midwinter  
Conference  
in Lincoln,  
Feb. 25-26**

people work for you, they are there to help you make sure that everything is in its place at the end of the year and to produce a report for you to send to the State of Nebraska Auditor of Public Accounts.

Our relationship with these firms should be one that continues through the year and you can get their assistance anytime you have a question. If this is not the relationship you have with your independent auditor, you should consider a new agreement with them or be looking to another firm. Most likely it is too late to make a change this year, but keep this in mind while working with them this year. Your mindset about this process has a lot to do with this relationship also, keep an open mind as you approach this period of time and things will be much easier.

The scholarship application for the 2008 Institute and Academy will be due soon. Look for it in the newsletter and on the UNO website <http://clerkinstitute.unomaha.edu/>.



The eligibility requirements have changed so everyone should review the application before making plans to attend the 2008 Institute and Academy.

I am making plans to try to attend all the area meetings at one time or another this year, so if you are the president of your area association and you have not heard from me by the end of this month, contact me to schedule this grand event!

Here's hoping everyone has a safe and Happy Halloween!!

*Jerry L. Wilcox  
jwilcox@crete-ne.gov  
402-826-4313*



## UNO School of Public Administration to offer Certified Public Manager Program

A unique training program designed for ambitious professionals working in government or nonprofit organizations will be launched by the University of Nebraska at Omaha's (UNO) School of Public Administration in January.

The Nebraska Certified Public Manager® (CPM) program, a nationally recognized comprehensive management development certification, offers participants the skills-based knowledge necessary to improve themselves and their organizations. Through a combination of on-line and in-residence sessions over 12 months, professionals of all educational backgrounds gain the knowledge and skills they need to become stronger leaders, managers, and supervisors who better understand work processes and know how to encourage innovation and new approaches to problem solving.

### Reasonable cost

"For a government employee, like a municipal clerk, a state employee, a supervisor at a nonprofit anywhere in Nebraska, or a member of the military or law enforcement, we believe the on-line component as well as the reasonable cost

will be very attractive," said John Bartle, director of the School of Public Administration.

### Informal benefits

Terri Callahan, Director of the CPM program at the University of Kansas and mentor to the Nebraska program says that the informal benefits of the program extend beyond the dynamic training.

"Participants register for the CPM program to become skilled leaders and managers; what they get in addition are lifelong-networks, and skills that make them better spouses, parents and friends," Callahan said. "Many of these professionals are handpicked by their agencies because they have potential to be something even greater than what they are, and they establish networks with each other that they treasure for the rest of their careers."

Participants in the UNO CPM program can be selected and sponsored by their agency or they can be self-sponsored. The year consists of an orientation, 14 courses and a major project. The cost of the program is \$2,500, plus books.

The first CPM program was developed in 1979. The National CPM Consortium now

has 26 accredited member organizations. Designation as a Certified Public Manager® is a nationally recognized certification. The consortium welcomed UNO as an associate member earlier this year with sole authority to deliver the program in Nebraska.

### 'Extremely impressed'

"I am extremely impressed with the information UNO has shared about the future CPM program for Nebraska," said Charles Phelps, chair of the National CPM Consortium, speaking on behalf of the Board of Directors of the Consortium. "I am pleased to officially welcome the University of Nebraska at Omaha as an associate member and look forward to working with them to build a strong program for Nebraska."

James B. Milliken, University of Nebraska president, said: "We know well-trained managers will serve their organizations and communities better, and UNO's program will provide practical information that will assist future participants for years and years to come."

For more information, visit [www.unomaha.edu/cpm/](http://www.unomaha.edu/cpm/) or call 402-554-2625.



## Nebraska Municipal Clerks Association (NMCA) 2007-2008 Officers

### President

#### Jerry Wilcox

Clerk/Treasurer  
PO Box 86  
Crete, NE 68333-0086  
888-826-4313  
jwilcox@crete-ne.gov

### 2nd Vice-President

#### Barbara Whitley

Clerk/Treasurer  
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bwhitley@cityofgeneva.org

### Past President

#### Joan Kovar

Clerk/Treasurer  
P.O. Box 191  
David City, NE 68632-0191  
402-367-3135  
cityofdavidcity@alltel.net

### 1st Vice-President

#### Beth Deck

Clerk  
127 North 1<sup>st</sup> Street  
Norfolk, NE 68701-4199  
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bdeck@ci.norfolk.ne.us

### Secretary/Treasurer

#### Diane Fries

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

## Stay-in-control e-mail tips

*By Communication Briefings*

The sheer volume of e-mail you receive and respond to every day creates ample opportunity for miscommunication and misunderstanding. Take common sense steps such as the following to limit the damage:

- **Cool it.** Never hit “send” if you are feeling frustrated or angry. Before you send that e-mail, print it out, set it aside for awhile and read it only when you have cooled off. Seeing your words on paper will give you perspective.
- **Play it straight.** Sarcasm, tone and verbal nuance don’t translate to electronic communication. Don’t include caustic or facetious remarks in e-mail messages.

– Adapted from “Learn to Master the E-mail of the Species,” Mark Hull, *the Star-Ledger* (Newark, N.J.), [www.starledger.com](http://www.starledger.com).

## Attention all Clerks

Don’t forget to share information about events in your community and items of interest for your city or village. These articles are the most helpful and interesting to each of us. When you submit them to the League, ask that they be put under the “City News” section. Thanks!

*Submitted by Debra Schaefer, Seward*

## Check out Legislature’s web site

Check the Legislature’s web site for more information about your state Senators and the session. The NEW web site address is <http://nebraskalegislature.gov/web/public/home>.



## 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 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:

- E-mail address
- Name of Area Clerks Association
- Number of times your municipality received a NMCA scholarship in the past five years
- Financial aid your community received from the 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.

The application deadline is Dec. 31, 2007, and awards will be made prior to Jan. 31, 2008. If you have any questions, please let me know.

Beth Deck  
Norfolk City Clerk  
(402) 844-2012  
[bdeck@ci.norfolk.ne.us](mailto:bdeck@ci.norfolk.ne.us)

### Scholarships available this year for clerks attending 33rd Annual Nebraska Municipal Clerks Institute/Academy

The Nebraska Municipal Clerks' Association Scholarship Fund is funded by a donation from the Nebraska Department of Economic Development and proceeds from the Silent Auction, which is held each year at the Clerks Institute and Academy. As many scholarships as possible will be awarded until available funds are exhausted. The scholarship covers only the tuition fee (or a portion thereof) and does not cover room, board or travel expenses to the conference.

All Nebraska municipal clerks and/or deputy clerks attending the Institute/ Academy (who are members of the Nebraska Municipal Clerks' Association [NMCA], a section of the League of Nebraska Municipalities) are eligible to receive a scholarship.

If you are not sure if you are an NMCA member, please contact:

Diane Fries  
Secretary/Treasurer  
Nebraska Municipal Clerks' Association  
619 15th Avenue  
Franklin, NE 68939-1597  
Phone: 308-425-6295  
Email: [cityhall@gtmc.net](mailto:cityhall@gtmc.net)

Notification of scholarship awards will be made before Jan. 31, 2008.



**NEBRASKA MUNICIPAL CLERKS' ASSOCIATION  
2008 CLERKS INSTITUTE & ACADEMY  
SCHOLARSHIP APPLICATION**

(Available online at: <http://clerkinstitute.unomaha.edu/>)

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ MUNICIPALITY: \_\_\_\_\_  
STATE: \_\_\_\_\_ ZIP \_\_\_\_\_ TELEPHONE: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

**Name of Area Clerks Association:** \_\_\_\_\_

Population (last census) \_\_\_\_\_ How long have you been a municipal clerk? \_\_\_\_\_

This is my \_\_\_first\_\_\_second\_\_\_third year of attendance at the Nebraska 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 financial aid your community has received for the Clerks Institute in the past five (5) years from the Nebraska Municipal Clerks Association: \$ \_\_\_\_\_

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 Nebraska Municipal Clerks Association scholarship fund (PLEASE BE SPECIFIC).

PLEASE RETURN THIS COMPLETED FORM BY DEC. 31, 2007 TO:

**CITY OF NORFOLK  
ATTN BETH DECK  
NMCA SCHOLARSHIP APPLICATION  
127 N 1ST ST  
NORFOLK NE 68701**



## 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
Marilyn Schmidt .....	Liberty .....	12/2
Nikki Johnston .....	O'Neill .....	12/2
Linda Jensen .....	Central City .....	12/7
Carri Vavra .....	Milligan .....	12/7
Debbie Gilmer .....	Friend .....	12/8
Katherine Roche .....	Blue Springs .....	12/9
Darlene Divis .....	Rogers .....	12/9
Jan Singleton .....	Hayes Center .....	12/12
Susan Dallegge .....	Hampton .....	12/13
LaDonna Bennett .....	Bertrand .....	12/15
Mary Wallen .....	Nebraska City .....	12/16
Kay Kennicutt .....	Eddyville .....	12/17
RaNae Edwards .....	Grand Island .....	12/17
Becky Schernikau .....	Holstein .....	12/17
Deb Milius .....	Plymouth .....	12/17
Liz Johnsen .....	Stapleton .....	12/18
Jane M. Skinner .....	Ogallala .....	12/19
Susan Kluthe .....	Cairo .....	12/20



Bonnie Gilpin .....	Wolbach .....	12/20
Glenda Bell .....	Harvard .....	12/21
Jeanne Hoggins .....	Milford .....	12/23
Carolyn Nelson .....	Minatare .....	12/23
Shari Auge' .....	Newman Grove .....	12/23
Mary Beavers .....	Tekamah .....	12/24
Carol Bruggeman .....	Johnson .....	12/25
Jean Polzkill .....	Central City .....	12/27
Janice Hughes .....	Naponee .....	12/28
Verna Moore .....	Wymore .....	12/28
Kathy Leggott .....	Elwood .....	12/29
Marilyn Varner .....	Seward .....	12/30
Cynthia Petersen .....	Oakland .....	12/31
Fred Ruff .....	Terrytown .....	12/31



## **Municipal Legal Calendar**

**(All statute citations to Revised Statutes of Nebraska)**

### **DECEMBER 2007**

#### **CITIES OF THE FIRST CLASS**

Each month .....	Clerk publishes ordinances passed within 15 days after passage. (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 meetings. (19-1102)
Last Day .....	Clerk files monthly report. (16-317)
Last Day .....	Treasurer files monthly financial report. (16-318)
Dec. 31 .....	Annual Financial Street Report Forms 1 through 6 to the Board of Public Roads Classifications and Standards due December 31.
Dec. 31 .....	Clerk files report on city's section 401(a) retirement plan (if city has retirement plan) with the Public Employees Retirement Board and the Legislature's Retirement Committee. (19-3501)
* * .....	Clerk must prepare agenda prior to next Council meeting. (84-1411)
Reminder .....	Notice of automatic renewal of liquor and beer other than Class C licenses must be published between January 10 and January 30 of each year. (53-135-01)
Reminder .....	1 and 6 year plans are due at the Nebraska Department of Roads no later than March 1, 2008. (39-2115, 39-2117)
Reminder .....	On or before January 31 provide county assessor each new lease or changed preexisting lease which went into effect during the previous year and a listing of previously reported leases that are still in effect. (77-202.11)

#### **CITIES OF THE SECOND CLASS AND VILLAGES**

Each month .....	Clerk publishes ordinances passed within 15 days after passage (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 Governing Board meeting .....	Clerk publishes official proceedings of meeting. (19-1102)
Last Day .....	Treasurer files monthly financial report. (17-606)
Dec. 31 .....	Annual Financial Street Report Forms 1 through 6 to the Board of Public Roads Classifications and Standards due December 31.
Dec. 31 .....	Clerk files report on city's/village's section 401(a) retirement plan (if city has retirement plan) with the Public Employees Retirement Board and the Legislature's Retirement Committee. (19-3501)
* * .....	Clerk must prepare agenda prior to next Council or Board meeting. (84-1411)
Reminder .....	Notice of automatic renewal of liquor and beer other than Class C licenses must be published between January 10 and January 30 of each year. (53-135.01)
Reminder .....	1 and 6 year plans are due at the Nebraska Department of Roads no later than March 1, 2008. (39-2115, 39-2117)
Reminder .....	On or before January 31 provide county assessor each new lease or changed preexisting lease which went into effect during the previous year and a listing of previously reported leases that are still in effect. (77-202.11)