
NEBRASKA MUNICIPAL CLERKS NEWSLETTER

April 2006



Message from the President

*By Harold Farrar
City Administrator/Deputy Clerk,
Kimball
NMCA President*

Hello fellow clerks!

Another month gone! So hard to believe. To start with, HAPPY MUNICIPAL CLERKS' WEEK! Clerks' Week is officially April 30 – May 6, 2006. Beth Deck, Norfolk, tells me we have 36 clerks who are planning to attend the Governor's proclamation signing event on April 27, 2006. What a great turnout and thanks to Beth and the League for putting this all together! I hope everyone attending had a great time! Make sure you celebrate Clerks' Week, even if it is by treating yourself to something special. Each and every one of you deserves some type of celebration! I wish each of you the very best and keep up the good work!

Good news on the Kimball home front and I believe for the Clerks' Association. We have

revived an old member. (Not really so old though!) Officially, April 24, 2006, Pam Richter became the City Clerk/Treasurer for the City of Kimball. Formerly of Gering, Pam had quit the city and had gone into the private world for a very short time before we enticed her "to get back in the game." We are very pleased she is a part of our community and also back as an active member of the Nebraska Clerks' Association! Her new e-mail address will be

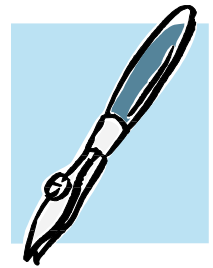
kimballclerk@megavision.com. Please let her know you still remember her.

As promised, I think it is time for us to revisit the bylaws for everyone. This month, I will begin at the beginning of our bylaws. This is not much fun to read, but it is very important.

Article I states our official and legal name. Article II states our objectives. Article III outlines the types of memberships we have in our organization.

Please read through these articles. These bylaws are very important to our organization

and I feel each member should understand what makes our organization run. If you feel something is in need of change, please notify one of the Executive Board members and we can discuss it at an upcoming board meeting.



CONSTITUTION AND BY-LAWS

NEBRASKA MUNICIPAL CLERKS' ASSOCIATION A SECTION OF THE LEAGUE OF NEBRASKA MUNICIPALITIES

ARTICLE I - NAME

The name of this organization shall be the NEBRASKA MUNICIPAL CLERKS' ASSOCIATION, a Section of the League of Nebraska Municipalities, hereinafter referred to as the NEBRASKA MUNICIPAL CLERKS' ASSOCIATION.

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Constitution and By-Laws

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ARTICLE II - OBJECTIVES

The objectives for which this NEBRASKA MUNICIPAL CLERKS' ASSOCIATION is formed shall be to:

- Promote the interests of Municipal Clerks.
- Promote professional administration of Municipal Clerks' offices.
- Promote improved standards of efficiency for Municipal Clerks.
- Promote better municipal government through increased cooperation with other municipal officials, and to
- Promote effective legislation on all levels for the professionalization of Municipal Clerks.

ARTICLE III - MEMBERSHIP

SECTION 1. ACTIVE MEMBERSHIP

Any appointed or elected Municipal Clerk or appointed Deputy Municipal Clerk, representing a Municipality in the State of Nebraska shall be eligible for Active Membership and entitled to one vote provided that members annual dues are paid.

SECTION 2. ASSOCIATE MEMBERSHIP

Institutions and/or organizations whose operations are closely allied with the functions of the Municipal Clerk's office, those persons formerly engaged in Municipal Clerk's activities, and professional persons in fields directly related to municipal governments shall be eligible for Associate Membership.

SECTION 3. HONORARY MEMBERSHIP

Any member who has been an Active or Associ-

ate Member of the NEBRASKA MUNICIPAL CLERKS' ASSOCIATION for a period of not less than ten years, and is a member of the NEBRASKA MUNICIPAL CLERKS' ASSOCIATION at the time of his/her termination, or any person who meets the criteria for Associate Membership without having been an Associate Member and who has been in this capacity for at least ten years prior to his/her termination, shall be eligible for Honorary Membership.

Recommendations for Honorary Membership shall be submitted to any member of the Executive Committee for presentation at the next Annual Meeting. Approval of such Honorary Membership shall be by majority approval of those voting members present at such Annual Meeting.

SECTION 4. RESTRICTION OF RIGHTS TO VOTE OR TO HOLD OFFICE

Only Active Members of the NEBRASKA MUNICIPAL CLERKS' ASSOCIATION shall be eligible to vote or hold office in this ASSOCIATION, each member being entitled to one vote, provided that member's dues are paid for that year.

Our next Executive Board meeting is scheduled during the Accounting and Finance conference in June at Kearney.

IIMC ANNUAL CONFERENCE is set for May 14-18, 2006 in Anaheim, California. I am honored to be going as a representative from Nebraska. My wife, Melody, and I will be flying out on May 13 and returning on May 20th. We plan on spending a couple days relaxing after the

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Constitution and By-Laws

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conference. I am looking forward to the conference and being able to spend time with clerks from all over the world. My wish would be that each of you could attend at least one of these conferences sometime in your career! I will report on the conference next month.

Have a safe month, don't drink and drive, neuter your pets and most of all enjoy life!!
YMOS, Harold M. Farrar

P.S. I will be in Lincoln on May 11 and hope to meet with the League concerning the code book update issue.

Thanks from Alice Schumaker

Dearest Clerks/Friends,
How can I begin to thank you for your generosity?



Your gifts of the beautiful watch, bracelet, flowers and proclamation were a total surprise and very much appreciated. I have already worn the bracelet and it received many compliments; and I'll be wearing the watch soon. I will frame the proclamation so that I can remember you always.

My years as Institute Director and Academy Director hold many fond memories. I have never worked with people as caring and helpful as the Nebraska Clerks. I hope the number of Clerks involved with NMCA and the educational opportunities continue to grow.

It is hard to leave, but I am leaving you in good hands. I'll never forget you.

– Alice

Kay Dammast says thanks for Outstanding Clerk Award

There really isn't an appropriate way to express my sincere appreciation for being named the Outstanding Clerk in the First Class City category. I have been struggling with finding the right words and just keep coming back to the simple phrase "thank you so much." Those of us who have been around awhile know that at the beginning of each year's banquet we play guessing games as to whom is being described as the recipient of the Outstanding Clerk awards. What a surprise when about two-thirds of the way through her presentation, I realized that Bonnie Otte was depicting ME! There are so many other clerks who are just as, or more, deserving of this award. I am truly honored to have been chosen.

Thank you to the Panhandle Clerks who planned the beautiful and fun banquet! Thank you for the congratulatory words offered by so



many. Thank you to the Southeast Area Clerks who attended the reception in my honor hosted by the Bellevue Mayor and City Council at the next Council meeting after Clerks Institute and Academy. And, most of all, thank you to all of my fellow clerks who have given me encouragement, supported me in my efforts and have shown what true friendship is all about.

Most sincerely, Kay Dammast, City of Bellevue



April 16, 2006

Louisiana Municipal Clerks' Association
61st IIMC Annual Conference Donation
P.O. Box 4327
Baton Rouge, LA 70821

RE: Donation from the Nebraska Municipal Clerks' Association (NMCA)

To our Friends from Louisiana!

We are so pleased that you will be hosting the 2007 IIMC Annual Conference and we look forward to your program! We understand that our donation of money cannot comfort you and your families for all they have lost this past year, but we enclose a check to your organization in the amount of \$2,006.00 as our small token of support for your hosting the IIMC conference in 2007.

Each year at our Clerks' Institute and Academy program, we hold a silent auction in an effort to raise monies to add to our scholarship program to assist those smaller communities in funding attendance at the Institute and Academy. This year, our organization unanimously voted to send the silent auction monies raised to you, our friends! We are so proud that this year's silent auction was one of our best ever in the amount of monies raised!

We, the Nebraska Municipal Clerks' Association, wish you the very best in your efforts of hosting the 2007 IIMC Annual Conference. See you in 2007!!

Sincerely, your friends in Nebraska,

For all our Members
Harold M. Farrar, President
Nebraska Municipal Clerks' Association



Municipal Clerks Week, April 30-May 6

More than 30 Municipal Clerks attended a proclamation ceremony April 27 at the state Capitol in the Warner Memorial Chamber. Lt. Gov. Rick Sheehy presented the proclamation, which reads as follows:

Whereas, The Office of the Municipal Clerk, a time-honored and vital part of local government, exists throughout the world; and
Whereas, The office of the Municipal Clerk is the oldest among public servants, and
Whereas, The Office of the Municipal Clerk provides the professional link between the citizens, the local governing bodies and agencies of government at other levels; and
Whereas, Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all; and
Whereas, The Municipal Clerk serves as the information center on functions of local government and community; and

Whereas, The Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, province, county and international professional organizations; and
Whereas, It is most appropriate that we recognize the accomplishments of the Office of the Municipal Clerk.

Now, Therefore, I, Dave Heineman, Governor of the State of Nebraska, DO HEREBY PROCLAIM the week of April 30-May 6, 2006 as

MUNICIPAL CLERKS WEEK

in Nebraska, and I do hereby urge all citizens to extend appreciation to all Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.



CITY NEWS:

City of Ponca's upcoming events

May 6 – Community Rummage
Ponca Improvement Club hosts the Community Rummage. There have been 20+ multi-family rummage sales every year in Ponca.

May 6 – Take Pride in America
Ponca State Park participates annually in this national volunteerism event featuring a variety of fun and rewarding volunteer projects.

May 13-14 – Towers of Time Dedication at Ponca State Park
Featuring a grand dedication of "The Towers of Time" completed by sculptor/mason Jay Tschetter with funding from the Gardner Foundation, art-related displays, a Mother's Day buffet, and other TBA activities.

May 20 – Free Fishing and Park Entry Day at Ponca State Park
The Annual kickoff to summer park season – enter the park for free and participate in a variety of free youth and adult fishing activities.

June 17-18 – Father's Day Fossil Hunt at Ponca State Park
The annual paleontologist guided plesiosaur/fossil dig and other related activities.

June 23-24 – Days of '56/
Sesquicentennial Kickoff at Ponca

The Annual Days of '56 Ponca

Rodeo is Friday and Saturday starting at 7:30 p.m., on Saturday, 3 p.m. Days '56 Parade – the kickoff to Ponca's Sesquicentennial, and other TBA activities.

July 22 – Poker Run
Join in with the convoy of motorcycles, classic and antique cars.

Aug. 4-6 – Ponca's Sesquicentennial Celebration at Ponca
The celebration of Ponca's 150th birthday featuring many family activities such as Tractor Square Dancing on Friday night, a kid's tractor pull, a golf tournament, the annual Ponca Alumni Banquet, living history displays, a dance, cookouts, and many more TBA activities.

Sept. 2-4 – 200th Commemoration of Lewis and Clark's Return Trip

Ponca State Park will be one of the first featured events in Nebraska's Commemoration of Lewis and Clark's return trip. This will feature a 4-day stop-over of the National Park Service's traveling display "The Corps of Discovery II" - Aug. 26-29

Sept. 23-24 – Missouri River Outdoor Expo at Ponca State Park

This 2nd annual event features

hands-on demonstrations, exhibits, presentations, and activities



on camping, hunting, nature art, outdoor cooking, fishing, conservation, biking, hiking, wildlife viewing, and many other outdoor pursuits.

Oct. 7-14 – Hallowfest Weekends

Ponca State Park's annual Halloween/autumn event features haunted hayrack rides, a pumpkin rolling and carving contest, a campsite decor contest, and much more.

November – Community Craft Show

Over 100 booths of crafts and homemade goodies filling both school gyms... just in time for the holidays.

Dec. 2-3 – Christmas Tour of Homes

The Ponca Historical Society hosts a self-guided tour of several homes decorated for the Christmas season. The tour starts at the Adam's house museum located at 421 West Third Street in Ponca.



Southern Seven Clerk's Association Minutes

The Southern Seven Clerk's Association met on Thursday, Feb. 23, 2006 at Valentino's in Seward for their 12:30 p.m. luncheon and meeting. Deb Schaefer was hostess.

Following the lunch, the Southern Seven held their quarterly business meeting. President Beverly Bornschlegl conducted the meeting. The following clerks were present: Ronile Ivie, Exeter; Barbara Cotter, Stromsburg; Joni Belew, Bee; Barb Whitley, Geneva; Linda Carroll, Fairmont; Becky Sandman, Utica; Gary Yank, Crete; Lori Rezny, Wilbur; Nancy Bryan, Osceola; Angela Oliver, Clarks; Jeannie Johnson, Bellwood; Deb Schaefer, Seward; Sharon Welsch, Goehner; Vanee Holtmeier, McCool Junction; Tami Arnold, Fairbury; and Julie Allison, Stromsburg.

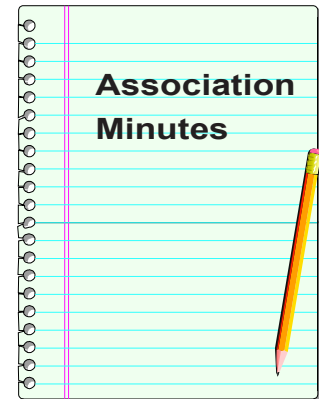
Copies of the minutes from the November meeting were distributed. Deb Schaefer moved, Lori Rezny seconded to approve the minutes of Nov. 17, 2005. All present voted "aye," minutes approved.

The treasurer reported a balance of \$221.03. A checking account will be opened at Pinnacle Bank in Shelby as to utilize existing checks. Joni Belew moved, Tami Arnold

seconded to approve the treasurer's report. All present voted aye, motion carried. No unfinished business. No unpaid bills were presented. Barb Whitley is running for the secretary position for the Nebraska Clerks' Association. Barb shared some of her campaign ideas and everyone was encouraged to support Barb and to help get Barb's name out to the first and second year clerks at Clerk's school. Linda Carroll moved, Vanee Holtmeier seconded to support Barb Whitley in her campaign for the secretary position for the Nebraska Clerks' Association. All present voted aye, motion carried.

The meeting dates for the 2006 Southern Seven meetings had been decided at the Nov. 17, 2005 meeting. However, the meetings set up were the third week of the quarter rather than the fourth week, as stated in the by-laws. It was a general consensus to try to get the meetings scheduled for the fourth week of the quarter.

A reminder was given to everyone to wear their Southern Seven shirts and to sit as a group Wednesday, March 15, 2006 at Clerk School. The banquet theme this year is the Roaring 20's. Lori Rezny



moved to purchase a silent auction item from Little Blue River Company in Stromsburg for \$25, Barb Whitley seconded. All present voted aye, motion carried.

Everyone was reminded of the IIMC annual conference May 14-18, 2006 in Anaheim, California.

Discussion was held in regard to the costs and changes from American Legal to update ordinance books.

A question-and-answer period was held. Topics included were the League of Municipalities, the passing of zoning changes to control undesirable businesses, and supporting Curtis Tomasevicz of Shelby, a member of the United States Bobsledding team. Debra Schaefer encouraged everyone to write articles for the newsletters and to include hometown

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Buethe accepted in IIMC Master Municipal Clerk Academy Program

Pamela A. Buethe, CMC, City Clerk/Treasurer of the City of Gretna, has been accepted as a member in the Master Municipal Clerk Academy Program of the International Institute of Municipal Clerks (IIMC).

Ms. Buethe has been employed with the City of Gretna since April 2000, serving as Deputy City Clerk before appointment to her current position of City Clerk/Treasurer in August 2003.

She completed an IIMC-approved Certification Program and received her Certified Municipal Clerk (CMC) designation in June 2003.

CHEERS!



Whitley accepted into IIMC Second Level

Barbara J. Whitley, CMC, City Clerk-Treasurer of the City of Geneva, has been accepted into the Second Level Membership of the IIMC Master Municipal Clerk Academy.

IIMC President Susan L. Morrow, MMC, Municipal Clerk of Plainfield Charter Township, Michigan, said: "I am honored to welcome Ms. Whitley into the Second

Level Membership of the IIMC Master Municipal Clerk Academy. She has demonstrated and obtained career development goals that will aid her in maintaining the quality of excellence that is required of today's public officials and administrators."

CHEERS!



Continuing her professional education, she has completed IIMC-approved Academy Programs. She has also completed other courses, seminars and conferences relating to local government.

Active in professional affiliations, she is a member of the IIMC, Nebraska Municipal Clerks Association, and American Society of Public Administration.

Ms. Buethe has been a member of the IIMC since June 2000.

Southern Seven Clerk's Association Minutes

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events. Beverly Bornschlegl suggested that clerks submit their most embarrassing moments for the newsletter.

Nancy Bryan, Osceola presented an informative program on the Government Issues in Russia as well as her personal

experiences and observations from her missions' trip in October 2005.

Linda Carroll moved, Vanee Holtmeier seconded, to adjourn the meeting. All present voted aye, motion carried.

*Submitted by Julie Allison,
Secretary/Treasurer*

**Mark your calendars
for this League
Conferences**

**Municipal Accounting
and Finance Conference
June 21-23
Holiday Inn
Kearney**



Panhandle Clerks' Association Minutes

*April 26, 2006
Lewellen, Nebraska*

A regular meeting of the Panhandle Clerks' Association was held at the Lewellen Community Center in Lewellen on April 26, 2006. The following clerks and deputy clerks were in attendance: Joyce Mick, Bayard; Irene Cooper, Bridgeport; Heidi Jobman, Chappell; Karen Rasmussen, Lewellen; Kim Robb, Lyman; Tammy Cooley, Morrill; Bonnie Otte, Scottsbluff; Geri Anthony, Cindy Heilbrun, Sidney; and guest Jim Gaspers, Scottsbluff. President Tammy Cooley called the meeting to order and thanked Karen Rasmussen for hosting the meeting.

Motion was made by Irene Cooper and seconded by Geri

Anthony to approve the minutes of the Jan. 25, 2006 meeting as mailed. Roll Call: Yeas: Unanimous. Nays: None.

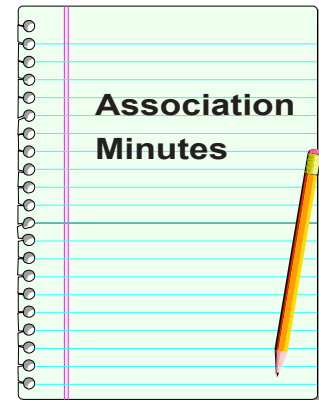
Treasurer's Report was given by Joyce Mick reporting a balance of \$469.13. Kim Robb moved and seconded by Bonnie Otte to approve the treasurer's report. Roll Call: Yeas: Unanimous. Nays: None.

Old Business

Rosie Russell and Tammy Cooley thanked everyone for their help with the banquet at Clerks' School.

New Business

Tammy Cooley reminded everyone about the finance conference coming in June in Kearney and that the program looks very interesting. She also reminded us that the next meeting of the Panhandle Clerks' Association would be by



July 26 at Sidney and Oct. 25 at Morrill.

Meeting was adjourned at 1:15 p.m. and all enjoyed a visit of the Ash Hollow State Park Museum.

*Respectfully submitted,
Joyce Mick, Secretary/Treasurer,
Panhandle Clerks' Association*

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*

Executive Board changes policy on invitations to honorary clerks

The NMCA Executive Board has changed the policy for notifying and inviting past honorary clerks to the annual banquet at the Clerks' Institute and Academy. In the past "all" past honorary clerks have re-

ceived an invitation. Now invitations will be sent only to the honorary clerks for the current year and the past three years.

*Submitted by Barb Rabe,
Honorary Clerks Committee
Chairperson*



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.

May Birthdays

Cynthia Boyd	Merna	5/1
Carol A. Arent	Aurora	5/2
Tamela Stephens	Pawnee City	5/3
Jeri Rowen	Lorton	5/7
Connie Miller	Pender	5/7
Lisa Beaudette	Walthill	5/9
Myrna Mulligan	Haigler	5/13
Vanee Holtmeier	McCool Junction	5/15
Jolynn Weber	Albion	5/16
Loretta McCoy	McGrew	5/16
Martha Mayhew	Alda	5/17
Patricia Wiekhorst	Potter	5/18
Rochelle Sims	Bladen	5/19
Cynthia Puntney	Carroll	5/19
Roxanne Nielsen	Elkhorn	5/19
Sandra Moses	Omaha	5/19
Joan Rosendahl	Creston	5/20
Melissa Harrell	Wahoo	5/20
Sherrie Bartell	Sutton	5/21



Penny Osborn	Fairfield	5/22
Dorothy Ann Gaeth	Arlington	5/23
Christine Eads	Clay Center	5/23
Donna Suhr	Ralston	5/23
Peggy Sheldon	Hemingford	5/24
Karen Rasmusen	Lewellen	5/24
Sandy Kostal	Odell	5/25
Joan Cautrell	Magnet	5/26
Julie Hageman	Ithaca	5/27
Shirley Mallette	Uehling	5/30
Linda Backhaus	McLean	5/31



Municipal Legal Calendar

(All statute citations to Revised Statutes of Nebraska)

JUNE 2006

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)
First Monday	Board of Equalization meets. (16-707)
Within 30 days following Council meeting	Clerk publishes official proceedings of meetings, including claims. (19-1102)
Within 20 days after end of month	Clerk files monthly report. (16-317)
At 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 or posts ordinances passed. (17-613)
Within 30 days following Council meeting	Clerk publishes official proceedings of meeting. (19-1102)
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 or posts ordinances passed. (17-613)
Within 30 days following trustees' 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 Board meeting. (84-1411)