
NEBRASKA MUNICIPAL CLERKS NEWSLETTER

March 2006



Message from the President

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

Hello fellow clerks!

What a week! Clerks' Institute and Academy was GREAT! UNO and their staff did a great job of preparing for the week in having quality speakers throughout the entire week! Committee Chairpersons and their committees did an outstanding job for each of their respective areas of responsibility!

The Silent Auction raised \$2,006 after expenses to send to the Louisiana Clerks' Association as a donation towards

the 2007 IIMC Annual Meeting!

Alice Schumaker was surprised by her family in attendance, good job with pulling that off! Congratulations to this year's winners of the Clerk of the Year Award in each class of municipality!

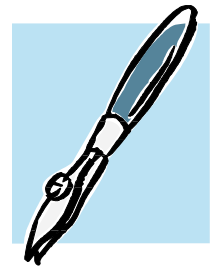
As president, I owe a huge thanks to all involved in making sure each event went off without a hitch. You all make me look very good. THANK YOU SO VERY MUCH FOR ALL YOUR EFFORTS!!!! I owe a special thank you to Tammy Cooley and Rosie Russell and the entire group of Panhandle Clerks for their hard work in

putting on the banquet. You did a great job! Everyone had a great time!!

Beginning next month, I will be putting information in the newsletter concerning NMCA's bylaws and information about serving on the Board of Directors and other offices within NMCA. Have a safe month and HAPPY EASTER TO ALL!

ONCE AGAIN, THANKS TO EVERYONE WHO SERVED ON A COMMITTEE THIS PAST YEAR!

YMOS,
– Harold M. Farrar



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*

What address do I use to write my state Senator?

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

Senator's name
District number
State Capitol,
PO Box 94604
Lincoln, NE 68509



2005-2006 Nebraska Municipal Clerks' Association Committee Chairpersons

Certification/Membership Beth Deck, Norfolk	Scholarship Joan Kovar, David City
Celebration of Clerks Jolynn Weber, Albion	Clerks' Newsletter Debra Schaefer, Seward
Monday Night Hospitality Jennifer Niemier, Papillion	Clerks' Directory Joyce Mick, Bayard
Wednesday Night Hospitality Cindy Keslar, Ravenna	Clerks' History Linda Jensen, Central City
Thursday Night Banquet Panhandle Clerks' Association Rosie Russell, Gering Tammy Cooley, Morrill	Clerks' Education Kay Dammast, Bellevue
Silent Auction Jerry Wilcox, Curtis	
Honorary Membership Barbara Rabe, Wisner	
Nominating Committee Jolynn Weber, Albion	

Panhandle Clerks Association members at Clerk's School Banquet with Roaring 20s theme



Photos submitted by Cindy Heilbrun, Deputy Clerk, Sidney





Three Rivers Clerks Association Minutes

The Three Rivers Clerks Association met on Feb. 22, 2006 at Martini's in Fremont, Nebraska for a luncheon meeting. President Mary Kempf called the meeting to order with 19 members present: Mary Kempf – West Point, Jennifer Carlson – Bancroft, Jeanette Cordes – Scribner, Lori Kathol – Dodge, Patty Knobbe – Snyder, Cynthia Petersen – Oakland, Lynn McIntosh and Kim Volk – Fremont, June Moline – Mead, Sheri Skeahan – Ceresco, Shawn Smith – Valley, Theresa Busse – North Bend, Mindi Laaker – Bennington, Dawn

CITY NEWS:

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*

Schmidt and Gary Duncan – Yutan, Dorothy Gaeth – Arlington, Shirley Mallette – Uehling, Nancy Hert – Waterloo and Kim Egger – Cedar Bluffs.

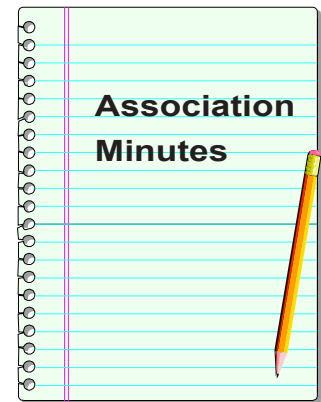
Lynn Macintosh made a motion to approve the minutes from the October meeting, seconded by Cynthia Petersen. Motion carried.

The Treasurer's report showed a balance of \$1,457.23.

Approximately 60 people attended the Mayor/Council forum held in November. Linda Fetty from the Department of Economic Development was the guest speaker. The forum was held Nov. 3, at the Senior Citizen Center in Fremont. Our next forum was discussed and, if you have any ideas for a speaker, please let the committee know.

Mary Kempf, Jennifer Carlson and Gary Duncan reported back with information from the Midwinter Conference. Mary also reminded us of the new mileage rate of 44.5 cents that was effective on Jan. 1, 2006.

Mary Kempf passed out copies of conferences, meetings, etc. for the years to come and also a copy of the January newsletter for those who do not have internet. The agenda for clerk's school was discussed. Patty Knobbe made a motion that



Mary Kempf would bring something for Three Rivers Clerks Association for the Silent Auction, which was seconded by Lori Kathol. Motion carried.

Cynthia Petersen made a motion to send \$200 to the League of Municipalities for the funding the 2007 scholarship fund. Lori Kathol seconded that motion. Motion carried.

Diane Fowler from NACO asked if anyone would be interested in her speaking at one of our clerks meeting. If anyone is interested please contact Mary Kempf.

There being no further business, Mary wished all those with February birthdays Happy Birthday and Gary Duncan then moved to adjourn, seconded by Shawn Smith.

*Respectfully submitted,
Jeanette Cordes, Secretary*



Northeast Nebraska Clerks Association Minutes

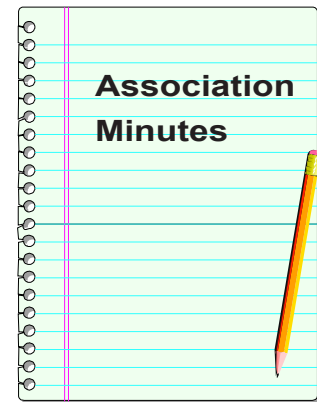
The Northeast Nebraska Clerks Association met on Jan. 19, 2006 at the Norfolk City Council Chambers in Norfolk. President Elaine Hamm called the meeting to order at 1 p.m. Vice President Alisha Bartling was also in attendance. Secretary Nancy Morfeld recorded the minutes. Treasurer's report – checking \$139.06 and savings \$830.22. Clerks from the following communities were present: Lori Wragge – Plainview, Betty Raabe – Hadar, Amy Kuchar – Meadow Grove, Kim Schilousky – Cedar Rapids, Alisha Bartling – Verdigre, Nikki Johnston – O'Neill, Beth Deck – Norfolk, Dianne Werner – Battle Creek, Betty McGuire – Wayne, Barbara Rabe – Wisner, Sue Petersen – South Sioux City,

Vicki Miller – Elgin, Jeanne Stokes – Petersburg, Paula Biehle – Madison, Amy Wegener – Madison, John Rice – Genoa, Shari Auge' – Newman Grove, Rita Johnson – Creighton, Carmen Jacobs – Creighton, Nancy Kopejtka – Atkinson, Elaine Hamm – Neligh, Crystal Lenzen – Hartington, Nancy Morfeld – Stanton.

Elaine Hamm introduced the guest speaker, Randy Helbush, from NE Rural Water. A very informative program was given on programs and rates.

Nancy Kopejtka motioned to approve the minutes, seconded by Betty Rabe. All ayes, no nays, motion carried.

Barb Rabe motioned to approve the invoice for the meal and treasurer's report and



seconded by Carmen Jacobs. All ayes, no nays, motion carried.

No old business or committee reports.

Discussion was held on \$100 scholarship to Clerk school. This will be placed on the meeting agenda for October. Dues are due in April and the topic will be from Bright Horizons.

Meeting adjourned at 2:30 p.m.

Submitted by Nancy Morfeld, Secretary

Clerks Newsletter information sought

Harold Farrar, Kimball City Administrator, Deputy Clerk and 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.

Plebanek's husband dies

Lois Plebanek of Fullerton lost her husband, Joe, on March 2. Lois had been the clerk in Fullerton for many years.

Submitted by Jolynn Weber, Albion



NEBRASKA MUNICIPAL CLERKS' ASSOCIATION GENERAL MEMBERSHIP MEETING

**Sandhills Convention Center, North Platte,
Nebraska**

Thursday, March 16, 2006

3:30 p.m.

President Harold Farrar called the Nebraska Municipal Clerks' Association General Membership meeting to order at 3:30 p.m. at the Sandhills Convention Center, North Platte, Nebraska.

Roll call sheets were available for clerks to sign.

President Farrar introduced members of the NMCA Executive Board of Directors:

President Harold M. Farrar, Kimball

1st Vice President Joan Kovar, David City

2nd Vice President Jerry Wilcox, Curtis

Secretary/Treasurer Beth Deck, Norfolk

District 1 Director Joyce Mick, Bayard

District 2 Director Jo Leyland, Imperial

District 3 Director Diane Fries, Franklin

District 4 Director Mary Kempf, West Point

District 5 Director Vanee Holtmeier, McCool Junction

Past President Jolynn Weber, Albion

Farrar recognized Region VIII Director Buster Brown of Omaha.

Farrar also recognized the Area Clerks Association Presidents:

Panhandle Clerks – Tammy Cooley, Morrill

Southwest Area Clerks – DeAnn Zwickl, Grant

Midlands Clerks – Nicole Downey, Arapahoe

Heartland Clerks – Cindy Keslar, Ravenna

South Central Clerks – Lana Svoboda, Glenvil

Southern Seven Clerks – Beverly Bornschlegl, Bradshaw

Northeast Nebraska Clerks – Elaine Hamm,

Neligh

Three Rivers Clerks –
Mary Kempf, West Point

Southeast Clerks –
Donna Suhr, Ralston.

Approval of Minutes

President Farrar

requested consideration of approval of the minutes of the

Feb. 6, 2006 General Membership meeting

held at the Marriott Cornhusker Hotel, Lincoln, Nebraska.

Janet Greenwalt, St. Paul, moved, seconded by Buster Brown, Omaha, to approve the minutes of the Feb. 6, 2006 General Membership meeting held at the Marriott Cornhusker Hotel, Lincoln, Nebraska, as printed. Roll call: All Ayes. Nays: None. Motion carried.

Treasurer's Report

Secretary/Treasurer Beth Deck, Norfolk, reported the following balances as of Feb. 28, 2006:

\$28,548.19 – Checking

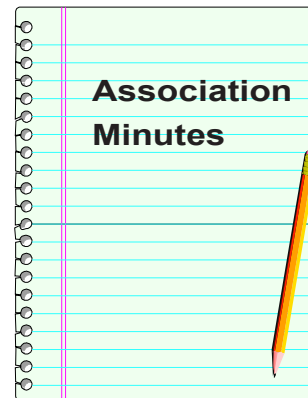
\$30,000.00 – Certificates of Deposit

(one for \$25,000 and one for \$5,000)

The Treasurer's report was distributed at the meeting.

Linda Jensen, Central City, moved, seconded by Gary Yank, Crete, to approve the Treasurer's report as submitted. Roll call: All Ayes. Nays: None. Motion carried.

Nominating Committee – Election of 2006-2007 Officers & Directors



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NEBRASKA MUNICIPAL CLERKS' ASSOCIATION GENERAL MEMBERSHIP MEETING

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Jolynn Weber, Albion, Chairperson of the Nominating Committee, introduced nominees, as follows:

President: Joan Kovar, David City
1st Vice President: Jerry Wilcox, Curtis
2nd Vice President: Beth Deck, Norfolk
Secretary/Treasurer: Barb Whitley, Geneva
District 1 Director: Joyce Mick, Bayard
District 2 Director: Ona Mallack, Indianola and DeAnn Zwickl, Grant

Farrar asked for nominations from the floor. No nominations were received.

Barb Cotter, Stromsburg, moved, seconded by Darla Hopwood, Shelby, to cease nominations and to unanimously approve all nominees for unopposed offices. Roll Call: All Ayes. Nays: None. Motion carried.

The Nominating Committee collected and counted ballots for the office of District 2 Director. DeAnn Zwickl of Grant received the majority of votes for **District 2 Director**.

Resolution of Appreciation to DED

Laura Deets, Pleasanton, read Resolution No. 2006-1 thanking the Nebraska Department of Economic Development for a donation of \$10,000 to the Nebraska Municipal Clerks Association scholarship fund.

Sue Petersen, South Sioux City, moved, seconded by Joyce Mick, Bayard, to approve Resolution No. 2006-1. Roll Call: All Ayes. Nays: None. Motion carried.

Proclamation for "Alice Schumaker Day"

President Farrar read a proclamation establishing March 16, 2006 as "Alice Schumaker Day" to thank Alice for 12 years of service as Director of the Nebraska Municipal Clerks Institute and Academy.

Committee Reports

Celebration of Clerks – Jolynn Weber, Albion – no report

Silent Auction – Jerry Wilcox, Curtis. A total of 120 items were received for the auction.

Monday Night Hospitality – Jennifer Niemier, Papillion – no report

Wednesday Night Hospitality – Cindy Keslar, Ravenna. The Committee was \$230 below budget. Keslar thanked committee members and everyone who attended the event.

Thursday Night Banquet – Rosie Russell, Gering, and Tammy Cooley, Morrill – no report

Honorary Membership – Barbara Rabe, Wisner. Pam Richter, Gering, was nominated for honorary membership.

Clerk of the Year – Buster Brown, Omaha – no report

Nominating Committee – Jolynn Weber, Albion – Weber reported DeAnn Zwickl of Grant received the majority of votes for District 2 Director for 2006-2007..

Clerks' Newsletter – Debra Schaefer, Seward. Schaefer encouraged clerks to submit articles for the newsletter.

Clerks' Directory – Joyce Mick, Bayard. The committee needs information on past, present and honorary clerks. Bayard encouraged all clerks to also submit updated information for the directory.

Certification Committee – Beth Deck, Norfolk. Between October 18, 2002 and March, 2006, the following numbers of Nebraska clerks have received certification: CMC, 23; MMCA, 23; MMC1, 7; MMC2, 8; and MMC, 7.

History – Linda Jensen, Central City. Jensen requested clerks send old Thursday night clerks

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NEBRASKA MUNICIPAL CLERKS' ASSOCIATION GENERAL MEMBERSHIP MEETING

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banquet programs to include in the history book. Jensen also suggested sending in news from local papers related to area clerks.

Education Committee – Kay Dammast, Bellevue. This committee helps UNO staff grade tests for the 1st, 2nd and 3rd year clerks.

Scholarship – Joan Kovar, David City – no report
Jerry Wilcox, Curtis, moved, seconded by Joyce Mick, Bayard, to approve Pam Richter as an honorary clerk with the Nebraska Municipal Clerks Association. Roll call: All Ayes. Nays: None. Motion carried.

Vendors and Punch Cards

President Farrar reminded clerks to turn in vendor punch cards by 5 p.m. on Thursday, March 16. Cards need ten punches to be eligible for prizes. Farrar thanked the 2006 vendors, as follows:

Ameritas Investment Corporation
Crouch Recreational Design
D.A. Davidson Co. (formerly Kirkpatrick Pettis)
Data Technologies, Inc.
Kirkham Michael Associates
League Association of Risk Management
Microfilm Imaging Systems, Inc.
Miller & Associates Consulting Engineers
NMPP Energy
Nebraska Public Agency Investment Trust (NPAIT)
Olsson Associates
PRS Associates
Schemmer Associates
Graduating Class Skit

The 2006 Graduating Class presented a skit about past directors of the Institute/Academy.

Other Business

President Farrar explained a Clerks' Week proclamation signing with Governor Heineman is scheduled for April 13, 2006 at 10:30 a.m. in the Warner Chamber of the State Capitol building.

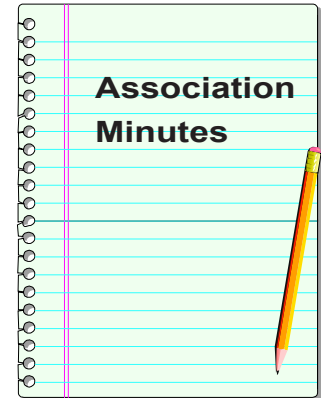
Clerks should meet at the League of Nebraska Municipalities office at 10 a.m. Lunch will be provided following the signing ceremony. Those clerks wanting to attend should contact Beth Deck, Norfolk.

A discussion was held regarding **Model Ordinance Updates**. Deb Schaeffer, Seward, explained American Legal no longer does updates for Nebraska. American Legal wants to update code books instead.

Lanette Doane, Ansley, stated municipalities need to sign up for the service to get code books updated annually. Then the municipality can adopt one ordinance which covers all new laws. Municipalities can update their "local section" at any time.

Kim Volk, Fremont, stated an American Legal attorney will review Nebraska Statutes instead of a local city attorney. Entire code books won't be replaced, just a new ordinances.

Angie Bowman, Trenton, said that if municipalities don't go with American Legal it will cost \$14 a page for an update. All local ordinances will be



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Leyland describes how Imperial offers credit card services to citizens

Many of us in smaller communities struggle with the ability to offer credit card services to our customers against the cost and equipment required to do so. The City of Imperial has been affiliated with a company based in Dallas, Texas that offers a solution to the problems and allows our customers the ability to pay for services using their credit card. Certified Payments is the “intermediary” between the credit card companies and each individual customer, so the City is

not involved in the credit transaction and does not incur any costs by using the system. In contacting Certified Payments and setting up an ac-



count, we gave them our bank information where they could direct- deposit funds from customers into our account. The City was assigned a bureau code that must be used by customers when making a payment. The City had the option of setting up several accounts (utilities, swimming pool, recreation fees, etc.), and chose to set up two accounts, for utilities and solid waste disposal fees. We distributed a flyer in our utility bills explaining the system with instructions of how to use it.

The customer can contact Certified Payments online or by use of a toll-free number. They must give our bureau code, their name and account number, and the amount of the bill they want to pay. Their transaction will include a 4 percent fee that will appear on their credit card statement along with the amount of the bill they authorize. The City can access real-time reporting with Certified Payments to gain information about payments that are made. The amount of payments are then deposited in the City’s bank account.

The system has worked very well for Imperial and I would be happy to share details with any community that is interested. My number is 308-882-4368. If you would like to contact Certified Payments directly, the representative is Kerry Watson and she may be reached at 866-539-2020.

*Submitted by Jo Leyland, City Administrator/
Clerk/Treasurer, Imperial*

NEBRASKA MUNICIPAL CLERKS’ ASSOCIATION GENERAL MEMBERSHIP MEETING

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ok, but new Nebraska laws will need to be reprinted at that cost.

Barb Whitley, Geneva, questioned why the League of NE Municipalities quit providing the service. Whitley feels the NMCA should request the League to make model ordinances available to Nebraska municipalities.

Deb Schaefer, Seward, moved, seconded by Diane Fries, Franklin, to authorize President Harold Farrar to contact the League office about the model ordinance concerns. Roll call: All Ayes. Nays: None. Motion carried.

Farrar requested clerks planning to attend the **2006 IIMC conference** in Anaheim, California, get together following the General Membership meeting.

Barb Whitley, Geneva, moved, seconded by Gwen Grabouski, Beatrice, to adjourn the meeting at 4:38 p.m. Roll call: All Ayes. Nays: None. Motion carried.

Elizabeth A. Deck, Secretary-Treasurer



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.

April Birthdays

Charlotte TeBrink	Denton	4/2
Vicki Focken	Douglas	4/3
Cheryl Anderson	Hyannis	4/3
Joan E. Ross	Lincoln	4/5
Scott M. Simonsen	Hordville	4/7
Karen Kumke	Blue Hill	4/8
Peggy Hobscheidt	Syracuse	4/9
Marilyn Kirchhoff	Avoca	4/10
Nancy Kopejtka	Atkinson	4/11
Kelly Brooke	Benedict	4/11
Louis Kologenski	Washington	4/11
Jennifer Killion	Marquette	4/13
Robert Ulmer	Grafton	4/14
Denise Tonniges	Gresham	4/14
Keitha Green	Henry	4/15
Linda Jines	Alliance	4/16
Sheri Skeahan	Ceresco	4/18



Peggy Frahm	Blair	4/19
Susan Kloeping	Cozad	4/19
Patricia Borgelt	Tilden	4/19
Deanna Brown	Indianola	4/25
Margo Williams	Nora	4/28
Cinda Jones	Randolph	4/29
Connie Brown	Henderson	4/30



Municipal Legal Calendar

(All statute citations to Revised Statutes of Nebraska)

MAY 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)
- Within 30 days following Council meeting Clerk publishes official proceedings of meeting, including claims. (19-1102)
- First Day Automatic renewal of beer and liquor licenses (except Class C). (53-124)
- 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 or posts ordinances passed. (17-613)
- Within 30 days following Council meeting Clerk publishes official proceedings of meeting, including claims. (19-1102)
- First Day Automatic renewal of beer and liquor licenses (except Class C). (53-124)
- 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 Board meeting Clerk publishes official proceedings of meeting, including claims (19-1102)
- First Day Automatic renewal of beer and liquor licenses (except Class C). (53-124)
- 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)