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# NEBRASKA MUNICIPAL CLERKS NEWSLETTER

October 2005



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## Message from the President

*By Harold Farrar  
Clerk/Treasurer, Kimball  
NMCA President*

HELLO FELLOW CLERKS!  
Happy Halloween! Don't forget to encourage your community to watch out for the young people that will be out on Halloween evening. We don't need any senseless tragedies in our state. Nov. 11<sup>th</sup> is Veteran's Day. Make sure to thank any veterans in your community, young and old, for their service to our country. Always remember that without their sacrifices, we may not have the freedoms we enjoy every day!

I want to take this opportunity to introduce my family to everyone. My wife, Melody and I have been married for four years now. Amazingly, we have two sons in college. Seth is in his third year at the University of Wyoming at Laramie and Ross is in his first year at the University of Nebraska at Lincoln. We definitely have the empty nest thing going. We even gave our dog away so as to free us up even more.

Melody has always been supportive of my work and understanding when I have to miss those special days, birthdays and anniversaries due to work conflicts. All of our families put up with us being gone to meetings, conferences and other work-related items. Make sure you say thanks to your family for their support.

I have visited with Buster Brown, Omaha, concerning I.I.M.C. Buster is our Region VIII representative to the I.I.M.C. Executive Board. He told me he is planning on attending an executive board meeting Nov. 11-12, 2005. We will try to keep you up-to-date on what is going on with I.I.M.C. Next time you see Buster, make sure to thank him for all his hard work representing us at the national level.

Next Wednesday is the Panhandle Clerks' Association meeting in Kimball. As host, I get to line up where to meet, what to eat and any type of program I can think of. I like to give tours of different things around my community. Next



week's program is a tour of a home outside of Kimball that was built in an old missile silo. The family's name is Zwonitzer and their home has been on television and in several national magazines. Hopefully, the panhandle clerks will enjoy the tour.

Please feel free to contact me. I mostly use e-mail, but do answer the telephone. My e-mail at work is [ckimball@megavision.com](mailto:ckimball@megavision.com). My home e-mail is [h.farrar@charter.net](mailto:h.farrar@charter.net). My work e-mail is looked at daily. My home e-mail is probably weekly. Send clerk-related stuff to my work address and fun stuff to my home address. My tele-

*Continued on page 2*



## Southern Seven Clerk's Association Minutes

The Southern Seven Clerk's Association met on Thursday, Aug. 25, 2005 at Kerry's in McCool Junction for their 12:30 p.m. luncheon and meeting. Vanee Holtmeier was hostess.

Following the lunch, the Southern Seven held their quarterly business meeting. President Ronile Ivie conducted the meeting. The following clerks were present: Lori Rezny, Wilber; Jeannie Johnson, Bellwood; Beverly Bornschlegl, Bradshaw; Vanee Holtmeier, McCool Junction; Linda Carroll, Fairmont; Julie Allison and Barbara Cotter, Stromsburg; Joan Kovar, David City; Barbara Whitley, Geneva; Kelly Brooke, Benedict; Deb Milius, Plymouth; Debbie Gilmer, Friend; Ronile Ivie, Exeter; and Joni Belew, Bee.

Copies of the minutes from April 28, 2005 were distributed. Linda Carroll made a motion, seconded by Joan Kovar to approve the minutes of April 28, 2005. All present voted "aye." Motion carried.

The treasurer reported a balance of \$216.03. The following bills were paid; reimburse Ronile Ivie \$21 for silent auction gift, Wal-Mart \$8.35 for new file tote, Sun Spot Floral \$24.80 for flowers for Bob Benorden funeral. Linda Carroll

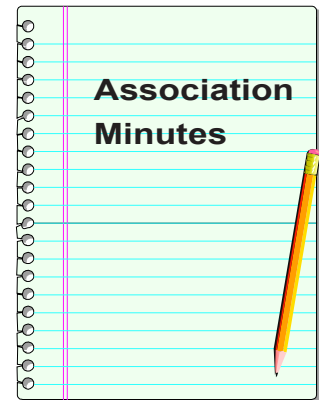
made a motion, seconded by Joan Kovar to approve the treasurer's report. All present voted "aye." Motion carried. No unfinished business. No unpaid bills were presented. A question-and-answer period was held. The topics discussed included minute books, liquor license transfers and when to write off non-paying customers. Correspondence was read. The next meeting will be in November in Seward or Stromsburg.

Everyone in attendance was invited to tour the Junction Motor Speedway, but first we celebrated the birth of Abigail Jean Gilmer (new daughter of Debbie Gilmer, Friend) with a

### **Jayne Gentzler says thanks**

To all my fellow Clerk Friends I would like to say "Thank You" all for the cards, prayers and presents you have sent me after my surgery. Am doing great and no more pain!! Just am limited in what I can do – hate that but all-in-all, I am very thankful! Take care everyone and aren't you glad that "budget" time is over?!!

– *Sincerely, Jayne Gentzler, Plainview*



surprise baby shower.

Linda Carroll made a motion, seconded by Joan Kovar to adjourn the meeting. All present voted "aye." Motion carried.

– *Submitted by Joni Belew, Secretary/Treasurer*

### **President's message**

*Continued from page 1*

phone number at work is 308-235-3639 and my home phone is 308-235-3381. As most of you are, I am at work more than home. I am here to serve you, but to do that to the best of my ability, you need to let me know what you want of me. Please feel free to communicate with me. I am here for you. I hope each of you has a pleasant month. Talk with you next month.

– *YMOS, Harold M. Farrar*



## Revenue Department outlines notification requirements for municipalities that change their boundaries

*Editor's note: The information that follows was provided in a letter dated Sept. 23 from Thomas J. Gillaspie, Administrator, Legal Services, for the state Department of Revenue.*

“As provided in Local Option Sales and Use Tax Regulation 9-004, . . . a city which imposes a local option sales or use tax must notify the Tax Commissioner when it changes or alters its boundaries in any manner. The city must furnish, by certified or registered mail, a copy of the ordinance making the change, a certified map showing the territory added to the city or detached from the city, and a list of retailers within the annexed or detached area.

The local option sales and use tax becomes effective in the annexed or detached territory on the first day of a calendar quarter which is a least

120 days following receipt of the required documents and at least 60 days after the Tax Commissioner provides notice to the retailer of the boundary change.

For example, in order for a local option tax to become effective in an annexed territory on April 1, 2006, the required documents must be received by the Tax Commissioner no later than Dec. 2, 2005. Following receipt of the documents from the city, the Tax Commissioner must notify each retailer in the annexed territory on or before Jan. 31, 2006. The notification from the Tax Commissioner will confirm the effective date of the annexation for sales tax purposes as well as the rate of tax. . . . If you have any questions, please contact Ellen Thompson in Legal Services at 402-471-5679.”

### **REG-9-004 CHANGE OR ALTERATION OF CITY BOUNDARIES: NOTIFICATION REQUIRED**

004.01 If any city in which a local sales and use tax has been imposed shall thereafter change or alter its boundaries in any manner, such city shall forward to the State Tax Commissioner by certified or registered mail a certified copy of the ordinance making such changes. Such ordinance shall reflect the effective date thereof, determined by statutory authority applicable to the class of city adopting a local option sales and use tax ordinance. The ordinance required to be furnished the Tax Commissioner must also be accompanied by a certified map of the city

clearly showing the territory added thereto or detached therefrom and a list of all licensed retailers within the annexed or detached territory. For local option tax purposes, the territory affected shall be considered annexed to or detached from the city on the first day of a calendar quarter which is at least 120 days following receipt of the ordinance and map by the Tax Commissioner and at least 60 days after the Tax Commissioner provides notice to the retailers.

*(Section 77-27,143, R.R.S. 2003. April 12, 2005.)*



## Heartland Clerk's Association Minutes

The Heartland Clerk's Association met in Kearney, Neb., on Thursday, Oct. 20, 2005, at San Pedro Mexican Restaurant. President Cindy Keslar of Ravenna called the meeting to order at 1 p.m. with 15 members: Martha Mayhew, Alda; Susan Kluthe, Cairo; Diane Fries, Franklin; Raquel Felzien, Franklin; Janet Greenwalt, St. Paul; Connie Jo Beck, St. Paul; Lanette Doane, Ansley; Kristi Purintun, Overton; Bonnie Doremus, Shelton; Cindy Keslar, Ravenna; Kellie Crowell, Ravenna; Brenda Kehler, Greeley; RaNae Edwards, Grand Island; Sheryl McClymont, Holdredge; Vicki Nelson, Axtell.

Kelli Crowell moved to approve the minutes from Aug. 18, 2005 meeting. Bonnie Doremus seconded the motion. Roll call: Ayes, 15; Nays: None. Motion carried.

Diane Fries moved to approve the treasurer's report. Martha Mayhew seconded the motion. Roll call: Ayes: 15; Nays: None. Motion carried.

**UNFINISHED BUSINESS:** Heartland Clerk's Memberships are due.

Heartland Clerk's Secretary/Treasurer to send \$200 to the scholarship fund for clerks

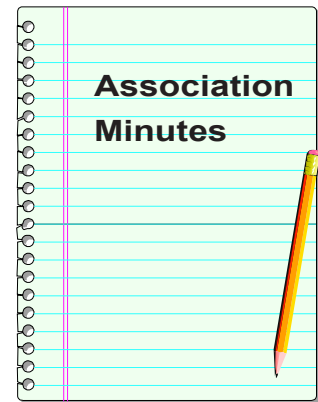
school designated to go to two (2) Heartland Clerk recipients. **NEW BUSINESS:** Next Heartland Clerk's meeting date is Dec. 8, 2005. This will be the Christmas party with a \$10 gift exchange.

Silent Auction basket for clerks school will be discussed at the Jan. 19, 2006 meeting.

Candi Saunders with NPAIT will be the presenter for the Jan. 19, 2006 meeting.

Raquel Felzien from the City of Franklin was introduced and welcomed. She is working full-time in the office.

Peggy Johnston, Registered Dietician from the Health Lifestyle Dept. of the Good Samaritan Hospital gave a



wonderful presentation on diet and nutrition. A tour was also given of the Center.

President Cindy Keslar declared the meeting adjourned at 1:15 p.m.

*– Respectfully submitted,  
Connie Jo Beck, Secretary/  
Treasurer*

## Happy Hauntings

That time of year is here again to carve out pumpkins with ghoulish grins

Scary black cats who hiss and snarl

Cornstalks propped against the wall

Halloween Night when shadows creep



Beware the goblins for tricks or treat.

*– Submitted by Deb Schaefer,  
Administrator Assistant/Clerk-  
Treasurer, City of Seward*



## Newsletter Committee seeks information about festivals, celebrations, other events in your community

The Newsletter Committee for this next Clerks' year (Debra Schaefer-Seward; Darla Hopwood-Shelby; Joyce Mick-Bayard; and Julie Allison-Stromsburg) would like to request your help in getting information to us about festivals/celebrations/events held in your communities throughout the year so that we could share them with our readers.

Please email me at [Deb.Schaefer@cityofsewardne.com](mailto:Deb.Schaefer@cityofsewardne.com) with the date and a brief description/explanation of your celebration at least one month prior to the event so that anyone who would be interested in attending

would have the information in advance. **This is a great opportunity to market your community.**

The first one I will share with you is the Seward Junior Women's Club Annual Craft Fair. This year's Craft Fair is for Nov. 19, 2005 from 9 a.m. to 4 p.m. It is a wonderful event and if you like crafts, you don't want to miss this one. In addition to the craft fair, another highlight is that the Friends of the Seward Library hold a book sale every year on the same date and location. It is held at the Seward County Agricultural Pavilion, 433



Fairground Road, Seward Nebraska.

In addition to sharing information about events in your community, we'd like to be able to share ideas and keep up on what is happening in your City or Village. As I'm sure you will agree, we get the most help from information that we share with each other. Let's call this the "City News" section.

– Submitted by Deb Schaefer, Administrator Assistant/Clerk-Treasurer, City of Seward Nebraska

## City News...City News

The City of Seward holds a Mayor/Council/Administration Retreat in January or February of every other year. At the 2004 Retreat a Strategic Plan was developed and adopted by the Council. The Plan identified five areas that the Elected and Administrative Officials wanted to focus on. The areas are Communication, Revenue Sources, Staffing/Facility Utilization, Technology, and Transportation. Committees

consisting of Elected Officials, City staff and in some cases, members of the public, were established and they have been working together for the past year. The results have been positive and it is very rewarding to have a mixed group of individuals working so well together.

– Submitted by Deb Schaefer, Administrator Assistant/Clerk-Treasurer, City of Seward Nebraska

## Halloween Jokes

**Where do werewolves stay on vacation?**

– At the Howliday Inn.

**Why are black cats such good singers?**

– They're very meeweetical.



## 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.

## November Birthdays

Jean Rahn .....	Allen .....	11/1
Glenna Vodicka .....	Rushville .....	11/1
Marlene Mohr .....	Madrid .....	11/4
Nancy Morefeld .....	Stanton .....	11/4
Wendy Stephens .....	Elm Creek .....	11/6
Donna Hirsch .....	Jackson .....	11/6
Kim Robb .....	Lyman .....	11/6
Shirley Lewis .....	Lexington .....	11/7
Bonnie Otte .....	Scottsbluff .....	11/8
Vickie Nelson .....	Axtell .....	11/9
Leatha Christ .....	Diller .....	11/9
Denise Nichelson .....	Callaway .....	11/11
Nancy Bryan .....	Osceola .....	11/11
Theresa Schnoor-Doyle ..	Palisade .....	11/11
Cheryl Kraft .....	Waco .....	11/11
Julie Allison .....	Stromsburg .....	11/12
Beverly Bornschlegl .....	Bradshaw .....	11/13
Arnold Jakubowshi .....	Howells .....	11/13
Lynn Kolbet .....	Culbertson .....	11/14
Kimberly Neiman .....	Pilger .....	11/14
Janet Greenwalt .....	St. Paul .....	11/15
Joan Suhr .....	Valley .....	11/16



Dianne Werner .....	Battle Creek .....	11/16
Lorraine Smith .....	Clarkson .....	11/16
Barbara Whitley .....	Geneva .....	11/17
Annette L. Malmstrom .....	Scotia .....	11/17
Barbara Rabe .....	Wisner .....	11/17
Tricia Wennekamp .....	Battle Creek .....	11/20
Cheryl Eckerman .....	Elkhorn .....	11/23
Bernice Blecha .....	Osmond .....	11/23
Sharon Welsch .....	Goehner .....	11/24
Jerry Wilcox .....	Curtis .....	11/25
Lori Pahl .....	Ruskin .....	11/26
LeAnn Brown .....	Oshkosh .....	11/28
Sam Clark .....	Hardy .....	11/29
Lori Gamet .....	Paxton .....	11/29
Steve Waring .....	Tecumseh .....	11/30



## **OUTSTANDING CLERK AWARD NOMINATION FORM**

**\*\*PLEASE TYPE OR PRINT\*\***

**Deadline for nominations is December 31, 2005.**

**Please note:** Nominees shall have served as municipal clerk for a minimum of 3 years.

\_\_\_\_\_ 1st Class City or larger      \_\_\_\_\_ 2nd Class City      \_\_\_\_\_ Village

I hereby nominate the following City/Village Clerk for the Nebraska Municipal Clerks Institute "Outstanding Clerk Award":

Name of Clerk Nominated \_\_\_\_\_

Clerk's Mailing Address \_\_\_\_\_

Clerk's E-mail Address \_\_\_\_\_

Date \_\_\_\_\_ Signature \_\_\_\_\_

Title \_\_\_\_\_

Mailing Address \_\_\_\_\_

City/Village \_\_\_\_\_

Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_

A questionnaire will be mailed to your nominee for outstanding clerk.

PLEASE RETURN THIS NOMINATION FORM TO:

Buster Brown, Chairperson

NE Municipal Clerks Awards Committee

1819 Farnam Street

Omaha, NE 68183

402-444-5557



## **Municipal Legal Calendar**

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

### **DECEMBER 2005**

#### **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, 2006. (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)
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