
NEBRASKA MUNICIPAL CLERKS NEWSLETTER

September 2006



Message from the President

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

Hello fellow clerks!

This is my final article! I can not believe the past 12 months are gone. Time goes so fast! I want to thank you for allowing me to serve as your president. It was an honor for me to serve.

Please thank your representatives on the executive board. All those serving you work hard to make our organization better each year.

I also wish to encourage each of you to consider serving on the executive board or on one of the various committees.

You will really enjoy working with other clerks, getting to make more friends each year.

I am going to endeavor to remain active within NCMA even with my new job. As we all know, CLERKS are the people who keep the City running and what better folks to keep as friends. Thanks to all who helped me this past year. I couldn't have done it without you!!

I wish the best for each of you. You are all the GREATEST!!

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

*Your Most Obedient Servant, Harold M.
Farrar*

Dianne Werner says thanks

To My Family of City Clerks,

How special and blessed you make me feel!!

To have such a special family of so many wonderful friends is truly a blessing from God.

Thank you for the many ways you have shown your love and concern for me since all my health problems began last May: the visits at the hospital, the cards, flowers, plants, the monetary contributions and donations to the silent auction for the benefit held on my behalf, but most of all, I thank you for all your prayers.

Without all those prayers, I don't think I'd have made it this far!

I have been fitted for my prosthesis and have begun physical therapy to learn to walk again. Please continue to pray for me as I work through this next phase of healing. I know it is going to be a lot of hard work, but I'm up to the challenge and am anxious to get back "on my feet." My goal is to be walking by my November birthday!!

God bless all of you and your loved ones. You all hold a special place in my heart.

– Dianne Werner



SCORP Publication will help communities obtain outdoor recreation facility funding

Lincoln, Neb. – The State Comprehensive Outdoor Recreation Plan (SCORP) Assessment and Policy Plan for 2006-2010 is hot off the press and available to inform Nebraskans about the direction of recreational activities in the state during the next five years and how to obtain funding for community outdoor recreational facility projects.

The 108-page book identifies the major issues that affect outdoor recreation in Nebraska and suggests ways in which those issues can best be addressed through funding, advocacy and volunteerism, outdoor/environmental education, legis-

lative actions and proactive marketing of outdoor recreation. Michelle Stryker, the Nebraska Game and Parks Commission's outdoor recreation planner, said the SCORP publication will help people understand the procedures required by the U.S.

Department of the Interior and the guidelines required by the Land and Water Conservation Fund (LWCF) to obtain funding for community outdoor recreational facility development.

The Commission allocates LWCF moneys to assist state and local governments in planning, acquiring, developing and managing parks and open



spaces. The LWCF statewide program enables state and local political subdivisions to apply for federal grants for recreational opportunities.

“The book will help people in communities where outdoor recreational facilities are needed get in touch with the people who can help them identify funding sources and make applications for that funding,” Stryker said. “We encourage people to come to us for assistance in preparing and making their funding applications.”

Printed copies or copies of the SCORP publication on compact disk are available from Stryker. The publication, or parts of it, may be downloaded from the Commission's web site www.OutdoorNebraska.org. From the home page, click on “Parks,” then “Parks Programs.” Stryker may be contacted at Commission headquarters in Lincoln, (402) 471-5425, or by emailing michelle.stryker@ngpc.ne.gov.

Sidney Deputy Clerk/Treasurer awarded IIMC Academy 1st level membership

Cynthia K. Heilbrun, CMC, Deputy Clerk/Treasurer of the City of Sidney, has been accepted into the First Level Membership of the IIMC Master Municipal Clerk Academy.

IIMC President Marcella H. O'Connor, MMC, Municipal Clerk of Uralla Shire Council, Uralla, Australia, said: “I am honored to welcome Ms. Heilbrun as a member in the

First Level Membership of the IIMC

Master Municipal Clerk Academy. She has demonstrated

and obtained career development goals which will aid her in maintaining the quality of excellence required in today's public officials and administrators.”

CHEERS!





Nebraska Municipal Clerks Association (NMCA) 2006-2007 Officers

President

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

1st Vice-President

Jerry Wilcox
Administrator/Clerk/Treasurer
PO Box 6
Curtis, NE 69025-0006
308-367-4122
curtis@curtis-ne.com

2nd Vice-President

Beth Deck
Clerk
127 North 1st Street
Norfolk, NE 68701-4199
402-844-2000
bdeck@ci.norfolk.ne.us

Secretary/Treasurer

Barbara Whitley
Clerk/Treasurer
PO Box 409
Geneva, NE 68361-0409
402-759-3109
bwhitley@cityofgeneva.org

Past President

Harold Farrar
City Administrator/Deputy
Clerk
223 South Chestnut Street
Kimball, NE 69145-1219
308-235-3639
ckimball@megavision.com

Gering Clerk accepted as member in Master Municipal Clerk Academy

Rosemarie D.
Russell, CMC,
City Clerk of
the City of
Gering, has
been accepted
as a member in
the Master
Municipal Clerk

CHEERS!



Academy Program of the Inter-
national Institute of Municipal
Clerks (IIMC).

IIMC President Marcella H.
O'Connor, MMC, Municipal
Clerk of Uralla Shire Council,
Uralla, Australia, said: "I am
honored to welcome Ms. Russell
as a member in the Master
Municipal Clerk Academy. She is
dedicated to municipal service
and an inspiration to all members
of our profession."

**Mark your calendar
for the League's
Midwinter Conference**

Feb. 12-13, 2007
Cornhusker
Marriott Hotel, Lincoln

WORK TIPS

Now hear this: Listening skills are important

Listening at work is an important skill to develop. You need to listen well for many reasons. You need to listen well so that you can understand others.

You need to listen well so you know what it is that you are supposed to do. You need to listen well so that you can predict and prevent possible problems. You need to listen

well so that you can set your goals for the future in a positive and realistic manner.

Listening can be hard work and some people are more challenging to listen to than others, but when you find yourself tuning out what someone is saying you should ask yourself why.

Are you tuning them out because what they're saying is



irrelevant or boring? Or are you tuning them out because you don't want to hear what they're saying.

Keep in mind that being a good listener is one of the best things you can do for yourself and your career. "Learn to listen," says H. Jackson Brown, Jr., "Opportunity sometimes knocks very softly."

Share your 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 Mu-

nicipalities, 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.

Tekamah Clerk/Treasurer awarded CMC designation

Mary C. Beavers, CMC, City Clerk/Treasurer of the City of Tekamah, has been awarded the prestigious designation of Certified Municipal Clerk (CMC) from the International Institute of Municipal Clerks (IIMC).

Ms. Beavers joins 107 municipal clerks from the state of Nebraska who currently hold the designation of "Certified Municipi-

CHEERS!



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



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.

October Birthdays

Linda Koch	Beatrice	10/2
Roxie Schlegel	Shickley	10/2
Amy Lockwood	Page	10/3
Lucinda Morrow	Wahoo	10/4
Christopher Kuehn	Heartwell	10/5
Jennifer Niemier	Papillion	10/5
Tami Arnold	Fairbury	10/6
Arlene Roesler	Western	10/7
Connie Dalrymple	Gothenburg	10/9
Janet Bruggeman	Hoskins	10/9
Joyce Mick	Bayard	10/10
Beverly C. Newport	Long Pine	10/11
Carmen Russman	Rosalie	10/13
Susan McGreer	Big Springs	10/14
Kathy Mensik	Morse Bluff	10/14
Jean Nelson	Maskell	10/15
Patty Noble	Fullerton	10/16
Sharon Miller	Mitchell	10/16
Vicki Owings	Stella	10/16
Kay Gerdes	Weeping Water	10/16
Michael Hoefler	Firth	10/19
Linda Welsler	Fort Calhoun	10/19
Ona Malleck	Indianola	10/20



Denise Peterson	Ponca	10/20
Bonnie Doremus	Shelton	10/20
Bonnie Gilpin	Wolbach	10/20
Mary Kempf	West Point	10/20
Judy Smith	Chester	10/23
Barbara Janda	Lawrence	10/23
Annette Yost	Saronville	10/23
Linda Roberts	Dorchester	10/25
Linda Secord	Nebraska City	10/25
Brenda Kehler	Greeley	10/26
Virginia Filsinger	Clearwater	10/27
Nancy Foxhoven	Crofton	10/27
Amy Wegener	Madison	10/28
Shelly Howard	Sargent	10/28
Linda Walters	Columbus	10/30
Brandi Livingston	Broadwater	10/31



Municipal Legal Calendar

(All statute citations to Revised Statutes of Nebraska)

NOVEMBER 2006 CITIES OF THE FIRST CLASS

First day Class C liquor license year begins. (53-124)
Within 15 days of Passage Clerk publishes ordinances passed. (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 including
claims. (19-1102)
Each month Clerk files monthly report. (16-317)
Within 10 days after end of month Treasurer files monthly financial report. (16-318)
* * Clerk must prepare agenda prior to next Council meeting.
(84-1411)
Reminder 1 and 6 year plans are due at the Nebraska Department of
Roads no later than March 1, 2007. (39-2115, 39-2119)

CITIES OF THE SECOND CLASS AND VILLAGES

First day Class C liquor license year begins. (53-124)
Within 15 days of Passage Clerk publishes ordinances passed. (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 Council
or Board meeting Clerk publishes official proceedings of meetings including
claims. (19-1102)
Within 10 days after end of month Treasurer files monthly financial report. (17-606)
* * Clerk must prepare agenda prior to next Council or Board
meeting. (84-1411)
Reminder 1 and 6 year plans are due at the Nebraska Department of
Roads no later than March 1, 2007 (39-2115, 39-2119)