
NEBRASKA MUNICIPAL CLERKS NEWSLETTER

November 2005



Message from the President

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

Hello fellow clerks! Hope everyone had a happy Thanksgiving! Melody and I had a good Thanksgiving with her family. We came back to Kimball on Saturday evening, almost in time for the Chamber of Commerce Parade of Lights. This is a parade at night with groups, individuals and businesses making floats with some type of lighting on the float. The businesses then stay open for folks to begin their Christmas shopping. That's right, now with Thanksgiving over, Christmas is right around the corner. My family gets together each year for Christmas. This year, we will be in York on Dec. 3-4. A bit early to celebrate, but the only weekend we could all get together. After all, what's important is the getting together, not the when or where. I hope each of you is able to spend quality time with family members over the holidays. Just talked with our friend,

Pam Richter of Gering. As you will read in another article in this month's newsletter, Pam is resigning her position as City Clerk of Gering. She is beginning a new career, still in Gering. I have to tell you that I will miss Pam dearly. She has been a great mentor. I am happy for Pam in that I know she is really looking forward to her move, but in the same line, I know that we will miss her, as will the City of Gering. She has worked for the City of Gering for over 25 years. Pam, I wish you the best and thank you for putting up with me the past 15 years, or so.

Everyone should have received a reminder about Clerks' Institute and Academy. If not, please let me know and I will see you get a notice. Scholarship applications are available for both the Institute and the Academy again this year due to the generous donation from the Nebraska Department of Economic Development and our scholarship fund. A copy of the scholarship application may be



found in this month's newsletter. For further information concerning scholarships, contact Joan Kovar at David City.

Remember our troops around the world. Remember those recovering from the hurricanes. Remember those less fortunate. Remember those who are sick, or in sorrow. Everyone have a safe and joyous holiday season! Please don't drink and drive!

Feel free to contact me. I mostly use e-mail, but do answer the telephone. My e-mail at work is ckimball@megavision.com. My

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Pam Richter tenders resignation, accepts new position

Pamela K. Richter, Director of Administrative Services/City Clerk for the City of Gering, has resigned her position. Her last day with the City of Gering is Jan. 6.

Pam has worked at the City of Gering for 25 years. She started in October 1980 as Staff Assistant. In 1983, she was promoted to City Clerk and in May 2004, she was named Director of

Administrative Services. She has also served as Interim City Administrator on three separate occasions.

“Working at the City of Gering has been a great experience and I have fond memories of my career in municipal government, including seeing the City change, grow and develop. I also have developed some very special relationships with other city clerks and have enjoyed the opportunity to meet such a great group of friends. Some of my special memories include serving as state president of the Nebraska Municipal Clerks Association and serving on the

League of Nebraska Municipalities Board as the Clerks representative.

Thank you for the great memories and I

look forward to keeping in touch.”
Her new position will be Community Relations Coordinator at Heritage Health Care. This is a new position at Heritage Health Care. The company is building a new \$10 million facility and the projected completion date is October 2006.



Pam Richter

Message from the President

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home e-mail is

h.farrar@charter.net. My work e-mail is looked at daily. My home e-mail is probably checked weekly. Send clerk-related stuff to my work address and fun stuff to my home address. My telephone 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

Bethlehem Star

In this particular church, it was the night of the annual children’s Christmas

program. There were little kids everywhere and the excitement was running high. There had been rehearsals with teachers practicing with their little charges. Parents were nervous along with the kids who were also uptight. It came time for the first graders to do their presentation.... but it didn’t quite come out as planned.



Thirteen of them were to walk across the platform, each carrying a letter-bearing placard. All together... if they were in correct order and in line... they would have spelled: B-E-T-H-L-E-H-E-M S-T-A-R.

But somehow the “star” carriers got turned around and they went in backward, so to speak, spelling out: B-E-T-H-L-E-H-E-M R-A-T-S!”

By Robert Strand

Submitted by Joyce Mick, City of Bayard



Three Rivers Clerks Association Minutes

The Three Rivers Clerks Association met on Oct. 20, 2005 at Godfathers in Fremont, Nebr. for a luncheon meeting. President Mary Kempf called the meeting to order with 12 members present: Mary Kempf – West Point, Jennifer Carlson – Bancroft, Jeanette Cordes – Scribner, Lori Kathol – Dodge, Patty Knobbe – Snyder, Cynthia Petersen – Oakland, Lynn McIntosh – Fremont, Linda Welsher – Fort Calhoun, June Moline – Mead, Sheri Skeahan – Ceresco Shawn Smith and Joan Suhr – Valley. Lash Chaffin was the guest speaker from the League of Municipalities.

Lash Chaffin lead a very informative discussion regarding groundwater appropriations. The clerks had lots of questions for him which he spent a lot of time answering. Thanks Lash for taking the time to be our guest and giving us lots of information regarding this issue.

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

The Treasurer's report showed a balance of \$1,319.03.

Several members attended the League Annual Conference.

There were many topics discussed during the conference with the speaker from Wyoming regarding the presentation of meth users as very informative. Comments regarding who to contact if you have an issue with meth would be to contact the State Patrol.

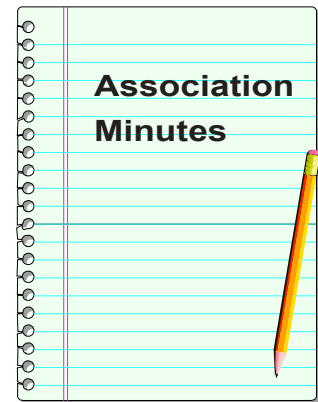
This will be the last year that Alice Schumaker directs the Clerks School. Dr. Chris Reed will be taking over that position.

At the Executive Board meeting open bids were sent to Omaha and Lincoln for clerks school. The Ramada in Kearney and the Holiday Inn in Grand Island were deleted for clerks school list. The IIMA conference is suppose to be held in New Orleans in 2007. Not sure that can happen after Katrina. There are no more Nebraska Municipal pins and they are looking for new designs for clerks school in March.

The new mileage rate is now 48.5¢ effective Sept. 1, 2005.

Lori Kathol, clerk from Dodge, is sponsoring a wage, hours and pay workshop in Dodge on Nov. 4 from 9 a.m. to 3 p.m. Anyone attending will be charged \$125, which includes materials.

The Mayor/Council forum was discussed. So far there are



approximately 50 attending the forum. Linda Fetty from the Department of Economic Development will be the guest speaker. The forum will be held Nov. 3, at the Senior Citizen Center in Fremont.

Again, if you have any news regarding your association, your city, or stories you would like to share, please send it to the League, so it can be put in the Newsletter to share with the rest of the clerks in the state.

The next meeting, which will be our Christmas meeting, will be held Dec. 15 at Cynthia Petersen's home. If you want to participate in the gift exchange the limit was set at \$10.

There being no further business, Joan Suhr moved to adjourn, seconded by Jennifer Carlson.

*Respectfully submitted,
Jeanette Cordes, Secretary*



SCHOLARSHIP APPLICATION

Scholarships are made available with proceeds from the Silent Auction held at Clerks' School, interest earned on the scholarship fund, donations from Area Clerks' Associations, and a very generous donation from the Department of Economic Development.

Scholarships are only awarded to applicants who are members of the Nebraska Municipal

Clerks' Association and who are from a municipality with a population of 1,500 or less. The Clerks' Executive Board has approved making scholarships available for attending the Academy program as well as the Institute. Institute applicants will have priority over the academy applicants. Applications will be accepted from both Clerks and Deputy Clerks.

Applications for scholarships will be mailed out from UNO. The postmark deadline for scholarship applications is Jan. 6, 2006. For questions concerning the scholarship application process, please contact Joan Kovar, City of David City, P.O. Box 191, David City, Nebraska 68632, (402) 367-3135, cityofdavidcity@alltel.net.

NEBRASKA MUNICIPAL CLERK INSTITUTE & ACADEMY SCHOLARSHIP APPLICATION

Scholarships are available this year for clerks to receive financial assistance to attend the 31st Annual Nebraska Municipal Clerk Institute and Academy.

Donations to the Nebraska Municipal Clerks' Association Scholarship Fund, a donation from the Nebraska Department of Economic Development, proceeds from the Silent Auction and interest earned on the scholarship fund help to finance scholarships. As many scholarships as possible will be awarded until funds are exhausted. The scholarship covers only the tuition fee (or a part of it) and does not cover room, board or travel expenses.

All clerks must work in a community with a population of 1,500 persons or less and be a member of the Nebraska Municipal Clerks' Association, a Section of the League of Nebraska Municipalities, in order to be eligible for a scholarship. If you are not sure if you are a member, you can check with Beth Deck, Treasurer, Nebraska Municipal Clerks' Association, at (402) 844-2000 or by e-mail at bdeck@ci.norfolk.ne.us

Postmark deadline for Application is **Jan. 6, 2006**

Please send your completed application form to:

**Joan E. Kovar
PO Box 191
David City, NE 68632-0191**



**NE MUNICIPAL CLERK INSTITUTE & ACADEMY
SCHOLARSHIP APPLICATION**

I am applying for a scholarship to attend: INSTITUTE _____ ACADEMY _____

Name: _____ Title: _____

Municipality: _____ Telephone: _____

Address & Zip Code:

E-Mail Address: _____

Population: (according to last census): _____ How long have you been a clerk? _____

INSTITUTE PARTICIPANTS:

This is my _____ first _____ second _____ third year of attendance at the Nebraska Municipal Clerk Institute.

I _____ did receive or I _____ did not receive a scholarship to attend the first year.

I _____ did receive or I _____ did not receive a scholarship to attend the second year.

ACADEMY PARTICIPANTS:

I _____ have or I _____ have not attended the academy program in the past.

Please note how much financial aid your community has received for Clerk Institute in the past four (4) years from the Clerks Association. \$ _____

Please include a short narrative with your application form stating your need and/or your municipality's need for financial assistance in the form of a scholarship.



Greeley Village Clerk/Treasurer receives CMC designation

Brenda Kehler, CMC, Village Clerk/Treasurer of the Village of Greeley, received the designation of Certified Municipal Clerk (CMC) from the International Institute of Municipal Clerks (IIMC).

Ms. Kehler has been employed with the Village of Greeley since November 1991, where she serves in the position of Village Clerk/Treasurer.

She attained her designation as Certified Municipal Clerk

through completion of the IIMC-approved Municipal Clerks Institute Program conducted by the School of Public Administration, University of Nebraska-Omaha.

She has attended courses and seminars sponsored by the state of Nebraska and has completed other courses, seminars and conferences relating to local government.

Active in professional affiliations, she is a member of the

IIMC, League of Nebraska Municipalities and the Heartland Clerks Association.

Ms. Kehler has been a member of the IIMC since December 1994. She joins 124 municipal clerks from the state of Nebraska who currently hold the designation of Certified Municipal Clerk.

CHEERS!



The perfect gift that fits

Everybody, are you still looking for that exactly just right gift to give this Christmas season?

Here's one that is easy to find, inexpensive, non-fattening, and fits all sizes: HUGGING! Yes, you are reading this right, hugging! Hugging has been found to be healthy because it helps the body's immune system, it cures depression, it reduces stress, it induces sleep, it's invigorating, it's rejuvenating, it has no unpleasant side effects, anyone can apply it, it is unbreakable, and it works like a miracle drug!

Not only that, HUGGING is all natural.... it is organic, naturally sweet, no preservatives, no pesticides, no artificial ingredi-



ents, and 100 percent wholesome! HUGGING is practically perfect... no movable parts, no batteries to wear out, no periodic check-ups, low energy yield, no assembly required, and always....fully returnable! Try it! you might be really surprised!

By Robert Strand

Submitted by Joyce Mick, City of Bayard

The New Year

I love old things— like books and toys

And songs I've learned by heart.

But new things are exciting too,

And I can't wait to start

This whole new year of days and nights

That stretch ahead of me,

Just full of different sounds and smells

And brand new things to see.

By Vileta Chase

Submitted by Joyce Mick, City of Bayard



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

Nikki Johnston	O’Neill	12/02
Marilyn Schmidt	Liberty	12/02
Linda Jensen	Central City	12/07
Carri Vavra	Milligan	12/07
Debbie Gilmer	Friend	12/08
Sharon Reinmiller	Staplehurst	12/08
Darlene Divis	Rogers	12/09
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
Deb Milius	Plymouth	12/17
Elizabeth Johnsen	Stapleton	12/18
Jane M. Skinner	Ogallala	12/19
Susan Kluthe	Cairo	12/20
Glenda Bell	Harvard	12/21



Dian Nelson	Herman	12/22
Shari Nygren	Newman Grove	12/23
Carolyn Nelson	Minatare	12/23
Jeanne Hoggins	Milford	12/23
Mary Beavers	Tekamah	12/24
Monica Cook	Winnebago	12/27
Janice Hughes	Naponee	12/28
Verna Moore	Wymore	12/28
Kathy Leggott	Elmwood	12/29
Marilyn Varner	Seward	12/30
Cynthia Petersen	Oakland	12/31



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)**

JANUARY 2006

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)
- First Regular Meeting Mayor and Council appoint member of Park Board. (16-696)
- Within 30 days from Council meeting Clerk publishes official proceedings of meeting. (19-1102)
- Last Day Clerk files monthly report. (16-317)
- Last Day Treasurer files monthly financial report. (16-318)
- 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)
- Each Quarter Report from depository banks due. (16-714)
- 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 One and six year plans are due at the Nebraska Department of Roads, Board of Public Roads, Classification and Standards, March 1, 2006. Legal notice is required 10 days before the hearing. (39-2115 through 39-2119)
- Reminder Annual report on each retirement plan is to be filed as of Dec. 31 with the Public Employees Retirement Board and the Retirement Committee of the Legislature. (16-1017, 16-1037, 19-3501)

CITIES OF THE SECOND CLASS

- 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 Council meeting Clerk publishes official proceedings of meeting. (19-1102)
- Last Day Treasurer files monthly financial report. (17-606)
- 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)
- 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 One and six year plans are due at the Nebraska Department of Roads, Board of Public Roads, Classification and Standards, March 1, 2006. Legal notice is required 10 days before the hearing. (39-2115 through 39-2119)
- Reminder Annual report on each retirement plan is to be filed as of Dec. 31 with the Public Employees Retirement Board and the Retirement Committee of the Legislature. (19-3501)

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 Trustees' meeting Clerk publishes official proceedings of meeting. (19-1102)
- Last Day Treasurer files monthly financial report. (17-606)
- 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)
- 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 One and six year plans are due at the Nebraska Department of Roads, Board of Public Roads, Classification and Standards, March 1, 2005. Legal notice is required 10 days before the hearing. (39-2115 through 39-2119)
- Reminder Annual report on each retirement plan is to be filed as of Dec. 31 with the Public Employees Retirement Board and the Retirement Committee of the Legislature. (19-3501)