
NEBRASKA MUNICIPAL CLERKS NEWSLETTER

November 2006



Message from the President

*By Joan Kovar
Clerk/Treasurer, David City
NMCA President*

Hello Fellow Clerks,

I hope that all of you had a wonderful Thanksgiving and were able to spend time with your families and friends. We really have a lot for which to be thankful – family, friends, fellow clerks, jobs, freedom, our health, minds, sight, being able to walk..... The list is endless. “Contentment is not the fulfillment of what you want, but the realization of how much you already have.”

I would like to encourage everyone to plan to attend the Nebraska Municipal Clerks’ Institute and Academy scheduled for March 18 – 23, 2007 at the Sandhills Convention Center in North Platte, Nebraska. The classes are always very informative and the networking and discussions between clerks is amazing. I don’t care if you are a new clerk, or have been a clerk for years, you will always learn something.



Scholarships are available and now is the time for village clerks to complete a Scholarship Application. The Department of Economic Development has, once again, generously agreed to provide \$10,000 toward scholarships. (Talking about things to be thankful for!)

Now that Thanksgiving is past, it is time for me to get ready for Christmas.

We live on a corner lot and I like to have all my trees and bushes outside decorated. It is kind of a joke in our household because my husband considers himself “Scrooge,” or the “Grinch.” He claims that he hates putting up decorations. He fights with the City Christmas decorations and then he has to worry about putting up decorations at home for me.

Naturally, there are always those strings of lights where only half of them work. Every year my husband says this will be the last time he puts any up, but every year he does!

I would like to wish all of you a very Merry Christmas! I hope that all of you can spend time with your loved ones.

I would also like to wish everyone a Healthy and Happy New Year! 2007!





Nebraska Municipal Clerks' Association General Membership Meeting

**CORNHUSKER MARRIOTT HOTEL,
LINCOLN, NE
THURSDAY, SEPT. 28, 2006; 5 p.m.**

President Harold Farrar called the Nebraska Municipal Clerks' Association General Membership meeting to order at 5:03 p.m. at the Cornhusker Marriott Hotel, Lincoln, NE.

Clerks present at the meeting were: Beth Deck, Norfolk; Barbara Whitley, Geneva; Vane Holtmeier, McCool Junction; Jolynn Weber, Albion; Betty McGuire, Wayne; Carmen Jacobs, Creighton; Kellie Crowell, Ravenna; RaNae Edwards, Grand Island; Gail Zoerb, Mason City; Jo Leyland, Imperial; Jennifer Carr, Oakdale; Sue Murray, South Sioux City; Linda Carroll, Fairmont; Linda Jines, Alliance; Susan Kloeping, Cozad; Nicole Downey, Arapahoe; Pamela Richter, Kimball; Jennifer Carlson, Bancroft; Mary Kempf, West Point; Jerry Wilcox, Curtis; Joan Kovar, David City; Harold Farrar, Kimball; Tami Arnold, Fairbury; Gary Yank, Crete; Christine Reed, UNO; and Melanee Kiper, UNO.

Approval of Minutes

Sue Murray, South Sioux City, made a motion to approve the minutes of the March 16, 2006 General Membership meeting held at the Sandhills Convention Center, North Platte, NE. Betty McGuire, Wayne, seconded the motion. All those present voted "aye." Nay: none. Motion carried and the minutes were approved.

Reports of Officers

No reports were given.

Reports of Standing Committees

Secretary / Treasurer
Beth Deck reported the balance as of 7-31-06 is \$12,395.78 and one outstanding bill for \$182.78 to the City of Norfolk for mailing statements.

Nicole Downey, Arapahoe, moved to approve the treasurer's report as submitted and to approve paying the \$182.78 to the City of Norfolk for mailing statements. Sue Kloeping, Cozad, seconded. Roll call: All ayes. Nays: none. Motion carried.

Celebration of Clerks – Harold Farrar, Kimball – no report

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

Clerks' Directory – Joyce Mick, Bayard – no report

Clerks' Education – Kay Dammast, Bellevue – no report

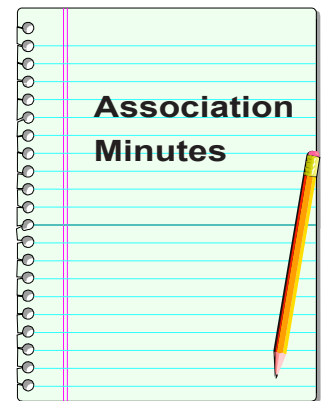
Clerks' History – Linda Jensen, Central City – no report

Clerks' Newsletter – Darla Hopwood, Shelby – no report

Honorary Membership – Barbara Rabe, Wisner – no report

Monday Night Hospitality – Teresa Meier, Lincoln – no report

Nominating Committee – Harold Farrar, Kimball – no report



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Nebraska Municipal Clerks' Association General Membership Meeting

Continued from page 2

Scholarship – Jerry Wilcox, Curtis – no report
Silent Auction – Beth Deck, Norfolk – no report
Thursday Night Banquet – Vane Holtmeier,
McCool Junction – The theme will be the 50s
Wednesday Night Hospitality – no report

Confirmation of Election of Officers and Board Members

Election of officers and board members was held on March 16, 2006 at the Sandhills Convention Center, North Platte, NE, and they are as follows:

President – Joan Kovar, David City
1st Vice President – Jerry Wilcox, Curtis
2nd Vice President – Beth Deck, Norfolk
Secretary/ Treasurer – Barbara Whitley, Geneva
Past President – Harold Farrar, Kimball
District 1 Director – Joyce Mick, Bayard
District 2 Director – DeAnn Zwickl, Grant
District 3 Director – Diane Fries, Franklin
District 4 Director – Mary Kempf, West Point
District 5 Director – Vane Holtmeier, McCool Junction

Pamela Richter, Kimball, moved and seconded by Linda Carroll, Fairmont, to confirm and approve election of officers and board members held on March 16, 2006. Roll call: All Ayes. Nays: none. Motion carried.

New Business

Kay Dammast, Bellevue, wanted to know if the NMCA should take a stand on the Proposed Constitutional S.O.S. Amendment (Initiative Measure 423). Jerry Wilcox, Curtis moved to

support the NMCA to provide balanced information to the public / citizens so they can make an educated decision on Initiative Measure 423. Kellie Crowell, Ravenna seconded. Roll call: All Ayes. Nays: none. Motion carried.

There being no other business, the meeting was adjourned at 5:20 p.m.

*Submitted by Barbara J. Whitley, CMC
Secretary-Treasurer*

How to manage fear and tap your full potential

Have you ever thought that perhaps being afraid and uncomfortable can be a positive sign? Dr. Larina Kase, president of Performance Success Coaching and author in a piece appearing in the book, *Life's Missing Instruction Book*, by Joe Vitale, says that when you feel afraid and anxious, it can be a sign that you are stretching yourself to get over your fears.

Kase also recommends that when you are feeling afraid, start the practice of doing the opposite of your instincts.

This, she says, will help you start to eliminate your fear and to improve your life.

Avoiding your fears, she says, is one sure way of making them grow. And the more your discomfort grows, the more you will not live up to your potential as a human being.



SILENT AUCTION 2007



**Nebraska Municipal Clerks Association
Institute and Academy
March 18-23, 2007**

Sandhills Convention Center – North Platte, NE

**Be “HEP” and make this a
“ROCK’IN” year for the silent auction!**

Proceeds from the Silent Auction help support the NMCA Scholarship Fund. This is a GREAT WAY to help fellow clerks attend the Institute & Academy and have fun at the same time!! Start thinking now of that special something that you can donate to the auction.



Scholarship application information

Scholarships are available this year for clerks to receive financial assistance to attend the 32nd Annual Nebraska Municipal Clerks Institute and Academy. (Please see form on next page.)

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 the scholarships. As many scholarships as possible will be awarded until funds are exhausted. The scholarship covers only the tuition fee (or part thereof) 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 contact: Barb Whitley
Secretary/Treasurer
Nebraska Municipal Clerks' Association
PO Box 409
Geneva NE 68361-0409
Phone: 402-759-3109
Email: bwhitley@cityofgeneva.org
Notification of scholarship awards will be made before Jan. 31, 2007.

Nebraska Statewide Arboretum Celebrates 20 Years of community greening

The Nebraska Statewide Arboretum (NSA) celebrated 20 years of community greening at the organization's annual award and member dinner in Schuyler, Neb., on Nov. 4.

NSA has been providing grants for public landscaping projects since 1986. With funding secured from foundations, agencies and other sources, NSA has delivered \$7.2 million in matching grants to 228 Nebraska communities during the past 20 years. The resulting 854 projects, worth over \$14 million in value, have enhanced the landscapes of the places

most important to community life including parks, schools, libraries, hospitals, fairgrounds, courthouses and business districts.

"It's heartwarming to look back over these projects," said director Jim Locklear. A significant percentage of the 854 projects have benefited rural communities.

In addition to funding, NSA provides technical assistance to grantees including planning, design and plant material selection, emphasizing the use of water-conserving practices and plants appropriate for the

challenging growing conditions of the Great Plains.

NSA is a partnership between the University of Nebraska-Lincoln Institute of Agriculture and Natural Resources and the Nebraska Statewide Arboretum, Inc., a private nonprofit organization. The vision, values and aspirations of NSA are captured in the theme *Every Town a Garden*, which declares dedication to the greening of every community in the state.

CONTACT: Jim Locklear, Nebraska Statewide Arboretum; 402/472-2971; jllocklear1@unl.edu



**NEBRASKA MUNICIPAL CLERKS' ASSOCIATION 2007
CLERKS INSTITUTE & ACADEMY SCHOLARSHIP APPLICATION**

NAME: _____ TITLE: _____

ADDRESS: _____ MUNICIPALITY: _____

STATE _____ ZIP _____ TELEPHONE: _____

EMAIL: _____

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

INSTITUTE PARTICIPANTS:

This is my ___ first ___ second ___ third year of attendance at the Nebraska Municipal Clerks Institute.

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

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

ACADEMY PARTICIPANTS:

I ___ have ___ have not attended the academy program in the past.

Please note how much financial aid your community has received for the Clerks Institute or Academy in the past four (4) years from the Nebraska Municipal 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.

PLEASE RETURN THIS COMPLETED FORM BY DECEMBER 31, 2006 TO:

**CITY OF CURTIS
ATTN: SCHOLARSHIP APPLICATION
310 CENTER AVENUE
CURTIS, NE 69025-0006**



Three Rivers Clerks Association Minutes

The Three Rivers Clerks Association met on Oct. 19, 2006 at Midland College, Fremont, Nebraska. Vice President Patty Knobbe called the meeting to order with nine members present: Lori Kathol, Dodge; Patty Knobbe, Snyder; Shawn Smith, Valley; June Moline, Mead; Lynne McIntosh, Fremont; Joan Suhr, Valley; Jennifer Carlson, Bancroft; Mindi Laaker, Bennington and Mary Kempf, West Point.

Motion made by Joan Suhr, seconded by Lynne McIntosh to approve the minutes of the Aug. 17, 2006 meeting. Roll call vote showed all nine members voting aye. Motion carried.

The treasurer's report showed a balance of \$1,467.23.

Discussion was held on the Council Forum scheduled for Nov. 16, 2006 in Fremont. Mary Kempf was the only committee member present. Mary Kempf, West Point, has extended an invitation to the NMCA Executive Board at the League annual conference. Mary has ordered the cake, reminder; reservations must be made by Nov. 1.

There were no committee reports.

Mary Kempf made a motion to adopt the revision to the by laws, seconded by Shawn Smith. Roll call showed all nine members voting aye. Motion carried.

Article II – Meetings

Section 1. The Association shall convene six (6)

times yearly in August, October, December, February, April and June; the place and time to be determined by a majority vote of the general membership.

Notice of the meeting shall be published in the Newsletter of the Clerk's

Section of the League of Nebraska Municipalities. (Delete entire sentence)

A report of the annual League of Nebraska Municipalities conference was given. Topics included; Initiative 423, Open meetings act, Strengths Finders and Brownfield's.

Mary Kempf discussed the Clerk Institute planning and possible sessions which will be held in March.

Under new business;

Discussion was held on the Risk Management notice concerning the Nebraska Supreme Court ruling that the recreational liability act **does not** apply to governmental entities.

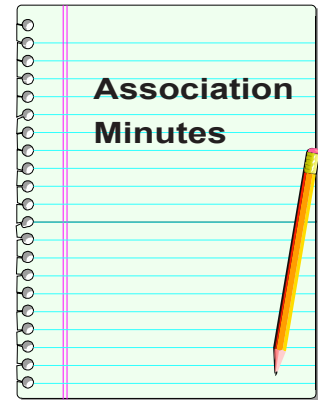
Patty Knobbe handed out flyers; Snyder is hosting a Community Emergency Response Drill to be held on Nov. 29.

The consensus of the Three River's Clerks' Association was to have Wahoo host the Dec. 21 meeting. A gift exchange will be planned.

There being no further business, a motion was made by Mary Kempf, seconded by Lori Kathol to adjourn. Meeting adjourned at 1:45 p.m.

A tour was taken of the new events center at Midland Lutheran College.

*Respectfully Submitted, Jennifer Carlson
Secretary/Treasurer*



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

Feb. 12-13, 2007

Cornhusker, Marriott Hotel, Lincoln



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

Alisha Bartling	Verdigre	12/1
Marilyn Schmidt	Liberty	12/2
Nikki Johnston	O'Neill	12/2
Linda Jensen	Central City	12/7
Carri Vavra	Milligan	12/7
Debbie Gilmer	Friend	12/8
Chrisney Jordan	Stamford	12/8
Katherine Roche	Blue Springs	12/9
Darlene Divis	Rogers	12/9
Susan Dallegge	Hampton	12/13
LaDonna Bennett	Bertrand	12/15
Mary Wallen	Nebraska City	12/16
Kay Kennicutt	Eddyville	12/17
Roger Spencer	Funk	12/17
RaNae Edwards	Grand Island	12/17
Deb Milius	Plymouth	12/17
Liz Johnsen	Stapleton	12/18
Jane Skinner	Ogallala	12/19
Susan Kluthe	Cairo	12/20
Glenda Bell	Harvard	12/21



Jeanne Hoggins	Milford	12/23
Carolyn Nelson	Minatare	12/23
Shari Nygren	Newman Grove	12/23
Carol Bruggeman	Brock	12/25
Jean Polzkill	Central City	12/27
Monica Cook	Winnebago	12/27
Janice Hughes	Naponee	12/28
Verna Moore	Wymore	12/28
Kathy Leggott	Elmwood	12/29
Harold Thompson	St. Edward	12/29
Marilyn Varner	Seward	12/30
Cynthia Petersen	Oakland	12/31
Fred Ruff	Terrytown	12/31



Municipal Legal Calendar

(All statute citations to Revised Statutes of Nebraska)

JANUARY 2007

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, 2007. 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)
Reminder	Governing body causes to be prepared a quadrennial report, including an actuarial analysis, for each defined benefit retirement plan to be filed with the Public Employees Retirement Board and the Legislature's Retirement Committee by Dec. 31. (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, 2007. 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)
Reminder	Governing body causes to be prepared a quadrennial report, including an actuarial analysis, for each defined benefit retirement plan to be filed with the Public Employees Retirement Board and the Legislature's Retirement Committee by Dec. 31. (16-1017, 16-1037, 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)
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