
NEBRASKA MUNICIPAL CLERKS NEWSLETTER

October 2006



Message from the President

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

Hello Fellow Clerks!

I hope that this finds everyone well and enjoying the beautiful fall weather. The air is crisp and the leaves are falling. I love the sound of them crunching beneath my feet as I am out walking. I am not much of a hot weather fan; there is only so much clothing that I am willing to take off, but I can always put on more. I love this time of year!

2006-07 NMCA Committees and Members

Following are the Nebraska Municipal Clerks' Association Committees and Members:

Celebration of Clerks

Chairperson: Harold M. Farrar,
Past President
Kellie Crowell, Ravenna
Lanette Doane, Ansley
Connie Jo Beck, St. Paul
Brandi Livingston, Broadwater

Certification/Membership

Diane Fries, Franklin
Beth Deck, Norfolk

Continued on page 2

Although we had elections last March, I am just now beginning my term of office as President. I am excited, but very nervous as I begin my year. We have had such wonderful and intelligent Presidents in the past that I only hope I can do as well. I would like to thank Harold Farrar who did a wonderful job last year. He made it look so easy! I hope that I can follow his footsteps and be as efficient. It is truly an honor to serve you. I am sure with the help of my board of directors and my fellow clerks that all will go well.



For those of you who may not know me very well, my name is actually pronounced JoAnn. I am married to Tim Kovar who is the electric supervisor for David City (yes, we met at work!). We have been married for 24 years and have two daughters and one son-in law. Nicole, 22, is married to Bryan Hilderbrand. Nicole graduated from Seward Concordia College in 2006 and is currently teaching her first year at Shelby Public High School. Her husband Bryan, and his twin brother Ryan, have a construction company "Hildy Construction." Michaela, 19, graduated from Aquinas High School in 2006 and is now a freshman at the University of Nebraska Lincoln. Enjoy your children, they grow up so fast!



2006-07 NMCA Committees and Members

Continued from page 1

Clerks' Directory

Joyce Mick, Bayard
Irene Cooper, Bridgeport
Angela Oliver, Clarks
Jennifer Niemier, Papillion

Clerks' Education

Director: Christine Reed
Chairperson: Kay Dammast, Bellevue
Nancy Hert, Waterloo
Darla Hopwood, Shelby
Brenda Wheeler, Blair
Peggy Sheldon, Hemingford
RaNae Edwards, Grand Island
Pam Buehe, Gretna
Beverly Bornschlegl, Bradshaw
Nancy Bryan, Osceola

Clerks' History

Linda Jensen, Central City
Barb Cotter, Stromsburg
Jennifer Niemier, Papillion

Clerks' Newsletter

Chairperson: Darla Hopwood, Shelby
Jennifer Carlson, Bancroft
Julie Allison, Stromsburg
Tina Wolak, Imperial
Jean Polzkill, Central City

Honorary Membership

Chairperson: Barbara Rabe, Wisner
Denise Peterson, Ponca
Peggy Sheldon, Hemingford

Monday Night Hospitality

Teresa Meier, Lincoln
Sandy Psota, Burwell
Nadine Link, Malcolm
Colleen Lawry, Gretna
Tami Arnold, Fairbury
Brenda Sawyer, Orchard
John Rice, Genoa

Wednesday Night Hospitality

Chairperson: Cheryl Anderson, Hyannis
Kristi Thornburg, Ainsworth
Dee Arias, Louisville
Susan Strong, Eustis
Rosmarie Ritz, Comstock
Jane Schwartz, Mullen

Thursday Night Banquet

Southern Seven Area Association
Chairperson: Vanee Holtmeier,
McCool Junction
Co-Chair: Linda Carroll, Fairmont
Tami Comte, David City
Sharon Welsch, Goehner
Deb Milius, Plymouth
Linda Schuerman, DeWitt
Becky Sandman, Utica
Jennifer Niemier, Papillion

Nominating Committee

Chairperson: Harold M. Farrar, Kimball,
Past President
Susan Kloeping, Cozad
Liz Johnsen, Stapleton
Nicole Downey, Arapahoe
Cindy Keslar, Ravenna

Continued on page 3



2006-07 NMCA Committees and Members

Continued from page 2

Silent Auction

Chairperson: 2nd Vice President
Beth Deck, Norfolk,

Diane Fries, Franklin

Kay Dammast, Bellevue

Michaelle Trembly, Kearney

Kellie Crowell, Ravenna

Connie Jo Beck, St. Paul

Cindy Keslar, Ravenna

Nicole Downey, Arapahoe

Bonnie Doremus, Shelton

Vicki Nelson, Axtell

Kandra Kinne, Cambridge

Ann Trickler-Wessel, Hemingford

Deanna Brown, Indianola

Linda Welsher, Fort Calhoun

Sandy Powell, Springfield

Thanks to all of you who volunteered to work on a committee, it is truly appreciated.

If anyone needs to contact me, you can reach me by phone: 402-367-3135, fax 402-367-3126, or email

cityofdavidcity@alltel.net. I look forward to working with all of you.

Wishing all of you a happy and safe Halloween

Halloween is coming

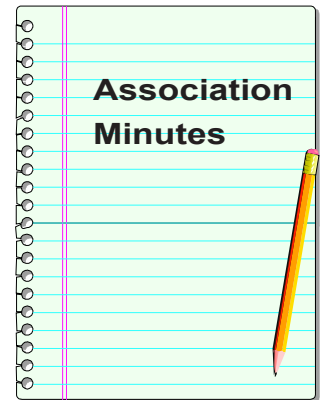
Guess what you will spy

Jack-o-lanterns dancing

Witches in the sky

Heartland Clerk's Association Meeting Minutes

The Heartland Clerk's Association met on Thursday, Oct. 26, 2006, at Perkins Restaurant in Grand Island, Nebraska. President Kellie Crowell of Ravenna called the meeting to order at 11:45 p.m. with 21 members present: Kellie



Crowell and Cindy Keslar, Ravenna; Sheryl McClymont, Holdrege; Jean Polzkill and Linda Jensen, Central City; Vickie Power, Gibbon; Kim Finecy, Doniphan; Sandy Kruml, Ord; Janet Greenwalt and Connie Jo Beck, St. Paul; Brenda Kehler, Greeley; Bonnie Gilpin, Wolbach; RaNae Edwards, Grand Island; Melissa Carkoski and Annette Gallaway, Loup City; Diane Fries and Raquel Felzien, Franklin; Lanette Doane, Ansley; Gail Zoerb, Mason City; Bonnie Doremus, Shelton; and Trisha Scott, Alma. Also present was guest speaker Gary Krumland from the League of Nebraska Municipalities.

Copies of the Minutes from the Aug. 24, 2006 meeting and the Treasurer's Report were presented for review. Motion was made by Jean Polzkill, second by Sandy Kruml to approve the Minutes as presented with correction of Marla Knecht's name. Roll call vote showed all members voting aye – 21 ayes. Motion carried.

Continued on page 4



Heartland Clerk's Association Meeting Minutes

Continued from page 3

Motion was made by Melissa Carkoski, second by Sheryl McClymont to approve the Treasurer's Report as presented with a balance of \$1,102.52. Roll call vote showed all members voting aye – 21 ayes. Motion carried.

Motion was made by Bonnie Doremus, second by Linda Jensen to pay the claim submitted from the City of St. Paul in the amount of \$17.02 for office supplies. Roll call vote showed all members voting aye – 21 ayes. Motion carried.

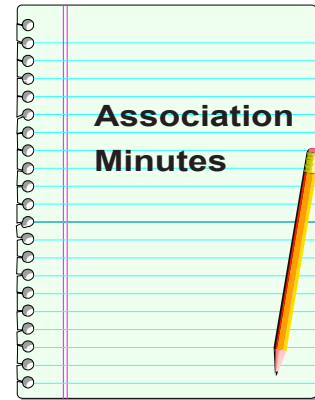
There was no unfinished business.

New Business:

- Reminder that the 2006/2007 annual dues were due
- Discussion concerning scholarship
- Reminder that if any clerk had articles for the newsletter to get them to the League
- Discussion concerning the Christmas party with the suggestion to have it on Thursday, Dec. 14, 2006 at the Farwell Arms Bed & Breakfast, Farwell, NE with a gift exchange in the amount of \$10.00
- Discussion concerning the liability changes to recreation parks, streets, etc. and the need to keep documentation on all repair work

· Linda Jensen mentioned that Joyce Mick from Bayard needed updated history and pictures from all clerks who hadn't updated their information within the last two years. It was suggested that we take individual pictures at our December and January meetings and a group picture for the newsletter.

Motion was made by Diane Fries, second by Cindy Keslar to approve \$100 for the scholarship fund to be given for Clerk's School with the stipulation that the money be given to a Heartland Clerk. Roll call vote showed all members voting aye – 21 ayes. Motion carried. An informative presentation was given by Gary Krumland from the League concerning the Open Meetings Act. Topics discussed were: motions to go into closed sessions, reasons for closed sessions, agendas, posting of the Open Meeting Law Act, policies for regular, special, and emergency meetings (it was suggested policies be approved by Council in the form of a Resolution), Recreation Liability Act (background and current status was explained by Mr. Krumland), and Initiative 423 known as the Stop overspending regarding e-mail requests.



Janet Greenwalt from St. Paul warned the clerk's of a bank account scam she encountered last week.

The clerk's celebrated Brenda Kehler 40th birthday by singing "Happy Birthday" to her.

The meeting was adjourned by President Kellie Crowell at 2:10 p.m.

*Submitted by RaNae Edwards,
Secretary/Treasurer*

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

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



Nebraska Municipal Clerks Association (NMCA) 2006-2007 Officers

President

Joan Kovar
Clerk/Treasurer
P.O. Box 191
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402-367-3135
cityofdavidcity@alltel.net

1st Vice-President

Jerry Wilcox
Administrator/Clerk/Treasurer
PO Box 6
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308-367-4122
curtis@curtis-ne.com

2nd Vice-President

Beth Deck
Clerk
127 North 1st Street
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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

Compliments on clerks' pin, pride in being Clerk, Nebraskan

*Hi Clerks' Association of
Nebraska:*

I am proud to be a member of
such a group of fine people!
I sincerely like our last "Ne-
braska quarter" clerks' pin
(lapel).

I have had people ask me
where they could purchase
one. I have had many compli-
ments on it, so, whoever's idea
it was – **did good**. Thank you.

*Sincerely, Elsie Lund
Newcastle*

P.S. Proud to be from the **great**
State of Nebraska AND a
Clerk/Treasurer too.

Attention all Clerks

Don't forget to share infor-
mation about events in your
community and items of
interest for your city or
village. These articles are
the most helpful and inter-
esting 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*

Nebraska Safe Routes to School announces available funding

To encourage and better enable Nebraska children to walk and bike safely to school, the Nebraska Department of Roads recently launched the Safe Routes to School program. As a part of the state's program, Safe Routes to School allows funding opportunities for communities, schools and local agencies. Safe Routes funding is 100 percent funded by the federal government and requires no matching funds by local entities. The grants, benefiting elementary and middle school students, are divided into two categories: infrastructure (sidewalk and street crossing improvements, traffic diversion and bicycle facilities) and non-infrastructure (promotional materials, student bicycle and pedestrian safety education sessions). The deadline for indicating intent to apply for Safe Routes to School funds is Dec. 1, 2006.

The Safe Routes to School program is focused on promoting physical activity and improving health, making routes to school safe, and reducing traffic congestion around schools by encouraging children to walk and bike to school.



For more information regarding the Nebraska Safe Routes to School grants, visit www.SafeRoutesNE.com.

#NDOR#

Contact: Rachele Humiston, Public Relations Director, 402-489-2121, rhumiston@snitilycarr.com

Classified

Holiday Decorations. City of Burwell completed a downtown street renovation project in 2004, as a result we are no longer able to utilize a number of the holiday decorations purchased for the pedestrian lights.

The Burwell Chamber of Commerce has 17 holiday decorations available for sale. We have 6 Christmas Trees and 11 lights (in 3 different styles).

All decorations are designed to go on pedestrian lights. We will take bids for all 17 holiday decorations together. Pictures are available via e-mail by contacting the Burwell Chamber of Commerce office. Please submit your bid to the (bids will be accepted by e-mail):

Burwell Chamber of Commerce

P.O. Box 131
Burwell, NE 68823

Phone: 308.346.5210

E-mail:

burwellecondev@nctc.net

Please submit bid prior to Friday, Nov. 10 at 5 p.m. Please realize the winning bid (community) will be responsible for picking-up the holiday decorations in Burwell. If you have any questions please feel free to contact Lynn Franzen with the Burwell Chamber of Commerce office.



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

Myrna Kirkland	Garland	11/1
Glenna Vodicka	Rushville	11/1
Victoria Polak	Hallam	11/3
Marlene Mohr	Madrid	11/4
Nancy Morfeld	Stanton	11/4
Wendy Stephens	Elm Creek	11/6
Donna Hirsch	Jackson	11/6
Kim Robb	Lyman	11/6
Shirley Lewis	Lexington	11/7
Vicki Nelson	Axtell	11/9
Julie Buescher	Deshler	11/9
Leatha Christ	Diller	11/9
Jean Rahn	Allen	11/11
Denise Nichelson	Callaway	11/11
Nancy Bryan	Osceola	11/11
Cheryl Kraft	Waco	11/11
Julie Allison	Stromsburg	11/12
Beverly Bornschlegel	Bradshaw	11/13
Arnold Jakubowski	Howells	11/13
Lynn Kolbet	Culbertson	11/14
Kimberly Neiman	Pilger	11/14
Janet Greenwalt	St. Paul	11/15
Dianne Werner	Battle Creek	11/16



Joan Suhr	Valley	11/16
Barbara J. Whitley	Geneva	11/17
Annette 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
Lana Svoboda	Glenvil	11/24
Jerry Wilcox	Curtis	11/25
Carolyn Park	Wilsonville	11/25
Lori Pahl	Ruskin	11/26
Leann Brown	Oshkosh	11/28
Lori Kathol	Dodge	11/29
Sam Clark	Hardy	11/29
Lori Gamet	Paxton	11/29
Gwen Grabouski	Beatrice	11/29
Steve Waring	Tecumseh	11/30



Crete Deputy City Clerk receives IIMC's Master Municipal Clerk designation

Joyce Ann Beck, MMC, Deputy City Clerk of the City of Crete, has received the Master Municipal Clerk designation through the International Institute of Municipal Clerks (IIMC) Master Municipal Clerk Academy Program. She joins an elite group of municipal clerks in the state of Nebraska who have achieved the MMC designation.

IIMC President Marcella H.

O'Connor, MMC, Municipal Clerk, Uralla Shire, Uralla, Australia, said: "I am honored to announce that Ms. Beck joins 488 other Municipal Clerk members of IIMC worldwide who hold the Master Municipal Clerk (MMC) designation. It symbolizes her status as a true Municipal Clerk professional."

President O'Connor praised Ms. Beck's accomplishments: "Ms. Beck has been a member

of the IIMC since June 1994.

She is also a member of the Nebraska Municipal Clerks Association and Southern Seven Clerks Association. Her personal commitment and service to the Municipal Clerk's field is at the heart of true professionalism."

CHEERS!



Avoid these fireplace hazards

Fireplaces can provide a warm and cozy holiday atmosphere. But if you plan on using your fireplace during the holiday season, you should keep the following safety tips from the American Academy of Pediatrics in mind:

- Before you build and light your fireplace fire, remove all decorations from the fireplace area. This includes, greens, bows, boughs, papers – everything.
- Check to see that the flue is open.
- If you are going to use "Fire salts," substances that produce colored flames when thrown on wood fires, use caution. These substances contain heavy metals,



and if accidentally ingested by a child can cause intense gastrointestinal irritation and vomiting. Always keep these substances away from children.

- Don't burn your used wrapping paper in the fireplace. Wrapping paper can cause flash fires that ignite suddenly and burn intensely.
- Don't place your Christmas tree near your fireplace. The tree could catch fire – or dry out and be vulnerable to fire from electrical lights.

On Family

Family: A social unit where the father is concerned with parking space, the children with outer space and the mother with closet space.

– *Evan Esar*

On New Year's Eve

Youth is when you're allowed to stay up late on New Year's Eve. Middle age is when you're forced to.

– *Bill Vaughn*

On Kindness

One kind word can warm three winter months.

– *Japanese proverb*



Municipal Legal Calendar

(All statute citations to Revised Statutes of Nebraska)

DECEMBER 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)
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)
Dec. 31	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 (16-1017, 16-1037, 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, 2007. (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)
Dec. 31	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 (16-1017, 16-1037, 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)