

Nebraska Municipal Clerks Newsletter

January 2018

MESSAGE FROM THE PRESIDENT

*RaNae Edwards, MMC, City Clerk, City of Grand Island
NMCA President*

Happy New Year! Hard to believe we are already in 2018. Now, if we can just remember to write 2018, instead of 2017, on everything. I hope each of you had a great Christmas and received everything you wanted from Santa.

The NMCA Executive Board met by teleconference on Thursday, Dec. 21, 2017 to ratify the election results for Melissa Johnson as Secretary/Treasurer and Cindy Dickinson as District 1 Director for NMCA. Both passed unanimously, so we welcome Melissa and Cindy to the NMCA Board. I have attached a list of all officers, League Representative, and Education Committee members for your reference.

We also approved the Memorandum of Understanding (MOU) with the University of Nebraska at Omaha. As stated in the MOU: "The purpose of this MOU is to clearly identify the roles and responsibilities of each party as they relate to the Nebraska Municipal Clerks Institute and Academy, an annual continuing education professional seminar held in Nebraska during March of each year." We are so thankful to Ellen Freeman-Wakefield and UNO for continuing to support and present the NMCA Institute and Academy.

Also discussed on our conference call were changes to the NMCA By-Laws. After visiting with Christy Abraham from the League, it was her opinion that we could vote on the changes to the By-Laws in March 2018 but would have to ratify that vote at the annual meeting in September, 2018, which is what our current By-Laws allow. The



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new By-Laws, if approved, would take effect in March 2019. It was the consensus of the Executive Board to not have an election in 2018 and have the current officers serve through March of 2019 when the new officers would be elected and take over following the conference. If you have any questions please feel free to contact me or one of the NMCA Board members.

I'm looking forward to having you all come to Grand Island for the NMCA Clerk's Institute and Academy in March of 2018. I have ordered good weather for the week so we'll see how that works out.

If you want to be successful, it's just this simple. Know what you are doing. Love what you are doing. And, believe in what you are doing.

– Will Rogers

*RaNae Edwards, MMC
NMCA President
City Clerk, City of Grand Island
100 East 1st Street
Grand Island, NE 68801
308-385-5444 Ext. 111
redwards@grand-island.com*

2017-2018 Nebraska Municipal Clerks Association (NMCA) Officers

President

RaNae Edwards, City Clerk
PO Box 1968
Grand Island, NE 68802
308-385-5444 Ext. 111
redwards@grand-island.com

First Vice President

Linda Jensen, City Clerk/Treasurer
PO Box 418
Central City, NE 68826
308-946-3806
centralcityclerk@hotmail.com

Second Vice President

Wendy McKain, City Clerk/Treasurer
PO Box 68
Trenton, NE 69044
308-334-5488
vtrenton@gpcom.net

Secretary-Treasurer

Melissa Johnson
PO Box 127
Waterloo, NE 68785
402-638-2016
mjohnson@waterloone.com

Past President

Lea Ann Doak, City Clerk
302 W 5th St
McCook, NE 69001
308-345-2022
lidoak@cityofmccook.com

District 1 Director – elected

Cindy Dickinson
2525 Circle Drive
Scottsbluff, NE 69361
308-632-4136
cdickins@scottsbuff.org

District 2 Director – elected 2017

Kandra Kinne, Clerk/Treasurer
PO Box Q
Cambridge, NE 69022
308-697-3711
kkinne@swnebr.net

District 3 Director – elected 2016

Raquel Felzien, City Clerk
619 15th Ave
Franklin, NE 68939
308-425-6295
cityhall2@gtmc.net

District 4 Director – elected 2016

Denise Peterson
123 W Third St
Ponca, NE 68870
402-755-4165
poncane@gpcom.net

District 5 Director – elected 2016

Kelly Oelke, City Clerk/Finance Director
PO Box 127
Hickman, NE 68372
402-792-2212
koelke@hickman.ne.gov

League Representative

Nancy Bryan, Clerk/Treasurer
PO Box 407
Stromsburg, NE 68666
402-764-2561

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2017-2018 Nebraska Municipal Clerks Association (NMCA) Officers

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Education Committee

Lanette Doane, Village Clerk (2017)

PO Box 307

Ansley, NE 68814

308-935-1467

villageofansley@nctc.net

Mike Fleer (2018)

102 South 2nd St

Battle Creek, NE 68715

402-675-2165

mdfbccity@cablone.net

Rita M. Robinson (2018)

PO Box 347

Cedar Rapids, NE 68627

308-358-0240

vocedrap@gpcom.net

Tammy Tisdall (2019)

204 N. McKenna Ave

PO Box 69

Gretna, NE 68028

402-332-3336 Ext. 210

tammy@cityofgretna.com

Kim Jacobitz, City Clerk (2019)

220 N. Hastings Ave

Hastings, NE 68901

402-461-2312

kjacobitz@cityofhastings.org

Pam Buethe, City Clerk (2020)

8116 Park View Blvd.

La Vista, NE 68128

402-331-4343

pbuethe@cityoflavista.org

Nebraska Municipal Clerks Academy & Institute

2018 SILENT AUCTION

March 27-28, 2018

The Hotel Grand

2503 S Locust St, Grand Island, NE 68801

Each year clerks donate items to raise money for scholarships. This year, due to spacing, we are asking that clerks donate more cash than items. We will accept items. However, we are very limited on space for security of the items. As a board, we ask that regional associations donate funds instead of items for the 2018 Clerks Academy and Institute. Thank you for your continued support!



Silent Auction Committee – Chairperson – Wendy L. McKain
308-334-5488 or vtrenton@gpcom.net



TUESDAY, MARCH 27, 2018
6:30 – 8:30

KENTUCKY DERBY NIGHT

Clerks Tuesday Night Reception

Wear your favorite Kentucky Derby Hat and join the Southern Seven Clerks for a fun evening of food, music and games!

**WELCOME NEW
CLERKS!**

**FREE HORS
D'OEUVRES!**

CASH BAR

**TIME TO SOCIALIZE
WITH YOUR FELLOW
CLERKS!**

**DOOR PRIZES
INCLUDING A PRIZE
FOR THE BEST DERBY
HAT!**

**HOSTED BY:
SOUTHERN SEVEN
CLERKS ASSOCIATION**



IT'S THAT TIME OF YEAR AGAIN, AND TIME
TO TAKE ON GRAND ISLAND
Nebraska Municipal Clerk Institute and Academy

**EDUCATION | NETWORKING |
CELEBRATING CLERKS
SAVE THE DATE and REGISTER TODAY
March 25-29, 2018 | Grand Island, NE
For more information, scholarship forms and
the registration form:**

<https://www.unomaha.edu/college-of-public-affairs-and-community-service/public-administration/professional-programs/nmci-2016.php>

or

Registration form only, cut and paste the link: <https://commerce.cashnet.com/UNOCW?itemcode=CW-CLERK2018>

Questions? Call 402.554.2636

Say "Aloha" to Hawaii

Sponsored by the IIMC Foundation and American Legal, this education fundraiser can land you in beautiful Hawaii. When you support IIMC education programs, you can win a trip for two to Hawaii, including airfare and a week's hotel on Waikiki Beach.

With tickets available at \$20 each or 3 for \$50, take a chance ... or two or three! It's all for a good cause—furthering clerks' education through scholarships and IIMC education programs.

**Sponsored by
American Legal Publishing Corporation**

*All proceeds support the IIMC Foundation
and IIMC education programs*



*2016 raffle winner Dani Snider from
Fairbanks, Alaska*

Name _____ **\$** _____

Phone _____ **Email** _____

City _____ **State/Province/Country** _____

- ☐ **I will pay by check** - Return flier and check payable to IIMC Foundation to: IIMC Foundation Treasurer, 3518 Poppleton Avenue, Omaha, NE 68105
- ☐ **I will pay by credit card** - Return flier with information completed below to: IIMC Foundation Treasurer, 3518 Poppleton Avenue, Omaha, NE 68105

Visa/MasterCard/AmEx# _____ Expiration date _____

Signature _____ Please charge this amount \$ _____

**Winner drawn at IIMC Annual Conference in Norfolk, VA, on May 23, 2018. Winner need not be present to win.
For ticket numbers or stubs email rbollhauer@amlegal.com**





Don't be shellfish

If there was ever a time to invest in clerks' education, it's now. You can support education—and enjoy a delicious holiday dinner!—by purchasing raffle tickets for the **IIMC Foundation Santa Claws Raffle.**

Two lucky winners will each receive **five pounds of Alaska King Crab legs** shipped directly to your door, on the date you decide.

Tickets are \$5 each or 5 for \$20, so take a chance ... or two or three! It's all for a good cause—furthering clerks' education through scholarships and IIMC education programs.





NEBRASKA MUNICIPAL CLERKS' ASSOCIATION
League of Nebraska Municipalities



TO: All Municipal Clerks and Deputy Clerks

FROM: RaNae Edwards, NMCA Secretary

The Nebraska Municipal Clerks' Association Membership Dues Statement for October 1, 2017 to September 30, 2018 is now due. Please fill out the form on the next page and send it with your check to the League of Nebraska Municipalities. Remember the check needs to be made out to the Nebraska Municipal Clerks' Association (NMCA).

The NMCA voted not to send out membership cards, unless you need one. Please indicate that you will need a card on the statement and we will do our best to get you one. Also reminding all Clerks that you have to be a member of the NMCA to be eligible for scholarships.

If you have any questions, please contact me at the Village of Trenton Office (308) 334-5488 or vtrenton@gpcom.net.

Thank you,

Wendy L. McKain, MBA, MMC
NMCA Secretary



NEBRASKA MUNICIPAL CLERKS' ASSOCIATION
League of Nebraska Municipalities



NEBRASKA MUNICIPAL CLERKS' ASSOCIATION

MEMBERSHIP DUES STATEMENT
2017-2018

NAME: _____

TITLE: _____

ADDRESS: _____

MUNICIPALITY: _____

E-MAIL ADDRESS: _____

Population of Municipality:

Under 300 \$20.00 _____

301-800 \$25.00 _____

801-5,000 \$35.00 _____

Over 5,000 \$45.00 _____

Years of Service as Municipal Clerk: _____

Are you a Certified Municipal Clerk (CMC)? Yes _____ No _____

Are you a Master Municipal Clerk (MMC)? Yes _____ No _____

Are you an IIMC (International Institute of Municipal Clerks) Member? Yes _____ No _____

PLEASE include the MONTH and DAY of your birthday: _____
(to be listed in the Clerks Newsletter)

Please make copies if needed.

PLEASE RETURN THIS COMPLETED FORM WITH YOUR PAYMENT TO:

NEBRASKA MUNICIPAL CLERKS' ASSOCIATION
LEAGUE OF NEBRASKA MUNICIPALITIES
1335 L STREET
LINCOLN, NE 68508

MAKE CHECKS PAYABLE TO: NEBRASKA MUNICIPAL CLERKS' ASSOCIATION



NEBRASKA MUNICIPAL CLERKS' ASSOCIATION
League of Nebraska Municipalities



January 8, 2018

Dear Municipal Official:

Enclosed are guidelines and a nomination form for the 38th annual **"Outstanding Clerk Award"** presented by the Nebraska Municipal Clerks' Association. This award will be presented on Wednesday evening, March 28, 2018 during the annual Municipal Clerks' Institute and Academy banquet to be held at the Hotel Grand Conference Center, Grand Island, Nebraska. One award will be presented to a clerk in each of three city classifications: First Class or larger, Second Class, and Village.

It is an honor in itself for a clerk to be nominated for this award! The nominees are evaluated by means of a point system calculated from a questionnaire the clerk must complete. The evaluation is completed by a committee consisting of the recipients of the award for the previous two years. If you nominate your clerk, please urge them to complete the questionnaire which will be mailed/emailed to them. *The clerk cannot be considered without the questionnaire being completed and returned!*

Should your clerk receive the award, you will be *confidentially* notified in advance of the presentation so you can plan to attend and so that you can invite the clerk's family, council/board members and other community members who want to honor your clerk. The clerk is not informed of receipt of the award until the presentation is made. You will be asked to keep the award a surprise to your clerk.

Remember, your clerk must be nominated to be considered for the award. Even if you have nominated your clerk in the past, please resubmit the nomination.

If you have any questions, please contact me. As a past recipient of the award, I can confirm what an honor it was just to be nominated. Please take the time to fill out and submit the enclosed form. Please return the form to me no later than Wednesday, January 31, 2018.

Sincerely,

Geri Anthony
City Clerk-Treasurer
City of Sidney
1115 13th Avenue
Sidney, NE 69162
(308) 254-5300, ext. 13
(308) 254-3164 (fax)
E-Mail: gerianthony@cityofsidney.org

Nebraska Municipal Clerks' Association

OUTSTANDING CLERK AWARD NOMINATION FORM

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

Deadline for nominations is Wednesday, January 31, 2018.

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

_____ 1st Class City of 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: _____ Cell Phone: _____

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

PLEASE RETURN THIS NOMINATION FORM TO:

Geri Anthony, Chairperson
NE Municipal Clerks Awards Committee
PO Box 13
Sidney, NE 69162
E-Mail: gerianthony@cityofsidney.org
Fax: (308) 254-3164

Municipal Legal Calendar

(All statute citations to Revised Statutes of Nebraska)

JANUARY 2018

CITIES OF THE FIRST CLASS

Each month.....	Clerk publishes ordinances passed within 15 days after passage. (16-405)
Within 10 working 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)
Within 20 days after end of month.....	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, 2018. Legal notice is required 10 days before the hearing. (39-2115 through 39-2119)

CITIES OF THE SECOND CLASS

Each month.....	Clerk publishes ordinances passed within 15 days after passage (17-613)
Within 10 working 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)
Within 20 days after end of month.....	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, 2018. Legal notice is required 10 days before the hearing. (39-2115 through 39-2119)

VILLAGES

Each month.....	Clerk publishes ordinances passed within 15 days after passage (17-613)
Within 10 working 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)
Within 20 days after end of month.....	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, 2018. Legal notice is required 10 days before the hearing. (39-2115 through 39-2119)