

# Nebraska Municipal Clerks Newsletter

February 2018

## MESSAGE FROM THE PRESIDENT

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

**We survived** our first blizzard of 2018 (and, hopefully, our last)! I hope everyone made it through okay. It's amazing how the weather can change here in Nebraska from day-to-day. One day we have freezing temperatures and the next day is in the 40s and 50s. I guess that is what makes us hardy and builds character.

**We are hard at work** planning for the NMCA Clerk's Institute and Academy here in Grand Island beginning Sunday, March 25-Thursday, March 29. If you have not registered, please do. It's going to be a great time of learning, networking and FUN (not necessarily in that order). Ellen Freeman-Wakefield and the Education Committee have come up with some outstanding sessions that you won't want to miss.

**NOTICE: We are extending the early bird registration for the NMCA Clerk's Institute and Academy to Feb. 9, 2018. So please sign up soon for the discounted rate.**

**Just a reminder** that the League Midwinter Conference is coming up Feb. 26-27, in Lincoln at the Cornhusker Marriott Hotel. We will have a NMCA General Meeting on Monday, Feb. 26 from 3-4 p.m. Let me know if you have any items you would like to discuss at that meeting so I can include them on the agenda.

**Included in this newsletter** is a copy of the changes to the NMCA By-Laws that will be voted on in March. Please take a moment to look these



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over and if you have any questions or concerns, please contact any one of the following committee members:

### **By-Laws Committee:**

RaNae Edwards, Grand Island  
[redwards@grand-island.com](mailto:redwards@grand-island.com)  
Linda Jensen, Central City  
[centralcityclerk@hotmail.com](mailto:centralcityclerk@hotmail.com)  
Wendy McKain, Trenton  
[vtrenton@gpcom.net](mailto:vtrenton@gpcom.net)  
Jane Skinner, Ogallala  
[jane.skinner@ogallala-ne.gov](mailto:jane.skinner@ogallala-ne.gov)  
Kelly Oelke, Hickman  
[koelke@hickman.ne.gov](mailto:koelke@hickman.ne.gov)  
Melissa Johnson, Waterloo  
[mjohnson@waterloone.com](mailto:mjohnson@waterloone.com)  
Kellie Crowell, Ravenna  
[kcrowell@ravennanebraska.net](mailto:kcrowell@ravennanebraska.net)

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## MESSAGE FROM THE PRESIDENT

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Beth Deck, Norfolk  
[bdeck@ci.norfolk.ne.us](mailto:bdeck@ci.norfolk.ne.us)  
Pam Buethe, LaVista  
[pbuethe@cityoflavista.org](mailto:pbuethe@cityoflavista.org)  
Lanette Doane  
[villageofansley@nctc.net](mailto:villageofansley@nctc.net)

## Happy Valentine's Day!

"Love is like swallowing hot chocolate before it has cooled off. It takes you by surprise at first, but keeps you warm for a long time." ~ Unknown

**RaNae Edwards, MMC**  
**NMA President**  
**City Clerk**  
**City of Grand Island**  
**100 East 1<sup>st</sup> Street**  
**Grand Island, NE 68801**  
**308-385-5444 Ext. 111**  
[redwards@grand-island.com](mailto: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](mailto: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](mailto:centralcityclerk@hotmail.com)

### Second Vice President

Wendy McKain, City Clerk/Treasurer  
PO Box 68  
Trenton, NE 69044  
308-334-5488  
[vtrenton@gpcom.net](mailto:vtrenton@gpcom.net)

### Secretary-Treasurer

Melissa Johnson  
PO Box 127  
Waterloo, NE 68785  
402-638-2016  
[mjohnson@waterloone.com](mailto:mjohnson@waterloone.com)

### Past President

Lea Ann Doak, City Clerk  
302 W 5<sup>th</sup> St  
McCook, NE 69001  
308-345-2022  
[lidoak@cityofmccook.com](mailto:lidoak@cityofmccook.com)

### District 1 Director – elected

Cindy Dickinson  
2525 Circle Drive  
Scottsbluff, NE 69361  
308-632-4136  
[cdickins@scottsbluff.org](mailto:cdickins@scottsbluff.org)

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## 2017-2018 Nebraska Municipal Clerks Association (NMCA) Officers

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### **District 2 Director – elected 2017**

Kandra Kinne, Clerk/Treasurer  
PO Box Q  
Cambridge, NE 69022  
308-697-3711  
[kkinne@swnebr.net](mailto:kkinne@swnebr.net)

### **District 3 Director – elected 2016**

Raquel Felzien, City Clerk  
619 15<sup>th</sup> Ave  
Franklin, NE 68939  
308-425-6295  
[cityhall2@gtmc.net](mailto:cityhall2@gtmc.net)

### **District 4 Director – elected 2016**

Denise Peterson  
123 W Third St  
Ponca, NE 68870  
402-755-4165  
[poncane@gpcom.net](mailto: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](mailto:koelke@hickman.ne.gov)

### **League Representative**

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

### **Education Committee**

Lanette Doane, Village Clerk (2017)  
PO Box 307  
Ansley, NE 68814  
308-935-1467  
[villageofansley@nctc.net](mailto:villageofansley@nctc.net)

Mike Fleer (2018)  
102 South 2<sup>nd</sup> St  
Battle Creek, NE 68715  
402-675-2165  
[mdfbccity@cableone.net](mailto:mdfbccity@cableone.net)

Rita M. Robinson (2018)  
PO Box 347  
Cedar Rapids, NE 68627  
308-358-0240  
[vocedrap@gpcom.net](mailto:vocedrap@gpcom.net)

Tammy Tisdall (2019)  
204 N. McKenna Ave  
PO Box 69  
Gretna, NE 68028  
402-332-3336 Ext. 210  
[tammy@cityofgretna.com](mailto:tammy@cityofgretna.com)

Kim Jacobitz, City Clerk (2019)  
220 N. Hastings Ave  
Hastings, NE 68901  
402-461-2312  
[kjacobitz@cityofhastings.org](mailto:kjacobitz@cityofhastings.org)

Pam Buethe, City Clerk (2020)  
8116 Park View Blvd.  
La Vista, NE 68128  
402-331-4343  
[pbuethe@cityoflavista.org](mailto:pbuethe@cityoflavista.org)



~ You Are Cordially Invited To ~

**“A Dress Up Affair”**  
at the

**Annual Municipal Clerk Banquet**  
**Wednesday, March 28, 2018**

**~Banquet and Awards Ceremony ~ 7:30 p.m.**

**~ Semi to Formal Attire Please ~**

# CONSTITUTION AND BY-LAWS

## NEBRASKA MUNICIPAL CLERKS' ASSOCIATION A SECTION OF THE LEAGUE OF NEBRASKA MUNICIPALITIES

### ARTICLE I - NAME

The name of this organization shall be the NEBRASKA MUNICIPAL CLERKS' ASSOCIATION (NMCA), a Section of the League of Nebraska Municipalities, hereinafter referred to as ~~the~~ NEBRASKA MUNICIPAL CLERKS' ASSOCIATION NMCA.

### ARTICLE II - OBJECTIVES

The objectives for which ~~this NEBRASKA — MUNICIPAL CLERKS' ASSOCIATION~~ NMCA is formed shall be to:

- Promote the interests of Municipal Clerks
- Promote professional administration of Municipal Clerks' offices
- Promote improved standards of efficiency for Municipal Clerks
- Promote better municipal government through increased cooperation with other municipal officials
- Promote effective legislation on all levels for the professionalization of Municipal Clerks

### ARTICLE III - MEMBERSHIP

#### **SECTION 1. ACTIVE MEMBERSHIP**

Any appointed or elected Municipal Clerk or appointed Deputy Municipal Clerk, representing a Municipality in the State of Nebraska, shall be eligible for Active Membership ~~and entitled to one vote provided that member's annual dues are paid.~~

#### **SECTION 2. ASSOCIATE MEMBERSHIP**

~~Institutions and/or organizations~~ Persons who are ~~whose operations are closely allied currently engaged~~ with the functions of the Municipal Clerk's office shall be eligible for Associate Membership. ~~those persons formerly engaged in Municipal Clerk's activities, and professional persons in fields directly related to municipal governments shall be eligible for Associate Membership.~~

#### **SECTION 3. HONORARY MEMBERSHIP**

Any member who has been an Active or Associate Member of ~~the Nebraska Municipal Clerks'~~

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# CONSTITUTION AND BY-LAWS

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~~Association NMCA~~, and is a member of ~~the Nebraska Municipal Clerks' Association NMCA~~ at the time of his/her resignation, shall be eligible for Honorary Membership.

Recommendations for Honorary Membership ~~must~~ may be submitted by a Clerk or Deputy Clerk who is a current member of ~~the Nebraska Municipal Clerks' Association NMCA and shall be submitted to any the membership at the of the Executive Committee for presentation at the next~~ Annual Meeting. Approval of such Honorary Membership shall be by majority approval of those voting members present at such Annual Meeting.

## SECTION 4. RESTRICTION OF RIGHTS TO VOTE OR TO HOLD OFFICE

Only Active Members of ~~the NEBRASKA MUNICIPAL CLERKS' ASSOCIATION NMCA~~ shall be eligible to vote or hold office ~~in this ASSOCIATION~~. Each member is entitled to one vote provided that member's dues are paid for that year. Voting may be held by electronic means when the Executive Board deems necessary.

## ARTICLE IV - DUES

### SECTION 1. ACTIVE MEMBERS

Annual dues per Active Member for ~~September~~ October 1, each year to ~~August 31~~ September 30 the following year, shall become due the first of ~~September~~ October and shall be as follows:

Municipalities of less than 300 population	\$20.00/year
Municipalities of 301 to 800 population	\$25.00/year
Municipalities of 801 to 5,000 population	\$35.00/year
Municipalities of 5,001 or larger	\$45.00/year

Dues will not be prorated.)

### SECTION 2. ASSOCIATE MEMBERS

Annual dues of ~~ten~~ twenty (\$20.00) dollars per Associate Member shall be due annually on ~~September~~ October 1st. Dues will not be prorated.

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# CONSTITUTION AND BY-LAWS

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## SECTION 3. HONORARY MEMBERS

Honorary Members shall be exempt from the payment of dues.

## ARTICLE V - OFFICERS

The Officers of ~~this NEBRASKA MUNICIPAL CLERKS' ASSOCIATION~~ NMCA shall serve a term of one (1) year and shall be as follows:

### SECTION 1. PRESIDENT

The President shall preside at all meetings of ~~the NEBRASKA MUNICIPAL CLERKS' ASSOCIATION~~ NMCA and shall prepare and distribute agendas and any required notices of regular, ~~or~~ special, or Executive Committee meetings. ~~The President shall appoint all committees and shall be an ex-officio member of all committees.~~

### SECTION 2. FIRST VICE PRESIDENT

The First Vice President shall coordinate the Scholarship Program with the ~~UNO~~ University of Nebraska Omaha, perform the duties of the President in his/her absence, and shall act in an advisory capacity at all times. In case of the resignation or death of the President, he/she shall become President for the unexpired term.

### SECTION 3. SECOND VICE PRESIDENT

The Second Vice President shall coordinate the Silent Auction and, in the absence of the First Vice President, perform his/her duties as stated in Section 2 above, and act in an advisory capacity at all times. In case of the resignation or death of the First Vice President, he/she shall become First Vice President for the unexpired term.

### SECTION 4. SECRETARY-TREASURER

The Secretary-Treasurer shall conduct the correspondence of ~~the NEBRASKA MUNICIPAL CLERKS' ASSOCIATION~~ NMCA and shall publish ballots in connection with elections and amendments to these By-laws as outlined in these By-laws.

The Secretary-Treasurer shall keep an accurate record of the proceedings of all regular, ~~and~~ special, and Executive Committee meetings of ~~the NEBRASKA MUNICIPAL CLERKS' ASSOCIATION~~ NMCA ~~and of the Executive Committee~~. The Secretary-Treasurer shall publish all minutes ~~of the regular and special meetings~~ in the Nebraska Municipal Clerks' Newsletter.

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# CONSTITUTION AND BY-LAWS

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The Secretary-Treasurer shall keep a list of names and addresses of all members of ~~the NEBRASKA MUNICIPAL CLERKS' ASSOCIATION NMCA~~.

The League of Nebraska Municipalities shall provide bookkeeping, accounting, and auditing at cost to ~~the NEBRASKA MUNICIPAL CLERKS' ASSOCIATION NMCA~~ and shall ~~periodically~~ provide written reports thereon.

The League of Nebraska Municipalities shall pay all bills of ~~the NEBRASKA MUNICIPAL CLERKS' ASSOCIATION NMCA~~ approved by the President and/or Secretary-Treasurer of ~~the NEBRASKA MUNICIPAL CLERKS' ASSOCIATION NMCA~~ and shall keep an itemized record of all receipts and expenditures, together with all other financial records in a permanent file.

The Secretary-Treasurer shall keep all other records and letters of continuing value to ~~the NEBRASKA MUNICIPAL CLERKS' ASSOCIATION NMCA~~ and its officers in a permanent file to be transferred to his/her successor at the end of his/her term. After five (5) years, historical documents shall be forwarded to the League of Nebraska Municipalities for safe keeping.

## ARTICLE VI - COMMITTEES

### SECTION 1. EXECUTIVE COMMITTEE

The Officers, Immediate Past President of ~~the NEBRASKA MUNICIPAL CLERKS' ASSOCIATION NMCA~~ and five District Directors, shall constitute an Executive Committee to meet at least semi-annually upon call by the President or by any three members of the Executive Committee.

The Executive Committee shall make recommendation to ~~the NEBRASKA MUNICIPAL CLERKS' ASSOCIATION NMCA~~ regarding proposed amendments to the Constitution and By-laws; shall supervise the affairs of ~~the NEBRASKA MUNICIPAL CLERKS' ASSOCIATION NMCA~~ and devise measures for its growth and usefulness; shall ratify all appointments to fill vacancies; shall transact any business conducted, including disbursements of funds in the interim between regular meetings; and shall report thereon at the next Annual Meeting of ~~the NEBRASKA MUNICIPAL CLERKS' ASSOCIATION NMCA~~.

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# CONSTITUTION AND BY-LAWS

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## ~~SECTION 2. LEGISLATIVE COMMITTEE~~

~~It shall be the duty of the Legislative Committee to stimulate interest and activity in legislation affecting municipal government, to study proposed legislation and to report to the NEBRASKA MUNICIPAL CLERKS' ASSOCIATION concerning legislation proposed by the NEBRASKA MUNICIPAL CLERKS' ASSOCIATION.~~

## SECTION 2. EDUCATION COMMITTEE

It shall be the duty of the Education Committee to develop a coordinated program for the Annual ~~Meeting~~ Institute and Academy in harmony with the objectives of ~~the NEBRASKA MUNICIPAL CLERKS' ASSOCIATION NMCA and in conformance with the International Institute of Municipal Clerk's (IIMC) requirements for certification as a Certified Municipal Clerk (CMC) or Master Municipal Clerk (MMC).~~ The Education Committee shall serve from July through June for the purpose of planning and evaluating the program.

It shall be the duty of the Education Committee to explore all possibilities for a program of continuing education for Municipal Clerks who are members of ~~the NEBRASKA MUNICIPAL CLERKS' ASSOCIATION NMCA.~~ The Committee shall strive to establish courses and seminars for the members which will be of benefit in their efforts to attain professional recognition.

~~The Committee shall strive to establish courses and seminars for the members which will be of benefit in their efforts to attain professional recognition.~~

It shall be the duty of the Education Committee to assist Nebraska Municipal Clerks understand IIMC certificate requirements and to congratulate clerks who attained certification and are recognized by IIMC.

## ~~SECTION 4. CERTIFICATION COMMITTEE~~

~~It shall be the duty of the Certification Committee to help Nebraska Municipal Clerks understand International Institute of Municipal Clerks (IIMC) certification requirements and to congratulate clerks who attained certification and are recognized by IIMC.~~  
(3/2009)

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# CONSTITUTION AND BY-LAWS

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## SECTION 3. AWARDS COMMITTEE

The Awards Committee shall solicit nominations, evaluate each nominee, and select the recipient of the annual Outstanding Municipal Clerk award. One award may be given annually to a clerk in the following categories: (a) city of the first class city or larger, (b) city of the second class city and (c) village. The recipients of the award from each of the three categories for the prior two years shall constitute the members of the Awards Committee.

## SECTION 4. SPECIAL COMMITTEES

The President may appoint such other committees as he/she deems necessary.

## ARTICLE VII - MEETINGS

### SECTION 1. ANNUAL MEETING

The annual business meeting will be held in conjunction with the Annual Conference of the League of Nebraska Municipalities Annual Clerks' Institute and Academy and shall hereafter be referred to as the Annual Meeting.

**SECTION 2. SPECIAL MEETINGS AND EXECUTIVE COMMITTEE** Special meetings of the NEBRASKA MUNICIPAL CLERKS' ASSOCIATION NMCA may be called by the President or three of the members of the Executive Committee.

A written notice shall be communicated to all members of the Executive Committee for any specially called meeting. There shall also be a notice of special meetings in the Municipal Clerks' Newsletter, or an acknowledgement of said special meeting being held if a meeting is held before the Newsletter publication date.

### SECTION 3. ORDER OF BUSINESS

At all meetings of the NEBRASKA MUNICIPAL CLERKS' ASSOCIATION NMCA, except special meetings, the order of business shall be:

1. Roll Call
2. Reading of Minutes
3. Report of Officers
4. Reports of Standing Committees

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# CONSTITUTION AND BY-LAWS

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5. Reports of Special Committees
6. Communications
7. Unfinished Business
8. Election of Officers (at the meeting held in conjunction with the Annual Meeting only)  
~~Clerks' Certification School only~~)
9. New Business
10. General Discussion

## SECTION 4. QUORUM

Fifteen (15) Active Members of the ~~NEBRASKA MUNICIPAL CLERKS' ASSOCIATION NMCA~~ shall constitute a quorum at any Annual Meeting or Special Meeting.

Five (5) members of the Executive Committee shall constitute a quorum of that body.

## ARTICLE VIII - ELECTION OF OFFICERS AND DISTRICT DIRECTORS

### SECTION 1. NOMINATING COMMITTEE

The President shall, prior to the Annual Clerks' Institute and Academy Clerks' Certification School, appoint a Nominating Committee who, at the Annual Meeting Clerks' Certification School, shall submit nominees for the ~~NEBRASKA MUNICIPAL CLERKS' ASSOCIATION NMCA~~ Officers and District Directors. Additional nominations may be made from the floor at the Annual Clerks' Certification Meeting at which the election is held. The Nominating Committee is responsible for verifying eligibility of all nominees.

~~The election of the final nominee for each office shall take place at Clerks' Certification School. The nominee receiving the highest number of votes cast for the respective office shall be declared the final nominee and will be confirmed at the Annual Meeting.~~

### SECTION 2. ELIGIBILITY

Only Active Members who have had ~~three (3)~~ two (2) consecutive years of experience as Clerk or Deputy City Clerk ~~and two (2) years of membership~~ shall be eligible for nomination and election.

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# CONSTITUTION AND BY-LAWS

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## SECTION 3. ELECTION OF OFFICERS

The election of Officers and District Directors shall take place at the Annual Meeting. The nominee receiving the highest number of votes cast for the respective office shall be declared duly elected thereto.

## SECTION 4. DISTRICT DIRECTORS

There shall be one District Director from each of the five districts in the State. The District Directors will be elected by a majority of the Active Members present at the Annual Meeting, but each of the five District Directors must be from a different district. The Nominating Committee will be required to submit nominees from each district in which a vacancy will occur due to the expiration of the term of office. Vacancies in the office of District Director due to resignation or death shall be filled for the unexpired term by appointment by the Executive Committee.

~~Of the three District Directors serving for the fiscal year 1988-1989, one shall be nominated for the office of Secretary-Treasurer for the fiscal year 1989-1990 and the two remaining District Directors shall serve another one-year term. Three additional District Directors, from the remaining districts, will be elected for two-year terms. Thereafter, all District Directors will be elected for two-year terms.~~

All District Directors are elected to serve a two (2) year term. Directors from District 1 and 2 are elected in the odd numbered years. Directors from District 3, 4 and 5 are elected in the even numbered years.

The boundaries of the five districts may be amended by resolution of the Executive Committee if population changes deem this action necessary.

## SECTION 5. COMMENCEMENT OF TERMS OF OFFICE

Officers and District Directors shall begin their terms of office ~~immediately~~ the day following the ~~confirmation at the Annual Meeting conclusion of the Annual Meeting.~~

## ARTICLE IX - AMENDMENTS

These By-laws may be amended at any Annual Meeting. Any proposed By-law amendments shall first be submitted, in writing, to the Secretary-Treasurer of ~~NEBRASKA MUNICIPAL~~

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# CONSTITUTION AND BY-LAWS

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~~CLERKS' ASSOCIATION NMCA~~ prior to the Clerks' ~~Certification School Institute and Academy~~ and shall be approved by two thirds vote of the Active Members in attendance at the ~~Clerks' Annual Meeting. Certification School~~

Ballots shall be canvassed by a committee appointed by the President of ~~NEBRASKA MUNICIPAL CLERKS' ASSOCIATION NMCA~~. Report on results shall be made during the session. ~~Upon approval If approved;~~ the proposed amendment(s) ~~shall be submitted to the membership for ratification at the Annual Meeting and, if ratified,~~ shall be in force immediately after closing of the Annual Meeting.

## ARTICLE X - PARLIAMENTARY PROCEDURE

Robert's Rules of Order, Revised, shall govern the procedures of ~~NEBRASKA MUNICIPAL CLERKS' ASSOCIATION NMCA~~ in all cases where they are applicable.

## ARTICLE XI - VACANCIES

The Executive Committee shall fill, by appointment, any vacancies occurring in any elective office not already provided for in these By-laws. Written consent of the appointee shall be obtained by the Executive Committee before the appointment is made.

The President, and First and Second Vice Presidents shall fill, by appointment, any vacancies occurring in the committees for which they are respectively responsible.

## ARTICLE XII - EFFECTIVE DATE

The effective date of these By-laws or amendments thereto shall be the date and time of the Annual Meeting at which the resolution of adoption is approved by a majority of the Active Members in attendance.

Amended this \_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
PRESIDENT

ATTEST:

\_\_\_\_\_  
SECRETARY-TREASURER

(A current copy of these By-laws is available at the office of the League of Nebraska Municipalities during normal business hours.)

## Three Rivers Clerks Association – Jan. 18, 2018

**The Three Rivers Clerks Association** met for their quarterly meeting Thursday, Jan. 18, 2018, at Applebee's in Fremont.

**President Roxanne Meyer** from Hooper opened the meeting with the following members present: Patty Knobbe, Snyder; Theresa Busse, North Bend; Melissa Johnson, Waterloo; Mary Kempf, West Point; Lori Kathol, Dodge; Brenda Weitzenkamp, Uehling; Megan Novak, Bancroft; Joan Lindgren, Ceresco; Cheryl Eckerman, Waterloo; Linda Cech, Clarkson; Dawn Gall, Howells; Tyler Ficken, Fremont; Maria Bottger, Kennard; and Tiffany Mann, former clerk in Kennard.

**Linda Cech** moved to approve the Jan. 18, 2018, agenda, seconded by Joan Lindgren. Ayes: all, Nays: none. Motion carried.

**Melissa Johnson** moved to approve the minutes from the Oct. 19, 2017, meeting, seconded by Dawn Gall. Ayes: all, Nays: none. Motion carried.

**Theresa Busse's** treasurer's report was reviewed. The beginning balance as of Oct. 5, 2017 was \$3,201.85. Deposits for dues totaled \$160 and interest earned was 3 cents per month, leaving a balance of \$3,361.94. Lori Kathol moved to approve the treasurer's report; Patty Knobbe seconded the motion. Ayes: all, Nays: none. Motion carried.

**No claims** were submitted.

**President Meyer** presented flyer promoting Clerk School's Tuesday Night Reception – Kentucky Derby Night, reminding us all to wear our derby hats.

**New Business:** Mary Kempf reported that the silent auction committee is requesting cash rather than items due to shortage of space. She moved that our association donate \$50 to the silent auction, seconded by Theresa Busse. Ayes: all, Nays: none. Motion carried.

**The next meeting** will be held April 19, 2018, at the Fire Barn Sports Bar & Grill, 2523 Old River Road, Waterloo 68069.

**Tyler Ficken** moved for adjournment, seconded by Linda Cech. Ayes: all, Nays: none. Motion carried.

*Theresa Busse  
Secretary/Treasurer*

# 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!**

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**FREE HORS  
D'OEUVRES!**

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**CASH BAR**

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

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**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](mailto: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.



## Heartland Clerk's Association Old Towne 56 Boutique in Ravenna Dec. 13, 2017

**President Gwenda Horky** called the meeting to order at 11:41 a.m. Sixteen clerks were in attendance for the luncheon. Introductions were made for new clerks. A motion to approve the minutes was made by Kellie and seconded by Val. 16 Ayes, 0 Nays. A motion to approve the treasurer's report was made by Raquel and was seconded by Lanette. 16 Ayes, 0 Nays.

**Linda is collecting names** for scholarships for clerk school in March. The deadline for applications is Monday, Dec. 18th. In order to apply for the scholarship, you must be current with your NMCA dues. The newly organized By-Laws committee met recently and had a few changes to make. The annual meeting will be moved from September to March during clerk school and hopefully, all things related will go into effect after elections are held. RaNae shared that Melissa Johnson has taken over as the new secretary/treasurer and they now have a full board. They will be having a teleconference soon. IIMC annual conference will be held in Norfolk, VA in May. IIMC has several new online classes for clerks who are working on receiving their CMC. Lanette shared that classes have been narrowed down for clerk school and the banquet will be moved to Wednesday night this year. Early registration will end soon at the end of December so register now to get the discounted price.

**Linda made a motion** to have the Heartland Clerks give a cash donation of \$75 to the silent auction during clerk school; the motion was seconded by Roberta. Ayes: 16. Nays: 0.

**Lanette made a motion** to donate 2 \$100 scholarships to area Heartland Clerks for clerk school, the motion was seconded by Kellie. Ayes: 16. Nays: 0.

**Two more members** joined the meeting. Attendance is at 18.

**Lanette was featured** in the IIMC news digest in an article about mentoring; everyone please check it out.

**The group** had a break from 11:54 a.m.-1 p.m. to eat lunch and do their holiday gift exchange.

**The next meeting** will be held on Jan. 18 in Grand Island. President Gwenda will call around to a few places to see who has meeting rooms since there will be an ACE representative present at the meeting.

**Linda recommended** having one of the meetings in Central City at their winery, Prairie Creek Vineyards, which now has a new location in downtown Central City. The consensus of the group was this was a wonderful idea – maybe even a potential spot for next year's holiday gathering.

**The meeting** was adjourned at 1:09 p.m. with a motion made by Lanette and seconded by Val with there being no further business.

*Submitted by Jaime Rathman-Secretary/Treasurer-Heartland 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 38<sup>th</sup> 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 13<sup>th</sup> Avenue  
Sidney, NE 69162  
(308) 254-5300, ext. 13  
(308) 254-3164 (fax)  
E-Mail: [gerianthony@cityofsidney.org](mailto: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.

\_\_\_\_\_ 1<sup>st</sup> Class City of larger \_\_\_\_\_ 2<sup>nd</sup> 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](mailto:gerianthony@cityofsidney.org)  
Fax: (308) 254-3164



## FEBRUARY BIRTHDAYS

Jill Hoefler.....Firth ..... 2/2  
 Buster Brown.....Omaha..... 2/2  
 Jeanie Schmidt.....Campbell..... 2/4  
 Katie Knight.....Fort Calhoun ..... 2/4  
 Barbara Mikkelsen.....Aurora..... 2/6  
 Stephenie Quaduor ...Indianola..... 2/6  
 Lori Schmidt.....McCook ..... 2/6  
 Theresa Busse.....North Bend..... 2/6  
 Carol Martin.....Gering..... 2/7  
 Mary May.....Wallace..... 2/7  
 Jane Dailey .....Crawford ..... 2/9  
 Lisa Smith.....Shelton ..... 2/10  
 Kathy Welfi .....Gering..... 2/11  
 Lori Voderstrasse.....Hastings..... 2/11  
 Diane Rewinkel.....Homer ..... 2/11  
 Robin Christen .....Anselmo ..... 2/12  
 Cora Calkins .....Page..... 2/12  
 Chellie Snodgrass .....Royal ..... 2/12  
 Kim Lyons .....Greeley..... 2/14  
 Leora Hofmann.....Pleasanton..... 2/14  
 Nanci Walsh.....South Sioux City... 2/14  
 Valerie Killinger .....St. Paul ..... 2/14  
 Cassy King .....Harvard ..... 2/15



Michaelle Trembly.....Kearney ..... 2/16  
 Lanette Doane .....Ansley ..... 2/18  
 Donna Tannahill .....Arapahoe ..... 2/18  
 Allyson Peshek.....Fairfield..... 2/19  
 Cynthia Ourada.....Colon..... 2/20  
 Linda Carroll .....Fairmont..... 2/21  
 Amy Allen.....Stapleton ..... 2/21  
 Susan Kohmetscher ...Blue Hill..... 2/22  
 Dawn Schmidt.....Yutan ..... 2/23  
 Sandra Meyer .....Plattsmouth ..... 2/24  
 Kelly Oelke .....Hickman ..... 2/25  
 Pamela Webben .....Shelton ..... 2/25  
 Beth Bonderson .....Hoskins ..... 2/27

## League magazine available on website

The League of Nebraska Municipalities wants to remind Clerks that the *Nebraska Municipal Review* is available on the League's website at <http://www.lonm.org/> under the "News" tab.

As always, we encourage you to share the news from your city or village with fellow municipal officials across the state by sending information for the *Nebraska Municipal Review* to the League of Nebraska Municipalities, Attn: Lynn Marienau at 1335 L Street, Lincoln, NE 68508, 402-476-2829 by phone or [lynnm@lonm.org](mailto:lynnm@lonm.org) by e-mail.

# Municipal Legal Calendar

## (All statute citations to Revised Statutes of Nebraska)

### FEBRUARY 2018

#### CITIES OF THE FIRST CLASS

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)  
On or before second Monday .....Annual Library Board report due. (51-213)  
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 March 1 .....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 39-2117)  
\* \* .....Clerk must prepare agenda prior to next Board meeting. (84-1411)

#### CITIES OF THE SECOND CLASS

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)  
On or before second Monday .....Annual Library Board report due. (51-213)  
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 March 1 .....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 39-2117)  
\* \* .....Clerk must prepare agenda prior to next Council meeting. (84-1411)

#### VILLAGES

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)  
On or before second Monday .....Annual Library Board report due. (51-213)  
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 March 1 .....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 39-2117)  
\* \* .....Clerk must prepare agenda prior to next Board meeting. (84-1411)