

# Nebraska Municipal Clerks Newsletter

February 2017

## MESSAGE FROM THE PRESIDENT

*Lea Ann Doak, City Clerk/Treasurer, McCook,  
NMCA President*

**Happy February**, the shortest month, the Month of Love and Valentines Day. I hope you were able to share your day with someone special. Happy Valentines Day to each of you; you are truly a group of very special people.

**March 20 - March 24, 2017** is the Nebraska Municipal Clerk Institute and Academy in Kearney at the Ramada Inn. It is important you attend these education programs to help enhance your professional development and skills by providing continuing education and networking opportunities. I understand that there are over 50 new clerks, if you know a new clerk, please reach out to them and encourage them to attend. Registration information is located elsewhere in this newsletter.

**Kellie, Ellen, and I** visited the Kearney Ramada Inn last week in preparation for Clerks School. They are excited and looking forward to hosting us. They have been busy doing upgrades to the bathrooms, a thorough cleaning of the rooms, replacement of mattresses and lighting and a new hot water heater has been installed. New this year, the hotel will provide lunch on Tuesday and Thursday for those of us who do not want to go out. This would be an excellent option for the Clerks Associations that like to get together while at Clerks School. They indicated that there are still rooms available under the Nebraska Municipal Clerks Association block.

**Silent Auction** – a reminder to all clerks to find an item or two to bring to the Silent Auction. All proceeds go to the NMCA Scholarship Fund to assist



*Thinkstock.com*

clerks in attending the Institute and Academy.

**A reminder** – The League Midwinter Conference is Feb. 27 - 28 at the Cornhusker Marriott in Lincoln. The NMCA General meeting is scheduled for 4:15 p.m. on Monday with a meeting of the Executive Board to follow.

Since this is the Month of Love, I felt that the following letter would be appropriate at this time:

**A Heartfelt Love Letter to Municipal Clerks**  
*Written by Alex Hilleary - Oct. 18, 2016*  
*Municipality Account Executive at BoxCast*

**Dear Municipal Clerks,**

I admit – just a few months ago, I had no inkling that you would soon steal my heart.

I've spent recent months having conversations with you and your fellow clerks, all of whom

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## MESSAGE FROM THE PRESIDENT

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work tirelessly to improve their local communities. My coworkers now laugh at how much I talk about you and the work that you do. It's true – I've become a bit infatuated. It's my hope that this letter explains why:

Without you, nothing would happen. You keep mayors, council members, and city officials on track and above board. You make sure agendas are read before meetings and that the law is followed.

The thankless role of coordinating various (often feuding) city officials to make sure they operate as a functioning body falls on your shoulders. If that weren't enough, you then have to solve problems for citizens frustrated by the actions (or often inactions) of those officials.

You spend hours recording, taking minutes, and ensuring that anyone can access anything that has ever been said in a public meeting. It's you who takes on modernization projects, preserving decade-old records so that we can learn from them in the future. Many of you must even keep track of the council's finances.

You go above and beyond the call of duty because you want a community government that works for the people. You become friends with other clerks around you, share best practices, and make your cities grow better together. You attend educational sessions and earn certifications because you always want to be improving.

In a world where citizen distrust in our government systems is at an all time high, I only wish we had more people like you. In such trying times in the world of politics, thank you for being beacons of democratic ideals for your communities.

*Forever yours,  
Alex Hilleary*

I hope to see many of you the last week of February in Lincoln for the League Midwinter Conference. If I don't see you then, I will see you in Kearney in March.

*Lea Ann Doak, CMC  
NMCA President  
City Clerk/Treasurer  
City of McCook  
PO Box 1059  
McCook NE 69001-1059  
308-345-2022 ext. 226  
ldoak@cityofmccook.com*

**So many things to do, so little time!**



**Today is the day to stop and invest in yourself!  
Come and meet new people, learn new things  
and perfect your skills.  
Registration for the Clerk Institute and Academy  
ends March 3, 2017.**

Go to  
[http://issuu.com/unoschoolofpublicadministration/docs/clerks\\_conference\\_program\\_-\\_1.12.1](http://issuu.com/unoschoolofpublicadministration/docs/clerks_conference_program_-_1.12.1) to check out the conference program and to register for the Clerk Institute and Academy go to <https://unomaha.formstack.com/forms/2017clerkregistration>.

# *It's Election Time NMCA Wants You...*

**Elections for the Nebraska Municipal Clerks Association Executive Board will be held on Thursday, March 23, 2017.**



*Open positions include:*

**Secretary/Treasurer**

**District 1 Director:** Panhandle Area Clerk' Association

**District 2 Director:** Southwest Area Clerks' Association;  
Undesignated North-Central Area

*Fill out and return the nomination forms to [kcrowell@ravennanebraska.net](mailto:kcrowell@ravennanebraska.net)  
March 1, 2017 if you are interested in running for a position  
or wanting to nominate someone for the positions.*

Please contact Kellie Crowell if you have any questions regarding elections.

**NEBRASKA MUNICIPAL CLERKS ASSOCIATION  
A SECTION OF THE  
LEAGUE OF NEBRASKA MUNICIPALITIES**

*Nominee Biography*

Office Nominated For: \_\_\_\_\_

Name: \_\_\_\_\_

Municipality: \_\_\_\_\_

Email address: \_\_\_\_\_

CMC Certified: \_\_\_\_\_ MMC Certified: \_\_\_\_\_

Present Position: \_\_\_\_\_

How Long at Position: \_\_\_\_\_

Former Positions: \_\_\_\_\_

Other Offices Held: \_\_\_\_\_

\_\_\_\_\_

Committees Worked On: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Other Information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Please email completed form to Kellie Crowell, NMCA President at [kcrowell@ravnnebraska.net](mailto:kcrowell@ravnnebraska.net)*

## State announces change in mileage reimbursement rates

Effective Jan. 1, 2017, the mileage rate at which elected and appointed officials, employees, or volunteers may be reimbursed will be 53.5 cents per mile. The 2016 standard mileage rate was 54 cents per mile.

The Local Government Miscellaneous Expenditure Act provides that local units of government may approve mileage at the rate allowed by Section 81-1176. This section requires the state Department of Administrative Services to set the mileage rate. Effective Jan. 1, 2001, the state created a state policy that the state mileage rate will be set at the prevailing standard mileage rate as established by the Internal Revenue Service through its Revenue Procedures. Portions of Act, Section 13-2203, provide as follows: "In addition to other expenditures authorized by law, each government body may

approve:

(1)(a) The expenditure of public funds for the payment or reimbursement of actual and necessary expenses incurred by elected and appointed officials, employees, or volunteers at educational workshops, conferences, training programs, official functions, hearings, or meetings, whether incurred within or outside the boundaries of the local government, if the governing body gave prior approval for participation or attendance at the event and for payment or reimbursement either by the formal adoption of a uniform policy or by a formal vote of the governing body. Authorized expenses may include: (ii) Mileage at the rate allowed by section 81-1176 or actual travel expense if travel is authorized by commercial or charter means."

## MARCH BIRTHDAYS

Arlene Vorce.....	Davenport.....	3/1
Pamela Rasmussen .....	Gibbon .....	3/1
Denise Peterson .....	Ponca .....	3/1
Tami Comte.....	David City .....	3/2
Kim Buchan .....	Gordon .....	3/3
Rita Robinson.....	Cedar Rapids .....	3/5
Pam Buethe .....	La Vista .....	3/6
Brandi Kloepping.....	Gothenburg .....	3/7
Crystal Lenzen.....	Hartington.....	3/7
Gerri Swanson .....	Genoa.....	3/12
Tricia Allen .....	Blue Hill .....	3/14
Dolores Constanzo .....	Ralston .....	3/17
Connie Jo Beck.....	St. Paul .....	3/21
Evelyn Skelton .....	Wauneta .....	3/22
Kelly Peden .....	Cozad .....	3/23



Sue Meline.....	Red Cloud.....	3/23
Janet Diehl .....	Superior .....	3/24
Becky Calderone .....	Oxford .....	3/26
Jo Leyland.....	Imperial .....	3/27
Linda Cech.....	Clarkson .....	3/28
Kelsey Backer .....	Randolph.....	3/28
Sarah Krehnke.....	Bruning.....	3/29
Jenna Carcia.....	Omaha .....	3/30

# Municipal Legal Calendar

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

### MARCH 2017

#### CITIES OF THE FIRST CLASS

On or before March 1 ..... One and six year plans are due at the Nebraska Department of Roads,  
Board of Public Roads, City Classification and Standards, March 1, 2017. Legal  
notice is required 10 days before the hearing. (39-2115 to 39-2119)

Within 10 working days following  
meeting or before next  
meeting (whichever is sooner) ..... Clerk to have minutes available for public inspection. (84-1413)

Within 15 days of Passage ..... Clerk publishes ordinances passed. (16-405)

Within 30 days following  
Council meeting ..... Clerk publishes official proceedings of meetings, including claims. (19-1102)

Within 20 days after end  
of month ..... Treasurer files monthly financial report. (16-318)

Each Quarter ..... Report from Depository banks due. (16-714)

\* \* ..... Clerk must prepare agenda prior to next Council meeting. (84-1411)

#### CITIES OF THE SECOND CLASS AND VILLAGES

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, 2017. Legal  
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Within 10 working days following  
meeting or before next  
meeting (whichever is sooner) ... Clerk to have minutes available for public inspection. (84-1413)

Within 15 days of Passage ..... Clerk publishes or posts ordinances passed. (17-613)

Within 30 days following  
Council meeting ..... Clerk publishes official proceedings of meeting including claims. (19-1102)

Within 20 days after end  
of month ..... Treasurer files monthly financial report. (17-606)

\* \* ..... Clerk must prepare agenda prior to next Council meeting. (84-1411)

#### VILLAGES

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