

# Nebraska Municipal Clerks Newsletter

August 2017

## MESSAGE FROM THE PRESIDENT

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

**Where did summer go?** We finally got some rain in August – of all months – and it was wonderful! We could unofficially lift the "Water Watch" we had in place and even let the rain take care of our lawns for a few days.

**Everything is green** again and very soon we'll be enjoying the colors of fall!

**School Year 2017-18** started with a vengeance with orientations, homework, quizzes and projects. All the conditioning the kids have done all summer long in preparation for fall sports is over and the practices and games have begun! Bring it on!

**ECLIPSE 2017!** I hope you all had a chance to enjoy the eclipse in some fashion. I was fortunate to be able to enjoy the site, in the line of totality, with family. What a once-in-a-lifetime, awesome sight to see!

**The Southwest Area Clerks Association** assisted Almquist, Maltzhan, Galloway and Luth (AMGL), CPAs in organizing a free Budget and Accounting Conference, which was held July 13 in Kearney. Sixty-two clerks, treasurers, financial officers and city administrators were in attendance.

**In the morning**, Terry Galloway presented a "Budget Analysis and Overview" session while the afternoon session focused on "Understanding your



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Financial Statements and Best Practices." The audit updates Terry relayed to us were invaluable, plus AMGL spoiled us with a fabulous lunch, as well as a social hour after the conference. Many thanks to AMGL for donating its time and efforts for this conference!

**It's not too late** to register for the 2017 League Annual Conference to be held Sept. 20-22 at the Cornhusker Marriott Hotel in Lincoln. I hope you have made your room reservations. The League recently reached out to those who may have rooms reserved at the Cornhusker Marriott for the annual conference but no longer need them. Remember to please contact the League office at 402-476-2829 before releasing your room(s). Anyone unable to reserve a room at the Cornhusker Marriott or at the conference rate should call the League office. Even though the final deadline to reserve your room was

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## MESSAGE FROM THE PRESIDENT

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Aug. 29, hopefully, something will become available to you. The preregistration deadline for the Annual Conference is Sept. 5. (Registrations received after Sept. 5 will incur higher registration costs and are not guaranteed handbooks).

**The 2018 Municipal Clerk Institute and Academy** will be here before you know it. It is not too early to make your hotel reservations at the Hotel Grand Conference Center in Grand Island. Rooms are \$89.95 per night. Institute dates are Sunday, March 25-Thursday, March 29, and the Academy runs from Tuesday, March 27-Thursday, March 29. Early bird registration for clerk school starts Oct 1 and registra-

tion fees remain the same AGAIN this year. UNO has not increased the registration fees for several years. Be on the lookout any day now for registration information.

**This Annual Institute and Academy** is YOUR clerk school. If you have any session suggestions, whether you are a new Clerk or a "seasoned" Clerk, your input is valuable. Suggestions and questions can be directed to Ellen Freeman-Wakefield at 402.554.2636 or email her at [efreemanwakefield@unomaha.edu](mailto:efreemanwakefield@unomaha.edu).

**If you want to attend** the 2018 Municipal Clerk Institute and Academy and do not have funds in your city or village budget to cover the registration fees, please contact me for information regarding the scholarship program offered through the Nebraska Municipal Clerks Association.

**Remember . . . "Be so good they can't ignore you"**  
~ Comedian, Steve Martin

## League magazine available on website

The League of Nebraska Municipalities is pleased to announce that the *Nebraska Municipal Review* is available on the League's website at <http://www.lnm.org/> under the "Publications" 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 [lyn-nm@lnm.org](mailto:lyn-nm@lnm.org) by e-mail.

## Interim committee hearings have begun

Interim Committee Hearings have begun. You may find the schedule for hearings listed at <http://nebraskalegislature.gov/session/interim.php>.

*Lea Ann Doak, CMC  
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## Three Rivers Clerks Association – July 20, 2017

**The Three Rivers Clerks Association** met for their quarterly meeting Thursday, July 20, 2017, at Ninja Steak & Sushi 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; June Moline, Mead; and, Tyler Ficken, Fremont.

**Melissa Johnson** moved to approve the minutes from the April 20, 2017, meeting, seconded by June Moline. Ayes: all, Nays: none. Motion carried.

**Theresa Busse's** treasurer's report was reviewed. The beginning balance as of April 5, 2017 was \$3,050.59. One check was written to Mary Kempf for towels she purchased for the silent auction at clerk school, interest in April .03, May .02, and June .03, leaving a balance of \$3,021.78.

**Patty Knobbe** moved to approve the treasurer's report, Lori Kathol seconded the motion. Ayes: all, Nays: none. Motion carried.

**No claims** were submitted.

**Reports:** Three attended the finance conference – positive comments.

**New Business:** Discussed 2018 Municipal Clerk Institute and Academy's new location in Grand Island and starting day change for institute to Sunday and Academy on Tuesday, finishing Thursday at noon.

**The next meeting** will be held Oct. 19, 2017, at the Pizza Ranch in West Point.

**Melissa Johnson** moved for adjournment, seconded by Megan Novak. Ayes: all, Nays: none. Motion carried.

*Theresa Busse  
Secretary/Treasurer*

## SEPTEMBER BIRTHDAYS

Dee Arias .....	Louisville .....	9/1
Eileen Rexroth .....	DuBois .....	9/2
Lisa Wolf .....	Pleasant Dale .....	9/4
Kathleen Sliva .....	Ashland .....	9/6
Melinda Ferree .....	Wilcox .....	9/6
Ginger Neuhart .....	Waverly .....	9/7
Lana Svoboda .....	Glenvil .....	9/9
Melissa Johnson .....	Waterloo .....	9/9
Eileen Murdoch .....	Murray .....	9/12
Tresadi Preitauer .....	Stamford .....	9/13
Lori Hogan .....	Cortland .....	9/14
Vicki Miller .....	Elgin .....	9/14
Twila Fuller .....	McCool Junction .....	9/17
Janice Emal .....	Shelton .....	9/19
Shirley Schuman .....	Crookston .....	9/20
Lois Ikenberry .....	Palmyra .....	9/20
Kristi Thornburg .....	Ainsworth .....	9/23
Andrew Devine .....	Albion .....	9/23



Kimberly Jacobitz .....	Hastings .....	9/25
Lauren Brandt .....	Kearney .....	9/25
Brenda Wheeler .....	Blair .....	9/26
Natalie Schaecher .....	Hartington .....	9/26
Jill Swartzendruber .....	Geneva .....	9/28
Rhonda Brunkhorst .....	Wauneta .....	9/28
Sherry Haskett .....	Auburn .....	9/30
Kim Petersen .....	Barneston .....	9/30
Lanett Conroy .....	Callaway .....	9/30
Courtney Retzlaff .....	Plainview .....	9/30

# Municipal Legal Calendar

(All statute citations to Revised Statutes of Nebraska)

## SEPTEMBER 2017

### CITIES OF THE FIRST CLASS

Within 10 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 of Council meeting ..... Clerk publishes official proceedings of meeting,  
including claims. (19-1102)  
On or before September 1 ..... City Council determines final allocation of levy authority  
for its subdivisions (77-3443)  
On or before September 20..... File adopted annual or biennial budget statement with County  
Clerk and State Auditor's Office. (13-508)  
Within 20 days after end of month..... Treasurer files monthly financial report. (16-318)  
Last Day..... End of Fiscal Year (16-701)  
\* \* ..... Clerk must prepare agenda prior to next Council meeting.  
(84-1411)

### CITIES OF THE SECOND CLASS

Within 10 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. (17-613)  
Within 30 days following  
Council meeting ..... Clerk publishes official proceedings of meeting, including  
claims. (19-1102)  
On or before September 1 ..... City Council determines final allocation of levy authority for  
its subdivisions (77-3443)  
On or before September 20..... File adopted annual or biennial budget statement with County  
Clerk and State Auditor's Office. (13-508)  
Within 20 days after end of month..... Treasurer files monthly financial report. (17-606)  
Last Day..... End of Fiscal Year (17-701)  
\* \* ..... Clerk must prepare agenda prior to next Council meeting.  
(84-1411)

### VILLAGES

Within 10 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. (17-613)  
Within 30 days following Trustees'  
meeting..... Clerk publishes official proceedings of meeting,  
including claims.(19-1102)  
On or before September 1 ..... Village Board determines final allocation of levy authority for  
its subdivisions (77-3443)  
On or before September 20..... File adopted annual or biennial budget statement with County  
Clerk and State Auditor's Office. (13-508)  
Within 20 days after end of month..... Treasurer files monthly financial report. (17-606)  
Last Day..... End of Fiscal Year (17-701)  
\* \* ..... Clerk must prepare agenda prior to next Council meeting.  
(84-1411)