
NEBRASKA MUNICIPAL CLERKS NEWSLETTER

November 2010



Message from the President

*By Diane Fries, City Clerk-Treasurer, Franklin
NMCA President*

As you are reading this newsletter, Thanksgiving will be behind us and so will Black Friday – I hope everyone survived that. Just a note regarding Thanksgiving that I thought was rather interesting – I hope your stuffing was tasty – your turkey plump – potatoes and gravy had no lumps – yams delicious – pies took the prize – but above all may your Thanksgiving dinner stay off your thighs!!

Now, down to business:

- Have you paid your NMCA dues?
- Have the local Clerks Associations taken the challenge to donate to the Scholarship fund?
- Have you worked on your Scholarship application? Don't forget to include the signed citizenship attestation form.
- Be sure to read your Clerks Newsletter each month and feel free to send an article to Lynn at the League. It's a good tool to keep you informed and update on clerks happenings. Address is <http://rwww.lonm.org/sections/committees.html>.
- Check the UNO website for the application to attend the institution/academy. Enroll and remember to get your motel room booked
- If you are on a committee – have you started planning? Committee Chairs, have you contacted your committee members?
- No one signed up for the Honorary Membership – so I will do it with the aid of my deputy, Raquel. If you have any nominations, please get them to me by the 18th of February – that gives me time to put things into order.
- You do not have to be a member of IIMC to apply for a scholarship, but you must be when you apply for your CMC. This is to clarify the statement I made last month. I checked on it and I was mistaken, I didn't want to upset anyone. I'm sorry about the error.
- Has anyone volunteered to help Erin Baker of Osceola on the Monday Night Hospitality committee? Please let me know if you can help.
- Don't forget to be thinking of, or looking at, the craft fairs for something for the Silent Auction. You might be surprised by what you already have at home!
- Melanie, Chris, RaNae Edwards and I attended the IIMC quarterly meeting in Omaha the first weekend in November. It was interesting and met many of the folks I have received e-mails and phone calls from. It is always great to put a face with a name.

Leaving you with a thought: "Therefore do not worry about tomorrow, for tomorrow will worry about itself. Each day has enough trouble of its own," Matthew 6:34.



Northeast Nebraska Clerk's Association

Oct. 21, 2010 Minutes

The Northeast Nebraska Clerk's Association met on Oct. 21, 2010 at Norfolk Council Chambers with meal provided by Stocky's Catering. Vice President Sue Murray Lee called the meeting to order at 1:20 p.m. Clerks from the following communities were present: Oakdale, Genoa, Plainview, Chambers, Elgin, Cedar Rapids, Page, Creighton, two from Neligh, South Sioux City, Battle Creek, Clearwater, and O'Neill.



A motion to approve the July 15, 2010 minutes was made by Lacie Andreasen of Genoa and seconded by Michael Flerer of Battle Creek. Motion carried.

Lacie Andreasen gave the treasurer report stating that there was \$214.35 in the checking account and \$734.99 in the savings account. Claims that were presented were for Stocky's for \$96 and City of Madison for \$30. There was a motion made by Nikki Johnston of O'Neill to approve the treasurer report and claims and seconded by Rita Johnson of Creighton. Motion carried. We received a thank you from Carmen Jacob formerly of Creighton for the arrangement after her daughter's passing. Nominating Committee was put together for voting at the January meeting for Vice President, Secretary, and Treasurer and Nikki Johnston of O'Neill and Karlee Hofer of Page will be part of the committee. Jan. 20, 2011 meeting will be held at Norfolk Council

Chamber with discussion of the changes that will be taking effect with the health inform changes. There was no presentation, only an open discussion. There were numerous discussions that were held anywhere from upcoming elections to water bills and anything in between.

Motion to adjourn the meeting was made by Lacie Andreasen of Genoa and seconded by Nikki Johnston of O'Neill at the time of 2:57 p.m. Motion carried.

The next meeting will be Jan. 20, 2011 in Norfolk at 1 p.m.

Submitted by Jennifer Carr – Secretary

Southern Seven Clerk's Association Minutes

Nov. 19, 2010

The Southern Seven Clerks' Association met at 12:30 p.m. on Nov. 19, 2010 at the Chances R Restaurant, 124 West 5th St., York, NE. Lunch and business meeting were held at this location.

1. Roll Call

President Robin Sullivan called the meeting to order. The attendance sheet was signed, showing the following members present: Erin Baker, Osceola; Marilyn Varner, Seward; Robin Sullivan, Brainard; Beverly Bornschlegl, Bradshaw; Joni Belew, Bee; Jeannie Johnson, Bellwood; Gloria Riley, Dorchester; Vane Holtmeier,

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Southern Seven Clerk's Association Minutes

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McCool Jct.; Jeannie Wasser, Ulysses; Elaine Fothile, Brainard; Diane Goranson, Crete; Debra Schaefer, Seward; Mary Yank, Crete; Jerry Wilcox, Crete; Gary Yank, Crete; Becky Erdkamp, Exeter; and Barbara Whitley, Geneva.

2. Approval of Minutes

Copies of the Aug. 26, 2010 minutes were emailed to all members. Deb Schaefer moved to approve the Aug. 26, 2010 minutes, seconded by Marilyn Varner. All present voted aye. Motion carried.

3. Treasurer's Report

Secretary-Treasurer Erin Baker reported a beginning balance of \$264.79 and an ending balance of \$230.79. This included \$25 to the speaker, and \$9 for the speakers meals. Will reimburse Robin Sullivan for the floral arrangement she purchased for Joyce Beck's funeral for \$47.93

4. Unfinished Business

Nominate new Secretary Treasurer: Motion by Deb Schaefer to nominate Diane Goranson as the new Southern 7 Clerks Secretary Treasurer, seconded by Barb Whitley. All present voted aye. Motion carried.

President: Marilyn Varner, Vice President: Erin Baker, Secretary/Treasurer: Diane Goranson.

5. New Business

None

6. Unpaid Bills

7. Correspondence

None

8. Round-Table questions and discussion

There was a discussion regarding the new stop sign sizes. Currently, stop signs must be 30" x 30" and by 2015 they need to be 36" x 36".

We also discussed rules for a dog catcher and kennels. Most agree that they need to be in a state-approved kennel.

We discussed how long we should keep our clerk books and why. They are a great reference tool and proof you went to conferences.

There was a discussion on re-appointing Mayors, Council members, etc. They need to take oaths after an election.

The Southern 7 Clerks will have a meeting four times this year. Meetings will always be on the 3rd Thursday. Meetings and locations are as follows:

Feb. 17, 2011: Seward, NE

May 19, 2011: Crete, NE

Aug. 18, 2011: Osceola, NE (White Eagle Tavern)

Nov. 17, 2011: York, NE (Chances R Restaurant)

We will raise the Christmas Gift Exchange limit from \$5-\$10 to \$10-\$15 for next year. The Clerk School Theme this year is Golf.

9. Adjourn

The meeting was adjourned.

The next meeting will be Feb. 17, 2011 in Seward, Nebraska.

*Submitted by Erin Baker
Secretary-Treasurer*



Three Rivers Clerks Association Minutes

Oct. 21, 2010 Minutes

The Three Rivers Clerks Association met for their regular meeting on Oct. 21, 2010 at The Country Pub in Bancroft.

President Jennifer Carlson opened the meeting with the following members present: Jennifer Carlson, Bancroft; Brenda Weitzenkamp, Uehling; Al Vacanti, Scribner; Lynne McIntosh, Fremont; Mary Kempf, West Point; Patty Knobbe, Snyder; Kim Volk, Fremont; Trisha Robertson, Beemer; Linda Douglas, Arlington; Lori Kathol, Dodge; and Sheri Henderson, Ceresco.

President Carlson asked if there were any additions or corrections to the July 15, 2010 minutes. Lynne McIntosh moved to approve the July 15, 2010 minutes, seconded by Mary Kempf. Motion carried.

Secretary/Treasurer Linda Douglas reported checking balance is \$2,044.97, which includes \$60 received in dues paid for 2010-2011. Sheri Henderson moved to approve the treasurer's report. Al Vacanti seconded. Motion carried.

Mary Kempf reported the Fi-



nance Conference was good. 1099s must be issued for all vendors paid over \$600 during the year for goods or services, effective with your January 2012 reporting. The Midwinter Conference will be held in Lincoln on Feb. 28 – March 1, 2011. Scholarships for the 2011 Nebraska Municipal Clerk's Institute and Academy are due mid-December. In 2011 and 2012, the NE Municipal Clerk's Institute and Academy will be held in Kearney. In 2013, the NE Municipal Clerk's Institute and Academy will be held in Columbus. If you are interested in being part of the Records Management Committee, please contact Beth Deck in Norfolk.

President Carlson asked for committee reports. There were

none given.

Al Vacanti suggested the Nebraska Municipal Clerks Association send letters to large foundations like Kellogg's and Kiewit to help support education and training for municipal leaders. Vacanti would assist in drafting the letters on behalf of the NMCA. Executive Director Mary Kempf will present the suggestion to NMCA. There was no further new business.

The next meeting will be held on Jan. 20, 2011 in Fremont.

Lynn McIntosh moved to adjourn, seconded by Patti Knobbe. Motion carried.

*Submitted Linda M. Douglas
Secretary/Treasurer*

League Midwinter Conference

Feb. 28-March 1, 2011
Lincoln, Cornhusker
Marriott Hotel



Heartland Clerk's Association Meeting Minutes

Oct. 21, 2010 Kearney, Nebraska

The Heartland Clerk's Association met on Thursday, Oct. 21, 2010 at The Cellar Bar & Grill in Kearney, Nebraska. President Raquel Felzien called the meeting to order with 13 members in attendance: Raquel Felzien and Diane Fries, Franklin; Jen Felzien, Orleans; Roberta Kowalski and Annette Gallaway, Loup City; Gail Zoerb, Mason City; Misty Garcia, Dannebrog; Sandy Kruml, Ord; Lanette Doane, Ansley; Angie Kucera, Pleasanton; Vicki Nelson, Axtell; RaNae Edwards, Grand Island and Jean Polzkill, Central City.

Copies of the Minutes from the Aug. 19, 2010 meeting and the Treasurer's Report were presented for review. A motion was made by Lanette Doane, seconded by RaNae Edwards to approve the Minutes as presented. Upon vote, all present voted aye. Motion carried.

The Treasurer's Report showed a balance of \$1,822.33. Diane Fries brought up that the payment of the \$200 donation to the League of Nebraska Municipalities for the scholarship fund

discussed at an earlier meeting had not been paid. Discussion held. Diane Fries made a motion to accept the Treasurer's Report and pay the \$200 donation to the League of Nebraska Municipalities, second by Annette Gallaway. Upon vote, all present voted aye. Motion carried.

New Business

Election of Officers: Bonnie Doremus will move up to President and Linda Jensen will move up to Vice President. Diane Fries nominated Jean Polzkill as Secretary/Treasurer. No other nominations made.

Diane Fries made a motion to elect: Bonnie Doremus, President; Linda Jensen, Vice President; and Jean Polzkill, Secretary/Treasurer. Second by Misty Garcia. Vote taken, all voted aye. Motion approved.

Discussion was held on the purchasing of new shirts for the group. It was decided to look at shirts with collars, in pink with black lettering, and to have the Heartland Clerk's logo on front only, nothing on the shirt back. Raquel will send out an e-mail with some ideas and sample shirts will be brought to the December meeting. We will try to get an order together in December.

Discussion was held on when and where to have the Christmas party. It was decided to have the party on Wednesday, Dec. 15 at a location to be announced. There will be a \$10. gift exchange.

Announcements

- Association dues need to be paid to the Secretary/Treasurer - \$10.
- League Midwinter Conference, Lincoln – Feb. 28-March 1, 2011
- Clerks Institute and Academy, Kearney – March 14-18, 2011
- IIMC Annual Conference, Nashville, TN – May 8-12, 2011
- Accounting & Finance Conference, Kearney – June 15-17, 2011
- League Annual Conference, Lincoln – Sept. 28-30, 2011

The next meeting will be held on Wednesday, Dec. 15. Meeting place will be announced by e-mail.

Motion was made by Angie Kucera, second by Jen Felzien, to adjourn the meeting. Upon roll call vote; all present voted aye. Motion carried.

*Submitted by Jean Polzkill,
CMC, Secretary/Treasurer*



Nebraska Municipal Clerks' Association General Membership Meeting

**Holiday Inn,
Kearney, Nebraska
Sept. 23, 2010, 4:15 p.m.**

President Barb Whitley, Geneva, called the Nebraska Municipal Clerks' Association (NMCA) General Membership meeting to order at 4:15 p.m. at the Holiday Inn, Kearney, NE.

Roll call sheets were available for the clerks to sign. Members attending the meeting were from Beemer, Cozad, Fairmont, Franklin, Geneva, Genoa, Gretna, McCook, McCool Junction, Morrill, Nebraska City, Oakland, Ord, Osceola, Ravenna, West Point, and Wisner.

Members of the NMCA Executive Board of Directors present were President Barb Whitley of Geneva, 1st Vice President, Diane Fries of Franklin, 2nd Vice President Vane Holtmeier of McCool Junction, Secretary/Treasurer Mary Kempf of West Point, District 1 Director Tammy Cooley of Morrill, District 2 Director Lea Ann Doak of McCook, District 3 Director Kellie Crowell of Ravenna, District 4 Director Cynthia Petersen of Oakland and District 5 Director Linda Carroll of Fairmont. Dr. Christine Reed

and Melanie Kiper from UNO were also present.

Motion was made by Susan Kloepping, Cozad and seconded by Linda Carroll, Fairmont, to approve the minutes of the March 18, 2010 General Membership meeting. Ayes: All. Nays: None. Motion carried.

The treasurer's report was given showing a balance as of Aug. 31, 2010 of \$25,222.91 in the checking account and \$50,000 in CD's. No bills were presented.

Reports of Standing Committees:

1. Celebration of Clerks: No report.
2. Clerk of the Year: No report.
3. Clerks' Director : No report.
4. Clerks' Education: No report.
5. Clerks' History: No report.
6. Clerks' Newsletter: No report.
7. Honorary Membership: Barb Rabe, Wisner, reported.
8. Legislative Committee: No report.
9. Monday Night Hospitality: No report.
10. Nominating Committee:

Beth Deck, Norfolk reported she is working on it.

11. Scholarship Fund: Diane Fries, Franklin reported that \$5,000 would again be received from the Department of Economic Development for 2010-2011. It was also suggested that the application forms should be turned in by the middle of December and that incomplete application forms would not be considered.
12. Silent Auction: Vane Holtmeier, McCool Junction – stated that after expenses the auction made \$1,861.56. Discussion was held on whether to continue having this auction. It was felt that as long as clerks are willing to donate and work at the auction, it should be continued.
13. Thursday Night Banquet: No report.
14. Wednesday Night Hospitality: No report.
15. Vender Game – No report.

Reports of Special Committees: Records Management - It was felt that the schedules should be reviewed every year and that if anyone is interested on serving on this Committee he or she should contact Beth Deck of

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Nebraska Municipal Clerks' Association General Membership Meeting

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Norfolk.

Communications: No communications reported.

Unfinished Business: None.

Confirmation of Election of Officers and Board Members elected in March, 2010 are as follows:

- Diane Fries, Franklin – President
- Vanee Holtmeier, McCool Junction – 1st Vice President
- Mary Kempf, West Point –

2nd Vice President

- Susan Kloopping, Cozad – Secretary/Treasurer
- Tammy Cooley, Morrill – District I
- Lea Ann Doak, McCook – District II

A motion to confirm and appoint the above listed officers was made by Linda Carroll, Fairmont, and seconded by Sandy Kruml, Ord. Ayes: All. Nays: None. Motion carried.

New Business: President Barb

Whitley, Geneva, then passed the gavel to the newly elected President Diane Fries, Franklin and a gift was presented to Barb.

Meeting adjourned at 5:02 p.m.

Submitted Mary Kempf, MMC Secretary-Treasurer

(These minutes have not been approved – if any corrections please contact the NMCA Secretary).

Panhandle Clerks Association celebrates Halloween



The Panhandle Clerks Association held its quarterly meeting Oct. 27 at the Pink Palace in McGrew, Nebraska. They celebrated Halloween a little early and are shown above in their costumes. Photo submitted by Rosie Russell, City Clerk, Gering.



Nebraska Clerks Institute & Academy

Banquet



" A NIGHT ON THE GREEN "

*Putt On Your Golfing Attire & Join Us
For An Exciting Around!*

Thursday March 17, 2011

7 pm

Holiday Inn Convention Center
Kearney, Nebraska



"Top O' the Evenin' To Ya, Lassie"



NEBRASKA MUNICIPAL CLERKS' ASSOCIATION
League of Nebraska Municipalities



2011 NMCA SCHOLARSHIP APPLICATION

The Nebraska Municipal Clerks' Association (NMCA) Scholarship is available to "All Nebraska municipal clerks and/or deputy clerks attending Institute/Academy training, who are members of the Nebraska Municipal Clerks' Association." The 2011 NMCA Scholarship Application is now available. Applications are also available online at <http://clerkinstitute.unomaha.edu/>

Please remember to complete the application in its entirety, including the following information:

- Email address.
- Name of Area Clerks' Association.
- Number of times your municipality has received a NMCA scholarship in the past five years.
- Scholarships your community has received from NMCA in the past five years.
- A short narrative (WHICH IS MANDATORY) and must be included with the application. The narrative must state the reason(s) for your need and/or your municipality's need for financial assistance and must be specific.
- All lines must be filled in on the scholarship application.
- Incomplete applications will not be considered for scholarships
- Must be a current member of the NMCA. All membership dues are due in October of each year and the dues are with the clerk, not the city, and needs to be paid every year. The dues invoice is in the Nebraska Municipal Clerk's Newsletter.

The application deadline is December 15, 2010 and awards will be made prior to January 29, 2011.

Vanee K. Holtmeier
NMCA First Vice-President
Village of McCool Junction

See next page about new requirements on citizenship attestation.



United States Citizenship Attestation Form

For the purpose of complying with Neb. Rev. Stat. §§ 4-108 through 4-114, I attest as follows:

I am a citizen of the United States.

— OR —

I am a qualified alien under the federal Immigration and Nationality Act, my immigration status and alien number are as follows: _____,
and I agree to provide a copy of my USCIS documentation upon request.

I hereby attest that my response and the information provided on this form and any related application for public benefits are true, complete, and accurate and I understand that this information may be used to verify my lawful presence in the United States.

PRINT NAME

(first, middle, last)

SIGNATURE

DATE



NEBRASKA MUNICIPAL CLERKS' ASSOCIATION
League of Nebraska Municipalities



NEBRASKA MUNICIPAL CLERKS' ASSOCIATION
2011 CLERKS INSTITUTE & ACADEMY
SCHOLARSHIP APPLICATION

(Also available online at: <http://clerkinstitute.unomaha.edu/>)

NAME: _____ TITLE: _____
ADDRESS: _____ MUNICIPALITY: _____
STATE: _____ ZIP _____ OFFICE TELEPHONE: _____
EMAIL: _____

Name of Area Clerks' Association: _____

Population (last census) _____ How long have you been a clerk: _____

This is my _____ first _____ second _____ third year of attendance at the NE Municipal Clerks' Institute.

I _____ did _____ did not receive a scholarship to attend the first year.

I _____ did _____ did not receive a scholarship to attend the second year.

Number of times your municipality received a NMCA scholarship in the past five years? _____

Please note how much scholarship aid your community has received for the Clerks' Institutes in the past five (5) years from the NMCA: \$ _____

NARRATIVE

A short narrative IS MANDATORY and must be included with your application. The narrative must state the reason(s) for your need and/or your municipality's need for financial assistance from the NMCA Scholarship Fund. (PLEASE BE SPECIFIC)

NMCA YEARLY DUES MUST BE PAID AND CURRENT TO QUALIFY FOR A SCHOLARSHIP

ALL LINES MUST BE FILLED IN.

INCOMPLETE FORMS WILL NOT BE CONSIDERED FOR SCHOLARSHIPS

PLEASE RETURN THIS COMPLETED FOR BY DECEMBER 15, 2010 TO:

**VILLAGE OF MCCOOL JUNCTION
ATTN: VANEE HOLTMEIER
NMCA SCHOLARSHIP APPLICATION
P.O. BOX 145
MCCOOL JUNCTION, NE 68401
mccoolclerk@galaxycable.net**



NEBRASKA MUNICIPAL CLERKS' ASSOCIATION
League of Nebraska Municipalities



TO: All Municipal Clerks and Deputy Clerks

FROM: Susan Klopping, NMCA Secretary

The Nebraska Municipal Clerks' Association Membership Dues Statement for October 1, 2010 to September 30, 2011 is now due. Please fill out the form on the next page and send it with your check to the League of 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 308-784-3907 or cozadcty@cozadtel.net.

Thank you,

Susan Klopping, MMC

NMCA Secretary



NEBRASKA MUNICIPAL CLERKS' ASSOCIATION
League of Nebraska Municipalities



NEBRASKA MUNICIPAL CLERKS' ASSOCIATION

**MEMBERSHIP DUES STATEMENT
2010-11**

NAME: _____

TITLE: _____

ADDRESS: _____

MUNICIPALITY: _____

E-MAIL ADDRESS: _____

Population of Municipality:

Under 300 \$10.00 _____

301-800 \$15.00 _____

801-5,000 \$25.00 _____

Over 5,000 \$35.00 _____

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



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.

January Birthdays

Lavon CoufalRavenna 1/3
Cynthia Heilbrun.....Sidney 1/3
Jennifer Bassett Fairfield..... 1/4
Lilly Justin Creighton..... 1/6
Debra Schaefer Seward..... 1/9
Kim Finecy Doniphan 1/10
Kendra Kinne Cambridge 1/11
Karlee Hofer Page..... 1/13
Kellie Crowell Ravenna 1/13
Rhonda Ray..... Tekamah 1/13
Jeanine Webb..... Homer 1/15
Angie Stein..... Greenwood 1/20
Carol Richards Silver Creek..... 1/20
Sally Snowe Wymot 1/20
Betty McGuire Wayne..... 1/22



Colleen Lawry.....Gretna 1/24
Kim McConville..... McCook 1/25
Crystal Wiens Mullen 1/25
Gail Zoerb Mason City 1/26
Elizabeth Deck Norfolk..... 1/28
June Moline..... Mead 1/29

** List reflects the names of those who have paid dues thus far.*



**Municipal Legal Calendar
(All statute citations to Revised Statutes of Nebraska)**

DECEMBER 2010

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 For cities with a defined benefit plan retirement plan, the city council files a quadrennial actuarial analysis report with the Public Employees Retirement Board and the Legislature's Retirement Committee. (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, 2011. (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 For cities or villages with a defined benefit plan retirement plan, the city council or village board files a quadrennial actuarial analysis report with the Public Employees Retirement Board and the Legislature's Retirement Committee. (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)
- Reminder 1 and 6 year plans are due at the Nebraska Department of Roads no later than March 1, 2011. (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)