

# Nebraska Municipal Clerks Newsletter

May 2018

## MESSAGE FROM THE PRESIDENT

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

**SPRING IS FINALLY HERE** and I am so ready for warmer weather. It's so nice to see everything greening up. At our house, we know it's spring when a male and female duck come to our patio door and tap on it to get our attention so we will feed them. This has been going on for several years and I look forward to them coming each spring even though they make quite a mess on our patio. I'm sure they are the same two ducks every year. I haven't found where her nest is yet, but I'm sure it is close by.

**MAY IS A BUSY TIME** of year for everyone with graduations, kids getting out of school and the end-of-year activities before summer starts and family vacations begin. I'm looking forward to the 72nd IIMC Annual Conference in Norfolk, Va., from May 20 - May 23. The IIMC Board of Directors meeting will be held Friday and Saturday, May 18-19. This has been an amazing board to serve on for such a great organization. This year's program will be outstanding as usual.

**REMEMBER** to register for the 2018 League of Nebraska Municipalities Municipal Accounting & Finance Conference, which will be held in Lincoln June 20-22, 2018 at the Graduate (formerly Holiday Inn) Hotel.



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**PRIMARY ELECTION** is May 15. Don't forget to vote.

**MEMORIAL DAY** is Monday, May 28. Make sure to thank a veteran for his or her service to our country. We would not be living in a free country today if it weren't for those brave men and women who put their lives on the line each and every day. We have so much for which to be thankful.

*RaNae Edwards, MMC  
NMCA President  
City Clerk  
City of Grand Island  
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## Northeast Nebraska Clerk's Association Meeting April 19, 2018 Minutes

**A meeting** of the Northeast Nebraska Clerk's Association was held Thursday, April 19, 2018 at the Norfolk City Hall training room located at 309 N. 5th Street, Norfolk, Neb.

**President Michael Fleer** of Battle Creek called the meeting to order at 1 p.m. Clerks from the following communities were present: Battle Creek, Albion, Coleridge, Wisner, Lindsay, Norfolk, Randolph, Newman Grove, Neligh, Wausau and Cedar Rapids. Introductions were made.

**Minutes of the Jan. 18, 2018** meeting had been emailed to the group. Motion by Dana Klabenes of Neligh, seconded by Beth Deck of Norfolk to approve the minutes. All in favor, none opposed, motion carried.

**Treasurer's report** by Dana Klabenes of Neligh was emailed to the group. Balance of \$1,812.41 in checking account as of 3/31/18; a deposit of \$260 will be made today. Savings account balance of \$736.12 as of 3/23/18. Motion by Joan Sokol of Newman Grove, second by Andrew Devine of Albion to approve the treasurer's report. All in favor, none opposed, motion carried. There were no claims presented.

**Sunshine Committee Activity:** No report.

**Old business:** Fundraising for Clerks Institute and Academy was discussed. The Silent Auction takes a lot of time for those clerks who volunteer to work at it and sometimes interferes with their attendance at sessions. There was a consensus that the purse raffle worked well this year. Beth Deck of Norfolk suggested that since we have funds in our account, we could possibly contrib-



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ute to a fundraiser as well as scholarships, as we have in the past.

**New business:** A question-and-answer period was held with clerks asking questions about various topics and other clerks telling what they do in those situations.

**Next month,** the guest speaker will be Joseph McNally of McNally Law Office and Municipal Code Services. He will make a presentation about code books and ordinances. If anyone has ideas for programs for future meetings, please let an officer know.

**The next meeting** will be held July 19, 2018 at 1 p.m. at the same location. Clerks will bring their own lunch.

**Motion by Andrew Devine** of Albion to adjourn, seconded by Karen Kleinschmit of Wausa. Meeting adjourned at 1:30 p.m.

**After the meeting concluded,** Jeff Ray of JEO spoke about Comprehensive Plans.

*Rita M. Robinson, Cedar Rapids  
Secretary*

## Central City's Jensen expresses thanks for Outstanding Clerk award

**I want to thank you** very much for selecting me to receive the 2018 Outstanding Clerk of the Year for the 2nd class city.

**This is clearly** one of the most memorable events of my career. When I walked through the doors of City Hall in Central City at the age of 26 to go to work as a billing clerk, I certainly did not think I would be at the same desk 35 years later as a billing clerk, city treasurer, and a city clerk (yes, now you know how old I am).

**I have sought** help from many Clerks from this elite group. Now I want to say, "Thanks for all of your assistance! It is truly a pleasure to be involved in this organization. Your professionalism is to be commended."

**I also want to take** a moment to thank Chris Anderson (City Administrator for Central City) for the kind words he spoke on my behalf at the banquet. I consider myself fortunate to



*Linda Jensen, Central City Clerk/Treasurer, center with plaque, surrounded by family.*

have his support. The banquet night was spectacular. I only wish that I was not so "tongue tied" when I introduced my family, but all was forgiven at the banquet dinner table. Thanks, again, for the honor! I was deeply touched.

*Submitted by Linda Jensen, Central City Clerk/Treasurer*

## MAY BIRTHDAYS

Dawn Gall	Howells	May 1
Kimberley Wright	Mitchell	May 3
Tamela Stephens	Pawnee City	May 3
Jessie Faber	Grant	May 4
Pamela Baruth	Lexington	May 4
Crystal Vavra	Milligan	May 10
Kelly Havlovic	Prague	May 10
Marla Itzen	Sutton	May 11
Cindy Dickinson	Scottsbluff	May 12
Erin Saathoff	Beatrice	May 13
Ann Chytka	Decatur	May 13
Tori Holm	Paxton	May 14
Kandis Koozer	Gretna	May 17
Sandra Moses	Omaha	May 19
JoLyn Hare	Culbertson	May 21



Roxanne Meyer	Hooper	May 21
Sherrie Bartell	Sutton	May 21
Al Vacanti	Wisner	May 21
Melissa Waggoner	Potter	May 26
Belinda Daly	Arthur	May 29

## Three Rivers Clerks Association – April 19, 2018

**The Three Rivers Clerks Association** met for its quarterly meeting Thursday, April 19, 2018 at the Fire Barn Sports Bar & Grill in Waterloo.

**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; Cheryl Eckerman, Waterloo; Linda Cech, Clarkson; Dawn Gall, Howells; Maria Bottger, Kennard; June Moline, Mead; Shellie Brainard, Arlington; Mindi Laaker, Bennington; Joan Suhr, Valley; Shawn Isom, Valley; Karolyn McElroy, Tekamah, and Mary Lou Ritter, Lyons.

**Melissa Johnson** moved to approve the April 19, 2018, agenda, second by Joan Suhr. Ayes: all, Nays: none. Motion carried.

**Patty Knobbe** moved to approve the minutes from the Jan. 18, 2018, meeting, seconded by Dawn Gall. Ayes: all, Nays: none. Motion carried.

**Theresa Busse's** treasurer's report was reviewed. The beginning balance as of January 5, 2018 was \$3,361.94. Deposits for dues totaled \$20; the only expense was a \$50 donation to silent auction at clerks school, and interest earned for the three months was .08 cents, leaving a balance of \$3,332.02. Joan Suhr moved to approve the treasurer's report. Mary Kempf seconded the motion. Ayes: all, Nays: none. Motion carried.

**No claims** were submitted.

**President Meyer** asked for input on how we felt about clerks school in Grand Island



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last month. Everyone felt the speakers were good, could have had all day with Chad that held TIF/zoning class, food was good, liked the closer location. Question was raised concerning not having the silent auction – it was reported that the vendors liked it better because the clerks spent more time visiting with them. The only negative remark was about entering the classes. Next year they are looking for a scan program. School is scheduled for March 18-22, 2019 in Kearney.

**No New Business.**

**The next meeting** will be held in Fremont, hosted by Shellie Brainard from Arlington. The July date and location to be determined.

**Theresa Busse** moved for adjournment, second by Linda Cech. Ayes: all; Nays: none. Motion carried.

*Theresa Busse  
Secretary/Treasurer*

## INSPIRED, INVIGORATED, GOING BACK FOR MORE

**I recently spent five days** in Grand Island surrounded by people who actually understand my day-to-day existence. It was an unexpected relief and there seemed an immediate camaraderie arriving at Clerks School. Or perhaps, everybody feels a universal connection upon arriving in Grand Island.

**Right out of the gate**, I felt reassured that there was a solution to every problem. Linda Jensen provided tangible solutions, alongside Melissa Johnson and Janelle Kline braving the JumpStart crowd and their calm demeanor relaxed me even more. Got a problem? No problem. There's a form for that.

**Throughout the week**, speakers with incredible bios made me think, laugh, and rethink how I approach all aspects of our work. I'm still amazed at the level of commitment these people have to helping us. I reached out to one of the speakers and received a response in minutes. I don't get that kind of response from my coworkers, but then they don't get to go to Clerks School.

**I took away** so much more knowledge than I expected – and on a personal level as much as a professional one. The Professional Writing session taught me that I do not have the qualifications to redact my high school daughter's English assignments. I learned that lawyers can be funny while discussing Legislative Procedure, if they practice law in Hastings. I also learned the reasons for all the surveys that clerks are asked to complete – and why I should just do it and quit complaining about it. Survey results are good stuff.

**Council Orientation** session convinced me to use the teachings to build a bridge. Not the public works kind, but you know what I mean. I didn't make it to the 'Building an Employee Handbook,' so they're on their own until next year.

**The Zoning/TIF/Blighted Areas** session was scheduled at the same time as Planning for Disaster Recovery, Flood Plain Management and Understanding ADA. It seemed reasonable to me that the



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whole town may be blighted after the disaster and the flood plain becomes unmanageable, creating needs for alternate methods of access. So I attended the presentations on Zoning/TIF/Blighted Areas and Understanding ADA thinking that might just secure my end game.

**If you didn't attend** Clerk School this year, I doubt it is possible to believe that there were several other training sessions that may have inspired you to volunteer for the state auditor in your spare time, address your worst human resources nightmares, or design plans for a future you never knew was coming. I guarantee you would have left the closing program completely understanding your millennial children and grandchildren right up to the moment you spoke to them after returning home.

**I left Grand Island** invigorated, excited and ready to implement everything I learned. Moving with confident stride into my office late that Thursday afternoon, I advanced the many piles of mail, requests, invoices, and binders – and promptly turned around and went home. But Friday, I looked up Linda Jensen's email and posted it like a poignant fortune cookie message and continued my work knowing that whatever problem I face – there's some form of solution for it. And so, I forge ahead with my new armament of knowledge. See you next year.

*Carissa Lufkin, City Clerk, Fairbury, Nebraska  
Newsletter Contributor*

**NEBRASKA MUNICIPAL CLERK'S ASSOCIATION  
GENERAL MEMBERSHIP MEETING  
HOTEL GRAND (RAMADA MIDTOWN CONFERENCE CENTER), GRAND ISLAND,  
NEBRASKA  
March 28, 2018**

1. The Nebraska Municipal Clerk's Association General Membership met at the Hotel Grand (Ramada Midtown Conference Center), Grand Island, Nebraska on March 28, 2018. President RaNae Edwards of Grand Island called the General Membership meeting to order at 5:35 pm. There were 115 members present. Members of the NMCA Board of Directors present were: President RaNae Edwards of Grand Island, 1st Vice President Linda Jensen of Central City, 2nd Vice President Wendy McKain of Trenton, Secretary-Treasurer Melissa Johnson of Waterloo, Past President Lea Ann Doak of McCook, District 1 Director Cindy Dickinson of Scottsbluff, District 2 Director Kandra Kinne of Cambridge, District 3 Director Raquel Felzien of Franklin, District 4 Director Denise Peterson from Ponca, and District 5 Director Kelly Oelke of Hickman. The sign-in sheet is attached to the original minutes and are kept with the Secretary's records.
2. Minutes from the February 26, 2018 General membership meeting were handed out. Wendy McKain noted a correction on 4c. The number of registrations was 202 not 282. Motion by Beth Deck of Norfolk, seconded by Val Killinger of St. Paul to approve the minutes of the February 26, 2018 General Membership meeting with the correction. All in favor. Motion carried.
3. Report of Officers:
  - a. Treasurer's report was reviewed. Secretary/Treasurer reported as of Feb. 28, 2018 the account balance is \$59,042.38 and CD balance of \$50,000.
4. Reports of Standing Committees:
  - a. Awards – Clerk of the Year – Geri Anthony, Sidney. No report.
  - b. Certification/Membership – Tammy Tisdall, Gretna. Certificates will be handed out at the Banquet.
  - c. Education – Tammy Tisdall, Gretna. No report.
  - d. Legislative Committee – Nancy Bryan, Stromsburg. No report.
5. Reports of Special Committees:
  - a. Celebration of Clerks – Lea Ann Doak, McCook. No report
  - b. Clerk's History – Cathie Walker, Phillips and Linda Jensen, Central City. Clerks are encouraged to send in more hard copy pictures.
  - c. Clerk's Newsletter – Andrew Devine, Albion – No report
  - d. Honorary Membership – Lea Ann Doak, McCook- No report
  - e. Nominating Committee – Lea Ann Doak, McCook – No Report, nominations will depend on the by-laws vote.
  - f. Scholarship fund – Linda Jensen, Central City. There were 30 scholarships given for the 2018 academy/institute.
  - g. Silent Auction – Wendy McKain, Trenton. Received \$900 in donations from the Associations.
  - h. Wednesday Night Banquet. No report

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**NEBRASKA MUNICIPAL CLERK'S ASSOCIATION  
GENERAL MEMBERSHIP MEETING**

*Continued from previous page*

- i. Vendor Sponsorship Committee – Raquel Felzien, Franklin. No report.
  - j. Tuesday Night Hospitality – Southern Seven Clerk's Association. The event was held, everyone seemed to have had a lot of fun.
6. Communications: None
7. Unfinished Business: None
8. New Business:
- a. Resolution #2018-01, thanking the Nebraska Department of Economic Development for a \$5,000 donation to the Clerk's Scholarship Fund was introduced. Lanette Doane, Ansley, read the resolution. Motion by Michael Fler, Battle Creek, seconded by Lanette Doane, Anseley, to approve. All in favor, motion carried.
  - b. Consideration of approval of Amendments to NMCA By-laws as proposed- By-law amendments were provided in the Clerk's Newsletter in December, February and March. If approved, the vote would be ratified at the Annual Conference in September. Motion by Raquel Felzien, Franklin, seconded by Val Killinger, St. Paul, to approve. All in favor. Motion carried.
9. General Discussion:
- a. IIMC 72<sup>nd</sup> Annual Conference – No report
10. Adjournment: There being no further business to come before the membership, the meeting was adjourned. President RaNae Edwards, Grand Island declared the meeting adjourned at 5:54 pm.

Respectfully submitted:

*Melissa Johnson*

Melissa Johnson  
NMCA Secretary/Treasurer

# Municipal Legal Calendar

(All statute citations to Revised Statutes of Nebraska)

JUNE 2018

## CITIES OF THE FIRST CLASS

- 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)
- As determined by the Mayor and Council .....Board of Equalization meets. (16-707)
- 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)
- \* \* .....Clerk must prepare agenda prior to next Council meeting. (84-1411)

## CITIES OF THE SECOND CLASS

- 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. (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

- 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 trustees' 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 Board meeting. (84-1411)





# Municipal Legal Calendar

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

JULY 2018

### CITIES OF THE FIRST CLASS

- July 1..... Chair of the Park and Recreation Commissioners must file with City Clerk an itemized statement of all expenditures of the Park and Recreation Board. (16-697)
- Between July 10 and July 30..... Advertise for Class C Liquor License renewals. (53-135.01)
- Between July 15 and August 15..... Job titles and salaries of employees shall be published. (19-1102)
- Prior to publication of notice of budget hearing ..... Council prepares proposed budget statement and makes it available to the public. (13-504) \*Does not apply to cities with a biennial budget that are in the second year of the biennial budget period.
- On or before August 20..... County Assessor certifies to each governing body the current valuation of all property subject to the applicable levy. (13-509)
- On or before September 20 ..... Budget Statement filed with County Clerk and State Auditor (13-508) \*Does not apply to cities with a biennial budget that are in the second year of the biennial budget period.
- 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)
- \* \* ..... Clerk must prepare agenda prior to next Council meeting. (84-1411)
- End of Each Quarter ..... Report from Depository Banks due. (16-714)

### VILLAGES AND CITIES OF THE SECOND CLASS

- Between July 10 and July 30..... Advertise for Class C Liquor License renewals. (53-135.01)
- Between July 15 and August 15..... Job titles and salaries of employees shall be published. (19-1102)
- Prior to publication of notice of budget hearing ..... Governing body prepares proposed budget statement and makes it available to the public. (13-504) \*Does not apply to cities with a biennial budget that are in the second year of the biennial budget period.
- On or before August 20..... County Assessor certifies to each governing body the current valuation of all property subject to the applicable levy. (13-509)
- On or before September 20 ..... Budget statement filed with County Clerk and State Auditor. (13-508) \*Does not apply to cities with a biennial budget that are in the second year of the biennial budget period.
- 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 or Board meeting. (84-1411)

