

# Nebraska Municipal Clerks Newsletter

March 2018

## MESSAGE FROM THE PRESIDENT

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

**COME ONE, COME ALL** to the NMCA Clerk's Institute and Academy in Grand Island beginning Sunday, March 25, thru Thursday, March 29. It's hard to believe it's that time of year again when we meet together for another outstanding Clerk's Institute and Academy. The committees have worked hard to put on another exceptional program you won't want to miss.

**JUMP START** will start on Sunday, March 25, at 10:45 a.m. for first-year participants. Monday, March 26, is the beginning of the institute with the first session starting at 7:30 a.m. The Academy will join us on Tuesday, March 27, beginning at 1:15 p.m. with the Celebration of Clerks and Parade of Flags. The All Conference Event will be Tuesday evening from 6:30 - 8:30 p.m. The Southern Seven Clerk's Association has a fun-filled evening planned with "Kentucky Derby Night." Wednesday, March 28, will be a full day for everyone. Our business meeting will start at 5:30 p.m. with the Annual Banquet to follow. On Thursday, March 29, we will wrap up our conference around 2:30 p.m.

One of the highlights for me is the Annual Banquet. I look forward to the Outstanding Clerk's Award and seeing the surprise on each winner's face and what it means to him or her. What an honor and achievement to be named a Clerk of the Year. In my opinion, each and every one of you deserves that award for all you do for your communities and this organization.



*Thinkstock.com*

The banquet will be a dress-up affair, so put away your blue jeans and come in formal/semi-formal attire (nothing fancy). Since this is the week before Easter, I thought dressing up would be a great way to get ready for Easter Sunday.

**WHAT A GREAT** League Midwinter Conference, as usual. The NMCA General Meeting met Monday, Feb. 26, with about 35 in attendance. Committee reports were given and I want to thank all the work each committee has done to make our organization the best it can be. Ellen explained the new policy for scanning and the assessment process.

Included in this newsletter is a copy of changes to the NMCA By-Laws that will be voted on in March. Come prepared to vote on these changes at our Business Meeting on Wednesday, March 28, 2018.

*Continued on next page*

## MESSAGE FROM THE PRESIDENT

*Continued from previous page*

I want to wish everyone a very "Happy Easter" also.

## Happy St. Patrick's Day!

*May the road rise to meet you.*

*May the wind be always at your back.*

*May the sun shine warm upon your face.*

*And rains fall soft upon your fields.*

*And until we meet again,*

*May God hold you in the hollow of His hand.*

*Irish blessing*

*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)*

## 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.

## MARCH BIRTHDAYS

Donna Rust.....	Chadron.....	3/1
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
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
Sara Krehnke.....	Bruning.....	3/29
Jenna Carcia.....	Omaha.....	3/30

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

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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.

#### **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:

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## 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.

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~~.

### 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~~

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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)~~

### 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.

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## 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
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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## 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 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~~

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~~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.)



~ 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 ~**

## Clerk of the Year Award – Profile Becky Erdkamp - Exeter

**Notably**, Becky has a miniature dachshund named Wilber who rules the Erdkamp household with a singular fascist sovereignty rivaled by none – at least by none in the Erdkamp household. Unfortunately for Wilber, this is Becky's Clerk of the Year profile, so his 15 minutes of fame will have to wait.

**Becky** has been the Village Clerk for Exeter the past 11 years. However, the story about her first experience within the village office and how she's ultimately returned there is an incredibly intriguing tale.

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**Becky** comes from a long line of farmers. In fact, she and her husband Paul purchased the Murphy family farmstead in 2007 and are the fourth generation to own this agricultural legacy continued on from her mother's side of the family. Her grandmother owned and lived at the seven-acre farmstead before 2007 and, although it's no longer part of an active farm, the Erdkamps have planted several acres of native grasses and wildflowers for pheasant and quail habitat. Becky was raised on a farm located six miles away from the acreage that she now calls home and says, "When I really need a farm fix, I still go to Mom's house and the feedlot."

**However**, at one time during Becky's youth, her family's farm, not unlike numerous farms across the nation, was nearly lost to the American Farm Economy Crisis of the 1980s. "We thought, like so many others, that we were going to lose the farm."

**And**, just as many other young farm families during the time, everybody in her household had no choice but to seek another source of income. There were employment programs especially designed for such circumstances and Becky's opportunity came during her high school years, greeting the public at the front desk of the



*Becky Erdman*

Village of Exeter office. Becky remembers that in the summer months, while the former clerk worked on the budget, she would hand-write the water bills and also record operation and maintenance expenses – such as oil, fuel, batteries and repairs – that were incurred for each piece of village equipment during the previous year. These early experiences sparked her interest in state and local government policy, ultimately enriching the lives of future Exeter citizens, as well as her future professional colleagues, even if not for some years down the road.

**Motivated** by her agricultural roots and the crisis that many faced, she also emerged in political roles. "The first political campaign that I worked on was for (Gov.) Bob Kerry and I was still in high school then, too," she says.

**The** Agricultural Economic crisis was a clear motivator for her throughout her college

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## Clerk of the Year Award – Profile Becky Erdkamp - Exeter

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years, as well. While still in college at the Lincoln campuses of Southeast Community College and Doane College, Becky worked at the Capitol as a legislative page and clearly recalls that during her time there, **LB 1059**, the infamous TEEOSA bill, attempted to address property taxes and the way agricultural land was assessed as a reaction to the Agricultural Crisis of the 1980s. After college, she continued to work at the Capitol – first as a page and then as an administrative assistant for two different Senators over a course of four years.

**But then**, Becky married Paul and was beckoned home to Exeter. There, she worked several places as a bookkeeper, and then, as a homemaker for several years after Elliot and Janey were born. Don't be fooled though, she may like an occasional "fluff" novel (upon cross examination she clarified that fluff novels are "chick flicks" on paper), but this avid non-fiction reader has always remained engaged with state and local politics.

**Lucky** for us and for her community, Becky returned to the Village of Exeter office as clerk in February 2007, albeit to little fanfare at the time. For obvious reasons, including her interest, talent and engagement in state legislation, she's also taken an active role on the League of Nebraska Municipalities Legislative Committee.

**But Becky** is even more than a political aficionado-slash-bookkeeper – she is a Clerk in her hometown and lends her talents toward many community organizations. Her favorite is the Exeter-Milligan School Foundation, where she is currently the Secretary. This former farm-kid who worked in the village office to make ends meet now sits on the foundation's Scholarship Committee because, get this, she finds it "very rewarding to help the kids in need to further their education." I can't think of anyone more qualified – can you?

**Becky** was extremely honored to be chosen by her peers to receive the 2017 Clerk of the Year Award as she has the utmost respect for the group of professional municipal clerks. She recognizes that there are so many dedicated and hard-working individuals involved in municipal government. She loves her colleagues and the many good friends she's made by attending Southern Seven Clerks Association meetings, the Clerk's Institute and Academy, as well as League Events.

**The best** advice that she can offer to new municipal clerks? "Get as much education as you can," she says. Becky encourages all new clerks to attend the Clerk's Institute as well as League Conferences. She also says to take the next step from the networking opportunities at those events. "Call other clerks when you need help because we have a great network and are all willing to help each other out!"

*Profile Submitted by Andrew Devine, Albion. Be on the lookout for new profiles in future issues after the 2018 Clerk of the Year awards are announced!*

# 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.



# **Municipal Legal Calendar**

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

### **MARCH 2018**

#### **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, 2018.  
(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, 2018.  
(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 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**

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.  
(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 or posts ordinances passed. (17-613)

Within 30 days following  
Board 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)**

**APRIL 2018**

### **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 following  
Council meeting..... Clerk publishes official proceedings of meeting. (19-1102)  
End of each quarter..... Report from depository banks. (16-714)  
Semiannually ..... Mayor and Council publish a statement of receipts  
and expenditures (16-722)  
Within 20 days after end of month..... Treasurer files monthly financial report. (16-318)  
April 30..... Liquor licenses (other than Class C) expire unless  
renewed. (53-124)  
\* \* ..... 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 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)  
April 30..... Liquor licenses (other than Class C) expire unless  
renewed. (53-124)  
\*\* ..... 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 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)  
April 30 ..... Liquor licenses (other than Class C) expire unless  
renewed. (53-124)  
\*\* ..... Clerk must prepare agenda prior to next Board  
meeting (84-1411)

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