

# Nebraska Municipal Clerks Newsletter

October 2018

## MESSAGE FROM THE PRESIDENT

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

**I DO BELIEVE FALL IS UPON US**, the days are getting shorter and the weather is getting cooler (at least at the time of this writing). You never know about Nebraska as it can change on a dime or as some people will say: "Just wait 15 minutes."

**NMCA ANNUAL MEETING** was held Sept. 20, 2018 at 6 p.m. at the Holiday Inn in Kearney. Approved unanimously were changes to the NMCA Constitution and By-Laws. I would like to take this opportunity to thank those who served on the By-Laws Committee:

Linda Jensen, Central City  
Kellie Crowell, Ravenna  
Wendy McKain, Trenton  
Beth Deck, Norfolk  
Jane Skinner, Ogallala  
Pam Buethe, LaVista  
Kelly Oelke, Hickman  
Lanette Doane, Ansley  
Melissa Johnson, Waterloo

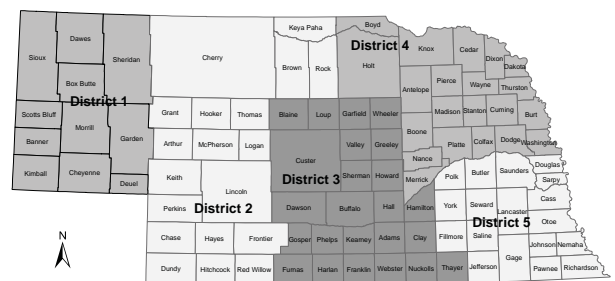
Besides streamlining the Constitution and By-Laws, one of the biggest changes is that our Annual Meeting will be held in conjunction with the Annual Clerks' Institute and Academy in March of each year. Officers will begin their terms of office the day after the conclusion of the Annual Meeting. Our fiscal year will run from Oct. 1 - Sept. 30 with dues beginning Oct. 1 of each year.

Attached are the approved NMCA Constitution and By-Laws.

**THE EXECUTIVE BOARD** met immediately following the General Meeting and approved the appointment of Janine Schmidt, Village of Morrill, as District 1 Director to fill the vacancy of Cindy Dickinson, Scottsbluff, who retired. We welcome Cindy to the Board.

**HAVE YOU EVER GIVEN THOUGHT** to being more involved in NMCA? If so please consider putting your name in the hat for a position on the Board. In 2019, we will be voting on a Secretary-Treasurer and Districts 1 and 2 Directors. Below is a map for the District Directors. The Secretary-Treasurer position can come from any one of the five districts. Le Ann Doak from McCook is chair of the nominating committee and can be reached at: [ldoak@cityofmccook.com](mailto:ldoak@cityofmccook.com) or 308-345-2022 Ext. 226.

Nebraska Municipal Clerks' Association Districts



District 1: Panhandle Area Clerks' Association  
District 2: Southwest Area Clerks' Association; Undesignated North-Central Area  
District 3: Heartland Area Clerks' Association; South Central Clerks' Association; Midlands Area Clerks' Association  
District 4: Northeast Area Clerks' Association; Three Rivers Clerks' Association  
District 5: Southern Seven Area Clerks' Association; Southeast Area Clerks' Association

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## MESSAGE FROM THE PRESIDENT

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YOUR OFFICERS FOR 2018-2019 are as follows:

**2018-2019**

### Nebraska Municipal Clerks Association (NMCA) Officers

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<b>President</b> RaNae Edwards, City Clerk PO Box 1968 Grand Island, NE 68802 308-385-5444 Ext. 111 <a href="mailto:redwards@grand-island.com">redwards@grand-island.com</a>	<b>First Vice President</b> Linda Jensen, City Clerk/Treasurer PO Box 418 Central City, NE 68826 308-946-3806 <a href="mailto:centralcityclerk@hotmail.com">centralcityclerk@hotmail.com</a>
<b>Second Vice President</b> Wendy McKain, City Clerk/Treasurer PO Box 68 Trenton, NE 69044 308-334-5488 <a href="mailto:vtrenton@gpcom.net">vtrenton@gpcom.net</a>	<b>Secretary-Treasurer</b> Melissa Johnson PO Box 127 Waterloo, NE 68069 402-779-2292 <a href="mailto:mjohnson@waterloone.com">mjohnson@waterloone.com</a>
<b>Past President</b> Lea Ann Doak, City Clerk 302 W 5 <sup>th</sup> St McCook, NE 69001 308-345-2022 Ext. 226 <a href="mailto:ldoak@cityofmccook.com">ldoak@cityofmccook.com</a>	<b>District 1 Director – appointed 2018</b> Janine Schmidt PO Box 305 Morrill, NE 69358 308-247-2312 <a href="mailto:janine@villageofmorrill.com">janine@villageofmorrill.com</a>
<b>District 2 Director – elected 2017</b> Kandra Kinne, Clerk/Treasurer PO Box Q Cambridge, NE 69022 308-697-3711 <a href="mailto:kkinne@swnebr.net">kkinne@swnebr.net</a>	<b>District 3 Director – elected 2016</b> Raquel Felzien, City Clerk 619 15 <sup>th</sup> Ave Franklin, NE 68939 308-425-6295 <a href="mailto:cityhall2@gtmc.net">cityhall2@gtmc.net</a>
<b>District 4 Director – elected 2016</b> Denise Peterson 123 W Third St Ponca, NE 68870 402-755-4165 <a href="mailto:cityadmin@cityofponca.org">cityadmin@cityofponca.org</a>	<b>District 5 Director – elected 2016</b> Kelly Oelke, City Clerk/Finance Director PO Box 127 Hickman, NE 68372 402-792-2212 <a href="mailto:koelke@hickman.ne.gov">koelke@hickman.ne.gov</a>

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**2018-2019**

**Nebraska Municipal Clerks Association  
(NMCA) Officers**

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**Education Committee**

Lanette Doane, Village Clerk  
PO Box 307  
Ansley, NE 68814  
308-935-1467  
[villageofansley@nctc.net](mailto:villageofansley@nctc.net)

DeAnna Perry, Village Clerk  
230 Walnut St  
PO Box 247  
Shelby, NE 68662  
[cc04550@windstream.net](mailto:cc04550@windstream.net)

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Dana Klabenes, City Clerk  
202 Main St  
PO Box 87  
Neligh, NE 68756  
402-887-4066  
[dana@neligh.org](mailto:dana@neligh.org)

Tammy Tisdall, City Clerk  
204 N. McKenna Ave  
PO Box 69  
Gretna, NE 68028  
402-332-3336 Ext. 210  
[tammy@cityofgretna.com](mailto:tammy@cityofgretna.com)

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Pam Buethe, City Clerk  
8116 Park View Blvd.  
La Vista, NE 68128  
402-331-4343  
[pbuethe@cityoflavista.org](mailto:pbuethe@cityoflavista.org)

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**League Representative**

Nancy Bryan, Clerk/Treasurer  
PO Box 407  
Stromsburg, NE 68666  
402-764-2561  
[cityofstromsburg@windstream.net](mailto:cityofstromsburg@windstream.net)

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## MESSAGE FROM THE PRESIDENT

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**THE EDUCATION COMMITTEE** still needs volunteers for the round table discussions and topics. If you have any ideas or know someone you would like to make presentations, please contact Tammy or Ellen. Thanks to those of you who have already volunteered.

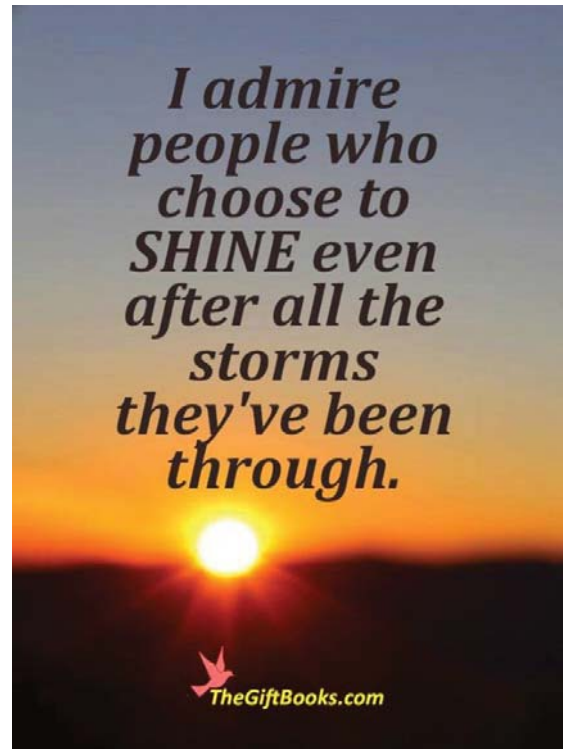
- Tammy Tisdall, Education Chair 402-332-3336 Ext. 210 tammy@cityofgretna.com
- Ellen Freeman-Wakefield 402-554-2636 efreemanwakefield@unomaha.edu

***In the end, it's not the years in your life that count. It's the life in your years.***

*Abraham Lincoln*

Until next time, keep smiling, people will wonder what you are up to.

*RaNae Edwards, MMC  
NMA President  
City Clerk  
City of Grand Island  
100 East 1st Street  
Grand Island, NE 68801  
308-385-5444 Ext. 111  
redwards@grand-island.com*



## OCTOBER BIRTHDAYS

Linda Koch .....	Beatrice .....	10/2
Roxanne Schlegel .....	Shickley .....	10/2
Crystal Petzoldt .....	Juniata .....	10/2
Dorothy Thiel .....	Trumbull .....	10/3
Nadine Baxter .....	Long Pine .....	10/3
Lucinda Morrow .....	Wahoo .....	10/4
Becky Schendt .....	Ralston .....	10/5
Ronda Skinner .....	Hemingford .....	10/6
Connie Dalrymple .....	Gothenburg .....	10/9
Sharon Miller .....	Mitchell .....	10/16
Kay Gerdes .....	Weeping Water ..	10/16
Vicki Owings .....	Stella .....	10/16
Amy Hughes .....	Burwell .....	10/19
Linda Welsher .....	Fort Calhoun .....	10/19



Ona Malleck .....	Indianola .....	10/20
Bonnie Doremus .....	Shelton .....	10/20
Mary Kempf .....	West Point .....	10/22
Barbara Janda .....	Lawrence .....	10/23
Lorrinda Cheatham .....	Stratton .....	10/28



## 2019 Jim Tinnin Online Learning TWO Scholarships Per Region



The Jim Tinnin Online Learning Scholarships offer eligible IIMC members in each Region (I through XI) an opportunity to receive a Scholarship that can be applied toward registration expenses for any of the existing online learning opportunities found on the IIMC website that are taking place in the upcoming year. If you are interested in applying for an online learning scholarship and you match the criteria below, complete this application in its entirety, and submit it to IIMC Headquarters at the address below. Applications will be sent to the IIMC Foundation after the deadline date and recipients will be selected at that time.

**To be considered, your Application MUST be at IIMC Headquarters by November 30, 2018.**

Name\_\_\_\_\_ Title\_\_\_\_\_

Municipal Employer\_\_\_\_\_ Population\_\_\_\_\_

Street Address\_\_\_\_\_ City\_\_\_\_\_

State/Province/Country\_\_\_\_\_ Postal/Zip\_\_\_\_\_

Telephone\_\_\_\_\_ E-mail\_\_\_\_\_

Applicant's Signature\_\_\_\_\_

### Criteria

- The IIMC Foundation will be responsible for selecting TWO Members to receive the Scholarship from each of IIMC's eleven Regions
- Preference will be given to IIMC Members who are working toward the CMC designation. Second preference will be given to IIMC Members who are working on their MMC designation.
- Applicants must have an Admission for CMC or MMC Application on file with IIMC
- Applicants must be active Members of IIMC pursuing certification
- SCHOLARSHIPS ARE NON-TRANSFERABLE

### Proposed Online Learning Scholarship Application Process

- Online programs must be started and completed in the calendar year (January 1-December 31)
- Applications will be made available online October 1 through November 30 and advertised accordingly
- IIMC Staff will gather and process all applications, sorting by Region
- IIMC Foundation will select 2 recipients per Region in a random drawing in November
- IIMC Staff will notify all recipients of the status of their application in November

**To apply for reimbursement, scholarship recipients will be required to submit the following:**

- Certificate of completion
- Payment receipt showing price paid for the online course
- Reimbursement instructions including who to make the check payable to and where it should be mailed
- A short, one paragraph statement explaining what the scholarship meant to them and how it helped them in their job (Foundation can use this information as marketing material)

**\*\*\*Reimbursement requests will be forward to Foundation Treasurer and checks will be issued for the amount shown on the receipt up to \$100.00**

**E-mail application to Ashley DiBlasi at [ashley@iimc.com](mailto:ashley@iimc.com)**

**8331 Utica Ave. Suite 200 • Rancho Cucamonga, CA 91730**

**To be considered, E-mail your application to IIMC by November 30, 2018.**



## **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 NMCA.

#### **ARTICLE II - OBJECTIVES**

The objectives for which 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.

##### **SECTION 2. ASSOCIATE MEMBERSHIP**

Persons who are currently engaged with the functions of the Municipal Clerk's office shall be eligible for Associate Membership.

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### **SECTION 3. HONORARY MEMBERSHIP**

Any member who has been an Active or Associate Member of NMCA, and is a member of NMCA at the time of his/her resignation, shall be eligible for Honorary Membership.

Recommendations for Honorary Membership may be submitted by a Clerk or Deputy Clerk who is a current member of NMCA to the membership at the 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 NMCA shall be eligible to vote or hold office. 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 October 1, each year to September 30 the following year, shall become due the first of 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 twenty (\$20.00) dollars per Associate Member shall be due annually on October 1st. Dues will not be prorated.

### **SECTION 3. HONORARY MEMBERS**

Honorary Members shall be exempt from the payment of dues.

## **ARTICLE V - OFFICIERS**

The Officers of NMCA shall serve a term of one (1) year and shall be as follows:

### **SECTION 1. PRESIDENT**

The President shall preside at all meetings of NMCA and shall prepare and distribute agendas and any required notices of regular, 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 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 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, special, and Executive Committee meetings of NMCA. The Secretary-Treasurer shall publish all minutes in the Nebraska Municipal Clerks' Newsletter.

The Secretary-Treasurer shall keep a list of names and addresses of all members of NMCA.

The League of Nebraska Municipalities shall provide bookkeeping, accounting, and auditing at cost to NMCA and shall provide written reports thereon.

The League of Nebraska Municipalities shall pay all bills of NMCA approved by the President and/or Secretary-Treasurer of 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 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 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 NMCA regarding proposed amendments to the Constitution and By-laws; shall supervise the affairs of 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 NMCA.

## **SECTION 2. EDUCATION COMMITTEE**

It shall be the duty of the Education Committee to develop a coordinated program for the Annual Institute and Academy in harmony with the objectives of 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 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.

It shall be the duty of the Education Committee to assist Nebraska Municipal Clerks to understand IIMC certificate requirements and to congratulate clerks who attained certification and are recognized by IIMC.

## **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 or larger, (b) city of the second class 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 Clerks' Institute and Academy and shall hereafter be referred to as the **Annual Meeting**.



## **SECTION 2. SPECIAL MEETINGS AND EXECUTIVE COMMITTEE**

Special meetings of 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.

## **SECTION 3. ORDER OF BUSINESS**

At all meetings of 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)
9. New Business
10. General Discussion

## **SECTION 4. QUORUM**

Fifteen (15) Active Members of 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, appoint a Nominating Committee who, at the Annual Meeting, shall submit nominees for the NMCA Officers and District Directors. Additional nominations may be made from the floor at the Annual Meeting at which the election is held. The Nominating Committee is responsible for verifying eligibility of all nominees.

### **SECTION 2. ELIGIBILITY**

Only Active Members who have had 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.

### **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.



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 the day following the 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 NMCA prior to the Clerks' Institute and Academy and shall be approved by two thirds vote of the Active Members in attendance at the Annual Meeting.

Ballots shall be canvassed by a committee appointed by the President of NMCA. Report on results shall be made during the session. If approved, the proposed amendment(s), 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 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.

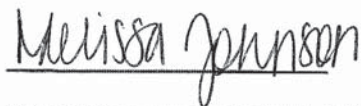
**ARTICLE XII - EFFECTIVE DATE**

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 20<sup>th</sup> day of September, 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.)



## WIN BIRMINGHAM CONFERENCE REGISTRATION AND 4-NIGHTS HOTEL

Thanks to the generous donation from IIMC, the IIMC Foundation is offering you an opportunity to win a four (4) nights lodging and one (1) free 2019 Conference Registration Package during the upcoming conference in Birmingham Alabama in May of 2019! Enter to win today!

This package is valued at \$1,600.

Name \_\_\_\_\_ \$ \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

City \_\_\_\_\_ State/Country \_\_\_\_\_

**Tickets are \$5 each or 5 for \$20**

- ☐ **I will pay by check** – Please make check payable to IIMC Foundation.
- ☐ **I will pay by credit card** – Complete information below:

Credit Card No. \_\_\_\_\_ Expiration date \_\_\_\_\_

Signature \_\_\_\_\_ Please charge this amount \$ \_\_\_\_\_

**Winner to be drawn on January 15, 2019!**

**Mail this flyer today along with your payment to:**

**IIMC Foundation Treasurer  
Roxanne Schneider  
PO Box 686  
Dysart IA 52224**



**Thank you for your support!**

All proceeds support the IIMC Foundation and IIMC education programs.

# Municipal Legal Calendar

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

### DECEMBER 2018

#### 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)
Within 20 days after the end of the month.....	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.
* .....	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, 2019. (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)
Within 20 days after the end of the month.....	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.
* .....	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, 2019. (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)