

Nebraska Municipal Clerks Newsletter

November 2017

MESSAGE FROM THE PRESIDENT

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

Harvest is in full swing, the trees are changing colors, the days are getting shorter and the holidays are almost upon us. What a wonderful time of the year (even if the wind/snow blows and the weather is getting colder). We are so blessed to be living here in Nebraska.

November is probably one of my favorite months of the year because we get Veteran's Day, Thanksgiving Day and the day after off. Make sure to thank a veteran for his/her service to our country. We wouldn't be doing what we do without them. I also hope you have plans to spend time with family and friends for Thanksgiving with lots of memories to be made and food to eat. And, of course, there's "Black Friday." What more can I say?

Nominations closed Oct. 31, 2017 for the positions of Secretary/Treasurer and District 1 Director. We received two nominations for Secretary/Treasurer – Melissa Johnson from Waterloo and Deanna Perry from Shelby and one nomination for District 1 Director – Cindy Dickinson from Scottsbluff. I would like to thank the nominees for their willingness to bring their names forward.

Since there was only one nomination for District 1 Director, the NMCA By-Laws allows the Executive Committee to appoint that position. We will have an electronic election for the position of Secretary/Treasurer either by the end of November or first of December.



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Below I have included background information on the two candidates for Secretary/Treasurer.

Melissa Johnson – Village Clerk/Treasurer – Waterloo
My name is Melissa Johnson. I have been with the Village of Waterloo for more than 11 years. About four years ago, I became Clerk/Treasurer/Administrator. I also serve as Floodplain and Zoning Administrator. Last year, I became a Certified Public Manager through UNO and a Certified Floodplain Manager. I joined NMCA about 10 years ago and have been working toward my CMC. In that time, I have been part of the Clerk Directory and By-law Review Committees. I look forward to getting more involved in the association.

Deanna K. Perry – Village Clerk/Treasurer – Shelby
I have been the Village Clerk/Treasurer of Shelby for five years. In May, I earned my Certified Municipal Clerk Certification. Before being hired as the Village Clerk/Treasurer, I was a bookkeeper, AR Specialist, AR Credit Manager

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MESSAGE FROM THE PRESIDENT

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and owned/operated a restaurant/bar.

I have attended several conferences and at each one, I learn something new to bring back to the office to share with the board. Although I have never been on a committee in the NMCA, I have volunteered several times. I have introduced speakers at conferences, assisted with committees when asked and, during the IIMC, I volunteered in several areas wherever I was needed.

I enjoy going to conferences and interacting with other clerks and assisting when needed. I have learned so much and I feel it would be such an honor to be able to assist more at conferences as much as possible.

The By-laws Committee met by conference call on Oct. 24, 2017 and reviewed the By-laws. We had a great discussion and suggestions. Since we only made it halfway through, we will have another conference call Nov. 7. I want to personally thank the committee for its help and hard work on this time-consuming task. Continue to send your questions/suggestions to any of the following committee members:

By-Laws Committee:

RaNae Edwards, Grand Island

redwards@grand-island.com

Linda Jensen, Central City

centralcityclerk@hotmail.com

Wendy McKain, Trenton

vtrenton@gpcom.net

Jane Skinner, Ogallala

jane.skinner@ogallala-ne.gov

Kelly Oelke, Hickman

koelke@hickman.ne.gov

Melissa Johnson, Waterloo

mjohnson@waterloone.com

Kellie Crowell, Ravenna

kcrowell@ravennanebraska.net

Beth Deck, Norfolk

bdeck@ci.norfolk.ne.us

Pam Buethe, LaVista

pbuethe@cityoflavista.org

Lanette Doane

villageofansley@nctc.net

Make sure to register early for the 2018 Municipal Clerk Institute and Academy to get your discounted rate. Also, apply for a scholarship. Last year, we gave \$7,545.00 to 35 clerks.

Have a great Thanksgiving!

"Life is 10 percent what happens to you and 90 percent how you react to it." (*Charles R. Swindoll*)

RaNae Edwards, MMC

NMCA President

City Clerk

City of Grand Island

100 East 1st Street

Grand Island, NE 68801

308-385-5444 Ext. 111

redwards@grand-island.com

PSC is accepting applications for Nebraska Internet Enhancement Fund

The Nebraska Public Service Commission (PSC) is taking pre-applications from counties and municipalities wanting to apply for grants from the Nebraska Internet Enhancement Fund (NIEF). Pre-applications will be accepted through Nov. 10.

The standard amount awarded to successful grant applicants is \$50,000. Pre-applications are required before an invitation to submit a formal application is issued. The formal application period begins Dec. 11, with final awards for the new grant period to be made in March. To obtain a pre-application form or find more information about the NIEF grant program, visit the Public Service Commission website at www.psc.nebraska.gov or contact the PSC at 1-800-524-0017.

Nebraska Municipal Clerks Association

2018 Scholarship Information

The Nebraska Municipal Clerks' Association (NMCA) Scholarship is available to "All Nebraska Municipal Clerks and/or Deputy Clerk's attending Institute/Academy training, who are members of the Nebraska Municipal Clerks' Association."

The 2018 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 and amounts your Municipality has received a NMCA Scholarship 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 payable in October of each year and the dues are for the Clerk, not the City and needs to be paid every year. The dues invoice is in the Nebraska Municipal Clerk's Newsletter and is online at the website listed above.
- All applications must include a complete copy of the United States Citizenship Attesting form. **THIS FORM IS MANDATORY** in order to be considered for a Scholarship and is included with the Scholarship form.

Application deadline is December 18, 2017 and awards will be made before the end of January 2018.

*Linda Jensen, MMC
NMCA First Vice President
City of Central City*

NMCA Institue/Academy March 25-29, 2018

Nebraska Municipal Clerks Association

2018 Scholarship Application

The 2018 NMCA Scholarship Application is now available. Applications are also available online at <http://clerkinstitute.unomaha.edu/>

Name: _____ Title: _____

Address: _____ Municipality: _____

Zip: _____ Office Phone: _____ Cell Phone: _____

Email: _____

Name of Area Clerks' Association: _____

Last Census Population: _____ How long have you been a Clerk: _____

This is my _____ First _____ Second _____ Third year of attendance at Nebraska 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.

This is my _____ year attending Academy.

Number of times your Municipality received a NMCA Scholarship in the past five year's _____.

Please note how much scholarship aid your Municipality received for the Clerks' Institute or Academy in the past five (5) years from the NMCA: \$ _____

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.

Incomplete forms WILL NOT be considered for scholarships.

All scholarship forms MUST include the Citizenship Attestation form.

Please return this form and the citizenship Attestation form completed by December 18, 2017 to:

City of Central City

Attn: Linda Jensen

NMCA Scholarship Application

PO Box 418

Central City, NE 68826-0418

centralcityclerk@hotmail.com

NMCA Institue/Academy March 25-29, 2018

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



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**





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.





NEBRASKA MUNICIPAL CLERKS' ASSOCIATION
League of Nebraska Municipalities



TO: All Municipal Clerks and Deputy Clerks

FROM: RaNae Edwards, NMCA Secretary

The Nebraska Municipal Clerks' Association Membership Dues Statement for October 1, 2017 to September 30, 2018 is now due. Please fill out the form on the next page and send it with your check to the League of Nebraska 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 the Village of Trenton Office (308) 334-5488 or vtrenton@gpcom.net.

Thank you,

Wendy L. McKain, MBA, MMC
NMCA Secretary



NEBRASKA MUNICIPAL CLERKS' ASSOCIATION
League of Nebraska Municipalities



NEBRASKA MUNICIPAL CLERKS' ASSOCIATION

MEMBERSHIP DUES STATEMENT
2017-2018

NAME: _____

TITLE: _____

ADDRESS: _____

MUNICIPALITY: _____

E-MAIL ADDRESS: _____

Population of Municipality:

Under 300 \$20.00 _____

301-800 \$25.00 _____

801-5,000 \$35.00 _____

Over 5,000 \$45.00 _____

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

NEBRASKA MUNICIPAL CLERK'S ASSOCIATION GENERAL MEMBERSHIP MEETING CORNHUSKER MARRIOTT, LINCOLN, NEBRASKA Sept. 21, 2017

1. **The Nebraska Municipal Clerk's Association General Membership** met at the Cornhusker Marriott Hotel in Lincoln, Neb. on Sept. 21, 2017. 1st Vice-President RaNae Edwards of Grand Island called the General Membership meeting to order at 6:02 p.m. There were nineteen (19) members present. Members of the NMCA Board of Directors present were: 1st Vice President RaNae Edwards of Grand Island, 2nd Vice President Linda Jensen of Central City, Secretary-Treasurer Wendy McKain of Trenton, District 4 Director Denise Peterson from Ponca, and District 4 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 March 23, 2017 General Membership** meeting were handed out. Motion by Pam Buethe of LaVista, seconded by Jane Skinner of Ogalala to approve the minutes of the March 23, 2017 General Membership meeting. Upon roll call vote, all voted aye. Motion carried.

3. **Report of Officers:**

- a. Treasurer's report was reviewed. No claims were presented. Secretary/Treasurer reported as of Aug. 31, 2017 the account balance is \$39,102.51 and CD balance of \$50,000.00. The \$5,000 from DED and \$1,500 from Kearney's chamber have not been received and will be followed-up on.

4. **Reports of Standing Committees:**

- a. Awards – Clerk of the Year – Geri Anthony, Sidney – No Report
- b. Certification/Membership –

Kathleen Gottsch, Springfield was not present; however, Tammie Tisdall, Gretna provided an update. There were three new CMC's awarded

- c. Education – Tammie Tisdall, Gretna. They are working on the agenda for clerk institute/academy and have approximately 2/3 complete. Ellen Freeman-Wakefield reported IIMC approved the CPM program offered by UNO to count as credit towards the CMC or MMC designation.
- d. Legislative Committee – Susan Kloeping, Cozad. No new information to report.

5. **Reports of Special Committees:**

- a. Celebration of Clerks – Lea Ann Doak, McCook – Kellie Crowell, Ravenna stated she would help Lea Ann get started.
- b. Clerk's History – Cathie Walker, Phillips-Linda Jensen, Central City reported that efforts are continuing to finish the directory. Linda encouraged clerks to provide hard copy pictures.
- c. Clerk's Newsletter – Andrew Devine, Albion – No Report
- d. Honorary Membership – Lea Ann Doak, McCook- No Report
- e. Monday Night President's Reception – RaNae Edwards, Grand Island. RaNae stated there would not be a President's Reception on Sunday this year.
- f. Nominating Committee – Lea Ann Doak, McCook – No Report
- g. Scholarship fund - RaNae Edwards, Grand Island – there were 35 scholarships given for the 2017 academy/institute.
- h. Silent Auction – Linda Jensen, Central City – there was \$1,850 raised.
- i. Thursday Night Banquet – Heartland Clerk's Association - no report

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NEBRASKA MUNICIPAL CLERK'S ASSOCIATION GENERAL MEMBERSHIP MEETING

Continued from previous page

- j. Vendor Sponsorship Committee – District Directors- Kelly Oelke Hickman reported nothing new and that there was less space so vendors will be on a first-come first-serve basis.
 - k. Wednesday Night Hospitality – Southern Seven Clerk's Association – No report; however, due to the change in dates this will be Tuesday Night.
6. **Communications:** None
7. **Unfinished Business:** Motion by Susan Kloepping, Cozad, and second by Kellie Crowell, Ravenna, to ratify changes to the by-laws to the following:
Article III – Membership – Section 4. Restriction of rights to vote or to hold office. Only Active members of the Nebraska Municipal Clerks' Association shall be eligible to vote or hold office in this Association, each member being entitled to one vote, provided that member's dues are paid for that year. Voting may be held by electronic means when Executive Board deems necessary. Article IV – Dues – Section 1. Active Members: Annual dues per active member for September 1, each year to August 31 the following year, shall become due the first of September and shall be as follows:
- | | |
|----------------------------------------------|-----------|
| Municipalities of less than 300 population | \$20/year |
| Municipalities of 301 to 800 population | \$25/year |
| Municipalities of 801 to 5,000 population | \$35/year |
| Municipalities of 5,001 or larger population | \$45/year |
- Dues will not be prorated (04/22/07).

Article IV – Dues – Section 2. Associate members: Annual dues of twenty (\$20) per Associate Member shall be due annually on Sept. 1. Dues will not be prorated. Upon roll call vote, all voted aye. Motion carried.

8. **Confirmation of Election of Officers and Board Members:** It has been brought to the attention of the Executive Board that two of the nominees did not qualify due to position or years of service. Motion by Becky Erdkamp, Exeter, and second by Deanna Penny, Shelby, to open nominations for the Secretary/Treasurer and District 1 positions. Upon roll call vote, all voted aye. Motion carried.

President: RaNae Edwards, Grand Island
1st Vice President: Linda Jensen, Central City
2nd Vice President: Wendy McKain, Trenton
Secretary/Treasurer: accepting nominations
District 1 Director: accepting nominations
District 2 Director: Kandra Kinne, Cambridge

9. **New Business:** Passing of the Gavel
10. **General Discussion:** RaNae Edwards, Grand Island, asked for volunteers to form a committee to review the bylaws and suggest revisions. Linda Jensen, Central City; Pam Buethe, LaVista; Kelly Oelke, Hickman; Jane Skinner, Ogalala; and Melissa Johnson, Waterloo, have volunteered to be on the committee.
11. **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 6:39pm



Respectfully submitted:

Wendy L. McKain, MBA, MMC
NMCA Secretary/Treasurer

Clerk of the Year Award – Profile Cindy Dickinson - Scottsbluff

Cindy Dickinson has been the City Clerk of Scottsbluff for 11 years. Before that, her first experience with the city was as a Community Development Administrator where some significant duties included writing CDBG Grants, Rehab Grants, and Revitalization Grants. She said the transition to Clerk duties was eye-opening. There were so many new and different things to learn how to do! Although overwhelming at first, she's still never bored and appreciates how the position provides a real connection with the community and other city staff. She considers herself very lucky in that regard. Her favorite thing about her job is the people with whom she works. Cindy told me that the staff, Council Members, and the Mayor(s) – past and present – have been great people who want to make their

community the best place it can be.

"They are wonderful and the true leaders in the community."

When not at work, Cindy loves to golf. She's even had a hole-in-one! She marked her 'ace' 11 years ago – she knows this because her 11-year-old granddaughter was three months old at the time – on the Par 3 Hole #3 at Torres Blancas Golf Club in Green Valley, Ariz. Her mother lives near the same hole and many family members were gathered there and witnessed the once-in-a-lifetime shot! How cool is that? She continues to golf regularly on league nights and on weekends with her husband, Dan.

"It's a great thing for my husband and I to do together. It's something we will enjoy doing together for years to come," Cindy said.

She also likes all sorts of outdoor activities, including

Continued on next page

NOVEMBER BIRTHDAYS

Lori Tripe.....Alma..... 11/1
Victoria Polak.....Hallam..... 11/3
Nancy Morfeld.....Stanton 11/4
Mary Van NessBradshaw..... 11/5
Sharon Anderson.....Coleridge 11/6
Kim RobbLyman 11/6
Kayley Taylor.....Hay Springs..... 11/7
Bonnie OtteSeward..... 11/8
Julie Buescher.....Deshler..... 11/9
Jean Rahn.....Allen..... 11/11
Nancy Bryan.....Stromsburg..... 11/11
Cheryl KraftWaco 11/11
Jean Rooney.....Rosalie 11/13
Laura Freihage.....Hershey..... 11/14
Kimberly NeimanPilger 11/14
Patricia Leckron.....Tilden..... 11/14
Kimberly GoossenFriend..... 11/15
Joan SuhrValley..... 11/16
Shanna BrooksButte 11/19



Gwenda HorkySargent 11/21
Joan EastmanGiltner..... 11/23
Cheryl Eckerman.....Waterloo..... 11/23
Christy Osburn.....Cairo..... 11/24
Sandra CodwalladerNickerson..... 11/24
Jerry WilcoxCrete..... 11/25
LeAnn Brown.....Oshkosh..... 11/28
Lori KatholDodge..... 11/29
Sharon SwailsEwing..... 11/30

Clerk of the Year Award – Profile Cindy Dickinson - Scottsbluff

Continued from previous page

walking and working in the garden. She and Dan have a little Scamp Camper and enjoy camping in the mountains and the Black Hills! When the weather isn't suitable for outdoor activity she also quilts – but I don't think it's necessarily at the top of her list of fun things to do.

She says, "You have to be pretty special" to receive a hand-made quilt by Cindy Dickinson. And there are more than a few who qualify – Cindy has two daughters and four grandkids – a grandson and a granddaughter in Medford, Ore., and a grandson and a granddaughter in Kansas City. Lucky for them, Cindy also loves to travel! She and Dan have a bucket list of places in Europe and around the United States they would like to visit someday.

Cindy said that receiving the 2017 Clerk of the Year Award was extremely emotional. She didn't receive the award at the Annual Banquet in March because she was called away from the conference earlier in the week. Her husband, Dan, had been rushed to the Emergency Room. It was feared that there were complications from a previous life-threatening event that had put him in ICU in February 2017. So, her Deputy Clerk accepted the award on her behalf and swore us all to secrecy. City staff, Council Members and her Mayor, all prepared to attend the banquet as scheduled, scrambled to recoordinate to present her with the award at the conclusion of an employee recognition dinner that same Friday!

"It was such a complete surprise," she said, "Dan was even there. He was supposed to be resting at home, but snuck out." Cindy was truly touched by the number of people who had committed to come to Kearney in honor of her award even though it didn't work out. She said that she tried to explain to her family, friends and co-workers the significance and honor of the Clerk of the Year Award and she feels that there are so many other clerks who also are deserving.

When asked about the best advice she could offer to new clerks, Cindy said that when she started she was just overwhelmed with the number and variety of tasks and that the first thing new clerks must do is to learn how to prioritize the tasks before them.

Profile Submitted by Andrew Devine, Albion. Be on the lookout for more Clerk of the Year profiles in future newsletters.

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 lyn-nm@lonm.org by e-mail.

Three Rivers Clerks Association Meeting Oct. 19, 2017 Minutes

The Three Rivers Clerks Association met for its quarterly meeting Thursday, Oct. 19, 2017, at the Pizza Ranch in West Point.

President Roxanne Meyer from Hooper opened the meeting with the following members present: Patty Knobbe, Snyder; Theresa Busse, North Bend; Melissa Johnson, Waterloo; Mary Kempf, West Point; Lori Kathol, Dodge; Brenda Weitzenkamp, Uehling; Megan Novak, Bancroft; Joan Lindgren, Ceresco; Cheryl Eckerman; Waterloo; Linda Cech, Clarkson; Ed Howard, Scribner; Karolyn McElroy, Tekamah; Holli Dale, Beemer; and, Dawn Gall, Howells.

Mayor Marlene Johnson of West Point and guest speaker Christy Abraham with the League of Nebraska Municipalities ate lunch with us and attended our meeting.

Melissa Johnson moved to approve the Oct. 19, 2017 agenda, seconded by Linda Cech. Ayes: all, Nays: none. Motion carried.

Mary Kempf moved to approve the minutes from the July 20, 2017, meeting; seconded by Patty Knobbe. Ayes: all, Nays: none. Motion carried.

Theresa Busse's treasurer's report was reviewed. The beginning balance as of July 5, 2017 was \$3,021.78. Three deposits were made totaling \$180 from dues received. Interest received in August was .02, September .03, and October .02, leaving a balance of \$3,201.85. Lori Kathol moved to approve the treasurer's report. Dawn Gall seconded the motion. Ayes: all, Nays: none. Motion carried.

No claims were submitted.

President Meyer discussed timing for our annual organization meeting:



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1. Program Planning Committee – annual forums will no longer take place.
2. Nominating Committee – Melissa & Karolyn offered to serve on this committee. New officers will be elected July 2018.
3. Special Committee – will plan as needed.

Mary Kempf and Melissa Johnson attended the annual League Conference in September. Mary really enjoyed the presentation done by Dr. Wendall Gaston from Sidney on generational differences.

Since we had some new faces, we each introduced ourselves and where we were from.

New Business: Reminder to those who have not paid their \$10 dues to do so.

The next meeting will be held Jan. 18, 2018 in Fremont. Theresa offered to contact Tyler from Fremont to setup location.

Lori Kathol moved for adjournment, seconded by Patty Knobbe. Ayes: all, Nays: none. Motion carried.

*Theresa Busse
Secretary/Treasurer*

GUEST SPEAKER: Christy Abraham from the League of Nebraska Municipalities presented "Top 10 Frequently Asked Questions of LNM Staff."

Northeast Nebraska Clerk's Association Meeting Oct. 19, 2017 Minutes

A meeting of the Northeast Nebraska Clerk's Association was held Thursday Oct. 19, 2017 at the Norfolk City Hall training room located at 309 N. 5th Street, Norfolk, Neb.

Secretary Rita Robinson of Cedar Rapids called the meeting to order at 1 p.m., due to the absence of the President and Vice-President. Clerks from the following communities were present: Coleridge, Hartington, Wausa, Lindsay, O'Neill, Ewing, Norfolk, Wayne, Columbus, Creighton, Neligh, Bloomfield, South Sioux City, Osmond and Cedar Rapids. Introductions were made.

Minutes of the July 20, 2017 meeting had been emailed to the group. Motion by Sharon Anderson of Coleridge; second by Nikki Schwanz of O'Neill 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 \$1,292.41 in checking account as of 9/30/17; Savings account balance of \$736.10 as of 9/26/17. Motion by Betty McGuire, Wayne; second by Beth Deck of Norfolk to approve the treasurer's report. All in favor, none opposed, motion carried. There were no claims presented.

Discussion was held regarding scholarships for Clerks Institute and Academy in March. Motion by Beth Deck of Norfolk; second by Betty McGuire to award three



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scholarships of \$100 each to three members of our association. All in favor, none opposed, motion carried.

New business: Election of officers will be held at the January meeting, for two-year terms. A committee comprised of the current officers will contact clerks to see who is interested in serving.

Beth Deck is serving on a committee that is reviewing the By-Laws for the Nebraska Municipal Clerks Association. Clerks are encouraged to contact Beth if they know of any inconsistencies.

Programs for future meetings were discussed.

The next meeting will be held Jan. 18, 2018 at 1 p.m. at the same location. Clerks will bring their own lunch.

Motion by Nikki Schwanz of O'Neill to adjourn; second by Sharon Swails of Ewing. Meeting adjourned at 1:30 p.m.

*Rita M. Robinson, Cedar Rapids
Secretary*

Municipal Legal Calendar

(All statute citations to Revised Statutes of Nebraska)

NOVEMBER 2017 CITIES OF THE FIRST CLASS

First day.....Class C liquor license year begins. (53-124)
Within 15 days of Passage.....Clerk publishes ordinances passed. (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 including claims. (19-1102)
End of monthClerk files monthly report. (16-317)
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)
Reminder 1 and 6 year plans are due at the Nebraska Department of Roads no later
than March 1, 2018. (39-2115 to 39-2119)

CITIES OF THE SECOND CLASS AND VILLAGES

First day.....Class C liquor license year begins. (53-124)
Within 15 days of Passage.....Clerk publishes ordinances passed. (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 Council
or Board meeting.....Clerk publishes official proceedings of meetings 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)
Reminder 1 and 6 year plans are due at the Nebraska Department of Roads no later
than March 1, 2018. (39-2115 to 39-2119)