
NEBRASKA MUNICIPAL CLERKS NEWSLETTER

September 2007



Message from the President

*By Jerry Wilcox
Clerk/Treasurer, Crete
NMCA President*

Greetings from ... Crete, had to stop and think for a moment where I am. Being here now for nearly four months and having moved into our home in Crete just one month ago, my bearings seem rusty. Just returning from Gering and the League of Municipalities (LONM) Annual Meeting also has my head spinning. Yes, I still answer the phone "City of Curtis" occasionally. Old habits die hard. This is my first installment of the "Message" so let me introduce myself. I grew up in Silver Creek, Nebraska just a stroll from the Platte River (great place for a swim or to spear a carp). After graduating from Silver Creek High School (Tigers RULE!) I attended the University of Nebraska - School of Technical Agriculture (UNSTA) in Curtis studying conservation. I worked for Biba Engineering of Geneva in places like Kearney, Ord, Stapleton, Palisade, and Cordova. After a weekend trip back to Curtis for

the UNSTA College Rodeo, I stopped at the local ice cream shop for a cone before leaving town and asked the girl behind the counter on a date the next weekend. Denise Vreeland and I have been married now 27 years and 10 months. We have three children, Erin, 25, a funeral director at Wyuka in Lincoln, Jesse, 23, and Jordan, 19, students at UNK. After attending school at Kearney State College (UNK) for two years, we returned to Curtis where I was manager for two different garages before beginning my duties as City Administrator/Clerk/Treasurer in 1994. Now as the City Clerk-Treasurer of the City of Crete, I will be serving at your will as the President of the Nebraska Municipal Clerks Association (NMCA).

I mentioned the LONM Annual Meeting. If you did not attend, you missed some very informative sessions on Employment Regulations and Benefits, Citizen Programs, Immigration, Risk Management, Grants, Ethics, and the update on new



legislation and upcoming legislative issues. And, I cannot forget the exceptional hospitality of our hosts in Gering, Scottsbluff and Terrytown. The food was exceptional and they really know how to order up the weather! I know that Clerks are too busy to attend all these meetings, but we should put every effort into getting our elected officials to attend these meetings. The insights they gain at these meetings will make our jobs much easier!!

In future issues, I will attempt to keep you up-to-date on current issues. If there is anything at all that you would like to see in the newsletter, please let me know.

Jerry L. Wilcox
jwilcox@crete-ne.gov
402-826-4313



Nebraska Municipal Clerks' Association General Membership Meeting

*Gering Civic Center,
Gering, Nebraska
Thursday, Sept. 20, 2007
4:15 p.m.*

President Joan Kovar called the Nebraska Municipal Clerks' Association General Membership meeting to order at 4:15 p.m. at the Gering Civic Center, Gering, Nebraska.

Roll call sheets were available for clerks to sign. Members attending the meeting were from Imperial, Arapahoe, LaVista, McCook, Nebraska City, Crete, Norfolk, West Point, Fairmont, McCool Junction, Wayne, Bridgeport, Gering, Ralston, Kimball, Sidney and Creighton. Also present were Dr. Chris Reed and Melanie Kiper of the University of Nebraska-Omaha.

Members of the NMCA Executive Board of Directors present were: President Joan Kovar, David City; 1st Vice President Jerry Wilcox, Crete; 2nd Vice President Beth Deck, Norfolk; District 1 Director Irene Cooper, Bridgeport; District 4 Director Mary Kempf, West Point; and District 5 Director Vanee Holtmeier, McCool Junction.

In the absence of the Secretary/Treasurer, Beth Deck took minutes of the meeting.

The minutes of the June 21, 2007 were not available for consideration.

Jerry Wilcox, Crete, moved, seconded by Pam Buethe, LaVista, to table consideration of the June 21, 2007 General Membership meeting minutes until the next meeting. Roll call: All Ayes; Nays none. Motion carried.

The Treasurer's report was distributed and indicates a balance on hand of \$20,468.54. NMCA also holds four (4) certificates of deposit totaling \$40,000. Linda Carroll, Fairmont, moved, seconded by Mary Kempf, West Point, to approve the Treasurer's report as presented. Roll call: All Ayes; Nays none. Motion carried.

Beth Deck, Norfolk, reported the Scholarship Application will be published in the upcoming Clerks' Newsletter and is also available online at the Clerks' Institute web site.

President Kovar emphasized that Dr. Reed is not responsible for the changes made to the Clerks' Institute, but is in charge of implementing the new

guidelines established by IIMC.

Dr. Chris Reed reported on the IIMC new guidelines for Clerks' Institute/Academy. Dr. Reed gave a brief history of the changes and said in October 2006 the new guidelines were distributed via email and "caught state representatives completely off-guard" because the guidelines were completely different than what had previously been discussed. The new guidelines included additional education hours. Dr. Reed stated about half of the State Institute Directors wrote IIMC and stressed the hardships imposed by the new guidelines and that it would be much harder to complete the new certifications requirements. The IIMC Board met in early 2007 and considered some of the State Directors' comments but approved the guidelines anyway. The guidelines were actually approved ten (10) years ago, but were never implemented by IIMC. At the national conference in New Orleans in May, 2007, State Directors again expressed concerns with the new guidelines but "to no avail."

Attached and made a part of

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Nebraska Municipal Clerks' Association General Membership Meeting

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these minutes are the new IIMC guidelines as printed from the web site. The guidelines can also be accessed on the IIMC web site at: <http://www.iimc.com/index/index.shtml>

To incorporate the additional 20 hours required for Institute members, Dr. Reed proposes clerks attend the conference all week in the fourth year spending the first half (20 hours) of the week at the Institute and the second half of the week at the Academy. The business meeting and networking luncheon are no longer allowed as education credits. Dr. Reed will continue assessing learning outcomes with journals for Institute members and some type of self-assessment for Academy members.

Dr. Reed said IIMC is also requiring pre-approval of the State programs and budgets. Dr. Reed and Melanie Kiper have been working with IIMC on the program and budget.

Dr. Reed feels IIMC wants to be on the same level as other professional organizations with standard guidelines. IIMC may be striving to become an accredited organization and, therefore,

is tightening education guidelines. Dr. Reed feels this can help the role of clerks by providing greater respect and credibility. IIMC believes the organization needs to move ahead in the 21st Century. Dr. Reed feels there is value in belonging to IIMC, a national organization, and the new guidelines will "be worth the pain of transition."

Dolores Costanzo, Ralston, is supportive of the Clerks Institute/Academy but has concerns that universities and colleges don't recognize or allow credits to be applied towards a degree. Costanzo feels the Clerks Institute/Academy training should "count for something."

Pam Buehe, LaVista, feels NMCA needs to strive for that higher level of education.

Dr. Reed explained IIMC doesn't have a connection to any college or university at this time. However, the new IIMC education guidelines may be an effort to become accredited in the future. Dr. Reed will contact UNO staff to see if some of the Institute/Academy sessions can be used as credit towards a degree. Dr. Reed will discuss the issue with both IIMC representatives and UNO staff.

President Kovar requested

confirmation of Officers and Board members elected in March, 2007, as follows:

President Jerry Wilcox, Crete
First Vice President Beth Deck, Norfolk

Second Vice President Barb Whitley, Geneva

Secretary/Treasurer Diane Fries, Franklin

District 1 Director Irene Cooper, Bridgeport

District 2 Director DeAnne Zwickl, Grant

District 3 Director Susan Kloeping, Cozad

District 4 Director Mary Kempf, West Point

District 5 Director (vacant) – the Executive Board will meet following the General Membership meeting to consider approval of Linda Carroll, Fairmont, to fill the unexpired term of Deb Milius.

Pam Buehe, LaVista, moved, seconded by Jo Leyland, Imperial, to confirm and approve the officers and board members elected in March, 2007. Roll Call: All Ayes; Nays none. Motion carried.

There being no further business, the President declared the meeting adjourned at 4:55 p.m.

Beth Deck, First Vice President



THE IIMC APPROVED INSTITUTE PROGRAMS

The IIMC Approved Institute will offer three educational programs:

1. The Certified Municipal Clerk (CMC) Designation Program
2. The Master Municipal Clerk (MMC) Designation Program
3. The Certified Municipal Clerk (CMC) Recertification Program

The IIMC than Education Guidelines envision a minimum three-year educational program consisting of 120 contact hours (60 points) for the fulfillment of the educational requirements for the CMC designation; a minimum four-year educational program consisting of 168 contact hours (84 points) for the fulfillment of the educational requirements of the MMC designation, and a four-year educational program for the fulfillment of the educational requirements of the CMC Recertification Program consisting of 40 contact hours (20 points). However, those who prior to January 1, 2007 have entered into an IIMC Institute to obtain a CMC designation shall fulfill the 100 (50 points) hours of Education requirements, and those who prior to January 1, 2007 have entered into an IIMC Institute to obtain an MMC designation shall fulfill the 120 (60 points) hours of Education requirements. All IIMC educational programs are taught at the university level.

The IIMC Institute provides the enrollees with the educational components of IIMC designations. In addition to the educational component, the enrollee shall fulfill the Experience requirement for the CMC designation and the Professional and Social Contributions requirement for the MMC designation. To earn the CMC designation,

an enrollee must earn 60 Education points and 50 Experience points. Similarly, to earn an MMC designation the enrollee must earn 84 Education points and 20 Professional and Social Contributions points as stipulated in the requirements for each designation. To attend any of the three IIMC programs the student shall complete the Application for Admission and pay an application fee.

The purpose of the CMC Recertification is to enable the CMC holders to keep current professionally by pursuing their education beyond the attainment of the CMC designation. All CMC holders who wish to retain their CMC designation, and who do not plan to pursue an MMC designation must recertify. Once certified, a CMC holder shall apply for recertification every four years, unless an application is made for admission into the MMCA program prior to his/her four (4) year CMC anniversary date. Those CMC holders who actively and consistently are pursuing an MMC designation and earn 12 or more points per year may retain their CMC without having to recertify, otherwise, they shall recertify in a timely manner.

A CMC holder must earn 10 education hours (5 education points) each year for four years, for a minimum total of 40 hours (20 education points) during the four-year period. The Recertification Program is continuous. If a CMC holder wishes to maintain his/her CMC designation, he/she needs to recertify every four years until he/she retires. The second four-year cycle will begin immediately after the first recertification cycle and every four years thereafter.

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Nebraska Municipal Clerks Association (NMCA) 2007-2008 Officers

President

Jerry Wilcox

Clerk/Treasurer
PO Box 86
Crete, NE 68333-0086
888-826-4313
jwilcox@crete-ne.gov

2nd Vice-President

Barbara Whitley

Clerk/Treasurer
PO Box 409
Geneva, NE 68361-0409
402-759-3109
bwhitley@cityofgeneva.org

Past President

Joan Kovar

Clerk/Treasurer
P.O. Box 191
David City, NE 68632-0191
402-367-3135
cityofdavidcity@alltel.net

1st Vice-President

Beth Deck

Clerk
127 North 1st Street
Norfolk, NE 68701-4199
402-844-2000
bdeck@ci.norfolk.ne.us

Secretary/Treasurer

Diane Fries

Clerk/Treasurer
619 15th Avenue
Franklin, NE 68939-1597
308-425-6295
cityhall@gtmc.net

State laboratory name changed in department reorganization

The name of the HHS Laboratory changed July 1, 2007, due to the reorganization of the Department of Health and Human Services.

The new name is now Nebraska Department of Health and Human Services Public Health Environmental Laboratory, or Public Health Environmental Laboratory for short. Included in this transition is moving the mail pickup for the laboratory to a post office across the street from the laboratory. As of Aug. 15, all mail was transferred to this new address automatically. However, after 90 days (Nov. 15, 2007) all mail with the old State House Station P.O. Box 95133 address will be returned to the sender. The new name and address will be on new forms that are being printed and should arrive with kits in September. All older kits will have the old address. **Therefore, it is necessary for all water operators to make sure that the correct address is on all mail after Oct. 31, 2007, to ensure that it is not returned to you.**

The new address should read:

**Public Health Environmental Lab
3701 S. 14th Street
P.O. Box 22790
Lincoln, NE 68502**

THE IIMC APPROVED INSTITUTE PROGRAMS

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CMC holders are responsible for their own recertification, for tracking their annual 10 hours of educational training and monitoring their recertification schedule, and for submitting their request for recertification. If they do not complete the requirements within the required four-year periods, their CMC designation will be rescinded.



NEBRASKA MUNICIPAL CLERKS' ASSOCIATION
League of Nebraska Municipalities



To: All Municipal Clerks and Deputy Clerks
From: Barbara Whitley, NMCA Secretary

The Nebraska Municipal Clerks' Association Membership Dues Statement for Oct. 1, 2007 to Sept. 30, 2008 is due now. 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 the 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.

If you have any questions, please contact me at 402-759-3109 or bwhitley@cityofgeneva.org.

Thank you,

Barbara J. Whitley
NMCA Secretary



NEBRASKA MUNICIPAL CLERKS' ASSOCIATION
League of Nebraska Municipalities



NEBRASKA MUNICIPAL CLERKS' ASSOCIATION
MEMBERSHIP DUES STATEMENT
2007-2008

NAME: _____

TITLE: _____

MAILING ADDRESS: _____

MUNICIPALITY: _____

E-MAIL ADDRESS: _____

Population of Municipality:

Under 300 \$10.00 _____

301-800 \$15.00 _____

801-5,000 \$25.00 _____

Over 5,000 \$35.00 _____

Years of Service as Municipal Clerk: _____

Are you a Certified Municipal Clerk (CMC)? Yes _____ No _____

Are you an IIMC Academy Member?
(after 3 years of school) Yes _____ No _____

Are you in the Master Municipal Clerk Program? 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



Scholarship application

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



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

- Email address
- Name of Area Clerks Association
- Number of times your municipality received a NMCA scholarship in the past five years
- Financial aid your community received from the NMCA in the past five years
- A short narrative (which IS MANDATORY) and must be included with the application. The narrative must state the reason(s) for your need and/or your municipality's need for financial assistance and must be specific.

The application deadline is Dec. 31, 2007, and awards will be made prior to Jan. 31, 2008. If you have any questions, please let me know.

Beth Deck
Norfolk City Clerk
(402) 844-2012
bdeck@ci.norfolk.ne.us

Scholarships available this year for clerks attending 33rd Annual Nebraska Municipal Clerks Institute/Academy

The Nebraska Municipal Clerks' Association Scholarship Fund is funded by a donation from the Nebraska Department of Economic Development and proceeds from the Silent Auction, which is held each year at the Clerks Institute and Academy. As many scholarships as possible will be awarded until available funds are exhausted. The scholarship covers only the tuition fee (or a portion thereof) and does not cover room, board or travel expenses to the conference.

All Nebraska municipal clerks and/or deputy clerks attending the Institute/ Academy (who are members of the Nebraska Municipal Clerks' Association [NMCA], a section of the League of Nebraska Municipalities) are eligible to receive a scholarship.

If you are not sure if you are an NMCA member, please contact:

Diane Fries
Secretary/Treasurer
Nebraska Municipal Clerks' Association
619 15th Avenue
Franklin, NE 68939-1597
Phone: 308-425-6295
Email: cityhall@gtmc.net

Notification of scholarship awards will be made before Jan. 31, 2008.



**NEBRASKA MUNICIPAL CLERKS' ASSOCIATION
2008 CLERKS INSTITUTE & ACADEMY
SCHOLARSHIP APPLICATION**

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

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

Name of Area Clerks Association: _____

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

This is my ___first___second___third year of attendance at the Nebraska Municipal Clerks Institute.

I ___did___did not receive a scholarship to attend the first year.

I ___did___did not receive a scholarship to attend the second year.

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

Please note how much financial aid your community has received for the Clerks Institute in the past five (5) years from the Nebraska Municipal Clerks Association: \$ _____

NARRATIVE

A short narrative IS MANDATORY and must be included with your application. The narrative must state the reason(s) for your need and/or your municipality's need for financial assistance from the Nebraska Municipal Clerks Association scholarship fund (PLEASE BE SPECIFIC).

PLEASE RETURN THIS COMPLETED FORM BY DEC. 31, 2007 TO:

**CITY OF NORFOLK
ATTN BETH DECK
NMCA SCHOLARSHIP APPLICATION
127 N 1ST ST
NORFOLK NE 68701**



Nebraska Clerk's Association

Clerk's Catalog Information

Date _____ Birthday _____
Name _____ Title _____
Municipality _____ Date of Appointment _____
Address _____ Phone: Office _____
_____ Home _____ Cell _____

Work Experience in Municipal Government _____

Have you been awarded your
CMC _____ Date _____ NMCA _____ Date _____ 1st _____ 2nd _____ MMC _____

Professional Activities (relating to work in government) _____

Education _____

Personal Data: Family _____

Hobbies _____

To update the catalog:
Please return to:
Linda Jensen, MMC
City of Central City
PO Box 418
Central City, NE 68826

Picture Please



League of Nebraska Municipalities announces Executive Board membership

Dr. Gordon Adams, Mayor of Norfolk, Sept. 21 was elected president of the 2007-08 Executive Board of the League of Nebraska Municipalities. The election was held at the League's annual business meeting in Gering in conjunction with the League's 2007 Annual Conference.

Doug Hanson, Council President of Hickman, was elected president-elect of the

organization's board, Annie Thomas, Council President of Auburn, was elected Vice President and Nebraska City Mayor Jo Dee Adlung will remain a member of the board as past president.

Directors elected to the board are the following: Mike Fahey, Mayor of Omaha; David Boeckner, Council Member of Scottsbluff; Alan Michl, Chairperson of Exeter; James



Realph, Mayor of Blair; Dan Kusek, Mayor of Alliance; Stan Clouse, Mayor of Kearney; Chris Beutler, Mayor of Lincoln; and, Marlene Johnson, Mayor of West Point.

Representatives on the board are the following: Joe Patterson, City Administrator of Hastings; Lea Ann Doak, Clerk of McCook; and Ty Abernethy, Utility Superintendent and City Administrator of Mitchell. The 15-member Executive Board is the governing body of the League of Nebraska Municipalities. The group formulates the policy and philosophy of the League. Each year the board approves a budget, which determines how much revenue is necessary and available and where it will be allocated. Board members also set policy concerning League programs and legislation.

The League of Nebraska Municipalities is a nonprofit organization of cities and villages that was mobilized in the early 1900s to represent municipalities in the Legislature.

Change in statute eliminated local bingo permit requirement

Nebraska Department of Revenue officials said that it has come to their attention that not all city and/or county clerks are aware that a change in statute, effective Sept. 1, 2007, repealed a provision in the Nebraska Bingo Act.

This change required non-profit organizations to obtain a \$10 local permit to conduct bingo. During the 2007 session, the Nebraska Legislature passed **LB 638**, which, among other things, outright repealed section 9-236 that contained the local bingo permit requirement. As you

may recall, the local bingo tax was previously eliminated by the Legislature effective Jan. 1, 1999 (LB99-1997), and now the repeal of the local bingo permit is just another step in the elimination of multi-governmental levels of regulation.

If you have any questions about this or any other gaming regulations, please contact the Charitable Gaming Division of the Nebraska Department of Revenue, 402-471-5937 or toll free 1-877-564-1315.



How to register for newsletter e-mail list

Here is how you sign up to have your name placed on the newsletter e-mail list. Through this list, you will be notified of when the latest *Nebraska Municipal Clerks Newsletter* is available to view online.

- 1) **Go to the League's website at <http://lonm.org>.** Click on the Sections and Committees tab that appears on the right hand side of the main page. On the Sections and Committees page, immediately under the heading "Sections and Committees," there is a paragraph, which begins with the words "Attention Municipal Clerks."
- 2) **Click on the underlined phrase "Sign-Up,"** which will link you to a Newsletters Alert Sign-Up Form. Fill out the requested information and create a username and password of your choosing. Click on the box with the words "Sign-Up" in it. Your name and e-mail address is automatically added to the list. When a new newsletter is available, a notice will be sent to you.
- 3) **Later, if you want to remove your name and e-mail address** from this list or change your e-mail address, you follow the above directions, but click on the "Sign-In" link. There you can login with your existing information and make the necessary changes.
- 4) **To access the list of newsletters,** you can go to the Sections and Committees page and click on the underlined phrase "click here" in the paragraph above the list of NMCA officers. The list of Clerks Newsletters will be at the bottom of the page filed by date and title.

November Birthdays

Jennifer Kriha Bayard 11/1
 Glenna Vodicka Rushville 11/1
 Victoria Polak Hallam 11/3
 Marlene Mohr Madrid 11/4
 Nancy Morfeld Stanton 11/4
 Wendy Stephens Elm Creek 11/6
 Donna Hirsch Jackson 11/6
 Kim Robb Lyman 11/6
 Vicki Nelsen Axtell 11/9
 Julie Buescher Deshler 11/9
 Leatha Christ Diller 11/9
 Jean Rahn Allen 11/11
 Denise Nichelson Callaway 11/11
 Evelyn Specht Endicott 11/11
 Nancy Bryan Osceola 11/11
 Cheryl Kraft Waco 11/11
 Julie Allison Stromsburg 11/12
 Beverly Bornschlegl Bradshaw 11/13
 Arnold Jakubowski Howells 11/13
 Lynn Kolbet Culbertson 11/14
 Kimberly Neiman Pilger 11/14
 Janet Greenwalt St. Paul 11/15



Dianne S. Werner Battle Creek 11/16
 Joan Suhr Valley 11/16
 Barbara J. Whitley Geneva 11/17
 Annette Malmstrom Scotia 11/17
 Barbara S. Rabe Wisner 11/17
 Cheryl K. Eckerman Elkhorn 11/23
 Bernice Blecha Osmond 11/23
 Sharon Welsch Goehner 11/24
 Jerry Wilcox Crete 11/25
 Lori Pahl Ruskin 11/26
 Melissa Carkoski Loup City 11/28
 Leann Brown Oshkosh 11/28
 Lori Kathol Dodge 11/29
 Sam Clark Hardy 11/29
 Lori Gamet Paxton 11/29
 Steve Waring Broken Bow 11/30
 Gwen Grabouski Beatrice 11/29



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

**NOVEMBER 2007
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 month Clerk 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, 2008. (39-2115, 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, 2008. (39-2115, 39-2119)