

Nebraska Municipal Clerks Newsletter

OCTOBER 2022

MESSAGE FROM THE PRESIDENT

*Wendy L. McKain, DBA, MBA, MMC
Village Clerk/Treasurer, Village of Trenton
NMCA President*

I believe fall may be in the air soon. I was looking at the forecast for Sept. 19-23, 2022 – hot (high of 98 with a low of 60, hotter (high of 100 with a low of 61, fall day (high of 65 with a low of 48), beginning of winter (high of 54 with a low of 43) back to hot (high of 81 with a low of 51). Mother nature is certainly upset about something. Any predictions for the winter....? I sure hope it brings some moisture.

A General Session meeting was held at the League's Annual Conference Sept. 15 at the Cornhusker Marriott. Minutes of that meeting are attached. A reminder: Clerks Institute and Academy Conference will be held March 13- 17, 2023, at the Holiday Inn in Kearney. There is a jump start for new clerks held March 12, 2023.

At the Executive Board meeting, Erin Saathoff from Beatrice resigned from the 2nd Vice President position. I would like to thank Erin for all of her work designing the new logo and her time spent with the NMCA Board. I was able to fill the 2nd Vice President position with Kellie Crowell from Ravenna. Kellie has served previously on the board. I appreciate Kellie's willingness to step in.

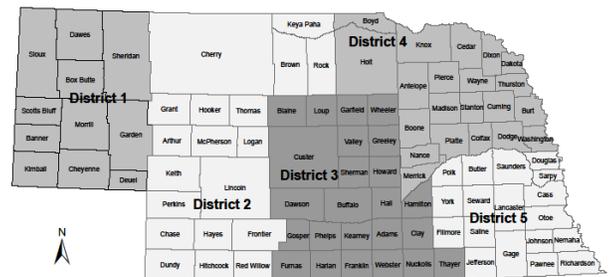
Have you thought of being on the Board for NMCA? The Nominating Committee is looking for several positions that are coming up in March 2023, including Secretary/Treasurer. On this page is a map to show the districts. The eligibility requirement in the By-laws states the following: "Only active members who have had two consecutive years experience as Clerk or Deputy City Clerk and two years of mem-



bership shall be eligible for nomination and election." If interested to be on the ballot, please contact Linda Jensen, Central City, at 308-946-3806.

Currently, there are two District Director positions open: District 2 and District 3. If interested, please

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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contact Wendy McKain at wendy.vtrenton@gmail.com or 308-334-5488.

THE DUES ARE ANNUAL AND SET TO BEGIN AT THE BEGINNING OF EACH FISCAL YEAR – OCT. 1.

- 1st Class City – \$150
- 2nd Class City – \$100
- Villages – \$50
- Each additional member from the same municipality - \$50

Nebraska's State Flag

Nebraska's state flag was designated by legislative action in 1925. It consists of a reproduction of the state seal, charged on the center in gold and silver on a field of national blue.

State law says no part of the state flag is to be used as a business advertisement or trademark and insulting the flag is forbidden. State law also requires the flag to be displayed under or to the left of the U.S. flag on or near the State Capitol, the governor's mansion, all

courthouses, city or village halls, schoolhouses and other public administrative buildings. The original flag is displayed in the Office of the Secretary of State in the Capitol.

A historical scrapbook about the flag, compiled by Mrs. B.C. Miller of Crete, is on microfilm at the Nebraska State Historical Society.

Source – Nebraska Blue Book

NOVEMBER BIRTHDAYS

Tracy Burkey.....McCook 11/4
 Nancy Morfeld.....Stanton 11/4
 Traci MeaikeBeemer 11/5
 Sharon Anderson.....Coleridge 11/6
 Donna Hirsch.....Jackson 11/6
 Kim Robb.....Lyman 11/6
 Ron Seitz.....Burchard 11/7
 Kayley Taylor.....Hay Springs..... 11/7
 Kimberly Hoelsing.....Omaha..... 11/7
 Dawn ThompsonNorman..... 11/8
 Vicki Nelson.....Axtell 11/9
 Julie Buescher.....Deshler..... 11/9
 Kandi PetersonBroken Bow 11/10
 Dawn Bennett.....Verdon..... 11/10
 Jean Rahn.....Allen..... 11/11
 Kayla ConnellyGenoa..... 11/11
 Nancy Bryan.....Stromsburg..... 11/11
 Cheryl Kraft.....Waco 11/11
 Dana Bebensee.....Hildreth..... 11/15
 Shanna BrooksButte 11/19



Shelley Dick.....Kenesaw..... 11/21
 Amanda KellyNewcastle..... 11/21
 Joan EastmanGiltner 11/23
 Cheryl Eckerman.....Valley 11/23
 Christy Osburn.....Cairo..... 11/24
 Jerry WilcoxCrete 11/25
 Tanya Robinson.....Curtis 11/28
 LeAnn Brown.....Oshkosh..... 11/28
 Mikayla KentCambridge..... 11/29
 Lori KatholDodge..... 11/29
 Sharon SwailsEwing 11/30
 Lori Borchert.....Sidney 11/30

**NEBRASKA MUNICIPAL CLERKS ASSOCIATION – GENERAL MEMBERSHIP MEETING MINUTES
CORNHUSKER HOTEL – LINCOLN, NEBRASKA – SEPTEMBER 15, 2022**

The Nebraska Municipal Clerks Association General Membership meeting was held at the Cornhusker Marriott Hotel in Lincoln, Neb., Sept. 15, 2022. President Wendy McKain of Trenton called the meeting to order at 4:45 p.m.

ATTENDING: President Wendy McKain of Trenton, Past President Linda Jensen of Central City, 1st Vice President Elizabeth Butler of Omaha, Secretary/Treasurer Kimberly Hoelsing of Omaha, District 1 Director Janine Schmidt of Morrill, District 4 Director Dana Klabenes of Neligh, Kellie Crowell of Ravenna, Jane Skinner of Ogallala, Ronda Haumann of Thedford, Mary Kempf of West Point, Debbie Yosten of West Point, Salene Ulrich of Garland, Wendy Thomas of Crete, Jerry Wilcox of Crete, Kelsey Sisouvong of Crete, Janelle Kline of Columbus, Becky Erdkamp of Exeter, Nicole Tyrrell-Feltes of Pender, Lynn Marienau of the League of Nebraska Municipalities, Brenda Wheeler of Blair, Lanette Doane of Ansley, Andrew Devine of Albion, and Ellen Freeman-Wakefield of UNO. There were twenty-three (23) members present.

ABSENT: District 5 Director Tammy Tisdall of Gretna

REPORTS OF OFFICERS

APPROVAL OF TREASURER’S REPORT and CONSIDERATION OF CLAIMS: Secretary/Treasurer Kimberly Hoelsing of Omaha reported as of Sept. 15, 2022, the account balance is \$45,574.66 and CD balance is \$50,000. In addition, the updated membership dues form was distributed in the September Clerks Newsletter. Membership dues payments are due by Dec. 1. A few have been received so far. Secretary/Treasurer Kimberly Hoelsing is also reported that she is working on updating the bylaws with the changes from the March meeting. President Wendy McKain of Trenton has claims in the amount of \$2,804.17 to submit for reimbursement for President gifts. The claims will be scanned and emailed to the Secretary/Treasurer for processing.

REPORTS OF THE STANDING COMMITTEES

AWARDS – CLERK OF THE YEAR – BETTY McGUIRE, WAYNE: Betty McGuire of Wayne was not in attendance so no report was given.

CERTIFICATION/MEMBERSHIP – TAMMY TISDALL, GRETNA: District 5 Director Tammy Tisdall of Gretna was not in attendance so no report was given.

EDUCATION – TAMMY TISDALL, GRETNA: District 5 Director Tammy Tisdall of Gretna was not in attendance so no report was given.

LEGISLATIVE COMMITTEE – LeAnn BROWN, OSHKOSH: LeAnn Brown was not in attendance so no report was given.

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REPORTS OF SPECIAL COMMITTEES

CELEBRATION OF CLERKS – PAST PRESIDENT LINDA JENSEN, CENTRAL CITY: Linda stated there was nothing new to report.

CLERK’S HISTORY – CATHIE WALKER, PHILLIPS: Past President Linda Jensen of Central City reported she was working with Cathie Walker of Phillips and they welcome pictures and other information for the Clerks’ History.

CLERKS NEWSLETTER – WENDY MCKAIN, TRENTON: President Wendy McKain of Trenton asked those in attendance to let her know if anything should be added to the newsletter.

HONORARY MEMBERSHIP – Lea Ann DOAK, McCOOK: Lea Ann Doak of McCook was not in attendance so no report was given.

NOMINATING COMMITTEE – LINDA JENSEN, CENTRAL CITY: Past President Linda Jensen stated there was nothing new to report.

SCHOLARSHIP FUND – ELIZA BUTLER, OMAHA: 1st Vice President Eliza Butler of Omaha stated that the scholarship form has been updated and it has been emailed to the League to be included in the October and November Clerks Newsletter.

THURSDAY NIGHT BANQUET – SOUTHWEST CLERKS ASSOCIATION: President Wendy McKain reported that the group hasn’t met yet.

VENDOR SPONSORSHIP COMMITTEE – TAMMY TISDALL, GREтна: District 5 Director Tammy Tisdall of Gretna was not in attendance so no report was given.

WEDNESDAY HOSPITALITY EVENT: District 5 Director Tammy Tisdall of Gretna will take over the Wednesday Hospitality Event. Kellie Crowell of Ravenna volunteered to help.

COMMUNICATIONS: There were no communications.

UNFINISHED BUSINESS

NEED DISTRICT 2 AND DISTRICT 3 DIRECTOR POSITIONS FILLED: President Wendy McKain stated that the District 2 and District 3 Director positions need to be filled and to let her know if anyone is interested.

DISCUSSIONS CONTINUED TO SEPARATE SECRETARY AND TREASURER POSITIONS: Proposed bylaw revisions will be available within the next few months.

NEW BUSINESS

MARCH CLERKS' CONFERENCE: Ellen Freeman-Wakefield from UNO stated that the 2023 Clerks' Conference will be held March 12 –17, 2023 at the Holiday Inn in Kearney.

IIMC BID FOR CONFERENCE IN 2028: Eliza Butler of Omaha will work with the Omaha Convention and Visitors Bureau to submit the bid again if everyone is interested. The bid is due in June 2023.

GENERAL DISCUSSION: Andrew Devine of Albion thanked Betty McGuire of Wayne for including the 2020 Clerk of the Year award at the 2022 Clerks' Conference since a conference was not held in 2020. Past President Linda Jensen of Central City thanked everyone for the cards, emails and flowers.

ADJOURNMENT: The next meeting will be held during the Nebraska Municipal Clerks' Conference in March. There being no further business, the meeting was adjourned at 4:56 p.m.

Respectfully submitted:

***Kimberly Hoelsing, CMC
NMCA Secretary/Treasurer***



NEBRASKA MUNICIPAL CLERKS ASSOCIATION

LEAGUE OF NEBRASKA MUNICIPALITIES

1335 L STREET – LINCOLN, NE 68508

MEMO - REVISED

DATE: August 31, 2022

TO: All Municipal Clerks and Deputy Clerks

FROM: Kimberly Hoelsing, CMC, NMCA Secretary/Treasurer

The Nebraska Municipal Clerks' Association (NMCA) Membership Dues for October 1, 2022 to September 30, 2023 are now due. As a reminder to all Clerks, you must be a member of the NMCA to be eligible for scholarships. **The NMCA Directors and Officers ask that all dues be submitted by December 1st.**

Please submit your completed Membership Dues Statement, along with a check made out to:

NEBRASKA MUNICIPAL CLERKS' ASSOCIATION

to the following mailing address:

**NEBRASKA MUNICIPAL CLERKS' ASSOCIATION
LEAGUE OF NEBRASKA MUNICIPALITIES
1335 L STREET
LINCOLN, NE 68508**

The NMCA does not send out membership cards, unless so indicated on the Membership Dues Statement that you need a membership card.

If you have any questions, please contact me at the City of Omaha, 402.444.5552 or kimberly.hoelsing@cityofomaha.org.

Thank you!

Kimberly Hoelsing, CMC
NMCA Secretary/Treasurer



NEBRASKA MUNICIPAL CLERKS ASSOCIATION
LEAGUE OF NEBRASKA MUNICIPALITIES
1335 L STREET – LINCOLN, NE 68508

MEMBERSHIP DUES STATEMENT
2022-2023

NAME: _____

TITLE: _____

ADDRESS: _____

MUNICIPALITY: _____

PHONE NUMBER: _____

E-MAIL ADDRESS: _____

<u>CLASSIFICATION OF MUNICIPALITY:</u>	1 st Class City (OVER 5,000)	\$150.00	_____
	2 nd Class City (801-5,000)	\$100.00	_____
	Villages (800 or less)	\$50.00	_____
	Each additional member from the same municipality	\$50.00	_____

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 International Institute of Municipal Clerks (IIMC) Member? Yes _____ No _____

Membership Card Requested? Yes _____ No _____

MONTH and DAY of your birthday (to be listed in the Clerks' Newsletter): _____

Please keep a copy for your records, if needed.

MAKE CHECKS PAYABLE TO:

NEBRASKA MUNICIPAL CLERKS' ASSOCIATION

PLEASE MAIL THIS COMPLETED FORM, ALONG WITH PAYMENT, BY DECEMBER 1ST TO:

NEBRASKA MUNICIPAL CLERKS' ASSOCIATION

LEAGUE OF NEBRASKA MUNICIPALITIES

1335 L STREET

LINCOLN, NE 68508



NEBRASKA MUNICIPAL CLERKS ASSOCIATION

LEAGUE OF NEBRASKA MUNICIPALITIES

1335 L STREET – LINCOLN, NE 68508

Nebraska Municipal Clerks Association 2023 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 2023 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 that states the reason(s) for your need and/or your municipality's need for financial assistance and must be specific (**MANDATORY**)
- United States Citizenship Attesting Form (**MANDATORY**)

*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 with a deadline of December 1st. Dues paid are for the Clerk, not the City. The dues invoice can be found in the Nebraska Municipal Clerk's Newsletter and online at the website listed above.

Application deadline is **December 16, 2022**. Awards will be made before the end of January 2023.

Elizabeth Butler
NMCA Frist Vice President
City of Omaha

NMCA Institute/Academy – March 13th – 17th, 2023

Jump Start on March 12, 2023

United States Citizenship Attestation Form

For the purpose of complying with Neb. Rev. Stat. §§ 4-108 through 4-114, I attest as follows:

<input type="checkbox"/> I am a citizen of the United States.
— OR —
<input type="checkbox"/> 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	_____
	<u>(first, middle, last)</u>
SIGNATURE	_____
DATE	_____



NEBRASKA MUNICIPAL CLERKS ASSOCIATION
LEAGUE OF NEBRASKA MUNICIPALITIES
1335 L STREET – LINCOLN, NE 68508

Nebraska Municipal Clerk Association
2023 Scholarship Application

The 2023 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 years _____.

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 16, 2022

City of Omaha

Attn: Elizabeth Butler, City Clerk, MMC

NMCA Scholarship Application

1819 Farnam Street, Suite LC1

Omaha, NE 68046

Elizabeth.butler@cityofomaha.org

NMCA Institute/Academy – March 13th – 17th, 2023

Jump Start on March 12, 2023

Municipal Legal Calendar

(All statute citations to Revised Statutes of Nebraska)

NOVEMBER 2022 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)
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)
On or before December 1 TIF report due to Property Tax Administrator (18-2117.01)

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)
On or before December 1 TIF report due to Property Tax Administrator (18-2117.01)