

Nebraska Municipal Clerks Newsletter

NOVEMBER 2021

MESSAGE FROM THE PRESIDENT

*Linda Jensen, MMC, City Clerk/Treasurer, City of Central City
NMCA President*

In 1621, a harvest feast was shared by the English pilgrims of Plymouth and the Wampanoag people. Hence, the beginning of the Thanksgiving feast tradition. On Nov. 25, our tables will be loaded with turkey and all the trimmings – and pumpkin pie, of course. It will be a day to reflect on that for which we are truly thankful. For me, I am truly thankful for my family, friends, health, home, job, peacefulness, (I could go on forever).

A Perfect Thanksgiving Day

*Come join me at my house
for a feast with my spouse.
We will have turkey and pumpkin pie.
More food than we need that meets the eye.*

*We can reminisce about the good times we had
and remember the stories from our granddad.
We can express what we are all thankful for
and talk about the future that might be in store.*

*Then we will go outside and enjoy the colored leaves
that are flying in the crisp air from the trees.
Before the party ends, we will say
"It was a perfect Thanksgiving Day."*

There was not a quorum for the Nebraska Municipal Clerks Association (NMCA) Board to hold a meeting at the League conference in September. The NMCA Board met via zoom Oct. 6, 2021. The minutes are included with this newsletter.

The deadline is drawing near to get your dues paid and the scholarship applications in. They are



due by Dec. 1. The membership dues statement, application for scholarships and the attestation forms are part of this newsletter. *Reminder:* you must include a short narrative to your scholarship application.

Save the Date: The Clerks Institute and Academy is scheduled for March 13-19, 2022. Mark your calendars. Ellen Freeman-Wakefield has asked that you pay the tuition for the Clerks conference in March by credit card, if possible. The bookkeeping is much easier to track. The on-line portal to register for the conference will be available Nov. 1.

The following is an email I received from Ellen: Calling all Nebraska Clerks, registration for the Clerks Institute and Academy will open Nov. 1. This year's Institute and Academy will be taking place at the Midtown Ramada, Grand Island. So, when you register be sure to

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MESSAGE FROM THE PRESIDENT

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book your rooms at the same time. During these unprecedented times, we need to be gracious and understanding with the hotel as they are trying to do the best they can with fewer resources. To do our part, we have made a couple of changes to the Institute and Academy.

First, all the meals will be buffet style; this includes the banquet.

Seating in all meeting rooms will be theater style to allow for maximum occupancy.

Roundtables will be Thursday afternoon.

There also will be room for 15 vendors only, so it will be first come first serve.

Finally, **Brad Slaughter**, Senior Vice President with **Piper Sandler & Co.** once again, will be providing seven full scholarships to **first time clerk attendees**. Clerks will need to follow the established guidelines for NMCA scholarships to apply.

Let's make this our best Institute and Academy to date. If you have any questions, please do not hesitate to contact me.

Ellen Freeman-Wakefield, MPA

Director Professional Programs
School of Public Administration| CB 111
University of Nebraska at Omaha | www.unomaha.edu

402.554.2636 (direct)
402.554.2625 (office)
402.669.2272 (cell)
efreemanwakefield@unomaha.edu



Have you thought of being on the board for NMCA? The Nominating Committee will be seeking nominations for several positions that are coming up in March 2022. There are District Directors and a Secretary/Treasurer position open. The following 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 membership shall be eligible for nomination and election. 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." The by-laws also state the following: "All District Directors are elected to serve a two 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."

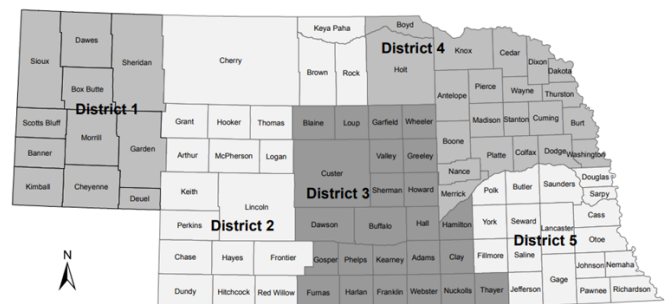
The Nominating Committee members are:

RaNae Edwards, Grand Island – redwards@grand-island.com

Kandra Kinne, Cambridge – kkinne@swnebr.net

Lauren Brandt, Kearney – lbrandt@kearneygove.org

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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I HAVE A CHALLENGE. I challenge all associations to take a picture of those in attendance at your next association meeting and email me the picture with the names and towns included. Hopefully, we will have all of them for the January newsletter.

Remember to honor our Veterans on Nov. 11.

Note: I have changed my email to linda@cc-ne.com.

*Linda Jensen, MMC
NMCA President
City Clerk/Treasurer
City of Central City
1702 31st St.
Central City, NE 68826
308-946-3806
linda@cc-ne.com*



DECEMBER BIRTHDAYS

Ramona Schafer	Alda.....	12/1
Kathleen Gottsch	Springfield.....	12/4
Marilyn Lewis	Sutton.....	12/5
Stephanie Wright.....	Broken Bow.....	12/6
Abbey Jordan.....	Minden	12/6
Linda Jensen.....	Central City.....	12/7
Pamela Handy	Gresham	12/7
Deanna Webster	Haigler.....	12/8
Sharon Reinmiller.....	Staplehurst	12/8
Jan Singleton.....	Hayes Center ..	12/12
Stephanie Blau.....	Indianola	12/13
Susan Dallegge	Hampton	12/13
Kathleen Nohr.....	Crofton.....	12/14
Holly Moria.....	DeWitt	12/14
RaNae Edwards	Grand Island ...	12/17
Jaime Rathman	Cairo	12/18
Jane Skinner	Ogallala	12/19
Susan Kluthe.....	Bellevue.....	12/20
Lori Royle	St. Paul.....	12/21



Jeanne Hoggins.....	Milford	12/23
Penny Jeffrey	Oconto.....	12/26
Shellie Brainard.....	Arlington.....	12/27
Carla Sander.....	Brainard.....	12/28
Holly Kinning.....	Pender	12/29
Dana Klabenes	Neligh	12/30
Lindsey Harms	Hickman	12/31

NEBRASKA MUNICIPAL CLERKS ASSOCIATION - EXECUTIVE BOARD MEETING MINUTES VIA ZOOM – OCT. 6, 2021

The Nebraska Municipal Clerks Association Executive Board met via Zoom on Oct. 6, 2021. President Linda Jensen of Central City called the meeting to order at 9 a.m.

ATTENDING: President Linda Jensen of Central City, 2nd Vice President Elizabeth Butler of Omaha, Secretary/Treasurer Erin Saathoff of Beatrice, District 1 Director Janine Schmidt of Morrill, District 3 Director Raquel Felzien of Franklin, District 5 Director Tammy Tisdall of Gretna, and Ellen Freeman-Wakefield of UNO.

ABSENT: 1st Vice President Wendy McKain of Trenton, Past President RaNae Edwards of Grand Island, District 2 Director Kandra Kinne of Cambridge, and District 4 Director Denise Petersen of Ponca.

CONSIDERATION OF APPROVAL OF THE MINUTES FROM THE JUNE 21, 2021 EXECUTIVE BOARD MEETING HELD VIA ZOOM: Moved by Janine Schmidt of Morrill, seconded by Tammy Tisdall of Gretna, to approve the minutes of the June 21, 2021 Executive Board meeting.

VOTE: Ayes – All; Nays – None. MOTION CARRIED.

APPROVAL OF TREASURER'S REPORT: Secretary/Treasurer Erin Saathoff of Beatrice reported to the Board as of Aug. 31, 2021, the account balance is \$56,456.82 and CD balance is \$50,000. Moved by Raquel Felzien of Franklin, seconded by Janine Schmidt of Morrill, that the Treasurer's Report be approved.

VOTE: Ayes – All; Nays – None. MOTION CARRIED.

DISCUSSION ON THE CLERKS' INSTITUTE AND ACADEMY FOR MARCH 2022: Ellen Freeman-Wakefield reported to the board that registration will open Nov. 1 and the fees will remain the same as in the past. Freeman-Wakefield did note that the fees may need to be increased in the future. Freeman-Wakefield and Tammy Tisdall of Gretna, will be traveling to Grand Island Friday to view the hotel. Some topics that will be offered during the Institute and Academy include: Disabilities Training, Records Retention, Code Enforcement, Tax filing, Roberts Rules of Order, Utility Billing, and Risk Management. Freeman-Wakefield stated she has made some changes to the structure of the Institute and Academy. The Annual Meeting will be held Thursday morning during breakfast and Round Tables will be held Thursday afternoon. The banquet will begin at 6:30 p.m., with social hour starting at 6 p.m. There will be a networking luncheon on Monday and Wednesday evening, from 5 p.m. to 7 p.m., the vendor recognition networking event will be held.

EXECUTIVE BOARD MEETING AT THE MARCH NMCA INSTITUTE AND ACADEMY: President Linda Jensen of Central City, inquired if there was a time reserved for the board meeting and Freeman-Wakefield stated there is not, however, suggested that the meeting could be held on Thursday during the association luncheons. Members present were in favor of holding the meeting during that time. Jensen inquired if lunch could be brought in for the boardmembers and Freeman-Wakefield stated she would check into that possibility.

IIMC BID FOR IIMC CONFERENCE IN OMAHA IN 2026: 2nd Vice President Elizabeth Butler of Omaha and Ellen Freeman-Wakefield of UNO, met with International Institute of Municipal Clerks' (IIMC) representatives and Butler stated she feels Omaha has a good chance of being selected. Butler noted IIMC inquired if the NMCA Institute and Academy in 2026 will be cancelled. Butler explained that Omaha has a better chance if the association will make a donation to the conference. Freeman-Wakefield stated the IIMC Board will be making a decision on Friday. Butler noted the Omaha Visitors Bureau will make a contribu-

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NEBRASKA MUNICIPAL CLERKS' ASSOCIATION - EXECUTIVE BOARD MEETING MINUTES VIA ZOOM – OCT. 6, 2021

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tion of \$40,000. Freeman-Wakefield noted IIMC wants to see a commitment made prior to making their decision. Freeman-Wakefield stated UNO will still do a Mini Clerk School, similar to the one (1) that was held in 2016 when the IIMC Conference was in Omaha, which allows for those clerks not wishing to attend the IIMC Conference to receive training. Freeman-Wakefield stated UNO can also contribute some funding to go towards speakers at the event up to approximately \$20,000. Freeman-Wakefield asked Butler to make the notation to IIMC that UNO's donations would be In-Kind Services. President Linda Jensen of Central City entertained a motion be made to proceed with the finalization of the bid.

Moved by Tammy Tisdall of Gretna, seconded by Erin Saathoff of Beatrice, that the Nebraska Municipal Clerks Association proceed with submitting its bid for the IIMC Conference to be held in Omaha in 2026.

VOTE: Ayes – All; Nays – None. MOTION CARRIED.

Moved by Tammy Tisdall of Gretna, seconded by Eliza Butler of Omaha, to proceed with the issuance of the \$30,000 prepayment to IIMC.

VOTE: Ayes – All; Nays – None. MOTION CARRIED.

Moved by Raquel Felzien of Franklin, seconded by Eliza Butler of Omaha, to forego the standard NMCA Institute and Academy in 2026.

VOTE: Ayes – All; Nays – None. MOTION CARRIED.

DISCUSSION ON MEMBERSHIP DUES: President Linda Jensen of Central City inquired if membership dues should be increased and a motion made at the meeting in March. Elizabeth Butler of Omaha stated she would rather raise the dues in March to allow for some cushion for the possible increase of costs associated with the NMCA Institute and Academy. Tammy Tisdall of Gretna agreed with Butler. Ellen Freeman-Wakefield of UNO stated the increase will not be significant, however, the current registration fees have remained the same for twelve (12) years. Butler inquired what other state associations charge for dues and no one was sure. Jensen stated she would do some research and report back to the board, as well as entertain a motion to increase membership dues at the next meeting. Freeman-Wakefield suggested reaching out to all the states in Region VIII for a good comparison.

WEDNESDAY NIGHT MEET AND GREET DURING THE NMCA INSTITUTE AND ACADEMY IN MARCH 2022: President Linda Jensen of Central City, stated the vendor hospitality night during the Clerk Institute and Academy in March 2022 will be held Wednesday from 5:30 p.m. to 7 p.m. and asked for volunteers to serve on the committee to plan and organize the event. Raquel Felzien of Franklin stated Erin Saathoff of Beatrice and she have taken over contacting the vendors, since Kelly Oelke of Hickman is no longer on the board. It was suggested by Tammy Tisdall of Gretna that Kandra Kinne of Cambridge and Denise Petersen of Ponca be in charge of organizing the hospitality night. All members present were in favor. Jensen will send out an email notifying them of their appointment to the committee.

REVIEW OF 2020 NMCA INSTITUTE AND ACADEMY VIA ZOOM: President Linda Jensen of Central City reported that she felt the virtual conference went well and thanked Ellen Freeman-Wakefield of UNO for all of her work putting the conference together.

IIMC ANNUAL CONFERENCE IN LITTLE ROCK, ARKANSAS – MAY 22-25, 2022: President Linda Jensen of Central City reported that the next IIMC Annual Conference will be held in Little Rock, Ark., May 22-25, 2022.

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NEBRASKA MUNICIPAL CLERKS' ASSOCIATION - EXECUTIVE BOARD MEETING MINUTES VIA ZOOM – OCT. 6, 2021

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UPDATE OF REGION VIII CONFERENCE HELD IN PARK CITY, Utah IN SEPTEMBER 2021: President Linda Jensen of Central City reported to the Board that her and six (6) other Nebraska clerks attended the Region VIII Conference.

LETTER OF SUPPORT – LISA GARCIA – IIMC PRESIDENT CANDIDATE: President Linda Jensen of Central City inquired if the board would like to provide a Letter of Support for IIMC President Candidate, Lisa Garcia, who is the current Region VIII Director. Tammy Tisdall of Gretna stated she does not feel comfortable doing so and there was no further discussion.

ADJOURNMENT: The next meeting will be held during the Nebraska Municipal Clerks Association in March. There being no further business, the meeting was adjourned at 9:45 a.m.

*Respectfully submitted:
Erin Saathoff, CMC
NMCA Secretary/Treasurer*

Senator's addresses

The Legislature will begin the 2022 session Jan. 5, at 10 a.m. Here are a few resources for you to use to follow legislative action:

Visit <https://nebraskalegislature.gov/> to:

- learn about and contact a Senator
- find the status of bills and resolutions
- research statutes
- view the legislative calendar
- find legislative documents and reports
- watch live coverage of floor debate and committee hearings
- order legislative publications
- browse the Nebraska Blue Book
- learn about the history of unicameralism

To find the status of a bill or resolution by telephone:

- Legislative Hot Line (V/TTY) - Lincoln: 402-471-2709
- Legislative Hot Line - Nebraska, outside Lincoln: 800-742-7456

To write a letter to a Senator, include the Senator's name and district number in the address:

(SENATOR'S NAME)

(DISTRICT #)

NEBRASKA STATE CAPITOL

P.O. BOX 94604

LINCOLN, NE 68509-4604



NEBRASKA MUNICIPAL CLERKS' ASSOCIATION
League of Nebraska Municipalities



MEMO

DATE: August 1, 2021

TO: All Municipal Clerks and Deputy Clerks

FROM: Erin Saathoff, CMC, NMCA Secretary/Treasurer

The Nebraska Municipal Clerks' Association (NMCA) Membership Dues for October 1, 2021 to September 30, 2022 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 Beatrice, 402.228.5228 or esaathoff@beatrice.ne.gov

Thank you!

Erin Saathoff, CMC
NMCA Secretary/Treasurer



NEBRASKA MUNICIPAL CLERKS' ASSOCIATION
League of Nebraska Municipalities



MEMBERSHIP DUES STATEMENT
2021-2022

NAME: _____

TITLE: _____

ADDRESS: _____

MUNICIPALITY: _____

PHONE NUMBER: _____

E-MAIL ADDRESS: _____

<u>POPULATION OF MUNICIPALITY:</u>	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 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

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

Nebraska Municipal Clerks Association

2022 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 2022 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 1, 2021 and awards will be made before the end of January 2022.

Wendy McKain
NMCA First Vice President
Village Trenton

NMCA Institute/Academy March 13 - 18, 2022

Nebraska Municipal Clerks Association

2022 Scholarship Application

The 2022 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 1, 2021

Village of Trenton

Attn: Wendy L. McKain, DBA, MBA, MMC

NMCA Scholarship Application

PO Box 68

Trenton, NE 69044

Wendy.vtrenton@gmail.com

NMCA Institute/Academy March 13 - 18, 2022

Municipal Legal Calendar

(All statute citations to Revised Statutes of Nebraska)

DECEMBER 2021

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)
**	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	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)
Reminder	On or before January 31, each municipality with a clean energy assessment district (PACE) submits report to Urban Affairs Committee. (13-3211)

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)
**	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	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)
Reminder	On or before January 31, each municipality with a clean energy assessment district (PACE) submits report to Urban Affairs Committee. (13-3211)