

Nebraska Municipal Clerks Newsletter

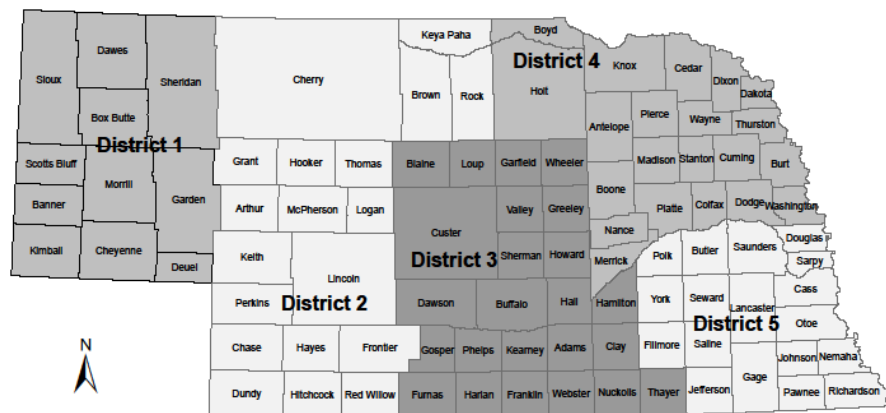
SEPTEMBER 2022

MESSAGE FROM THE PRESIDENT

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

Currently, there are two District Director positions open: District 2 and District 3. If interested, please contact Wendy McKain at wendy.vtrenton@gmail.com or 308-334-5488

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

SAVE THE DATE FOR THE 2022 LEAGUE OF NEBRASKA MUNICIPALITIES ANNUAL CONFERENCE SEPTEMBER 14-16, 2022 AT THE CORNHUSKER MARRIOTT IN LINCOLN – Credits will be awarded for the Treasurer's education requirement.

THE DUES ARE ANNUAL AND SET TO START 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

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MESSAGE FROM THE PRESIDENT

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We will have forms for the scholarships to attend the Clerks Institute and Academy. Watch for details in future newsletters.

In order to receive a scholarship, you must have your dues paid to NMCA. Make sure you pay your dues after Oct. 1 and before Dec. 1. We will have the dues form published in upcoming newsletters, also.



Budgets are due by Sept. 30, 2022. For additional information or to submit your budget electronically, visit the State Auditor's webpage.

<https://www.nebraska.gov/auditor/FileUpload/index.cgi?budget=1>

Nebraska Auditor of Public Accounts

Political Subdivision Budgets – Frequently Asked Questions

These frequently asked questions are provided to assist Nebraska political subdivisions by answering common questions that may arise while preparing/completing their budget. The answers contained within are intended to be consistent with relevant State statutes.

Political subdivisions should consult with their legal counsel on all matters involving the legal interpretation of the State statutes.

NEBRASKA AUDITOR OF PUBLIC ACCOUNTS

State Capitol, Suite 2303
Lincoln, Nebraska 68509-8917

Phone: 402-471-2111
Fax: 402-471-3301

Questions - E-Mail: Jeff.Schreier@nebraska.gov
Website: <https://auditors.nebraska.gov>



Last Updated 6/17/22

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MESSAGE FROM THE PRESIDENT

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In the past....Nebraska Municipal Clerks Association submitted information to host a conference – Are we interested in the 2028 IIMC Conference?



Request for Proposal

[2028 RFP and invitation to submit](#)

[2028 Conference RFP application](#)

The RFP lists every requirement you and your CVB will need to know to help you make the final decision to go forward with your dream of being a Host Clerk.

See Sample Request For Proposal (RFP) under the [Conference Bid Section](#).

The deadline to submit this RFP is **Monday, June 5, 2023**.

For more information about hosting an IIMC Annual Conference, contact IIMC Executive Director Chris Shalby.

A message from IIMC.....

Hello Region VIII Association Presidents:

I am providing you with an update regarding your Region. At the annual business meeting during the 2022 IIMC Conference in Little, Rock, Ark., the delegates approved IIMC's Constitutional Amendment to split your Region into two. Per IIMC's Constitution –

If the proposed amendment is approved by majority vote at the Annual Business Meeting, the proposed amendment will be distributed for a vote by the entire membership. Members will have sixty (60) days following the Annual Business Meeting to vote on the proposed amendment. The constitutional amendment shall be adopted if two thirds of the votes cast are in favor of the proposal. The effective date of the amendment will be the 61st day following the Annual Business Meeting, unless otherwise specified.

The IIMC membership approved to split Region VIII into two separate regions by a vote of **Yes – 89.30 percent – No – 10.70 percent**.

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MESSAGE FROM THE PRESIDENT

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On Thursday, Aug. 18, the IIMC Board held a virtual meeting and voted to rename the two Regions as:

1. Region VIII – East (Montana, Wyoming, Colorado, Nebraska, South Dakota and North Dakota)
2. Region VIII – West (Idaho, Nevada, Utah, Arizona and New Mexico)

With the membership approving all the 2022 Constitutional amendments, including the splitting of Region VIII, the Board, having renamed the Region, will now proceed to provide for the election of two new Board Members (one from each Region) to represent IIMC on its Board of Directors.

The current Region VIII Directors, LuAnn Holmes of Nevada and Angela Johnson of Wyoming along with former Region VIII Director and current Executive Committee member Lisa Garcia of Arizona, will meet with IIMC President Pamela Smith, IIMC Parliamentarian Connie Deford and me to discuss options to provide the Board regarding the process for nominating and electing two additional Board members from your Region.

We will continue to keep you apprised of the process.

Thank you.

Christian G. Shalby, IIMC Executive Director, Chriss@iimc.com

OCTOBER BIRTHDAYS

Kristine Beard..... Bassett..... Oct. 2
Crystal Petzoldt..... Juniata Oct. 2
Dorothy Thiel..... Trumbull..... Oct. 3
Melissa Wach..... Wymore Oct. 3
Michelle Evert Richland Oct. 5
Barb Straub..... Hemingford Oct. 6
Lynette Behlke Benkelman Oct. 7
Lisa Schroedl Ainsworth Oct. 10
Nichelle Harrington..... Loup City..... Oct. 10
Dane Jensen..... Holdrege..... Oct. 12
Casie Olson..... Red Cloud Oct. 12
Diane Doffin..... Hoskins Oct. 13
Tracey Lukasiewicz..... Farwell..... Oct. 16
Vicki Owings Stella Oct. 16
Lori Matchett David City Oct. 19
Ruth Radke Lewellen..... Oct. 19
Denise Peterson Ponca..... Oct. 20
Bonnie Doremus Shelton Oct. 20
Ronda York..... Creighton Oct. 21



Mary Kempf..... West Point Oct. 22
Judy Smith Chester Oct. 23
Darla Hulsebus Humboldt Oct. 23
Barbara Janda Lawrence Oct. 23
Stephanie DeGroot Lorton Oct. 25
Wendy Clabaugh Elm Creek Oct. 27
Allison Ferguson..... Hyannis Oct. 28
Tara Hedrick..... Stratton..... Oct. 30
Edith Laue Hubbell..... Oct. 31



NEBRASKA MUNICIPAL CLERKS' ASSOCIATION
League of Nebraska Municipalities



MEMO

DATE: August 3, 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



MEMBERSHIP DUES STATEMENT
2022-2023

NAME: _____

TITLE: _____

ADDRESS: _____

MUNICIPALITY: _____

PHONE NUMBER: _____

E-MAIL ADDRESS: _____

<u>POPULATION OF MUNICIPALITY:</u>	Under 300	\$20.00	_____
	301-800	\$50.00	_____
	801-5,000	\$100.00	_____
	Over 5,000	\$150.00	_____

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

Municipal Legal Calendar

(All statute citations to Revised Statutes of Nebraska)

OCTOBER 2022

CITIES OF THE FIRST CLASS

Within 10 days following meeting or before next meeting (whichever is sooner) Clerk to have minutes available for public inspection. (84-1413)

Within 15 days of Passage..... Clerk publishes ordinances passed. (16-405)

Within 30 days of Council meeting Clerk publishes official proceedings of meeting including claims. (19-1102)

First Day..... Fiscal year begins. (16-701)

After start of fiscal year..... Treasurer makes annual report to Mayor and Council. (16-720)

Oct. 9 A vote to exceed levy limits must be approved by this date (77-3444)

Oct. 15..... Final Property Tax Request Certified and forwarded to County Clerk. (77-1632)

Oct. 31..... Annual Certification of Program Compliance filed with the Board of Public Roads Classification and Standards (39-2121)

Within 20 days after end of month..... Treasurer files monthly financial report. (16-318)

Within 60 days after close of fiscal year..... Treasurer publishes Statement of Receipts and Disbursements./Semi-annual financial statement published. (16-318) (16-722) (19-1101)

* *..... Clerk must prepare agenda prior to next Council meeting. (84-1411)

Within six months after close of fiscal year Audit of city's accounts completed. (19-2903)

CITIES OF THE SECOND CLASS

Within 10 days following meeting or before next meeting (whichever is sooner) Clerk to have minutes available for public inspections. (84-1413)

Within 15 days of Passage Clerk publishes ordinances passed. (17-613)

Within 30 days of Council meeting Clerk publishes official proceedings of meeting including claims. (19-1102)

First Day..... Fiscal year begins. (17-701)

Oct. 9 A vote to exceed levy limits must be approved by this date (77-3444)

Oct. 15..... Final Property Tax Request Certified and forwarded to County Clerk. (77-1632)

Oct. 31..... Annual Certification of Program Compliance filed with the Board of Public Roads and Classification and Standards (39-2121)

Within 20 days after end of month..... Treasurer files monthly financial report. (17-606)

Within 60 days after close of Fiscal Year..... Treasurer publishes Statement of Receipts and Disbursements. (17-606) (19-1101)

* *..... Clerk must prepare agenda prior to next Council meeting. (84-1411)

Within six months after close of fiscal year Audit of city's accounts completed. (19-2903)

VILLAGES

Within 10 days following meeting or before next meeting (whichever is sooner) Clerk to have minutes available for public inspections. (84-1413)

Within 15 days of Passage..... Clerk publishes ordinances passed. (17-613)

Within 30 days of Board of Trustees' meeting Clerk publishes official proceedings of meeting including claims. (19-1102)

First day..... Fiscal year commences. (17-701)

Oct. 9..... A vote to exceed levy limits by election or by townhall meeting must be approved by this date (77-3444)

Oct. 15..... Final Property Tax Request Certified and forwarded to County Clerk. (77-1632)

Oct. 31..... Annual Certification of Program Compliance filed with the Board of Public Roads and Classification and Standards (39-2121)

Within 20 days after end of month..... Treasurer files monthly financial report. (17-606)

Within 60 days after close of Fiscal Year..... Treasurer publishes Statement of Receipts and Disbursements. (17-606) (19-1101)

* *..... Clerk must prepare agenda prior to next Board meeting. (84-1411)

Within six months after close of fiscal year Audit of Village's accounts completed unless audit requirement waived by State Auditor. (19-2903) (84-304)

ALL MUNICIPALITIES

On or before November 1 Each municipality which offers a defined benefit plan pursuant to section 401(a) of the Internal Revenue Code which was open to new members on January 1, 2004, shall submit written notification to the Nebraska Retirement Systems Committee of the Legislature that it offers such a plan. (13-2402)

October 15..... Each municipality that offers such a defined benefit retirement plan shall file with the committee a copy of the most recent annual actuarial valuation of the retirement plan. The valuation report shall be filed electronically. (13-2402)

October 15 Each municipality that offers such a defined benefit retirement plan shall file a report with the committee if either of the following conditions exists as of the latest annual actuarial valuation of the retirement plan: (i) The contributions do not equal the actuarial requirement for funding; or (ii) the funded ratio is less than eighty percent. (13-2402)

October 15..... Each municipality which offers such a defined benefit plan shall conduct an experience study at least once every four years to review the actuarial assumptions used to determine funding needs for its defined benefit plan. Each such political subdivision shall electronically file a copy of the most recent actuarial experience study with the committee by October 15, 2016, and shall electronically file a copy of each study completed pursuant to this subsection by the next October 15 after completion of the study (13-2402)