

Nebraska Municipal Clerks Newsletter

DECEMBER 2021

MESSAGE FROM THE PRESIDENT

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

Christmas Back Home

My childhood Christmas at our house was far from traditional. First, we did not have a real Christmas tree, nor did we have an artificial green tree. Our tree was aluminum. We decorated it with colored balls. I never talked about our tree to my friends at school. I always felt that we should have a green tree, but our aluminum tree was still special to us. As a matter of fact, I still have the tree. Sometimes I will put it up just for a bit of nostalgia.

We also did not open presents on Christmas morning. On Christmas Eve, we would have an early dinner, usually soup and sandwiches. Then, we went to church because my brothers, sister and I were in the Christmas program. After church, Mom would set out goodies to snack on and we would open our Christmas presents.

On Christmas day, we could sleep later if we wanted, although the aroma from the kitchen would awaken us. Christmas morning breakfast also was unusual. I would hear my friends talk about having cinnamon rolls for breakfast. Well, not our family. Mom would get up early and make a Christmas bread pudding that was divine. It was served warm with a drizzle of vanilla sauce on top. I have not been able to match it and I have the recipe. I think it just doesn't taste the same because it is not served at our kitchen table back home on Christmas morning and Mom didn't make it. The rest of the day was spent at my Grandparents' house.



Christmas Bread Pudding Mixture

3 eggs beaten
1 ½ cups sugar
2 tablespoons brown sugar
½ teaspoon cinnamon
¼ cup melted butter
3 cups cream
12 slices of bread broken into pieces
1 cup raisins
1 can of cherry pie filling for the top of pudding

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MESSAGE FROM THE PRESIDENT

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Directions:

Grease a 2-quart baking dish. Spoon the mixture into the baking dish. Bake in a preheated 375-degree oven for 30 minutes. Spoon a can of cherry pie filling over the pudding, cover the dish with foil and continue baking for another 25 minutes until the pudding is set in the middle. Let the pudding stand for 10 minutes before serving.

Vanilla sauce:

½ cup brown sugar
1 tablespoon flour
1/8 teaspoon cinnamon
1 egg
2 tablespoon melted butter
1 ¼ cups cream
1 tablespoon vanilla

Directions:

Whisk the ingredients for the sauce together until smooth. Heat over medium heat, whisking constantly, until thickened and the sauce coats the back of a spoon, 10-12 minutes. Pour over warm bread pudding.

Enjoy!

Save the Date: 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 that way. The on-line portal to register for the conference was available on 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. When you register, be sure to 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 buffett style, which 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.unoma-ha.edu

402.554.2636 (direct)

402.554.2625 (office)

402.669.2272 (cell)

efreemanwakefield@unomaha.edu



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An evening of fun is being planned for the Hospitality Night for the Clerks conference in March. The Heartland Clerks are busy planning the banquet for the March conference, also. Make plans to attend both events. It is another way of associating with your fellow clerks. Watch for details in upcoming newsletters.

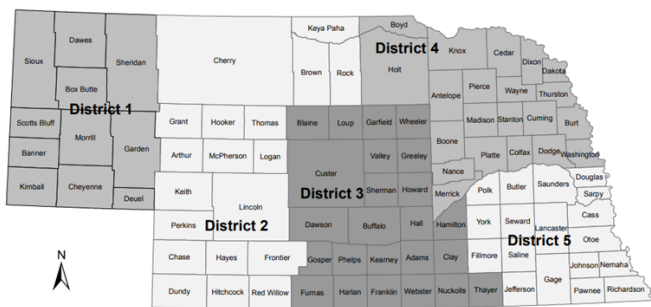
Have you thought of being on the Board for NMCA? The Nominating Committee will be seeking nominations for several positions that are coming up in March 2022. There are District Directors and a Secretary/Treasurer position open. The following is a map to show the districts. The eligibility requirement 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

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

Lauren Brandt, Kearney – lbrandt@kearneygove.org

DON'T FORGET THE 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.

Included in this newsletter are the guidelines and nomination form for the "Clerk of the Year" award. If you are nominated and receive the paperwork to send back to the Clerk of the year committee, please do so. It is a huge honor.

76th IIMC Annual Conference:

Little Rock, Arkansas

SUNDAY, MAY 22 - WEDNESDAY, MAY 25, 2022

LIKE A DIAMOND – MULTIFACETED LEADERSHIP

2022 IIMC Annual Conference Grants

- Now Accepting!



The Conference Grant Program is designed to allow 2 IIMC members from each of IIMC's 11 regions to attend the IIMC Annual Conference each May. If awarded a grant, the IIMC Foundation will cover the cost of your IIMC Annual Conference Registration. The 2022 Conference Grant Application period is now open through Jan. 31, 2022. Go to the IIMC website for more information and to apply. Just to let you know, Nebraska is still in Region VIII. May you have a blessed Christmas!

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*

Resources available for you to follow legislative action

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

JANUARY BIRTHDAYS

Michelle Kahrs	Franklin	1/1
Holli Dale	Beemer	1/1
Kelli Dickes	Madison	1/2
Cynthia Heilbrun	Sidney	1/3
Ronnie Harding	Bartley	1/4
Corinne Zahn	Unadilla	1/4
Kayla Eisenmenger	Oakland	1/7
Kendra Jantzen	Adams	1/9
Kimberly Finecy	Doniphan	1/10
Marianna Evans	Duncan	1/10
Kandra Kinne	Cambridge	1/11
Kellie Crowell	Ravenna	1/13
Renne Dabney	Bayard	1/13
Pat Walz	Hershey	1/19
Lisa Archer	Marquette	1/19
Lora Johnson	Schuyler	1/20
Carl Elzinic	St. Edward	1/20



Caitlin Collier	Maskell	1/21
Brianna Duerst	Norfolk	1/22
Gary Swartz	Malmo	1/22
Betty McGuire	Wayne	1/22
Ashley Manning	Wood River	1/26
Shelby Morrison	Hershey	1/27
June Moline	Mead	1/29



NEBRASKA MUNICIPAL CLERKS' ASSOCIATION
League of Nebraska Municipalities



November 18, 2021

Dear Municipal Official:

Enclosed are guidelines and a nomination form for the 41st annual “**Outstanding Clerk Award**” presented by the Nebraska Municipal Clerks’ Association. This award will be presented on Thursday evening, March 17, 2022, during the annual Municipal Clerks’ Institute and Academy banquet to be held at the Ramada Midtown in Grand Island, Nebraska. One award will be presented to a Clerk in each of three city classifications: First Class or Larger, Second Class, and Village.

It is an honor in itself for a Clerk to be nominated for this award! The nominees are evaluated by means of a point system calculated from a questionnaire the Clerk must complete. The evaluation is completed by a committee consisting of the recipients of the award for the previous two years. If you nominate your Clerk, please urge them to complete the questionnaire which will be mailed/emailed to them. *The Clerk cannot be considered without the questionnaire being completed and returned.*

Should your Clerk receive the award, you will be *confidentially* notified in advance of the presentation so you can plan to attend and also invite the Clerk’s family, Council/Board members and other community members who want to honor your Clerk. **The Clerk is not informed of receipt of the award until the presentation is made.** You will be asked to keep the award a surprise to your Clerk.

Remember, your Clerk must be nominated to be considered for the award. Even if you have nominated your Clerk in the past, please resubmit the nomination.

If you have any questions, please feel free to contact me. As a past recipient of the award, I can confirm what an honor it was just to be nominated. Please take the time to fill out and submit the enclosed form. Please return the form to me no later than Friday, December 31, 2021.

Sincerely,

Betty A. McGuire, MMC
City Clerk
City of Wayne
PO Box 8 Wayne NE 68787
(402) 375-1733 Fax: (402) 375-4712
Email: betty@cityofwayne.org

Nebraska Municipal Clerks' Association
OUTSTANDING CLERK AWARD
NOMINATION FORM

*PLEASE TYPE OR PRINT**

Deadline for nominations is Friday, December 31, 2021

Please Note: Nominees shall have served as municipal clerk for a minimum of 3 years.

_____ 1st Class City or larger _____ 2nd Class City _____ Village

I hereby nominate the following City/Village Clerk for the Nebraska Municipal Clerks' Association's "Outstanding Clerk Award:"

NAME OF CLERK NOMINATED: _____

Clerk's Mailing Address: _____

Clerk's E-mail Address: _____

Date: _____ Signature _____

Title _____

Mailing Address _____

City/Village _____

Zip Code _____

Telephone _____

A questionnaire will be mailed to your nominee for outstanding clerk.

PLEASE RETURN THIS NOMINATION FORM TO:

Betty A. McGuire, Chairperson
NE Municipal Clerks' Awards Committee
PO Box 8
Wayne, NE 68787

OUTSTANDING CLERK AWARD GUIDELINES

- To be eligible for this award, the nominee shall have served as a Municipal Clerk a minimum of three years.
- A past recipient of the “Outstanding Clerk Award” from any class City/Village may be eligible to receive the award again. The award shall not be presented to the same Clerk more than once in any ten-year period.
- A minimum of 50 points must be accumulated by a nominee in order to be eligible for the award. If no nominee can attain the minimum number of points in a particular City/Village classification, an award will not be presented in that City/Village classification in that year.
- All nomination forms must be received by the deadline stated in order to be considered for the award.
- Nominations may be submitted by Mayors, Councilmembers, City Managers, City Administrators, or other Municipal Clerks or any other elected or appointed municipal officials.
- All questionnaires sent to nominees must be received back by the deadline stated on the questionnaire. Questionnaires received after the deadline will not be considered.
- Points will not be awarded for items unanswered on the nominee questionnaire.
- The members of the Awards’ Committee are the Clerks who have received the awards for the preceding two years. The Committee Chairperson will be the Clerk who received the award in the First Class City category in the second preceding year. If, due to illness or some other reason that Clerk cannot chair the Committee, the Committee will select the Chairperson from among its members. (In the past, the First Class City Clerk has served as Chairperson for two years.)



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)

JANUARY 2022

CITIES OF THE FIRST CLASS

Each month.....	Clerk publishes ordinances passed within 15 days after passage. (16-405)
Within 10 working days from meeting or before next meeting (whichever is sooner)	Clerk to have minutes available for public inspection. (84-1413)
First Regular Meeting.....	Mayor and Council appoint member of Park Board. (16-696)
Within 30 days from Council meeting.....	Clerk publishes official proceedings of meeting. (19-1102)
Within 20 days after end of month.....	Treasurer files monthly financial report. (16-318)
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)
Each Quarter	Report from depository banks due. (16-714)
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)
On or before January 31	Any municipality with an active clean energy assessment district under PACE submits report to Urban Affairs Committee

CITIES OF THE SECOND CLASS

Each month.....	Clerk publishes ordinances passed within 15 days after passage (17-613)
Within 10 working 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 meeting. (19-1102)
Within 20 days after end of month.....	Treasurer files monthly financial report. (17-606)
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.....	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)
On or before January 31	Any municipality with an active clean energy assessment district under PACE submits report to Urban Affairs Committee

VILLAGES

Each month.....	Clerk publishes ordinances passed within 15 days after passage (17-613)
Within 10 working days from meeting or before next meeting (whichever is sooner)	Clerk to have minutes available for public inspection. (84-1413)
Within 30 days from Trustees' meeting	Clerk publishes official proceedings of meeting. (19-1102)
Within 20 days after end of month.....	Treasurer files monthly financial report. (17-606)
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.....	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)
On or before January 31	Any municipality with an active clean energy assessment district under PACE submits report to Urban Affairs Committee