

MESSAGE FROM THE PRESIDENT

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

Getting back into the swing of things.

I was so ready to get out into the sunshine last weekend and watch my granddaughter play softball. I cheered for her team (*Hastings Crush*) so loudly that I lost my voice. Lillian Jensen is number 21 in the picture. She is first baseman or right field. Let me set the stage for you: It is the last game of the tournament. *Hastings Crush* was playing the top team in the bracket. Time had run out and the opponent was up to bat to finish the inning. The score was *Hastings Crush* 12, opponent 10 with two outs. They had a runner on 2nd base and the batter was determined to tie the score. Lillian is in the right field just waiting for her chance to make a play. The batter hit a fly ball right to her. Needless to say, we were all holding our breath. She caught it! With the ball in her glove, she could not run fast enough to join her team in the middle of the in-field to celebrate. *Hastings Crush* won the tournament. What a thrill! I can't wait until the next tournament to watch them play again.

The Clerks virtual conference was held in March. There were many positive reviews from the sessions. Many thanks go out to Ellen Freeman-Wakefield, UNO Staff, and the Education Committee. A job well done!

I have been asked to reiterate the process of publishing minutes. The state statutes say the following:



The Hastings Crush

84-1413.

- Meetings; minutes; roll call vote; secret ballot; when.*
- (1) Each public body shall keep minutes of all meetings showing the time, place, members present and absent, and the substance of all matters discussed.*
 - (2) Any action taken on any question or motion duly moved and seconded shall be by roll call vote of the public body in open session, and the record shall state how each member voted or if the member was absent or not voting. The requirements of a roll call or viva voce vote shall be satisfied by a public body which utilizes an electronic voting device which allows the yeas and nays of each member of such public body to be readily seen by the public.*
 - (3) The vote to elect leadership within a public body may be taken by secret ballot, but the total number of*

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votes for each candidate shall be recorded in the minutes.

(4) The minutes of all meetings and evidence and documentation received or disclosed in open session shall be public records and open to public inspection during normal business hours.

(5) Minutes shall be written, except as provided in subsection (6) of this section, and available for inspection within ten working days or prior to the next convened meeting, whichever occurs earlier, except that cities of the second class and villages may have an additional ten working days if the employee responsible for writing the minutes is absent due to a serious illness or emergency.

(6) Minutes of the meetings of the board of a school district or educational service unit may be kept as an electronic record.

84-1411.

Meetings of public body; notice; method; contents; when available; right to modify; duties concerning notice; videoconferencing or telephone conferencing authorized; emergency meeting without notice; appearance before public body.

(1)(a) Each public body shall give reasonable advance publicized notice of the time and place of each meeting as provided in this subsection. Such notice shall be transmitted to all members of the public body and to the public.

(b)(i) Except as provided in subdivision (1)(b)(ii) of this section, in the case of a public body described in subdivision (1)(a)(i) of section 84-1409 or such body's advisory committee, such notice shall be published in a newspaper of general circulation within the public body's jurisdiction and, if available, on such newspaper's web site.

(ii) In the case of the governing body of a city of the second class or village or such body's advisory committee, such notice shall be published by:

(A) Publication in a newspaper of general circulation within the public body's jurisdiction and, if available, on such newspaper's web site; or

(B) Posting written notice in three conspicuous public places in such city or village. Such notice shall be posted in the same three places for each meeting.

19-1102.

City clerk or village clerk; proceedings of city council or village board of trustees; publication; contents.

It shall be the duty of each city clerk or village clerk in every city or village having a population of not more than one hundred thousand inhabitants as determined by the most recent federal decennial census or the most recent revised certified count by the United States Bureau of the Census to prepare and publish the official proceedings of the city council or village board of trustees within thirty days after any meeting of the city council or village board of trustees. The publication shall be in a legal newspaper in or of general circulation in the city or village, shall set forth a statement of the proceedings of the meeting, and shall also include the amount of each claim allowed, the purpose of the claim, and the name of the claimant, except that the aggregate amount of all payroll claims may be included as one item. Between July 15 and August 15 of each year, the employee job titles and the current annual, monthly, or hourly salaries corresponding to such job titles shall be published. Each job title published shall be descriptive and indicative of the duties and functions of the position. The charge for the publication shall not exceed the rates provided for in section 23-122.

I want to say that I specifically asked if a condensed version of the minutes may be published to cut down on the publishing costs. The answer was yes. Therefore, I only publish that the motion "such in such" was approved. I do not publish who made the motion or the roll call. I do publish the rest of the minutes as they appear in the permanent minute book. Another

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question that is frequently asked is if the minutes in the permanent minute book must contain everything that is said during the meeting. The above statute 84-1413 section 2 does not state that everything said is recorded, it only states that the motions must be recorded. That is how the City of Central City's minutes are taken. I hope that helps.

I will be getting ready for the IIMC Annual Conference in Grand Rapids, Mich. I am thankful that the conference is in person. I am looking forward to it. If you ever have a chance to attend an IIMC Annual Conference, do not pass it up. It is a great experience. Having conversations in the classroom as well as the conversations during the downtime with clerks from around the world is so educational.

The following is a letter that I sent to Region VIII Director Lisa Garcia for the meeting packet in Grand Rapids.

Hello from Nebraska,

I am Linda Jensen, the Clerk/Treasurer for Central City, Neb. Since COVID, we have not been able to hold an in-person meeting for an election of officers. Therefore, I have been the President of the Nebraska Municipal Clerks Association for three years. We may be thinking of making a change in our by-laws to that effect. I certainly did not mind serving the Nebraska Clerks for that extended length of time. After all, there were no meeting agendas to prepare. I only did the monthly newsletter.

It has been quite a journey since we have met for an IIMC Conference. We have closed our office doors for several months during this pandemic. I didn't like it. Yes it was quiet to work, but the phone calls were definitely increased. I must say, I am from a town of 3,000 people, so the foot traffic into our office has decreased considerably. Our customers have bought into alternative methods of paying their utility bills. The on-line bill pay and pay by phone/credit cards have increased two-fold.

Since we last met, we have held a Clerk's conference via Zoom. The response from that conference has been positive. We have been asked to hold some zoom classes throughout the year instead of all in one week. The only negative reaction we received was that we did not get out of our offices to meet everyone in person. Ellen Freeman-Wakefield, Director of Professional Programs from the University of Omaha, has been instrumental in keeping everyone up to date with virtual classes. The Nebraska Legislature recently passed **LB 781**. This bill requires that treasurers of entities with less than \$100,000 in expenditures during the fiscal year shall be required to complete four hours of continuing education that is approved by the Nebraska Auditor of Public Accounts. All other treasurers shall be required to complete eight hours of continuing education. All the hours must be completed and submitted by Jan. 31, 2022 to be compliant. Welcome back to school! Actually, it is not such a bad thing, as it does keep us abreast of changes.

In March 2022, we have plans to meet again for an in-person conference. We will have a Clerk of the year and a banquet again. I am certainly looking forward to seeing my colleagues. To bring you up to date, we have 95 Nebraska CMCs and 22 Nebraska MMCs. Congratulations to all of them!

*Linda Jensen MMC
City Clerk/Treasurer
Central City, Nebraska*



May 2-8, 2021 is Municipal Clerk's Week. Pass that on to your board and let them know what a great job you do.

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Attached to the newsletter is the form to fill out for the continuing education training hours required for treasurers. The zoom classes that were held for the March conference qualify for LB 781.

There are several sessions coming up that will help you to get the required hours for LB 781. The finance conference that is held virtually in June is one great opportunity.

Happy May!
Happy Mother's Day!
Congratulations to all of the graduates!
Let us remember those who have left us on Memorial Day!

*Linda Jensen, MMC
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City Clerk/Treasurer
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CPE Credit

Rachael Whittler of the State Auditor's Office called and said that if you attended the training and would like to receive CPE credit for that training, please submit a copy of the certification of completion provided to you from the Clerks Institute to verify attendance.

This certification can be submitted through the "Submit your Certificate of Continuing Education" link on the State Auditor's website.

Make plans to attend the 2021 Virtual Municipal Accounting and Finance Conference

Please make plans to participate in the League's 2021 Virtual Municipal Accounting and Finance Conference (MAFC). Again this year, the MAFC will be offered as a series of webinars in June; hopefully next year, it will be back to an in-person conference.

The Planning Committee of the MAFC is finalizing an outstanding series of informative, interactive webinars starting with a Preconference Webinar on Tuesday, June 15 (from 2-4 pm CT) and webinars on June 16-17, 22, 23 and 24 (from 2-3 pm CT and 3:15-4:15 pm CT each day). Be informed about the latest laws, regulations and best practices relating to municipal accounting and finance. **MUNICIPAL TREASURERS:** The League will let you know as soon as the State Auditor's Office informs us of the number of webinars (hours) eligible to comply with the annual continuing education requirements for municipal treasurers as mandated in **LB 781**, passed in 2020.

As with any crisis, the COVID-19 pandemic offers an opportunity to challenge ourselves to reassess how to best accomplish our respective duties and responsibilities, including effectively communicating important information to our membership.

The League staff and other conference speakers are excited to present this webinar series of valuable accounting and finance conference topics. A conference program and registration information will be emailed in the near future.

Blue Book: People of Nebraska

Rivers and Lakes

Nebraska is the only state that lies entirely within the drainage area of the Missouri River, which flows along Nebraska’s northern and eastern borders for about 450 miles. Its major tributary in Nebraska is the Platte River, which flows across the state from west to east.

The Platte River begins where the North and South Platte Rivers meet near the City of North Platte. The Platte, which is too shallow for navigation, was described as “a mile wide and an inch deep” by early explorers and pioneers crossing Nebraska. Today, the river is used for irrigation, municipal water supply, recreation and hydroelectric power production.

The Platte’s main tributaries are the Loup and Elkhorn Rivers, which originate in the Sandhills and flow southeast across north-central Nebraska. The Niobrara River drains northern Nebraska; the Republican, Big Blue, Little Blue and Nemaha Rivers drain southern and southeastern Nebraska, respectively.

Nebraska has about 2,500 small lakes, both natural and man-made. Hundreds of natural, shallow lakes dot the landscape of the Sandhills. Lake McConaughy, the state’s largest lake (about 55 square miles), was formed by the construction of the Kingsley Dam on the North Platte River. Other large man-made lakes include Jeffrey and Sutherland Reservoirs on the Platte River system; Swanson, Medicine Creek and Harlan County Reservoirs on the Republican River; Enders Reservoir on the Frenchman River; Calamus Reservoir on the Calamus River system; and Lewis and Clark Lake on the Missouri River system.

One of Nebraska’s greatest water resources lies not above, but below ground. The state’s vast underground water supply, accumulated over thousands of years, is about 1.9 billion acre-feet, enough to cover the state with an estimated 34 feet of water. This water supply — much of it part of the Ogallala Aquifer — is used extensively for irrigation.

Source – Nebraska Blue Book

JUNE BIRTHDAYS

Joan Kovar.....	David City.....	June 1
Stacey Jaeschke.....	Gibbon.....	June 4
Jean Thiele.....	York.....	June 6
Jessica Miller.....	Alma.....	June 7
Debora Daly.....	Mullen.....	June 7
Machaela Luckey.....	Columbus.....	June 10
Heather Gamon.....	Ralston.....	June 11
Jackie Herley.....	Spalding.....	June 18
Stacey Anderson.....	Stapleton.....	June 24
Tammy Ramaeker.....	Cedar Bluffs.....	June 25
Joan Hultquist.....	Rosalie.....	June 25
Nadine Link.....	Malcolm.....	June 27
Lori Rezny.....	Wilber.....	June 28



Mindi Laaker.....	Bennington.....	June 29
Renee Johansen.....	Osceola.....	June 29
Michele Lincoln.....	Bennet.....	June 30

Municipal Legal Calendar

(All statute citations to Revised Statutes of Nebraska)

JUNE 2021

CITIES OF THE FIRST CLASS

- Within 10 working 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)
As determined by the Mayor
and CouncilBoard of Equalization meets. (16-707)
- Within 30 days following
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)

CITIES OF THE SECOND CLASS

- Within 10 working 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 or posts ordinances passed.
(17-613)
- Within 30 days following
Council meeting.....Clerk publishes official proceedings of meeting.
(19-1102)
- Within 20 days after end of month.....Treasurer files monthly financial report. (17-606)
* *Clerk must prepare agenda prior to next Council
meeting. (84-1411)

VILLAGES

- Within 10 working 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 or posts ordinances passed. (17-613)
- Within 30 days following
trustees' meeting.....Clerk publishes official proceedings of meeting,
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 Board
meeting. (84-1411)

STATE OF NEBRASKA
AUDITOR OF PUBLIC ACCOUNTS

State Capitol, Suite 2303
P.O. Box 98917
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<https://auditors.nebraska.gov/>

CONTINUING EDUCATION TRAINING REQUEST FORM
USE A SEPARATE FORM FOR EACH QUALIFICATION REQUESTED

Please complete the following and include the requested attachments:

Name of requesting person: _____

Entity Name: _____

E-mail: _____

Address: _____

City: _____ State: _____ Zip: _____

Course Title: _____

Requested number of hours of credit: _____

Note: Hours should be based on 50-minute hour and must be rounded DOWN to nearest whole number.

Date(s) of course/presentation: _____

Course Description: _____

Sponsor of event/training: _____

Registration Fees or Other Costs Required to Attend: Yes No

Method of Delivery: (Please check all that apply)

- | | | |
|--|---|--|
| <input type="checkbox"/> Formal (live) | <input type="checkbox"/> Video-conference | <input type="checkbox"/> Other: (please specify) |
| <input type="checkbox"/> Web-cast (interactive-formal) | <input type="checkbox"/> Audio-conference | _____ |
| <input type="checkbox"/> College Course | <input type="checkbox"/> Tele-conference | |

Location of Course: _____

Contact Person: _____ Phone #: _____

Link to Course Information (if applicable): _____

Attachments that must be included:

1. Course outline/syllabus
2. Course timeline
3. Name and background of Instructor/Speaker

A statement describing how this course relates to your job duties as a county/municipality treasurer may be requested.