

## MESSAGE FROM THE PRESIDENT

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

I **must brag** just a little bit that the Hitchcock County Falcons are the D-2 State Champions in football for 2022.

**It has been a whirlwind** of a year. It's so hard to believe that December is here! Here is a recipe to one of my favorite Christmas cookies:

### **Snowball Cookies**

#### *Ingredients*

- 2 cups finely chopped pecans
- 1 cup unsalted butter, room temperature
- 1/3 cup granulated sugar
- 1 teaspoon vanilla extract
- 1/4 teaspoon kosher salt
- 2 cups all-purpose flour
- Powdered sugar for coating

#### *Directions*

1. Preheat oven to 350°F. Place chopped pecans in a 9 x 13-inch metal baking dish. Roast in the oven until the pecans have a nutty aroma and are lightly toasted, 6-8 minutes. Remove and set aside to cool.
2. Beat butter and sugar together until lightened and creamy. Scrape down sides of the bowl and add vanilla extract and salt; beat to combine. Add flour and cooled toasted pecans and mix on low until incorporated, scraping down the sides of the bowl as needed.
3. Line 2 baking sheets with parchment paper. Scoop and shape dough into 1-inch balls, pressing the dough in your hands. (Note: the dough will be very crumbly, so you will be pressing the dough balls into spheres instead of rolling them



between your palms.) Place cookies one-half inch apart on baking sheets. Bake until lightly browned, about 15 minutes.

4. Allow cookies to cool until just cool enough to handle, but still quite warm. Roll each cookie in powdered sugar, putting the cookie back on the baking sheet after it's coated in sugar. Allow cookies to cool completely and roll them again in powdered sugar before serving or storing in an airtight container.

### **Enjoy!**

**Save the Date:** Clerks Institute and Academy is scheduled for March 13-17, 2023 at the Holiday Inn, 110 2<sup>nd</sup> Avenue, Kearney, NE.

**Jump Start:** First-time clerks or those with less than two years experience can attend. Sunday, March 12, 2023 from 4-6 p.m.

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# MESSAGE FROM THE PRESIDENT

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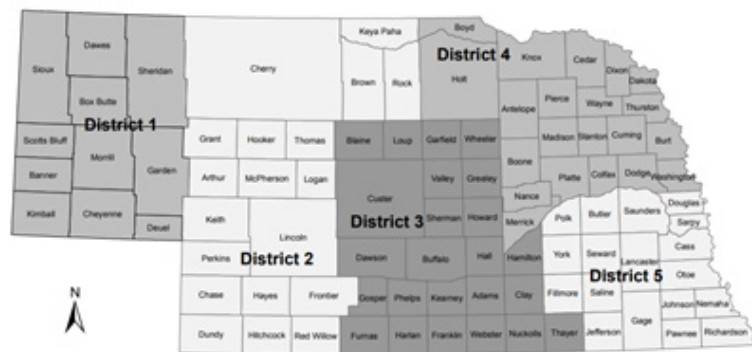
**Institute Dates:** March 13-17, 2023.

**Academy Dates:** March 15-17, 2023.

You can register at [www.spa.unomaha.edu/clerk institute](http://www.spa.unomaha.edu/clerk institute)

An evening of fun is being planned for the Hospitality Night for the Clerks Conference in March. The theme for the hospitality night is **Super Heroes**. The Southwest Clerks are busy planning the banquet for the March conference also. The theme for the Banquet is **Roaring 40s**. Make plans to attend both events. It is another way of associating and networking with your fellow clerks. Watch for details in the following newsletters.

## 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

## 2023 IIMC Annual Conference



**2023 - Minneapolis, Minnesota**

May 14 - May 17

**As Municipal Clerks**, you are the gateway to city hall and are, unequivocally, one of the team members the elected officials count on to make sure public meetings, public records, elections and special projects operate smoothly. This requires you to engage in continuing education and networking to keep abreast of changing laws and trends.

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## 2023 IIMC Annual Conference

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**IIMC Annual Conferences** provide a vehicle for members to receive the background and knowledge needed to help them deal with current problems. The future of municipal government depends on informed public officials.

**In Minneapolis**, delegates will hear keynote speakers who will speak to you about “*Strategic Communication: ‘LIFE’ Skills for Leaders;*” and “*GET YOUR SHIFT TOGETHER How to Think, Laugh & Enjoy Your Way to Success in Business & in Life.*” Other education highlights include four Athenian Dialogues, six Academy Sessions and a bevy of concurrent sessions that include: *4 Unspoken Communication Secrets Every Municipal Clerk Needs To Know; Digital Government; How To Master The Whiners And Make Them Winners; Civility CPR; Federal Resources For Elected Officials; Election Security In Time Of Disturbance; Right Sizing The Clerk’s Office; Digital Government: Bringing Your Municipality Into The 21st Century; and, Understanding Modern Discrimination And Diversity In Municipal Affairs.*

**All of these sessions** can help you and your community to stay ahead of a challenging and fluctuating environment.

**Of course**, there also will be numerous opportunities to network and connect with colleagues from throughout the world.

**If you've been** to an IIMC Annual Conference in the past, we commend your commitment to continuing education and look forward to seeing you in Minneapolis in May 2023. If you've never attended an IIMC Annual Conference, then make Minneapolis your first of many and come join the learning community.

Information provided by the IIMC website: [www.iimc.com](http://www.iimc.com)

## JANUARY BIRTHDAYS

Kimberly Finecy .....	Doniphan .....	1/1
Michelle Kahrs .....	Franklin .....	1/1
Ronda Hrasky .....	Mitchell .....	1/1
Kelli Dickes .....	Madison .....	1/2
Ronni Harding .....	Bartley .....	1/4
Jennifer Rauscher .....	Bennington .....	1/4
Corinne Zahn .....	Unadilla .....	1/4
Mitzi Messenger .....	Clay Center .....	1/6
Kendra Jantzen .....	Adams .....	1/9
Suzie Kluver .....	Fairfield .....	1/9
Marianna Evans .....	Duncan .....	1/10
Kandra Kinne .....	Cambridge .....	1/11
Courtney Cerny .....	McGrew .....	1/11
V. Renne Dabney .....	Bayard .....	1/13
Kellie Crowell .....	Ravenna .....	1/13
Kurt Schueler .....	Lamar .....	1/17
Kari Borchers .....	Wauneta .....	1/19



Darcy Gurule .....	Farnam .....	1/20
Lora Johnson .....	Schuyler .....	1/20
Caitlin Collier .....	Maskell .....	1/21
Brianna Duerst .....	Norfolk .....	1/22
Janet Riensche .....	Wymore .....	1/25
Ashley Manning .....	Wood River .....	1/26
Shelby Morrison .....	Hershey .....	1/27
June Moline .....	Mead .....	1/29
Peggy Pankoke .....	Beaver Crossing .....	1/31

Nebraska Municipal Clerks' Association  
OUTSTANDING CLERK AWARD  
NOMINATION FORM

**\*PLEASE TYPE OR PRINT\*\***

**Deadline for nominations is Friday, December 30, 2022**

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

\_\_\_\_\_ 1<sup>st</sup> Class City or larger \_\_\_\_\_ 2<sup>nd</sup> 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:

Elizabeth Butler, Chairperson  
NE Municipal Clerks' Awards Committee  
1819 Farnam Street, Suite LC1  
Omaha, NE 68183  
elizabeth.butler@cityofomaha.org



## NEBRASKA MUNICIPAL CLERKS ASSOCIATION

LEAGUE OF NEBRASKA MUNICIPALITIES

1335 L STREET – LINCOLN, NE 68508

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# MEMO - REVISED

**DATE:** August 31, 2022

**TO:** All Municipal Clerks and Deputy Clerks

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

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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 1<sup>st</sup>.**

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](mailto: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 <sup>st</sup> Class City (OVER 5,000)	\$150.00	_____
	2 <sup>nd</sup> 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 1<sup>ST</sup> 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

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## 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 1<sup>st</sup>. 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 13<sup>th</sup> – 17<sup>th</sup>, 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.
<b>— OR —</b>
<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.**

<b>PRINT NAME</b>	_____
	<u>(first, middle, last)</u>
<b>SIGNATURE</b>	_____
<b>DATE</b>	_____





**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 13<sup>th</sup> – 17<sup>th</sup>, 2023**

**Jump Start on March 12, 2023**

# Municipal Legal Calendar

## (All statute citations to Revised Statutes of Nebraska)

### JANUARY 2023

#### 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)

#### 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)

#### 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)