MESSAGE FROM THE PRESIDENT

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

Independence Day
In 1776, Thomas Jefferson, Benjamin Franklin, John Adams, Robert Livingston, and Roger Sherman drafted the Declaration of Independence. On July 4, the document was presented to the 56 members of the United States Congress, (who represented the 13 colonies: New Hampshire, Massachusetts, Rhode Island, Connecticut, New York, New Jersey, Pennsylvania, Maryland, Virginia, North Carolina, South Carolina, and Georgia) for their signatures. If you notice, John Hancock’s famous signature is in the middle and appears larger than the rest of the signatures on the document. He was the first to sign the Declaration as President of the Congress.

Edward Rutledge from South Carolina was the youngest signer at the age of 26 and Benjamin Franklin from Pennsylvania was the oldest at the age of 70.

Within the document, one might recall this famous line: “We hold these truths to be self-evident, that all men are created equal, that they are endowed by their Creator with certain unalienable Rights, that among these are Life, Liberty and the pursuit of Happiness.” words written by Thomas Jefferson.

The reason for my story lies with the hand that wrote the document. In 1775, Timothy Matlack became the CLERK to the Second Continental Congress. He was responsible for transcribing the Declaration of Independence (using parchment paper made from animal skin) in its entirety with absolutely no mistakes. Does that sound familiar? He had impeccable handwriting from the colonial period.

As Clerks, we are responsible for minutes, ordinances, resolutions, payroll documents, bank records, treasurer’s reports, certificates, permits and licenses, “just to name a few.” Our documents are held for safekeeping for years, decades and even centuries. I am extremely thankful for the computer’s ability to spell check and grammar check

Continued on next page
my words. I can’t imagine the painstaking task of handwriting the Declaration of Independence.

Another great League of Nebraska Municipalities Municipal Acccounting and Finance Conference (MAFC) was held in June at the Graduate Hotel in Lincoln. Sessions included budget updates, the legislative report, agenda preparation, FEMA and sales tax reporting, etc. I just want to emphasize that if any of us are stumbling on an issue there is the League of Nebraska Municipalities and several state agencies that can provide guidance.

Congratulations to the following Clerks receiving their CMC status from IIMC: Christine Burbach from the City of Scottsbluff, Stephanie James from the City of Wisner, and Nick Nystrom from the Village of Eagle.

The Executive Board met on June 13 at the MAFC. Some highlights from that meeting included a discussion on the Hospitality Night held at the Clerk’s Conference. A motion passed that the event would be a “Dessert reception meet and greet” and the 2nd Vice President would be the Chair for the event.

The following Resolution #2019-002 was passed pertaining to Natural Disasters:

Nebraska Municipal Clerks’ Association Resolution #2019-002 Natural Disasters WHEREAS, in 2019 many communities and municipalities throughout the State of Nebraska experienced natural disasters and emergency situations due to flooding, that caused severe damage to public and private properties, disruption of service, endangerment of health and safety of citizens and left many people displaced; and WHEREAS, the Nebraska Municipal Clerks’ Association, has recognized the devastation of natural disasters in communities in Nebraska and wishes to offer financial relief to those municipalities who’s clerks were registered to attend the 2019 Nebraska Clerks Institute and Academy, but were unable to attend due to a natural disaster.

NOW, THEREFORE, BE IT RESOLVED, that the Executive Board and Members of the Nebraska Municipal Clerks’ Association approve a refund of 50% of the registration fee to those registered for the 2019 Nebraska Clerks Institute and Academy conference, but were not able to attend due to a natural disaster.

BE IT FURTHER RESOLVED, that a 50% refund of registration fees shall be paid to those municipalities who’s clerks were registered to attend the 2019 Nebraska Clerks Institute and Academy, but were unable to attend due to the declared 2019 natural disaster and that a 50% refund shall also be offered to municipalities that face similar situations with declared natural disasters in the future.

PASSED AND APPROVED this 13th day of June, 2019.

Linda Jensen
Linda Jensen, President

Elizabeth Butler

Elizabeth Butler, Secretary

The following Resolution #2019-003 was passed pertaining to NMCA Purchasing policy:

Nebraska Municipal Clerks’ Association Resolution #2019-003 Purchasing Policy WHEREAS, The Nebraska Municipal Clerks’ Association (NMCA) has called for a Purchasing Policy to meet the requirements of accountability within the association structure and to the members of the association; and
WHEREAS, State Statute and NMCA By-Laws are silent regarding purchases and reimbursements for the purpose of purchases made for the NMCA, the following policies shall govern:

Any and all purchases or reimbursements must be presented as a claim on a meeting agenda (Claims Report) and approved at an Executive Board or General Membership NMCA meeting.

Any purchase or reimbursement under the amount of $1,000.00 may be approved by the President and Treasurer prior to the execution of approval at any Executive Board or General Membership NMCA meeting to ensure timely payment.

Any Purchase or Reimbursement approved for payment by the President and Treasurer requires proof of purchase by vendor invoice or vendor receipt.

Any Purchase or Reimbursement without an invoice or receipt are excluded from Policy No. 2 and must be submitted in writing to the Executive Board for consideration of payment at a scheduled Executive Board or General Membership NMCA meeting.

Any Purchase or Reimbursement approved for payment by the President and Treasurer shall be reported as a paid claim on the Claims Report of the agenda of the next scheduled Executive Board or General Membership NMCA meeting.

NOW, THEREFORE, BE IT RESOLVED, that the Executive Board and Members of the Nebraska Municipal Clerks’ Association incorporates the above polices by a majority vote.

PASSED AND APPROVED this 13th day of June, 2019.

Linda Jensen
Linda Jensen, President

Elizabeth Butler
Elizabeth Butler, Secretary

I want to personally thank Tammy Tisdall of Gretna for taking over Beth Deck of Norfolk’s list serve for clerk questions. Please give Tammy your email address so that the list is updated. We are fortunate to have such a valuable tool at our fingertips.

As a reminder, Cathie Walker from Phillips and I are still gathering photos of Clerks for the Clerk’s directory. We would like nothing more than to have a photo of every Clerk in the State. If you have one of a former clerk from your community, please pass it on to one of us as well.

Enjoy your summer!

Linda Jensen, MMC
NMCA President
City Clerk/Treasurer
City of Central City
1702 31st St.
Central City, NE 68826
308-946-3806
centralcityclerk@hotmail.com
League magazine available on website

The League of Nebraska Municipalities wants to remind Clerks that the Nebraska Municipal Review is available on the League’s website at http://www.lonm.org/ under the “News” tab.

Nebraska Blue Book information

Nebraska is the 37th most populous state. In 2018, the U.S. Bureau of the Census estimated 1,929,268 people living in Nebraska, an increase of 5.6 percent since 2010. Census data from 2018 showed that over half of the state’s residents live in the three largest counties – Douglas, which includes Omaha, the state’s largest city; Lancaster, which includes Lincoln, the state’s capital city; and Sarpy, which has a growing suburban population. Douglas County alone contains more than a quarter of the state’s population.

AUGUST BIRTHDAYS

Vicky Thompson ............... Milligan .................... 8/1
Diane Goranson ............... Crete ....................... 8/3
Cindy Kiefer ...................... Kenesaw .................. 8/6
Resa Lavicky ...................... Bee ........................... 8/8
Carissa Lufkin .................... Fairbury .................. 8/8
Karen Kleinschmit ............ Wausa ....................... 8/9
Mary Lou Ritter ................ Lyons ....................... 8/12
Carrie Hansen ................... North Loup ........... 8/14
Jeanne Stokes .................... Petersburg ............... 8/15
Stephanie James ............... Wisner .................... 8/15
Joan Sokol ...................... Newman Grove ... 8/17
Michael Fleer ..................... Battle Creek .......... 8/18
Elizabeth Binder ............... Spencer .................. 8/18
Rachael Brook ................... Johnson .................. 8/20
Lori Vinzant ...................... Bertrand ............... 8/23

Increases in local sales tax rates

Effective July 1, 2019, the cities of Coleridge, Nehawka and Wauneta will each start a 1 percent local sales and use tax. Also effective July 1, 2019 the city of St. Edward will increase its local sales and use tax rate to 1.5 percent.

These cities have complied with the notification requirements under the Local Option Sales and Use Tax Regulations. The department has sent written acknowledgments to the city clerk acknowledging compliance with these requirements and the effective date.

Source – Department of Revenue

Mark your calendars

Annual Conference
Sept. 18-20, 2019
Cornhusker Marriott Hotel
Lincoln

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AUGUST BIRTHDAYS

Vicky Carlson ..................... Laurel ...................... 8/23
Andrea “Aj” Reimers ............ Rockville .................... 8/23
Tarrah Krejci ...................... Alliance .................... 8/27
Tammy Tisdall .................... Gretna ..................... 8/27
Cathie Walker ................... Phillips ..................... 8/30
Christine Burbach ............ Scottsbluff ............... 8/30
Municipal Legal Calendar
(All statute citations to Revised Statutes of Nebraska)

SEPTEMBER 2019

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)
On or before September 1................................. City Council determines final allocation of levy authority
  for its subdivisions (77-3443)
On or before September 20......................... File adopted annual or biennial budget statement with County
  Clerk and State Auditor's Office. (13-508)
  File information on tradenames and interlocal agreements with State Auditor's Office (13-513)
Within 20 days after end of month............ Treasurer files monthly financial report. (16-318)
Last Day....................................................... End of Fiscal Year (16-701)
* * ............................................................. Clerk must prepare agenda prior to next Council meeting.
  (84-1411)

CITIES OF THE SECOND 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. (17-613)
Within 30 days following Council meeting........ Clerk publishes official proceedings of meeting,
  including claims. (19-1102)
On or before September 1................................. City Council determines final allocation of levy authority for
  its subdivisions (77-3443)
On or before September 20......................... File adopted annual or biennial budget statement with County
  Clerk and State Auditor's Office. (13-508)
  File information on tradenames and interlocal agreements with State Auditor's Office (13-513)
Within 20 days after end of month............ Treasurer files monthly financial report. (17-606)
Last Day....................................................... End of Fiscal Year (17-701)
* * ............................................................. Clerk must prepare agenda prior to next Council meeting.
  (84-1411)

VILLAGES

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. (17-613)
Within 30 days following Trustees' meeting........ Clerk publishes official proceedings of meeting,
  including claims. (19-1102)
On or before September 1................................. Village Board determines final allocation of levy authority for
  its subdivisions (77-3443)
On or before September 20......................... File adopted annual or biennial budget statement with County
  Clerk and State Auditor's Office. (13-508)
  File information on tradenames and interlocal agreements with State Auditor's Office (13-513)
Within 20 days after end of month............ Treasurer files monthly financial report. (17-606)
Last Day....................................................... End of Fiscal Year (17-701)
* * ............................................................. Clerk must prepare agenda prior to next Council meeting.
  (84-1411)