

Nebraska Municipal Clerks Newsletter

NOVEMBER 2022

MESSAGE FROM THE PRESIDENT

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

Veterans Day and Thanksgiving, colder temperatures, less daylight, football, hot drinks and cozy fireplaces. That's what November looks like in the Midwest.

Several historical events have taken place in November. Both the Erie Canal and the Suez Canal opened in November in the 1800s. Abraham Lincoln gave his Gettysburg Address Nov. 19, 1863. The United States and Canada celebrated the end of World War I Nov. 11, 1918, which has become Veterans Day in the United States. During the height of the Great Depression, Parker Brothers introduced the world to the Monopoly game Nov. 5, 1935. Those of us beyond a certain age remember exactly where we were when we heard the tragic news of U.S. President John Kennedy's assassination Nov. 22, 1963.

Several famous people celebrate birthdays in November, including Mark Twain, who was born Nov. 30, 1835 and British statesman Winston Churchill, who was born Nov. 30, 1874. American artist Georgia O'Keeffe was born Nov. 15, 1887 and television journalist Walter Cronkite was born Nov. 4, 1916.

Thanksgiving is perhaps one of the more popular American holidays and is celebrated annually on the third Thursday of November. It was Abraham Lincoln who issued a proclamation in 1863 calling upon Americans to "set apart and observe the last Thursday of November ... as a day of thanksgiving."



ing." The proclamation was issued in part to express gratitude for a pivotal Union Army victory at Gettysburg. According to historical sources, the announcement harkened back to when George Washington was president and called for an official celebratory day of public thanksgiving and prayer.

For us today, it is a time to gather with friends and family for fun and food and to give thanks for what matters most, our blessings great and small.

I wish all of you a happy Thanksgiving.

National Civic League accepting applications for 2023 All-America City Award

The **National Civic League** is accepting applications for the 2023 All-America City Award. Since 1949, the All-America City Award has recognized communities that leverage civic engagement, collaboration, inclusiveness and innovation to successfully address local challenges.

The **2023 All-America City Award** will recognize 10 communities that are working to improve the lives of young people, with particular attention to efforts that engage young people in this work. Democracy thrives when all residents are active and engaged in the policies and decisions that shape their lives. In 2023, the National Civic League is seeking to identify communities that are breaking down barriers to meaningful youth participation and enacting programs that will improve quality of life for youth, and all residents, by extension.

Optional letters of intent to apply are due Dec. 15, 2022, and applications are due Feb. 15, 2023. Twenty finalists will be named in March 2023 and will be invited to assemble



2023 All-America City Award

Creating Thriving Communities through Youth Engagement

The National Civic League seeks to identify communities that are breaking down barriers to meaningful youth participation and enacting programs that will improve quality of life for youth, and, by extension, all members of the community.



Be the Next All-America City from Nebraska!

Dawson County (1993)	Norfolk (1975)
Gothenburg (1991, 2019)	Ogallala (1965)
Grand Island (1955, 1967, 1981, 1982)	Omaha (1957)
Lexington (1973)	Ravenna (1978)
Lincoln (1978)	South Sioux City (2003)
	Verdigre (1972)

Applications and letters of intent are now being accepted.
Letters of intent due 12/15/22, applications due 2/15/23.
[Learn more: www.nationalcivicleague.org/america-city-award/](https://www.nationalcivicleague.org/america-city-award/)

a community team to present their work at the All-America City award event in Denver, CO June 9-11, 2023.

For additional information see, <https://www.nationalcivicleague.org/america-city-award/>.

DECEMBER BIRTHDAYS

Ramona Schafer	Alda.....	12/1
Kathleen Gottsch.....	Springfield.....	12/4
Abbey Jordan.....	Minden	12/6
Niki Here	Arlington	12/7
Linda Jensen.....	Central City.....	12/7
Deanna Webster.....	Haigler.....	12/8
Sharon Reinmiller.....	Staplehurst.....	12/8
Janice Taubenheim	Amherst.....	12/9
Shelby Reynolds.....	Gordon	12/10
Jan Singleton.....	Hayes Center	12/12
Stephanie Blau.....	Indianola	12/13
Moria Holly.....	DeWitt	12/14
RaNae Edwards	Grand Island	12/17
Jaime Rathman	Cairo	12/18
Susan Kluthe.....	Bellevue.....	12/20
Jeanne Hoggins.....	Milford.....	12/23



Carolyn Nelson	Minatare.....	12/23
Shari Auge.....	Newman Grove	12/23
Penny Jeffrey	Oconto	12/26
Carla Sander.....	Brainard	12/28
Leah Ostrander	Campbell	12/30
Judy Hughes.....	Hazard.....	12/30
Dana Klabenes	Neligh.....	12/30

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.

_____ 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:

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

MEMO - REVISED

DATE: August 31, 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!

A handwritten signature in blue ink that reads "Kimberly Hoelsing".

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 st Class City (OVER 5,000)	\$150.00	_____
	2 nd 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 1ST 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

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 1st. 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 13th – 17th, 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:

☐ 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

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 13th – 17th, 2023

Jump Start on March 12, 2023

Municipal Legal Calendar

(All statute citations to Revised Statutes of Nebraska)

DECEMBER 2022

CITIES OF THE FIRST CLASS

Each month	Clerk publishes ordinances passed within 15 days after passage. (16-405)
Within 10 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 meetings. (19-1102)
Within 20 days after the end of the month.....	Treasurer files monthly financial report. (16-318)
* *	Clerk must prepare agenda prior to next Council meeting. (84-1411)
By December 31	Clerk files year-end certification of street superintendent with the Nebraska Department of Transportation
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)
Reminder	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	On or before January 31, each municipality with a clean energy assessment district (PACE) submits report to Urban Affairs Committee. (13-3211)

CITIES OF THE SECOND CLASS AND VILLAGES

Each month	Clerk publishes ordinances passed within 15 days after passage (17-613)
Within 10 days from meeting or, before next meeting (whichever is sooner)	Clerk to have minutes available for public inspection. (84-1413)
Within 30 days from Governing Board meeting.....	Clerk publishes official proceedings of meeting. (19-1102)
Within 20 days after the end of the month.....	Treasurer files monthly financial report. (17-606)
* *	Clerk must prepare agenda prior to next Council or Board meeting. (84-1411)
By December 31	Clerk files year-end certification of street superintendent with the Nebraska Department of Transportation
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)
Reminder	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	On or before January 31, each municipality with a clean energy assessment district (PACE) submits report to Urban Affairs Committee. (13-3211)