



## MESSAGE FROM THE PRESIDENT

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

### Clerk's Limerick

*There once was a City Clerk  
Who thought she was going berserk  
The customer was chomping at the bit  
While throwing a fit  
Meantime he was giving her more work.*

*There are meetings, minutes and motions  
Along with customer's explosions  
With assets and liabilities  
And budget probabilities  
The Clerk is dreaming about vacations at the oceans.*

*The Clerk goes to work every weekday  
"Just taking care of business" is such a cliché  
She knows it is a pity  
That she works so hard for the city  
But when the Auditors brag about her she likes what they say.*



*Well the month of February is done  
And the month of March has begun  
No time to be lazy  
She thinks she is crazy  
But the Clerk loves her job, just ask anyone.*

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## MESSAGE FROM THE PRESIDENT

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The following email was sent by Ellen in response to the **LB 781** for Treasurer's education hours:

Happy Monday!

I have just heard back from Nebraska Auditor of Public Accounts, Rachel Wittler, regarding the Clerks Institute and Academy Hours counting towards the new requirement for LB 781. Of the hours offered, 20 hours will be accepted.

If you have questions, please do not hesitate to contact me.

Ellen

Ellen Freeman-Wakefield, MPA  
Director Professional Programs

School of Public Administration | CB 111

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The NMCA Officers held a zoom meeting on Feb. 16, 2021. The minutes taken by Erin Saathoff from that meeting are included in this newsletter. As you can see, the NMCA Officers are remaining the same for another year. Hopefully, we can hold an election in March 2022 at an in-person conference. The NMCA Officers are the following:

**President** – Linda Jensen from Central City

**First Vice President** – Wendy McKain from Trenton

**Second Vice-President** – Elizabeth Butler from Omaha

**Secretary/Treasurer** – Erin Saathoff from Beatrice

**Past President** – RaNae Edwards from Grand Island

**District 1 Director** – Janine Schmidt from Morrill

**District 2 Director** – Kandra Kinne from Cambridge

**District 3 Director** – Raquel Felzien from Franklin

**District 4 Director** – Denise Peterson from Ponca

**District 5 Director** – Tammy Tisdall from Gretna

The by-laws state the following:

### Section 3. ELECTION OF OFFICERS

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 the duly elected thereto.

Please consider serving on the board or on a committee. Sign-up sheets for the committees are displayed at the annual conferences.

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## MESSAGE FROM THE PRESIDENT

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**Clerks School is virtual!** The following email was sent by Ellen:

Good Afternoon

I am sure you are wondering if the Clerks Institute and Academy will be held in person this year. Currently, things are still unstable. Yes, we have a vaccine, but we don't know when people will be vaccinated. After a lot of thought and input, I think it best to offer the clerks institute and academy **VIRTUALLY**.

What this means is we will have live formatted classes using Zoom. As you have come to expect from the Institute and Academy, we will provide speakers of the highest quality and excellence.

If you haven't had an opportunity to sign up for the institute and academy, registration is open.

Please use the following link to register <https://www.unomaha.edu/college-of-public-affairs-and-community-service/public-administration/professional-programs/nebraska-municipal-clerk-institute-and-academy.php>

Your health and safety are of the utmost priority and in these uncertain times, I believe this is our best option.

As always, if you have questions, please do not hesitate to contact me.

Ellen

**Ellen Freeman-Wakefield, MPA**  
**Director Professional Programs**

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## APRIL BIRTHDAYS

Ben Benton.....	Randolph.....	4/1
Vicki Focken.....	Douglas.....	4/2
Chris Shuck.....	Edgar.....	4/3
Becky Erdkamp.....	Exeter.....	4/4
Marilyn Kirchhoff.....	Avoca.....	4/10
Deanna Perry.....	Shelby.....	4/10
Nancy Kopejtka.....	Atkinson.....	4/11
Kelly Brooke.....	Benedict.....	4/11
Rita Maier.....	Utica.....	4/11
Kathy Hengelfelt.....	Stromsburg.....	4/13
Suzanne Borchner.....	Steinauer.....	4/15
Linda Jines.....	Alliance.....	4/16
Sarah Ehlers.....	Dorchester.....	4/16
Cheryl Riech.....	Valparaiso.....	4/16
Sandra Schendt.....	Nelson.....	4/19



Brenda Weitzenkamp ...	Uehling.....	4/20
Galin Heimann.....	Pilger.....	4/22
Sandra Ferris.....	Falls City.....	4/23
Deanna Brown.....	Indianola.....	4/25
Karolyn McElroy.....	Tekamah.....	4/26
Elizabeth Butler.....	Omaha.....	4/30

## MESSAGE FROM THE PRESIDENT

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The following is an excerpt from the IIMC news briefing:

### IIMC Annual Conference Grants

As a part of the Conference Grant Program, two IIMC members from each of IIMC's 11 regions are selected to attend the [IIMC Annual Conference](#) each May. IIMC Foundation covers the cost of the IIMC Annual Conference Registration for awardees.

Applications will be accepted through Feb. 12, 2021. The lucky recipients will be selected in March of 2021. 2021 Conference Grant recipients receive a complimentary registration to attend the IIMC Annual Conference in Grand Rapids, MI, May 9-12, 2021.

[Apply](#)

### CMC/MMC Scholarships

This scholarship program assists with the costs of attending an [IIMC approved Institute or Academy](#) program for those working toward IIMC's professional designations.

For the 2021-2022 year, recipients will receive up to a \$400 CMC/MMC scholarship reimbursement after completion of the program.

Applications will be accepted through **March 1, 2021**. Recipients will be selected in April of 2021 for funding programs taking place between June 1, 2021, and May 31, 2022.

[Apply](#)

Please reach out to Assistant Director of Professional Development Ashley DiBlasi at [ashley@iimc.com](mailto:ashley@iimc.com) with any questions.

You can find more information on the IIMC website.

If you are planning on attending the IIMC Conference in Grand Rapids Mich. in May 2021, rooms are available for booking. The details are on the IIMC Website.

Erin Saathoff from Beatrice currently is working on a Clerks directory. She is collecting pictures, addresses, phone numbers and emails of current Clerks.

Cathie Walker from Phillips and I are still putting together a Clerks history, also. We would like pictures of current Clerks as well as pictures of previous Clerks.

*Linda Jensen, MMC, City Clerk/Treasurer, City of Central City, NMCA President  
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## NEBRASKA MUNICIPAL CLERKS' ASSOCIATION - EXECUTIVE BOARD MEETING MINUTES VIA ZOOM - FEB. 16, 2021

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The Nebraska Municipal Clerks' Association Executive Board met via Zoom on Feb. 16, 2021. President Linda Jensen of Central City called the meeting to order at 10:15 a.m.

The following members were present: President Linda Jensen of Central City, 1<sup>st</sup> Vice President Wendy McKain of Trenton, 2<sup>nd</sup> Vice President Elizabeth Butler of Omaha, Secretary/Treasurer Erin Saathoff of Beatrice, Past President RaNae Edwards of Grand Island, District 1 Director Janine Schmidt of Morrill, District 2 Director Kandra Kinne of Cambridge, and Ellen Freeman-Wakefield of UNO.

**CONSIDERATION OF APPROVAL OF THE MINUTES FROM THE FEBRUARY 24, 2020 GENERAL MEMBERSHIP MEETING HELD AT THE CORNHUSKER MARRIOTT HOTEL, LINCOLN, NEBRASKA.** Moved by Janine Schmidt of Morrill, seconded by RaNae Edwards of Grand Island, to approve the minutes of the February 24, 2020 General Membership meeting. **VOTE:** Ayes – All; Nays – None. MOTION CARRIED.

**CONSIDERATION OF APPROVAL OF THE MINUTES FROM THE FEBRUARY 24, 2020 EXECUTIVE BOARD MEETING HELD AT THE CORNHUSKER MARRIOTT HOTEL, LINCOLN, NEBRASKA.** Moved by RaNae Edwards of Grand Island, seconded by Janine Schmidt of Morrill, to approve the minutes of the February 24, 2020 Executive Board meeting. **VOTE:** Ayes – All; Nays – None. MOTION CARRIED.

### REPORTS OF OFFICERS:

#### a. *Treasurer's Report*

Secretary/Treasurer Erin Saathoff of Beatrice reported to the Board as of Jan. 29, 2021, the account balance is \$69,111.79 and CD balance is \$50,000. There were no claims submitted. Saathoff reported a scholarship donation of \$75 from the South Central Clerks Association, which has been forwarded to the League of Nebraska Municipalities for processing. Moved by Kandra Kinne of Cambridge, seconded by Elizabeth Butler of Omaha, that the Treasurer's Report be approved. **VOTE:** Ayes – All; Nays – None. MOTION CARRIED.

#### b. *Scholarship Program and Funds Disbursement*

1<sup>st</sup> Vice President Wendy McKain of Trenton reported a total of thirty-one (31) NMCA Scholarships for 2021 (18 – 1<sup>st</sup> year clerks; 2 – 2<sup>nd</sup> year clerks; 2- 3<sup>rd</sup> year clerks; 2 – 4<sup>th</sup> year clerks; 7 – Academy) have been received, totalling \$8,174.00. Moved by Linda Jensen of Central City, seconded by RaNae Edwards of Grand Island, to award all scholarships in full for the 2021 Virtual NMCA Conference to be held in March. **VOTE:** Ayes – All; Nays – None. MOTION CARRIED.

### CURRENT NMCA OFFICERS AND TERMS:

Linda Jensen of Central City inquired if the current NMCA Officers are ok with continuing with their terms for another year, due to the unusual circumstances of 2020. Erin Saathoff of Beatrice, Elizabeth Butler of Omaha, and RaNae Edwards of Grand Island, all stated they were ok with remaining in their office for another term. Ellen Freeman-Wakefield noted it would be wise to check with the bi-laws to ensure there are no issues with extending the terms. Jensen noted she has already looked into this and there are no set term limits. Moved by Janine Schmidt of Morrill, seconded by Erin Saathoff of Beatrice, to extend the current NMCA Officer terms for one (1) year. **VOTE:** Ayes – All; Nays – None. MOTION CARRIED.

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**NEBRASKA MUNICIPAL CLERKS' ASSOCIATION - EXECUTIVE BOARD MEETING MINUTES  
VIA ZOOM - FEB. 16, 2021**

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**UPDATE ON THE VIRTUAL CLERK'S CONFERENCE AND ACADEMY – ELLEN FREEMAN-WAKEFIELD**

Ellen Freeman-Wakefield of UNO presented the budget for the upcoming virtual NMCA Conference and Academy. Freeman-Wakefield noted the staff budget is \$22,000, includes her time, Christian Janousek's time, plus additional IT staff to be oncall. Sessions will be offered simultaneously and it will be necessary to have extra staff oncall to help with any technical issues. Freeman-Wakefield reported she increased the stipends to the speakers from \$300 to \$500, as they have been \$300 since she took over the Institute. The keynote speakers on Monday and Wednesday are \$4,000 each, and do not include the stipend. Postcard printing and mailings total of \$750 and there is a possibility of an additional \$1,500 for additional license requirements for the virtual event. Freeman-Wakefield is hopeful that the programs can operate under UNO's licenses. The total budgeted for the 2021 NMCA Conference and Academy is \$39,250. The agenda is available online. Freeman-Wakefield noted there is an open timeslot on Thursday from 8 a.m. - 10 a.m., if the Board would like to hold the Annual Meeting. The conference is scheduled to end on Friday at 10:15 a.m. It is possible Friday will be extended Attendees will be able to earn up to a total of thirty (30) educational hours for Institute attendees and thirteen (13) educational hours for Academy attendees. Freeman-Wakefield is waiting for confirmation on an additional eight (8) hours of continuing education for municipal treasurers and will send an update as soon as it has been received. A total of 164 registrations have been received. That number is down compared to previous years. The early bird discount has been extended through Feb. 19 and the deadline for all registrations is March 8.

Linda Jensen of Central City inquired if it needs to be announced that the Officer and District Directors terms are being extended. Elizabeth Butler of Omaha stated she believes an email to all members explaining that the terms have been extended due to the unusual circumstances faced in 2020. Butler noted if anyone has questions pertaining to this, they can be directed to contact an Officer or District Director. Jensen will send out an email to the NMCA members explaining this and no formal Annual Meeting will be held during the conference. Freeman-Wakefield stated with this decision, sessions will begin on Thursday at 10 a.m.

**COMMUNICATIONS:** There were no communications to discuss.

**UNFINISHED BUSINESS:** There was no unfinished business.

**GENERAL DISCUSSION:**

IIMC Annual Conference 2021 in Grand Rapids, Mich. – May 9 –13

Ellen Freeman-Wakefield of UNO reported that the IIMC Annual Conference is still a go. Freeman-Wakefield noted IIMC has stated the Conference will not be cancelled unless the Michigan government makes changes to large gathering requirements.

**ADJOURNMENT:** There being no further business, the meeting was adjourned at 10:55 a.m.

*Respectfully submitted:*

*Erin Saathoff, CMC  
NMCA Secretary/Treasurer*

# Municipal Legal Calendar

(All statute citations to Revised Statutes of Nebraska)

APRIL 2021

## 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 following Council meeting.....Clerk publishes official proceedings of meeting. (19-1102)

End of each quarter .....Report from depository banks. (16-714)

Semiannually .....Mayor and Council publish a statement of receipts and expenditures (16-722)

Within 20 days after end of month.....Treasurer files monthly financial report. (16-318)

April 30.....Liquor licenses (other than Class C) expire unless renewed. (53-124)

\* \* .....Clerk must prepare agenda prior to next Council meeting. (84-1411)

On or before May 1 .....Annual report to governing bodies regarding redevelopment projects (TIF) (18-2117.02)

## 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 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)

April 30.....Liquor licenses (other than Class C) expire unless renewed. (53-124)

\*\* .....Clerk must prepare agenda prior to next Council meeting. (84-1411)

On or before May 1 .....Annual report to governing bodies regarding redevelopment projects (TIF) (18-2117.02)

## VILLAGES

Within 10 days following meeting or before next meeting (whichever is sooner).....Clerk to have minutes available for public inspection. (84-1413)

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