

Nebraska Municipal Clerks Newsletter

September 2020

MESSAGE FROM THE PRESIDENT

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

Remember when:

- You never heard of the words Coronavirus and COVID-19.
- You attended conferences and meetings in person.
- You could visit your loved ones in the nursing home.
- You embraced a friend you have not seen in a long time with a hug.
- You stood in a long line waiting to ride the Ferris wheel at the fair.
- You watched children scrambling to gather the candy thrown at the 4th of July parade.
- You shook someone's hand you were introduced to for the first time.

- You walked eight blocks to the University of Nebraska stadium on Saturday for a football game.
- You stood at the top in the Devaney Center because that was the only tickets left at the University of Nebraska volleyball game.
- You could buy toilet paper in any grocery or department store you went to.
- You went to the graduations in the gymnasiums.
- The school official announced on the loud speaker to slide closer to each other in the bleachers for more family and friends at the end of year school musical.
- You had a drink in the lounge of the restaurant while waiting for the maitre d' telling you your table was ready.

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*Photo submitted by Linda Jensen, City Clerk/Treasurer,
City of Central City.*

MESSAGE FROM THE PRESIDENT

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- You could go to the restroom at any gas station.
- You did not have to talk through plexiglass at a place of business.
- You arrived at the airport two hours ahead to stand in line at the security checks. All without wearing a mask.

I hope that your budgets are in the finalizing stage, as they are due Sept. 20 to state and county offices. I call that "B-Day."

Ellen Freeman-Wakefield has been steering up sessions, via Zoom, that you can attend to earn points toward your CMC/MMC. She has sessions in October and November. In September, there is a special three-session series in collaboration with Wisconsin - Green Bay, Eastern Illinois and Rutgers Clerks Institute. In November, the League's Christy Abraham will present an Open Meetings session. The topics will be determined for August and October. Watch for details on the UNO website.

SAVE THE DATE FOR THE 2021 NEBRASKA CLERKS INSTITUTE AND ACADEMY

Institute Dates:

Sunday, March 14, 2021 - Friday, March 19, 2021

Institute Registration Fee:

Early Bird: \$393 (Oct. 19 - Feb. 8, 2021)

After Feb. 8, 2021: \$443

Academy Dates:

Wednesday, March 17, 2021 - Friday, March 19, 2021

Academy Registration Fee:

Early Bird: \$223 (Oct. 19 - Feb. 8, 2021)

After Feb. 8, 2021: \$273

Location:

Ramada Midtown

2503 S Locust

Grand Island, Ne 68800

For questions, please contact Ellen Freeman-Wakefield at efreemanwakefield@unomaha.edu.

We will have forms for the scholarships to attend the Clerk's Institute and Academy. Watch for details in future newsletters.

In order to receive a scholarship, you must have your dues paid to NMCA. Make sure you pay your dues after Oct. 1. We will have the dues forms published in upcoming newsletters, also.

I hope everyone is safe and healthy. We will get through this pandemic! We are strong!

*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*

NMCA Secretary seeks Clerks' photos, information

Erin Saathoff, CMC, Beatrice City Clerk, is assembling a NMCA Member Directory and encourages Clerks to send her an electronic photo of themselves and to watch for an email from her to have Clerks review their information that she has on file.

Erin Saathoff is the NMCA Secretary.

*Erin Saathoff, CMC
City Clerk
City of Beatrice / Beatrice Board of Public Works
400 Ella Street
Beatrice, NE 68310
Office - (402) 228-5211
Fax - (402) 228-2312
www.beatrice.ne.gov*



NEBRASKA MUNICIPAL CLERKS' ASSOCIATION
League of Nebraska Municipalities



TO: All Municipal Clerks and Deputy Clerks

FROM: Erin Saathoff, CMC, NMCA Secretary

The Nebraska Municipal Clerks' Association Membership Dues Statement for October 1, 2020 to September 30, 2021 is now due.

Please fill out the form on the next page and send it with your check to the League of Municipalities. Remember the check needs to be made out to the *Nebraska Municipal Clerks' Association (NMCA)*.

The NMCA voted not to send out membership cards, unless you need one. Please indicate that you will need a card on the statement and we will do our best to get you one. Also reminding all Clerks that you have to be a member of the NMCA to be eligible for scholarships.

If you have any questions, please contact me at the City of Beatrice, (402) 228-5228 or esaathoff@beatrice.ne.gov

Thank you!

Erin Saathoff, CMC
NMCA Secretary



NEBRASKA MUNICIPAL CLERKS' ASSOCIATION
League of Nebraska Municipalities



MEMBERSHIP DUES STATEMENT
2020-2021

NAME: _____

TITLE: _____

ADDRESS: _____

MUNICIPALITY: _____

E-MAIL ADDRESS: _____

Population of Municipality:

Under 300	\$20.00	_____
301-800	\$25.00	_____
801-5,000	\$35.00	_____
Over 5,000	\$45.00	_____

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 IIMC (International Institute of Municipal Clerks) Member? Yes _____ No _____

MONTH and DAY of your birthday (to be listed in the Clerks Newsletter): _____

Please make copies if needed.

PLEASE RETURN THIS COMPLETED FORM WITH YOUR PAYMENT TO:

NEBRASKA MUNICIPAL CLERKS' ASSOCIATION
LEAGUE OF NEBRASKA MUNICIPALITIES
1335 L STREET
LINCOLN, NE 68508

MAKE CHECKS PAYABLE TO: NEBRASKA MUNICIPAL CLERKS' ASSOCIATION

LB 781: Bill requiring continuing education for municipal treasurers passes with emergency clause

Citing the recent headlines of financial irregularities in local governments, **Sen. John Stinner** of Gering introduced **LB 781** to require municipal and county treasurers to complete annual continuing education programs. Municipal clerks who are also serving as treasurers are also required to complete the training.

The cost of attending the training will be at the expense of the municipality, but the Auditor of Public Accounts, who will approve the training and maintain the records of program attendance, assured Senators at the committee hearing on LB 781 that webinar and distance learning seminars will be available. The bill also requires that the Auditor consult with the League of Nebraska Municipalities and the Nebraska Association of County Officials in approving the continuing education programs.

The bill was passed by the Legislature and approved by the Governor last week. Since the bill has the emergency clause, LB 781 is currently in effect.

The League will update its members when the Auditor decides how many hours will be required each year. In conversations with the Auditor, League conferences and training will be approved for these continuing education hours.

David City Clerk/Treasurer retires after 48 years

Joan Kovar retired Aug. 6 from her position as Clerk/Treasurer for the City of David City. Joan had served the city for 48 years.



OCTOBER BIRTHDAYS

Kristine Beard.....	Bassett.....	Oct. 2
Crystal Petzoldt.....	Juniata.....	Oct. 2
Dorothy Thiele.....	Trumbull.....	Oct. 3
Lucinda Morrow	Wahoo	Oct. 4
Michelle Evert	Richland	Oct. 5
Barb Straub.....	Hemingford	Oct. 6
Lisa Schroedl	Ainsworth	Oct. 10
Lindsay Nelson.....	Creighton	Oct. 10
Jolene Dalton	Manley	Oct. 15
Vicki Owings	Stella	Oct. 16
Rachel Carl	La Vista	Oct. 17
Miranda Ward	Fairfield	Oct. 17
Laura Bequette	Valley	Oct. 19
Ruth Radke	Lewellen.....	Oct. 19
Denise Peterson	Ponca	Oct. 20
Bonnie Doremus	Shelton	Oct. 20
Ronda York.....	Creighton	Oct. 21



Mary Kempf.....	West Point.....	Oct. 22
Susan Cook	Snyder.....	Oct. 23
Barbara Janda	Lawrence.....	Oct. 23
Meagan Pruitt.....	Waterloo	Oct. 24
Stephanie DeGroot ...	Lorton	Oct. 25
Wendy Clabaugh	Elm Creek.....	Oct. 27
Allison Ferguson.....	Hyannis.....	Oct. 28
Jana Tietjen.....	Hebron	Oct. 30
Tara Hedrick.....	Stratton	Oct. 30

Municipal Legal Calendar

(All statute citations to Revised Statutes of Nebraska)

OCTOBER 2020

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)
First Day	Fiscal year begins. (16-701)
After start of fiscal year	Treasurer makes annual report to Mayor and Council. (16-720)
Oct. 9	A vote to exceed levy limits must be approved by this date (77-3444)
Oct. 13	Final Property Tax Request Certified and forwarded to County Clerk. (77-1601.02)
Oct. 31	1 and 6 year plan certification forms filed with the Board of Public Roads Classifications and Standards (39-2115 to 39-2121)
Within 20 days after end of month	Treasurer files monthly financial report. (16-318)
Within 60 days after close of fiscal year	Treasurer publishes Statement of Receipts and Disbursements. /Semi-annual financial statement published. (16-318) (16-722) (19-1101)
**	Clerk must prepare agenda prior to next Council meeting. (84-1411)
Within six months after close of fiscal year	Audit of city's accounts completed. (19-2903)

CITIES OF THE SECOND CLASS

Within 10 days following meeting or before next meeting (whichever is sooner)	Clerk to have minutes available for public inspections. (84-1413)
Within 15 days of Passage	Clerk publishes ordinances passed. (17-613)
Within 30 days of Council meeting	Clerk publishes official proceedings of meeting including claims. (19-1102)
First Day	Fiscal year begins. (17-701)
Oct. 9	A vote to exceed levy limits must be approved by this date (77-3444)
Oct. 13	Final Property Tax Request Certified and forwarded to County Clerk. (77-1601.02)
Oct. 31	1 and 6 year plan certification forms filed with the Board of Public Roads Classifications and Standards (39-2115 to 39-2121)
Within 20 days after end of month	Treasurer files monthly financial report. (17-606)
Within 60 days after close of Fiscal Year	Treasurer publishes Statement of Receipts and Disbursements. (17-606) (19-1101)
**	Clerk must prepare agenda prior to next Council meeting. (84-1411)
Within six months after close of fiscal year	Audit of city's accounts completed. (19-2903)

VILLAGES

Within 10 days following meeting or before next meeting (whichever is sooner)	Clerk to have minutes available for public inspections. (84-1413)
Within 15 days of Passage	Clerk publishes ordinances passed. (17-613)
Within 30 days of Board of Trustees' meeting	Clerk publishes official proceedings of meeting including claims. (19-1102)
First day	Fiscal year commences. (17-701)
Oct. 9	A vote to exceed levy limits by election or by townhall meeting must be approved by this date (77-3444)
Oct. 13	Final Property Tax Request Certified and forwarded to County Clerk. (77-1601.02)
Oct. 31	1 and 6 year plan certification forms filed with the Board of Public Roads Classifications and Standards (39-2115 to 39-2121)
Within 20 days after end of month	Treasurer files monthly financial report. (17-606)
Within 60 days after close of Fiscal Year	Treasurer publishes Statement of Receipts and Disbursements. (17-606) (19-1101)
**	Clerk must prepare agenda prior to next Board meeting. (84-1411)
Within six months after close of fiscal year	Audit of Village's accounts completed unless audit requirement waived by State Auditor. (19-2903) (84-304)

ALL MUNICIPALITIES

On or before November 1	Each municipality which offers a defined benefit plan pursuant to section 401(a) of the Internal Revenue Code which was open to new members on January 1, 2004, shall submit written notification to the Nebraska Retirement Systems Committee of the Legislature that it offers such a plan. (13-2402)
October 15	Each municipality that offers such a defined benefit retirement plan shall file with the committee a copy of the most recent annual actuarial valuation of the retirement plan. The valuation report shall be filed electronically. (13-2402)
October 15	Each municipality that offers such a defined benefit retirement plan shall file a report with the committee if either of the following conditions exists as of the latest annual actuarial valuation of the retirement plan: (i) The contributions do not equal the actuarial requirement for funding; or (ii) the funded ratio is less than eighty percent. (13-2402)
October 15	Each municipality which offers such a defined benefit plan shall conduct an experience study at least once every four years to review the actuarial assumptions used to determine funding needs for its defined benefit plan. Each such political subdivision shall electronically file a copy of the most recent actuarial experience study with the committee by October 15, 2016, and shall electronically file a copy of each study completed pursuant to this subsection by the next October 15 after completion of the study (13-2402)
Oct. 31	1 and 6 year plan certification forms filed with the Board of Public Roads Classifications and Standards (39-2115 to 39-2121)