

Nebraska Municipal Clerks Newsletter

July 2020

MESSAGE FROM THE PRESIDENT

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

GRAND OLD GLORY

It is time to take a good look at the most widely known symbol of the United States – its flag. The United States flag was first flown during the Revolutionary War of 1777 and during numerous battles since then. The red, white and blue is displayed on buildings, streets, private residences, cars, clothing and virtually everywhere you look. United States citizens proudly wave them at sporting events, parades and gatherings of all kinds.

On July 4, the nation celebrates its independence. Let us not forget the millions of people who have fought for our freedom and those who have died for it. During this year's coronavirus pandemic, Independence Day celebrations may be scaled back or even cancelled, but Americans will show their patriotism by flying the "Grand Old Glory."

The 2020 League of Nebraska Municipalities Municipal Accounting & Finance Conference consists of a series of Webinars that began in June and will carry through July and August. Additional information can be found on the League's website.



Normally, the Nebraska Municipal Clerks Association would hold an executive meeting in June at the League's Finance Conference. I am asking if anyone has an issue that the NMCA Board should address, please contact me.

Have a safe and happy July!

NEBRASKA MUNICIPAL CLERK'S ASSOCIATION EXECUTIVE BOARD MEETING

CORNHUSKER MARRIOTT HOTEL, LINCOLN, NEBRASKA

Feb. 24, 2020

- 1. The Nebraska Municipal Clerk's Association Executive Board** met at the Cornhusker Marriott in Lincoln, Neb. on Feb. 24, 2020. President Linda Jensen of Central City called the Executive Board meeting to order at 4:45 p.m. Members present were President Linda Jensen of Central City, 1st Vice President Wendy McKain of Trenton, Past President RaNae Edwards of Grand Island, District 1 Director Janine Schmidt of Morrill, District 4 Director Denise Peterson of Ponca, District 5 Director Kelly Oelke of Hickman, Education Committee Chairperson Tammy Tisdall of Gretna and Ellen Wakefield of UNO.
- 2. Minutes** from the Sept. 19, 2019 Executive Board meeting were handed out. Motion by Janine Schmidt of Morrill, seconded by RaNae Edwards of Grand Island to approve the minutes of the Sept. 19, 2019 Executive Board meeting. Upon roll call vote, all voted aye. Motion carried.
- 3. Treasurer's report** and consideration of claims was reviewed. No claims were presented. Secretary/Treasurer reported as of Jan. 31, 2020 the account balance is \$67,114.27 and CD balance of \$50,000.00.
- 4. Communications:** None.
- 5. a. Discussion** on the scholarship program and process was made. McKain will reword the application and submit to the board for approval.
b. Discussion on the NMCA Lapel Pins were made. Oelke will forward the email information to Jensen to purchase more.
c. Wednesday night meet and greet will be short and from 4:30 to 6 p.m.
d. The 2020 Clerk's Institute and Academy budget was reviewed. Freeman-Wakefield provided an overview. Key issues were the meals increased 5 percent, and overall, there was a 3 percent increase in expenses. Some items such as note pads and pens will not be included in each packet. Motion by Kelly Oelke of Hickman and second by Janine Schmidt of Morrill to approve the 2020 Clerk's Institute.
- 6. General Discussion:** A reminder that attendance takers were needed and all round table topics have been filled. Linda reminded everyone of the IIMC Conference in St. Louis, Mo. May 17-20, 2020.
- 7. Adjourn:** With no further business, meeting was adjourned. Upon roll call vote, all voted aye. Meeting adjourned at 5:28 p.m.

Respectfully submitted:

Wendy L. McKain, DBA, MBA, MMC

NMCA 1st Vice-President

NEBRASKA MUNICIPAL CLERK'S ASSOCIATION GENERAL MEMBERSHIP MEETING

CORNHUSKER MARRIOTT HOTEL, LINCOLN, NEBRASKA

Feb. 24, 2020

1. The Nebraska Municipal Clerk's Association General Membership met at the Cornhusker Marriott in Lincoln, Nebraska on Feb. 24, 2020. President Linda Jensen of Central City called the General Membership meeting to order at 4:15 p.m. There were thirty-two (32) members present.

Members of the NMCA Board of Directors present were: President Linda Jensen of Central City, 1st Vice President Wendy McKain of Trenton, Past President RaNae Edwards of Grand Island, District 1 Director Janine Schmidt of Morrill, District 4 Director Denise Peterson of Ponca, and District 5 Director Kelly Oelke of Hickman. The sign-in sheet is attached to the original minutes and is kept with the Secretary's records.

2. Minutes from the Sept. 19, 2019 General membership meeting were handed out. Motion by Deanna Perry of Shelby, seconded by Lanette Doane of Ansley to approve the minutes of the Sept. 19, 2019 General Membership meeting. Upon roll call vote, all voted aye. Motion carried.

3. Report of Officers:

a. Treasurer's report and consideration of claims was reviewed. No claims were presented. Secretary/Treasurer reported as of Jan. 31, 2020 the account balance is \$67,114.27 and CD balance of \$50,000.

4. Reports of Standing Committee:

a. Awards – Clerk of the Year – No Report

b. Certification/Membership – Tammy Tisdall, Gretna – there are seven new CMC's and no new MMC's.

c. Clerk's Education - Tammy Tisdall, Gretna- Reported that the education committee was working with UNO for the conference in March 2020. There are 216 (113 institute and 103 academy) registered and volunteers are needed for the sign-in sheets.

d. Legislative Committee – Nancy Bryan, Stromsburg – read bulletins

5. Reports of Special Committees:

a. Celebration of Clerk's – RaNae Edwards, Grand Island – Reported things are coming along and she is working with associations for honor guard.

b. Clerk's History – Cathie Walker, Phillips – Linda Jensen, Central City stated they are working on updates and need pictures of clerks.

c. Clerk's Newsletter – Andrew Devine, Albion – No report.

d. Honorary Membership – LeaAnn Doak, McCook – Snyder, Wisner, Bennett, and Norfolk were all suggested.

e. Nominating Committee – RaNae Edwards, Grand Island – Directors for district 3, 4 and 5 are due for election. RaNae had nominatons for Kearney for district 3, Ponca for district 4 and Gretna for district 5.

f. Scholarship Fund – Wendy McKain, Trenton – Scholarships were awarded in the amount of \$7,409.

g. Thursday Night Banquet – Heartland Clerks' Association – Linda Jensen – A local artist, Tom Williams will be there and the theme is "color your world."

h. Vendor Sponsorship Committee: District Directors Kelly Oelke, Hickman and Raquel Felzien, Franklin – Kelly reported they closed the vendors at 22, there will not be a vendor game and vendors are encouraged to have drawings.

i. Wednesday Meet and Greet – Melissa Johnson, Waterloo – No report

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NEBRASKA MUNICIPAL CLERK'S ASSOCIATION GENERAL MEMBERSHIP MEETING

Continued from previous page

6. Communications: Linda reminded clerks the annual board meeting is on Thursday during clerk institute/academy and to wear your association shirts.

7. Unfinished Business: None

8. New Business: Linda stated that a Secretary/Treasurer, District 3 Director and District 5 Director are needed for the board and anyone interested please contact RaNae.

9. General Discussion: Linda reminded everyone of the IIMC Conference in St. Louis, Mo., May 17-20. 2020.

10. Adjourn: With no further business, meeting was adjourned. Upon roll call vote, all voted aye. Meeting adjourned at 4:40 p.m.

Respectfully submitted:

Wendy L. McKain, DBA, MBA, MMC

NMCA 1st Vice-President

AUGUST BIRTHDAYS

Vicky Thompson Milligan Aug. 1
Cindy Kiefer Kenesaw Aug. 6
Karen Kleinschmit Wausa Aug. 9
Mary Lou Ritter Lyons Aug. 12
Jeanne Stokes Petersburg Aug. 15
Stephanie James Wisner Aug. 15
Michael Fler Battle Creek Aug. 18
Shirley Habrin Bellevue Aug. 23
Vikki Carlson Laurel Aug. 23
Lori Vinzant Bertrand Aug. 23
Tarrah Krejci Alliance Aug. 27
Tammy Tisdall Gretna Aug. 27
Shelby Steenson Wolbach Aug. 27



Chris Burbach Scottsbluff Aug. 30
Cathie Walker Phillips Aug. 30
Mary Jean Rogers Pierce Aug. 31
Donnette Smith Decatur Aug. 31

Municipal Legal Calendar

(All statute citations to Revised Statutes of Nebraska)

AUGUST 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)
- August 1 Political subdivisions subject to city levy submit preliminary request for levy allocation to City Council. (77-3443)
- Prior to Notice of Budget Hearing..... Proposed annual or biennial budget statement available to public. (13-504) *
- Before August 15 Job titles and salaries of employees shall be published. (19-1102)
- On or before August 20..... Should have received the current taxable value of all property subject to levy from the County Assessor. (13-509)
- On or before September 1 City Council determines the final allocation of levy authority for its subdivisions (77-3443)
- On or before September 20..... File adopted budget statement with County and State Auditor's Office (13-508)*
- On or before September 20..... File information on trade names and interlocal agreements with State Auditor's Office (13-513)
- Within 20 days after end of month..... Treasurer files monthly financial report. (16-318)
- * * 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 of Council meeting..... Clerk publishes official proceedings of meeting, including claims. (19-1102)
- August 1 Political subdivisions subject to city levy submit preliminary request for levy allocation to City Council. (77-3443)
- Prior to Notice of Budget Hearing..... Proposed annual or biennial budget statement available to public. (13-504) *
- Before August 15 Job titles and salaries of employees shall be published. (19-1102)
- On or before August 20..... Should have received the current taxable value of all property subject to levy from the County Assessor. (13-509)
- On or before September 1 City Council determines the final allocation of levy authority for its subdivisions (77-3443)
- On or before September 20..... File adopted annual or biennial budget statement with County and State Auditor's Office (13-508) *
- On or before September 20..... File information on trade names and interlocal agreements with State Auditor's Office (13-513)
- Within 20 days after end of month..... Treasurer files monthly financial report. (17-606)
- * * 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 of Board of Trustees' meeting Clerk publishes official proceedings of meeting, including claims. (19-1102)
- August 1 Political subdivisions subject to village levy submit preliminary request for levy allocation to Village Board. (77-3443)
- Prior to Notice of Budget Hearing..... Proposed annual or biennial budget statement available to public. (13-504) *
- Before August 15 Job titles and salaries of employees shall be published. (19-1102)
- On or before August 20..... Should have received the current taxable value of all property subject to levy from the County Assessor. (13-509)
- On or before September 1 Village Board determines the final allocation of levy authority for its subdivisions (77-3443)
- On or before September 20..... File adopted annual or biennial budget statement with County and State Auditor's Office. (13-508) *
- On or before September 20..... File information on trade names and interlocal agreements with State Auditor's Office (13-513)
- Within 20 days after end of month..... Treasurer files monthly financial report. (17-606)
- * * Clerk must prepare agenda prior to next Village Board meeting (84-1411)

* Does not apply to cities with a biennial budget that are in the second year of the biennial budget period.