

Nebraska Municipal Clerks Newsletter

May 2019

MESSAGE FROM THE PRESIDENT

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



May, a Month to Honor

Honor thy mother by giving her flowers, sending a lovely card or even making a phone call. If you are in sorrow knowing that your mother is no longer in this world, just take a silent moment and close your eyes, remembering her sweet caring nature and beautiful face.

Honor the graduates by embracing each of them with a hug. Whether finishing kindergarten, middle school, high school, college or graduate school, each student has persevered. No matter where they are in their

education, graduation is exciting. It marks the end of one chapter of the graduate's life and the beginning of another. My wish to each of them is that all their dreams come true.

On Memorial Day, we will honor the fallen heroes. Those brave men and women that lost their lives fighting for America's freedom. We also will honor the souls who left us with a visit to their resting places. Perhaps, we will have a bouquet of flowers to place by their gravestones, a picture in our hands reminding us of our dear departed one or say a silent prayer.

"May, a month devoted to Honor" – by Linda Jensen.

The 2019 League of Nebraska Municipalities Municipal Accounting and Finance Conference will be held in Lincoln at the Graduate Hotel on June 12-14. Be sure to register. It is a great conference that is loaded with information.

I will be getting ready for the IIMC Annual Conference in Birmingham, Ala. Flying always makes me nervous, but I manage to get where I am going. If you ever have a chance to attend an IIMC Annual Conference, do not pass it up. It is a great experience. Having conversations in the classroom and the conversations during the downtime with clerks from around the world is educational. IIMC gives away two grants per region to attend an IIMC Annual Conference. The details are on the IIMC website.

Continued on next page

MESSAGE FROM THE PRESIDENT

Continued from previous page

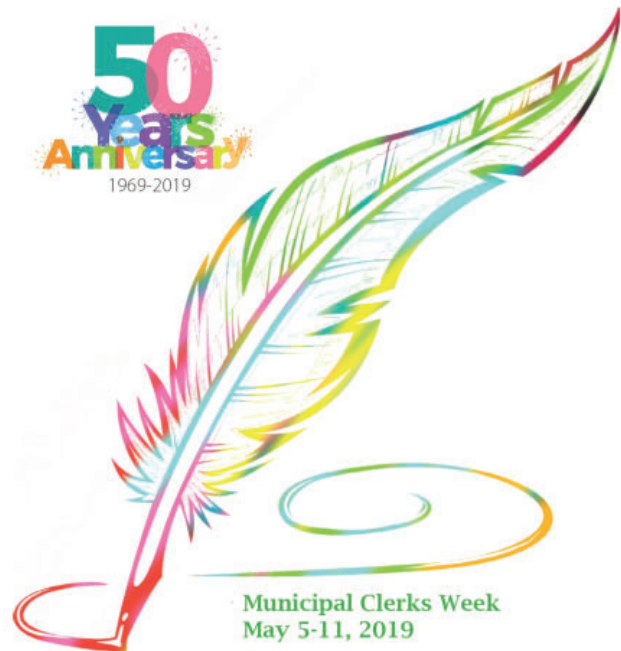
That might be something worth checking into for 2020. Applications are due into IIMC sometime in February. This year, the IIMC All Conference event is on Monday night. IIMC representatives are encouraging attendees to wear their favorite college or professional sports team's attire. You can be sure that I will be wearing my Nebraska Cornhusker shirt.

May 5-11, 2019 marks the 50th Anniversary of the Municipal Clerks Week. Pass that on to your board and let them know what a great job you do.

I found the following ad for a municipal clerk. Although, the ad was for a clerk in California, it applies to all clerks.

The ideal candidate will be a "people-person" able to work independently and as a member of a small, energetic and dedicated team. The candidate must be very organized and able to handle multiple projects at one time, think creatively, enjoy the work, pay attention to detail and handle tasks/projects as a generalist. As the front-line to the public, the candidate also must have a friendly, warm and courteous demeanor at all times and be desirous of working with the public. Positive customer service skills and responsiveness are necessary.

Must have a high school diploma or equivalent. Experience with Microsoft Office, records management and basic computer software. Skills in customer service, report



writing, organization and clerical responsibilities. Must possess a valid driver's license with a safe driving record.

Now I ask you, "How professional are we?" My answer is "Extremely."

*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*

NEBRASKA MUNICIPAL CLERK'S ASSOCIATION GENERAL MEMBERSHIP MEETING

Younes Conference Center, KEARNEY, NEBRASKA

Thursday, March 21, 2019

1. The Nebraska Municipal Clerk's Association General Membership met at the Younes Conference Center in Kearney, Nebraska on March 21, 2019. President RaNae Edwards of Grand Island called the General Membership meeting to order at 4:15 p.m.

Members of the NMCA Board of Directors present were: President RaNae Edwards of Grand Island, 1st Vice President Linda Jensen of Central City, 2nd Vice President Wendy McKain of Trenton, District 1 Director Janine Schmidt of Morrill, District 2 Director Kandra Kinne of Cambridge, District 3 Director Raquel Felzien of Franklin, District 4 Director Denise Peterson of Ponca, and District 5 Director Kelly Oelke of Hickman. Secretary/Treasurer Melissa Johnson of Waterloo was absent. The sign in sheet is attached to the original minutes and kept with the Secretary's records.

2. Minutes from the Feb. 25, 2019 General membership meeting were handed out. Motion by Connie Jo Beck of St. Paul, seconded by Jane Skinner of Ogallala to approve the minutes of the Feb. 25, 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. Claims that were presented for payment will be approved at the Executive Board meeting on Friday, March 22, 2019. Linda Jensen Secretary/Treasurer *Pro-Temp reported as of Feb. 28, 2016 the account balance is \$59,796.90 and CD balance is \$50,000. Motion made by Kellie Crowell of Ravenna, seconded by Misty Garcia of Dannebrog to approve the Treasurer's report. Upon roll call vote, all voted aye. Motion carried.
4. Reports of Standing Committee:
 - a. Awards - Clerk of the Year- Donna Rust, Chadron - no report
 - b. Certification/Membership - Tammy Tisdall, Gretna - Memberships are continuing
 - c. Education - Tammy Tisdall, Gretna - The Clerk's conference went well
 - d. Legislative Committee - Nancy Bryan, Stromsburg - no report
5. Reports of Special Committees:
 - a. Celebration of Clerks - Lea Ann Doak, McCook - many thanks to the help by the Committee
 - b. Clerk's History - Cathie Walker, Phillips - continue to send in pictures of Clerks and any pieces of history and happenings from your town.
 - c. Clerk's Newsletter - Andrew Devine, Albion - please submit your articles
 - d. Honorary Membership - Lea Ann Doak, McCook- Please submit names
 - e. Nominating Committee - Lea Ann Doak, McCook - nothing to report at this time
 - f. Scholarship Fund - Linda Jensen, Central City - \$5,287 was awarded for 2019 conference
 - g. Thursday Night Banquet - Heartland Clerk's Association - Preparations are being put together
 - h. Vendor Sponsorship Committee - District Directors Raquel Felzien, Franklin and Kelly Oelke, Hickman - The turnout of vendors was great.
 - i. Wednesday Night Hospitality - Lea Ann Doak, McCook - A fun time was had by all.

Continued on next page

NEBRASKA MUNICIPAL CLERK'S ASSOCIATION GENERAL MEMBERSHIP MEETING

Continued from previous page

6. Communications: None

7. Unfinished Business: Lanette Doane of Ansley mentioned a possible increase in the registration fees for next year.

8. Election of Officers and Board Members - Nominees are:

President - Linda Jensen, Central City

1st Vice President - Wendy McKain, Trenton

2nd Vice President - Melissa Johnson, Waterloo

Secretary/Treasurer - Eliza Butler, Omaha

District 1 Director - Janine Schmidt, Morrill

District 2 Director - Kandra Kinne, Cambridge

Motion made by Kelly Oelke of Hickman, seconded by Lanette Doane of Ansley. Upon roll call vote, all voted aye. Motion carried.

9. New Business:

- a. Consideration of approval of Resolution #2019-01 thanking the Nebraska Department of Economic Development for a \$5,000 donation to the Clerk's scholarship Fund (read by Lauren Brandt, Kearney). Motion made by Tammy Tisdall of Gretna, seconded by Kellie Crowell of Ravenna to approve the Resolution #2019-01. After a discussion a motion was made by Connie Jo Beck of St. Paul, seconded by Eliza Butler of Omaha to make an amendment to the Resolution #2019-01 to include the 4th year and Academy attendees. Upon roll call vote, all voted aye. Motion carried.

10. General Discussion:

- a. President RaNae Edwards introduced three guest Clerks from Utah to announce the IIMC Region VIII Meeting in Park City, Utah on Sept. 23-25, 2020.
- b. President RaNae Edwards announced the IIMC 73rd Annual Conference 2019 in Birmingham, Ala. to be held in May 19-22, 2019. Several Nebraska Clerks are planning to attend.

11. Adjourn: With no further business the meeting was adjourned. Meeting adjourned at 5:13 p.m.

Respectfully submitted:

Linda Jensen

Linda Jensen, MMC

NMCA Secretary/Treasurer *Pro-temp

DED announces open application cycle for CDBG Disaster Recovery Planning Grants

In response to the March flooding disaster, the Nebraska Department of Economic Development (DED) has announced an open application cycle for recovery-related grants under the 2018 Community Development Block Grant (CDBG) Program Planning category.

Depending upon community needs, the CDBG Planning priority can support the preparation of strategic planning studies and feasibility analyses, including those pertaining to disaster mitigation and long-term recovery planning. Local governments, municipalities and counties may apply for assistance with disaster recovery, mitigation plans, community strategic planning, special studies and functional studies.

Funded projects must benefit low- and moderate-income (LMI) persons. As described in DED's 2018 CDBG Planning Application Guidelines, the community or service area must meet the CDBG national objective of principally benefiting 51 percent or more LMI persons, using Census or survey data. Interested units of local government can find complete application guidelines

on the DED website, <https://opportunity.nebraska.gov/program/community-development-block-grant/#guidelines>. Regardless of flooding impact, all communities seeking eligibility for CDBG funds for planning activities must be able to demonstrate benefit to LMI persons.

Because funding is limited during the open cycle, potential applicants are encouraged to submit their applications promptly, using the 2018 Planning Application Guidelines and Form. Note that applicants should not submit the 2019 Form during this open cycle. The maximum grant amount for individual community applications is \$40,000. Multi-jurisdictional applications are eligible for \$60,000 max. Local governments must match project costs at 25 percent of CDBG awards.

DED will accept applications April 1, 2019 through June 28, 2019.

For more information, contact Steve Charleston at steve.charleston@nebraska.gov or 402-471-3757.

JUNE BIRTHDAYS

Joan Kovar.....	David City	6/1
Katherine Terrill.....	Kimball	6/1
Sabrina Ohnmacht	Bellevue.....	6/7
Tina Snider.....	Clearwater	6/7
Katie Johnson.....	Greeley	6/7
Tammy Sherman	Lodgepole.....	6/7
Debora Daly.....	Mullen.....	6/7
Karen Margheim.....	Shickley	6/7
Michaela Luckey.....	Columbus	6/10
Sandy Kruml.....	Ord	6/10
Missy Waldo.....	Republican City.....	6/12
Diane Rosenfelt	Benkelman.....	6/14
Nick Nystrom	Eagle.....	6/14
Cindy Moran	Peru	6/15



Jean Thiele.....	York	6/16
Mark Stracke	Stuart.....	6/18
Nadine Link	Malcolm	6/27
Lori Rezny.....	Wilber	6/28
Renee Johansen	Osceola.....	6/29

Say "Aloha" to Hawaii

Sponsored by the IIMC Foundation and American Legal, this education fundraiser can land you in beautiful Hawaii. When you support IIMC education programs, you can win a trip for two to Hawaii, including airfare and a week's hotel on Waikiki Beach.

With tickets available at \$20 each or 3 for \$50, take a chance ... or two or three! It's all for a good cause—furthering clerks' education through scholarships and IIMC education programs.

**Sponsored by
American Legal Publishing Corporation**

*All proceeds support the IIMC Foundation
and IIMC education programs*



2017 winner Nova Romero from Monterey Peninsula Regional Water Authority, CA

Name _____ \$ _____

Phone _____ Email _____

City _____ State/Province/Country _____

☐ **I will pay by check** - Return flier and check payable to IIMC Foundation to: IIMC Foundation Treasurer, P. O. Box 686, Dysart, IA 52224

☐ **I will pay by credit card** - Return flier with information completed below to: IIMC Foundation Treasurer, P. O. Box 686, Dysart, IA 52224

Visa/MasterCard/AmEx# _____ Expiration date _____

Signature _____ Please charge this amount \$ _____

**Winner drawn at IIMC Annual Conference in Birmingham, AL, on May 22, 2019. Winner need not be present to win.
For ticket numbers or stubs email rbohlhauer@amlegal.com**

www.iimcfoundation.com



Friday,
June 7
9:00 am to
3:00 pm



Saturday,
June 8
9:00 am to
4:00 pm

Calling All Crafters and Vendors

Join us for the First Annual

McKenna Market Mania

Craft and Flea Market in Gretna, NE

To help raise donations for the
Gretna Neighbors Food Pantry



Information is at www.gretnane.org

Or Call Tammy, Kandis, or Jeni at 402-332-3336

Municipal Legal Calendar

(All statute citations to Revised Statutes of Nebraska)

JULY 2019

CITIES OF THE FIRST CLASS

July 1..... Chair of the Park and Recreation Commissioners must file with City Clerk an itemized statement of all expenditures of the Park and Recreation Board. (16-697)

Between July 10 and July 30..... Advertise for Class C Liquor License renewals. (53-135.01)

Between July 15 and August 15..... Job titles and salaries of employees shall be published. (19-1102)

Prior to publication of notice of budget hearing..... Council prepares proposed budget statement and makes it available to the public. (13-504) *Does not apply to cities with a biennial budget that are in the second year of the biennial budget period.

On or before August 20..... County Assessor certifies to each governing body the current valuation of all property subject to the applicable levy. (13-509)

On or before September 20..... Budget Statement filed with County Clerk and State Auditor (13-508) *Does not apply to cities with a biennial budget that are in the second year of the biennial budget period.

Within 10 working 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 meetings, including claims. (19-1102)

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)

End of Each Quarter..... Report from Depository Banks due. (16-714)

VILLAGES AND CITIES OF THE SECOND CLASS

Between July 10 and July 30..... Advertise for Class C Liquor License renewals. (53-135.01)

Between July 15 and August 15..... Job titles and salaries of employees shall be published. (19-1102)

Prior to publication of notice of budget hearing..... Governing body prepares proposed budget statement and makes it available to the public. (13-504) *Does not apply to cities with a biennial budget that are in the second year of the biennial budget period.

On or before August 20..... County Assessor certifies to each governing body the current valuation of all property subject to the applicable levy. (13-509)

On or before September 20..... Budget statement filed with County Clerk and State Auditor. (13-508) *Does not apply to cities with a biennial budget that are in the second year of the biennial budget period.

Within 10 working 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 including claims. (19-1102)

Within 20 days after end of month..... Treasurer files monthly financial report. (17-606)

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