



From the Presidents Desk

Happy New Year...well Fiscal New Year anyway! It seems hard to believe, but our auditors have come and went already. This time of year always seems to fly by with so many things happening, we must remind ourselves to stop and take a minute to breathe in the crisp air and look around at all the beautiful colors of fall.

How many of you are involved in different organizations in your community, or do you do something "extra" for your jobs? For the past 15 years I have been going to the Senior Center once a month to give them an "Update from City Hall". I let them know what happened at the meeting and any upcoming events that we have. I always stay to enjoy lunch with them too. For the past several years I have also been going up to the Headstart or Day-care and reading a story to the kids, I love doing this and the kids get so excited when they see me at church or around town and always come up to me telling me, "hey I know you". Next week I will be speaking with our school's Junior and Senior classes about the importance of our Community Survey that includes questions on our Comprehensive Plan and Parks & Recreation Planning Grant. The kids will then have a chance to fill the survey out. I love being involved in the community I live in!

We have had a few changes to the NMCA Executive Board. Your current NMCA Board Members include: President Kellie Crowell; 1st Vice President Kimberly Hoelsing; 2nd Vice President Tami Comte; Secretary Derek Bargmann; Past President Elizabeth Butler; District 1 Director Janine Schmidt; District 2 Director Jessie Faber; District 3 Director Misty Bussinger; District 4 Director Pam Vander Veen and District 5 Director Deanna Perry. We currently have an opening for Treasurer. The Treasurers' position does not move up the chain of command and has no term limits. Please let me know if you are interested in more information on this position.

It may seem like a long time before Clerk's Institute/Academy in March, but it is actually just around the corner. Here is a list of committee chairpersons for this upcoming year and Clerk's Institute & Academy. If you would like to help on one of these committees please contact the chairperson to let them know you would like to volunteer. Remember if you are in the process of applying for your CMC or MMC volunteering on these committees help.

- Clerk of the Year – Erin Saathoff
- Certification/Membership – Tammy Tisdall
- Education – Tammy Tisdall
- Legislative Committee – Janine Schmidt
- Celebration of Clerks – Elizabeth Butler
- Clerk's History – Cathie Walker
- Clerk's Newsletter – Kellie Crowell
- Honorary Membership – Lea Ann Doak
- Nominating Committee – Elizabeth Butler
- Scholarship Fund – Kimberly Hoelsing
- Thursday Night Banquet – Kellie Crowell (Heartland Clerks)
- Vendor Sponsorship Committee – District Directors
- Wednesday Night Hospitality – Tami Comte

And now, after much deliberation consisting of group texts between my girls and myself, I have come up with a theme for the 2025 NMCA Clerk's Institute & Academy. It is going to be a Garden Gala.

Until next time, keep smiling...it makes people wonder what you've been up to.

Kellie Crowell, CMC
NMCA President
City Clerk/Treasurer
City of Ravenna
416 Grand Avenue
Ravenna, NE 68869-1324
308-452-3273
kcrowell@ravenmanebraska.net

2025
NMCA Clerk
Institute & Academy
March 15-21
at
Sioux City
Convention
Center
& Marriott
Riverfront

Congratulations

Pam
Vander Veen

I am pleased to announce that Pam has earned the prestigious Certified Municipal Clerk (CMC) from International Institute of Municipal Clerks (IIMC)





Linda Jensen Retires After 41 Years

On September 13th Linda Jensen of Central City ended her career of nearly 42 years serving as Billing Clerk and City Clerk/Treasurer. Linda was first hired full-time as a data processing and billing clerk in December 1982. During this time Linda fully automated the city office, including the utility bills. In 2009 her title changed to City Clerk/Treasurer. In the early years Linda worked with the Department Heads who ran their own departments. Since then, she has worked with five City Administrators. She has had the pleasure of working for six Mayors and numerous Council Members.

Linda holds a Bachelor of Science degree in business management from Bellevue University. An accounting degree and a computer science degree from Northeast Community College.

Linda has been a member of the International Institute of Municipal Clerks, the Nebraska Clerk's Association and the Heartland Clerk's Association for many years. She has been a member of the Nebraska Clerk's executive board for twelve years of which she has held the position of Nebraska Clerks President for three of them. In 2018 Linda was awarded the Nebraska Clerk's Association "Clerk of the Year" for the second-class city category.

Linda has attended countless League Conferences and has been a member of the Government Finance Officers of Nebraska. She has been a presenter at Nebraska Clerk's conferences many times.

"I just can't imagine doing anything else in my career. I loved being the City Clerk and my passion is accounting. After college I was an accountant for a John Deere dealer. When the Mayor of Central City approached me to ask if I would be interested in working for the city I jumped at the chance. The bookkeeping style changed for me from cost accounting to departmental accounting, but I fell in love with it. I had just turned 26 the week before. Little did I know I would be there for over 41 years." Linda stated.

"The most important thing is to enjoy your life—to be happy—it's all that matters" ~ Steve Jobs

IIMC BOARD VACANCIES:

IIMC Board Vacancies: Make A Difference In IIMC's And Your Future! In the past few years, IIMC members who have served on the Board of Directors have been involved in many aspects in providing a vision for the Organization. Some of the salient points included but are not limited to: • Producing a fourth three-year strategic plan (2024 – 2027); • Creating a Diversity/Inclusivity Vision and Policies; • Overseeing the Organization's financial health; • Creating a Futures Group and IDEAL Committee; • Producing more than \$1 million in Board Designated Reserves, an unprecedented amount; • Creating progressive Organizational policies; • Initiating an advanced annual conference selection process; • Producing successful revenue generating conferences; • Increasing membership to an all-time high in Region XI; • Working on its fifth Region XI Symposium and Study Abroad Program for 2025; and • Maintaining transparent and open communications with all members. As an IIMC member, you, too, can make an impact on your Organization. Have you ever wanted to shape policies, programs and develop strategic plans to help your colleagues? Can IIMC benefit from your ideas and perspective? Do you want to convey to 15,000 colleagues that you value the efforts of your Organization and that you want to have a voice in its growth and future? Do you want your decisions, direction and vision about IIMC's future to directly impact the membership? If you've answered yes to any of these questions, then it's time to take that initial step forward and put your leadership and knowledge to task by serving as an IIMC Board of Director. NOTE: To alleviate hurdles and streamline the process for interested members, IIMC's members unanimously approved at the Annual Business Meeting in May 2021 to eliminate one of the requirements for Region Directors. Candidates no longer need to provide written support of candidacy from their state, provincial or national association within the Region in which they are running.

Region Director Vacancies (Term – 2025 – 2028): Region VIII East—Nebraska

Qualifications of Candidates: A Director's term of office is three years. To qualify for office as a Region Director, a candidate must: A. Be an IIMC member for at least three (3) years. B. Have served at least three (3) years as a Municipal Clerk or other office as defined in Article II, Membership, Section 2 A. C. Have attended at least two Annual Conferences. Attendance may include the conference at which the candidate's term would begin. D. Be a Full Member or Additional Full Member and, if elected, remain a Full or Additional Full Member, in their current position or another position that qualifies them as a Full Member or additional Full Member, during the term of office. E. Provide written support of candidacy from the legislative governmental body they represent. VICE PRESIDENT: To qualify for the office of Vice President, a candidate must: A. Be an IIMC member for at least three (3) years. B. Have served on the IIMC Board for three (3) years prior to the time of election. C. Have served at least three years as a Municipal Clerk or other office as defined in Article II, Membership, Section 2 A. D. Have attended at least two Annual Conferences. Attendance may include the conference at which the candidate's term would begin. E. Be a Full Member or Additional Full Member and, if elected, remain a Full or Additional Full Member, in their current position or another position that qualifies them as a Full Member or Additional Full Member. F. Provide written support of candidacy from the legislative governmental body they represent. The Vice President automatically advances to President Elect and then to President. All Candidates (Region Directors and Vice Presidents) running for office must submit to Headquarters the following: • Complete and return Nominating Forms announcing his or her candidacy (Forms will be accepted at IIMC HQ between January 1 to January 15, 2025) and must be returned to IIMC HQ no later than Wednesday, January 15, 2025); • A current, high quality digital photograph (electronic - JPG) is required to be published in the online News Digest; A 200-word essay (not to exceed 200 words in Word File, not in PDF) on their qualifications, emphasizing activities in the Municipal Clerk's profession (essay will be published in the on-line News Digest). You can obtain Nominating Forms online at www.iimc.com – click on About Us, click on Board of Directors, or by contacting Executive Director Chris Shalby at: chriss@iimc.com. Nominating Form, photograph, essay and the endorsement of candidacy from your Legislative Governmental Body you represent can be sent electronically to Executive Director Chris Shalby. Candidates agree and understand that the above information will be published as received in the News Digest. Elections – Region Director If there is one Region Director candidate, no election is held, and the candidate is declared elected. If there are two or more candidates, IIMC conducts a Region election. Election results are announced at the Annual Business Meeting. Declared Candidates will receive IIMC's Policies on Elections and Campaigning. Here's your chance to help lead the Organization dedicated to furthering the Municipal Clerk's profession. By joining the IIMC Board of Directors, you can expect to work hard and have a rewarding experience in return. As an IIMC Board member, you will devote time, energy, and ideas to lead the Organization forward. IIMC is looking for individuals committed to the Organization's mission and vision. Take your leadership to the next level, become an IIMC Board of Director.



ASSOCIATION PRESIDENTS

Please contact Kellie Crowell with an update of your Board Members for 2025. kcrowell@ravennanebraska.net

Panhandle Area Clerks
Southwest Area Clerks
Midlands Area Clerks
South Central Area Clerks
Southern Seven Area Clerks
Northeast Area Clerks
Three Rivers Area Clerks
Southeast Area Clerks
Heartland Area Clerks

Tobacco License Changes

LB 1204 passed earlier this year now requires municipal clerks to report to the Nebraska Department of Revenue (DOR) the notification of granting a local tobacco license. The initial report from the municipalities for 2025 will be due January 31, 2025. This report must be filed even if the municipality has no tobacco licensees. DOR is in the process of finalizing the reporting method. It will be done either through the electronic document and application hub (eDASH) or DOR's secure file sharing system. Would you be able to help inform clerks about this new reporting requirement by mentioning it in the Nebraska Municipal Clerks Newsletter? In prior years, the Nebraska Department of Health and Human Services sent out a tobacco licensee survey, but this will no longer be done.

*Please let me know if you are interested in running for
IIMC Region VIII Director. kcrowell@ravennanebraska.net*



TO: All Municipal Clerks and Deputy Clerks

FROM: Tami Comte, MMC, NMCA Treasurer

The Nebraska Municipal Clerks' Association Membership Dues Statement for October 1, 2024 to September 30, 2025 is now due.

Please fill out the form on the next page and send it with your check to the League of Nebraska 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 David City, (402) 367-3135 or tcomte@davidcityne.gov.

Thank you!

Tami Comte, MMC

NMCA Treasurer



NEBRASKA MUNICIPAL CLERKS ASSOCIATION

LEAGUE OF NEBRASKA MUNICIPALITIES

1335 L STREET – LINCOLN, NE 68508

**MEMBERSHIP DUES STATEMENT
2024-2025**

NAME: _____

TITLE: _____

ADDRESS: _____

MUNICIPALITY: _____

PHONE NUMBER: _____

EMAIL 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 a member of IIMC (International Institute of Municipal Clerks)? Yes _____ No _____

Membership Card Requested? Yes _____ No _____

MONTH AND DAY of your birthday (to be listed in 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

206 S. 13TH STREET, SUITE 800

LINCOLN, NE 68508



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

November 1, 2024

Dear Municipal Official:

Enclosed are guidelines and a nomination form for the 44th annual “**Outstanding Clerk Award**” presented by the Nebraska Municipal Clerks’ Association. This award will be presented on Thursday evening, March 20, 2025 during the annual Municipal Clerks’ Institute and Academy banquet to be held at the Ramada Inn River’s Edge in Columbus, Nebraska. One (1) award will be presented to a Clerk in each of the three (3) city classifications: First Class or Larger, Second Class, and Village.

It is an honor in itself for a Clerk to be nominated for this award! The nominees are evaluated by means of a point system calculated from a questionnaire the Clerk must complete. The evaluation is completed by a committee consisting of the recipients of the award for the previous two years. If you nominate your Clerk, please urge them to complete the questionnaire which will be mailed/emailed to them. ***The Clerk cannot be considered without the questionnaire being completed and returned.***

Should your Clerk receive the award, you will be *confidentially* notified in advance of the presentation so you can plan to attend and also invite the Clerk’s family, Council/Board members and other community members who want to honor your Clerk. **The Clerk is not informed of receipt of the award until the presentation is made.** You will be asked to keep the award a surprise to your Clerk.

Remember, your Clerk must be nominated to be considered for the award. Even if you have nominated your Clerk in the past, please resubmit the nomination, **unless your Clerk has received this award in the past 10 years.**

If you have any questions, please feel free to contact me. As a past recipient of the award, I can confirm what an honor it was just to be nominated. Please take the time to fill out and submit the enclosed form. Please return the form to me no later than Monday, December 30, 2024.

Sincerely,

Erin Saathoff, CMC
City Clerk
City of Beatrice



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

OUTSTANDING CLERK AWARD NOMINATION FORM

PLEASE TYPE OR PRINT*

Please Note: Nominees shall have served as a municipal clerk for a minimum of three (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 Being Nominated: _____

Nominated Clerk's Mailing Address: _____

Nominated 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.

Deadline for nominations is Monday, December 30, 2024.

PLEASE RETURN THIS NOMINATION FORM TO:

Erin Saathoff, Chairperson
Nebraska Municipal Clerks Association - Awards Committee
400 Ella Street
Beatrice, NE 68310
esaathoff@beatrice.ne.gov

**NOVEMBER 2024
CITIES OF THE FIRST CLASS**

First day..... Class C liquor license year begins. (53-124)
Within 15 days of Passage..... Clerk publishes ordinances passed. (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 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)
On or before December 1 TIF report due to Property Tax Administrator (18-2117.01)

CITIES OF THE SECOND CLASS AND VILLAGES

First day..... Class C liquor license year begins. (53-124)
Within 15 days of Passage..... Clerk publishes ordinances passed. (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 Council
or Board meeting..... Clerk publishes official proceedings of meetings 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)
On or before December 1 TIF report due to Property Tax Administrator (18-2117.01)

DECEMBER 2024

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)

JANUARY 2025

CITIES OF THE FIRST CLASS

Each month.....Clerk publishes ordinances passed within 15 days after passage. (16-405)
Within 10 working days from meeting
or before next meeting (whichever is sooner) Clerk to have minutes available for public inspection. (84-1413)
First Regular Meeting.....Mayor and Council appoint member of Park Board. (16-696)
Within 30 days from Council meeting.....Clerk publishes official proceedings of meeting. (19-1102)
Within 20 days after end of month.....Treasurer files monthly financial report. (16-318)
On or before January 31Provide 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)
Each QuarterReport from depository banks due. (16-714)
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)

CITIES OF THE SECOND CLASS

Each month.....Clerk publishes ordinances passed within 15 days after passage (17-613)
Within 10 working 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 meeting. (19-1102)
Within 20 days after end of month.....Treasurer files monthly financial report. (17-606)
On or before January 31Provide 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.....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)

VILLAGES

Each month.....Clerk publishes ordinances passed within 15 days after passage (17-613)
Within 10 working days from meeting
or before next meeting
(whichever is sooner) Clerk to have minutes available for public inspection. (84-1413)
Within 30 days from
Trustees' meeting.....Clerk publishes official proceedings of meeting. (19-1102)
Within 20 days after end of month.....Treasurer files monthly financial report. (17-606)
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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)

FEBRUARY 2025

CITIES OF THE FIRST CLASS

Within 15 days of Passage.....Clerk publishes ordinances passed. (16-405)
Within 10 days from meeting or before
next meeting (whichever is sooner).....Clerk to have minutes available for public inspection. (84-1413)
On or before second MondayAnnual Library Board report due. (51-213)
Within 30 days from Council meeting.....Clerk publishes official proceedings of meeting. (19-1102)
Within 20 days after end of monthTreasurer files monthly financial report. (16-318)
* *Clerk must prepare agenda prior to next Board meeting. (84-1411)

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