

NEBRASKA MUNICIPAL CLERKS NEWSLETTER

The Clerks Newsletter contains helpful information about activities and events throughout the year and provides valuable information about the Municipal Clerk Institute & Academy

OCTOBER 2023

Top stories in this newsletter



President's Message



Looking ahead



Birthdays
Municipal Legal
Calendar (page 4)

President's Message



Wow, September went by fast! Now that budgets are done, hopefully everyone will have some time to catch up on projects, **or apply for scholarships.** Included in the newsletter are IIMC and clerk school scholarship opportunities as well as the Clerk of the Year nomination form. Please take advantage of these great opportunities to further your education and nominate a fellow clerk!

Apologies for not holding the clerk meeting at the Nebraska League of Municipalities conference. I had the opportunity to get into a live Peloton class! As I am writing this, my husband and I are getting ready to fly to New York City for a long weekend, without the kids!

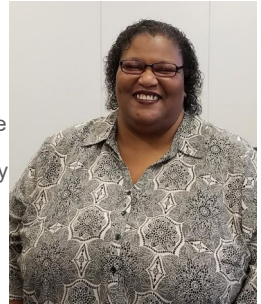
Elizabeth Butler, MMC, MPA
City Clerk, City of Omaha
NMCA President

Clerk's Corner



With Class C Liquor License renewals in full swing, I want to shine a spotlight on **thee** Carman Johnson!

Carman has been with the City Clerk's Office for over 35 years. She single-handedly processes all of the liquor licenses in the City of Omaha, over 1,100! She is so good at what she does, next month Carman is going to be inducted into the Omaha Hospitality Hall of Fame. Congrats Carman!



IIMC Scholarship Opportunities!



- **September 1, 2023—November 15, 2023:** CMC, MMC, and Tinnin scholarship application period begins
- **October 1, 2023—February 12, 2024:** Conference Grant application period begins
- **Continuous:** Region Meeting Stipends are available for use during 12 months following award. Members must visit the [IIMC Foundation](#) page to complete all the applications and supporting documents. Once awarded, scholarships can be used from January—December 2024.

IIMC Breaking News!



As of August 30, 2023, Ronda D. Hrasky from the City of Mitchell, NE has earned the prestigious Certified Municipal Clerk (CMC) designation from the International Institute of Municipal Clerks (IIMC)!

Join us in congratulating Nebraska's newest CMCs! You can send them directly to them at cityclerk@mitchellcity.net.

We Need You!



We are currently seeking nominations for District 3 Director, District 4 Director, District 5 Director, and NMCA Secretary. If you are interested in serving in this capacity, please contact the Nominating Committee Chair, Linda Jensen, at linda@cc-ne.com. Put your talents to work and serve the City Clerk profession and clerk community!

Board Spotlight



This section is dedicated to highlighting the different NMCA board positions and the clerks that currently hold them.

Meet Darcy!

Name: Darcy Gurule

City: Village of Farnam

How long have you been a clerk? 3 years

Position on the NMCA Board: Secretary

How long have you served in the board position? I started on April 1, 2023.

What made you want to join the NMCA Board? I enjoy working as a Clerk and attending events to grow in my position. I jumped at the opportunity to help and organize learning events for others.

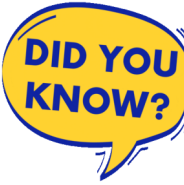
Favorite memory of clerk school: Attending my second conference where I was able to put names to faces and learn more about the people I work with.

Advice to share with clerks: Don't be afraid to ask questions!!! Anything you need to know has come up before, which means someone else needs to know as well.

Family: My husband and I have four kiddos, three daughters and a son. My oldest daughter has given us two sweet grandbabies and our middle daughter just found out she is expecting!

Share something fun about yourself that people may not know. I can't grow a vegetable to save my life, but I enjoy canning and preserving food.

Tidbits! So good, we are sharing it again!



Late Notices/Disconnect Process

The following checklist is designed with the ideal timetable of twelve (12) months.

Late Letters Must Include (per §70-1606)

- ◇ Reason for disconnection
- ◇ A statement of intention to disconnect, unless subscriber pays or makes arrangements to pay
- ◇ Disconnection date
- ◇ Contact information
- ◇ Notice of conference request
- ◇ Notice of postponed disconnect with physicians written statement
- ◇ Cost of reconnection
- ◇ Additional information required by governing body
- ◇ **Best Practice** - provide written policy to each resident at the time of move in and if any updates are made

Disconnection of Services

- ◇ Disconnection notice must be sent no less than seven (7) business days prior to disconnect (Holidays and weekends are **not** included)
- ◇ Electronic notices can **ONLY** be sent in the place of USPS *if* the resident specifically signs up
- ◇ Reconnect Fee must be considered *reasonable*
- ◇ **Best Practice** - do not shut-off on a Friday or the day before a holiday
- ◇ **Best Practice** - notify residents of state or local agency that is providing utility assistance

Future Conferences



ICMA Annual Conference

October 1-4, 2023 in Austin/Travis County, TX

NLC City Summit

November 15-18, 2023 in Atlanta, GA

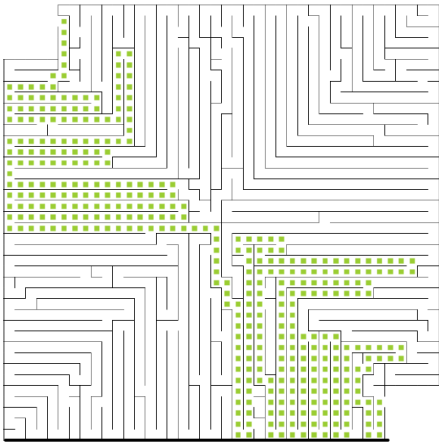
Clerk Institute and Academy

March 18th –22nd (Jump Start on March 17th)

November Birthdays



- 11/4—Nancy Morfeld, Stanton; Abbie Warren, Waterloo
- 11/5—Traci Meaike, Beemer
- 11/6—Sharon Anderson, Colridge; Donna Hirsch, Jackson; Kim Robb, Lyman
- 11/7—Kimberly Hoelsing, Omaha; Dawn McNulty, Alma; Kayley Taylor, Hay Springs
- 11/8—Kayla Connelly, Genoa
- 11/9—Julie Buescher, Dresher; Vicki Nelson, Axtell
- 11/10—Kandi Peterson, Broken Bow
- 11/11—Nancy Bryan, Stromsburg; Cheryl Kraft, Waco; Jean Rahn, Allen
- 11/15—Dana Bebensee, Hildreth; Stephanie Figgins, Ayr
- 11/17—Lisa Bousquet, Hubbard; Deb Honeycutt, Bee
- 11/19—Shanna Brocks, Butte
- 11/21—Shelley Dick, Kenesaw; Gwenda Horky, Sargent
- 11/23—Joan Eastman, Giltner; Cheryl Eckerman, Valley
- 11/25—Jerry Wilcox, Crete
- 11/29—Angie Hernandez, Minatare; Lori Kathol, Dodge
- 11/30—Lori Borchert, Sidney; Sharon Swails, Ewing



Puzzle Time

There are no right answers! Share your completed picture with us to appear in the November 2023 newsletter.



Nebraska Municipal Clerks Association (NMCA) Board Members



- President—Elizabeth Butler, Omaha
- 1st Vice President—Kellie Crowell, Ravenna
- 2nd Vice President—Kimberly Hoelsing, Omaha
- Secretary—Darcy Gurule, Farnam
- Treasurer—Tami Comte, David City
- Past President—Linda Jensen, Central City
- District 1 Director—Janine Schmidt, Morrill
- District 2 Director—Jessie Faber, Grant
- District 3 Director—Misty Bussinger, Gothenburg
- District 4 Director—Dana Klabenes, Neligh
- District 5 Director—Tammy Tisdall, Gretna

Contact information found here: <https://www.lonm.org/clerks/nebraska-municipal-clerks-association.html>

OCTOBER 2023

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. 15..... Final Property Tax Request Certified and forwarded to County Clerk. (77-1632)
Oct. 31..... Annual Certification of Program Compliance filed with the Board of Public Roads Classifications and Standards (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. 15..... Final Property Tax Request Certified and forwarded to County Clerk. (77-1632)
Oct. 31..... Annual Certification of Program Compliance filed with the Board of Public Roads and Classification and Standards (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. 15..... Final Property Tax Request Certified and forwarded to County Clerk. (77-1632)
Oct. 31..... Annual Certification of Program Compliance filed with the Board of Public Roads and Classification and Standards (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)

LEAGUE OF NEBRASKA MUNICIPALITIES
1335 L STREET
LINCOLN, NE 68508

MAKE CHECKS PAYABLE TO: NEBRASKA MUNICIPAL CLERKS' ASSOCIATION



NEBRASKA MUNICIPAL CLERKS ASSOCIATION

LEAGUE OF NEBRASKA MUNICIPALITIES

1335 L STREET – LINCOLN, NE 68508

TO: All Municipal Clerks and Deputy Clerks

FROM: Tami Comte, CMC, NMCA Treasurer

The Nebraska Municipal Clerks' Association Membership Dues Statement for October 1, 2023 to September 30, 2024 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 David City, (402) 367-3135 or tcomte@davidcityne.com.

Thank you!

Tami Comte, MMC
NMCA Treasurer



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

MEMBERSHIP DUES STATEMENT
2023-2024

NAME: _____

TITLE: _____

ADDRESS: _____

MUNICIPALITY: _____

PHONE NUMBER: _____

E-MAIL 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 an International Institute of Municipal Clerks (IIMC) Member? Yes _____ No _____

Membership Card Requested? Yes _____ No _____

MONTH and DAY of your birthday (to be listed in the 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

1335 L STREET

LINCOLN, NE 68508



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

Nebraska Municipal Clerks Association 2024 Scholarship Information

The Nebraska Municipal Clerks' Association (NMCA) Scholarship is available to "All Nebraska Municipal Clerks and/or Deputy Clerk's attending Institute/Academy training, who are members of the Nebraska Municipal Clerks' Association."

The 2024 NMCA Scholarship Application is now available. Applications are also available online at <http://clerkinstitute.unomaha.edu/>

Please remember to complete the application in its entirety, including the following information:

- Email address
- Name of Area Clerks' Association
- Number of times and amounts your Municipality has received a NMCA Scholarship in the past five years.
- A short narrative that states the reason(s) for your need and/or your municipality's need for financial assistance and must be specific (**MANDATORY**)
- United States Citizenship Attesting Form (**MANDATORY**)

*All lines must be filled in on the scholarship application. Incomplete applications will not be considered for Scholarships.

*Must be a current member of the NMCA.

All membership dues are payable in October of each year with a deadline of December 1st. Dues paid are for the Clerk, not the City. The dues invoice can be found in the Nebraska Municipal Clerk's Newsletter and online at the website listed above.

Application deadline is **December 16, 2023**. Awards will be made before the end of January 2024.

Kellie Crowell
NMCA Frist Vice President
City of Ravenna

NMCA Institute/Academy – March 17th – 22nd 2024



NEBRASKA MUNICIPAL CLERKS ASSOCIATION

LEAGUE OF NEBRASKA MUNICIPALITIES

1335 L STREET – LINCOLN, NE 68508

Nebraska Municipal Clerk Association 2024 Scholarship Application

The 2024 NMCA Scholarship Application is now available. Applications are also available online at <http://clerkinstitute.unomaha.edu/>

Name: _____ Title: _____

Address: _____ Municipality: _____

Zip: _____ Office Phone: _____ Cell Phone: _____

Email: _____

Name of Area Clerks' Association: _____

Last Census Population: _____ How long have you been a Clerk: _____

This is my _____ First _____ Second _____ Third year of attendance at Nebraska Clerks' Institute.

I _____ did _____ did not receive a scholarship to attend the first year.

I _____ did _____ did not receive a scholarship to attend the second year.

This is my _____ year attending Academy.

Number of times your Municipality received a NMCA Scholarship in the past five years _____.

Please note how much scholarship aid your Municipality received for the Clerks' Institute or Academy in the past five (5) years from the NMCA: \$ _____

A short narrative is MANDATORY and must be included with your application. The narrative must state the reason(s) for your need and/or your Municipality's need for financial assistance from the NMCA Scholarship fund. PLEASE BE SPECIFIC.

NMCA yearly dues MUST be paid and current to qualify for a scholarship.

Incomplete forms WILL NOT be considered for scholarships.

All scholarship forms MUST include the Citizenship Attestation form.

Please return this completed form and the citizenship attestation form by **December 16, 2023** to:

City of Ravenna
Attn: Kellie Crowell, CMC City Clerk/Treasurer
NMCA Scholarship Application
416 Grand Avenue
Ravenna, NE 68869
kcrowell@ravennanebraska.net

NMCA Institute/Academy – March 17th – 22nd 2024

United States Citizenship Attestation Form

For the purpose of complying with Neb. Rev. Stat. §§ 4-108 through 4-114, I attest as follows:

I am a citizen of the United States.

— OR —

I am a qualified alien under the federal Immigration and Nationality Act, my immigration status and alien number are as follows: _____, and I agree to provide a copy of my USCIS documentation upon request.

I hereby attest that my response and the information provided on this form and any related application for public benefits are true, complete, and accurate and I understand that this information may be used to verify my lawful presence in the United States.

PRINT NAME

(first, middle, last)

SIGNATURE

DATE



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

Nebraska Municipal Clerks' Association
General Meeting Agenda

Cornhusker Marriott Hotel, Lincoln, Nebraska - CANCELLED
September 28, 2023 - 4:45 P.M.

1. Reports of the Standing Committees:

- a. Awards - Clerk of the Year – Erin Saathoff – Nothing to report at this time.
- b. Certification/Membership - Tammy Tisdall, Gretna
Report: Since the last conference, the following Clerks have received their CMC or MMC:
 - Ronda Hrasky, City of Mitchell, CMC
 - Shelli Hayes, Village of Murray, CMC
 - Jaala Johnson, City of Hickman, CMC
 - Lori Borchert, City of Sidney, CMC
 - Tara Hedrick, Village of Stratton, CMC

Congratulations to everyone on their accomplishment and hard work!

c. Education - Tammy Tisdall, Gretna

Report: The Education Committee and Ellen have already met to start planning the next conference. We hope to bring you sessions that will inspire you!

d. Legislative Committee – Janine Schmidt, Morrill

Report: The Legislative committees are looking at requests to determine the League will pursue on behalf of the municipalities in the next session. Some of it will be leftover legislation that wasn't considered this year and some will be new which is usually on behalf of a community with a specific need, but which may also affect others.

2. Reports of Special Committees:

- a. Celebration of Clerks – Linda Jensen, Central City – Nothing to report at this time.
- b. Clerk's History - Cathie Walker, Phillips
Report: I will update the History Books with pictures and information from the other Clerk's. Please keep sending pictures to Cathie and information and or stories about your towns. If anyone local would like to assist Cathie in updating the books, please let her know. Linda Jensen helped so much but she is retired now so help is needed. It's a fun project when two people are involved. You will learn so much about the Nebraska towns, work would be completed in the Phillips Town Hall.



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c. Clerks' Newsletter – Elizabeth Butler, Omaha
Report: Please submit any newsletter ideas to me, they are much appreciated. I also want to give a big THANK YOU to Jeni Mattern from City of Terrytown for contributing to the newsletter.

d. Honorary Membership – Lea Ann Doak, McCook – Nothing to report at this time.

e. Nominating Committee – Linda Jensen, Central City
Report: The following is a list of the officer's ballot for March:

President – Kellie Crowell, Ravenna
1st Vice President – Kimberly Hoelsing, Omaha
2nd Vice President – Darcy Gurule, Farnam
Secretary – Vacant
District 3 - (currently Misty Bussinger, Gothenburg)
District 4- (currently Dana Klabenes, Neligh)
District 5 - (currently Tammy Tisdall, Gretna)

*Please contact Linda Jensen to nominate someone linda@cc-ne.com

f. Scholarship Fund – Kellie Crowell, Ravenna
Report: Scholarships are being accepted now through December 16, 2023. Please send application to:

Kellie Crowell
City of Ravenna
416 Grand Avenue
Ravenna, NE 68869

Email: kcrowell@ravennanebraska.net

g. Thursday Night Banquet – Southeast Area Clerks Association – Elizabeth Butler
Report: This year's banquet there is Uptown Funk, wear your shades and bring your neon to this fun event.

h. Wednesday Hospitality Event – Kimberly Hoelsing, Omaha
Report: The Wednesday night event will be a Barbie theme. Come dressed as your favorite Barbie or Ken!

3. New Business

a. Clerk's Conference – Ellen Freeman-Wakefield

Report: Clerks Institute will be held March 18th – 22nd in Columbus, NE. The room rate will be \$99.00; Early Bird Registration will be \$443.00 for the Institute and \$273.00 for the Academy. After Feb. 28th, the cost will be \$493.00 for the Institute and \$323.00 for the Academy.

Also, the GPGFOA conference is Oct. 26th and 27th at the UNO Community Engagement Center, there will be possible Treasurer hours.



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 Friday, December 29, 2023.

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

The background features a dark blue gradient with vibrant neon outlines in yellow, cyan, and magenta. In the top left, there's a stylized sun with radiating lines. In the top right, a city skyline is depicted with various building shapes. In the bottom left, another city skyline is shown with a prominent building. In the bottom right, there are abstract circular and spiral patterns. The main title 'Uptown Funk' is written in a large, white, cursive font with a double outline effect.

Uptown Funk

2024 NMCA Banquet
Additional Info TBA