

NEBRASKA MUNICIPAL CLERKS NEWSLETTER

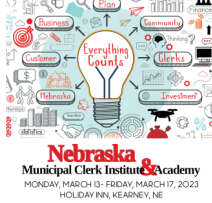
The Clerks Newsletter contains helpful information about activities and events throughout the year and provides valuable information about the Municipal Clerk Institute & Academy

MARCH 2023

Top stories in this newsletter



President's Message



NMCA Institute & Academy or Clerk School



2023 IIMC Conference



Birthdays
Municipal Legal
Calendar (page 4)

President's Message



The Nebraska Municipal Clerk Institute and Academy is here!

Get ready for a great conference with lots of sessions full of good information to bring back to your office.

The Southeast Area Clerk's Association will be hosting the banquet with the theme "Stars of the Show." Dress in your Hollywood best!

See you all in a couple of weeks!



Session leaders are still needed for the conference. Please contact Ellen at efreemanwakefield@unomaha.edu if you're interested!

The NMCA Executive Board is putting forth an amendment to separate the duties of the Secretary and Treasurer. This will greatly assist the league in processing payments and will make for a smooth payment of dues. A couple of notes on this change: the secretary will advance through the board while the treasurer will not. The treasurer will be appointed by the board and will serve until they resign or are removed by the board. This will create consistency for this position. Both the Secretary and Treasurer will have voting power on the board. The amendment is included in this newsletter.

I hope to provide some useful tips each month that all clerks can relate to. Do you have any questions about NMCA or Omaha? Please feel free to reach out to me at elizabeth.butler@cityofomaha.org. Additionally, if you want to "humble brag" about yourself, let me know, too!

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

Clerk's Corner



This is a new section of the newsletter I'm excited to share with you all! The idea is that there will be various tips, tricks, and/or hilarity! There may be "guest columnists" so if there's something you want to share with the group, send it to us and we'll work to incorporate it the best we can!

Did you know that Omaha has EEAs?

An EEA is an Enhanced Employment Area which is a development tool to levy an occupation tax on property owners within the designated area to offset development costs. Oftentimes, the business will pass along this tax to customers.

Currently, Omaha has about ten (10) EEAs, including the very popular Top Golf!

Does your town have any EEAs?

A Note from Ellen



Registration has been tremendous this year, and it appears this will be the biggest Institute and Academy we have ever hosted! Thank you all for making it such a success! If you haven't already registered, you still have time, registration will close on **March 3, 2023**.

All materials for the conference will be sent to you via a link, which you should receive by the end of the day on March 9, 2023. If you have not received that email by March 10th, please let me know, it means for some reason we either have the wrong email address or your registration did not go through correctly.

If you would like to review the program it is on the [UNO website](#). I am still waiting to hear back from the State Auditor's Office regarding the number of hours they are willing to provide towards the Treasurer's Continuing Education hours.

I am excited to see you all and to catch-up with some folks we have not seen in a while.

As always, if you have any questions, please do not hesitate to contact me at efreemanwakefield@unomaha.edu or (402) 554-2636.

Ellen Freeman-Wakefield, MPA
Director of Professional Programs
School of Public Administration

NMCA Institute/Academy or Clerk School



Clerk School is a great opportunity to meet, greet, share, and learn from other clerks! New and seasoned clerks are welcome to attend! We hope to see you there!

Jump Start on March 12, 2023

NMCA Institute/Academy is March 13-17, 2023

For additional information, please visit: <https://www.unomaha.edu/college-of-public-affairs-and-community-service/public-administration/>.

2023 IIMC Annual Conference



The future of municipal government depends on informed public officials. IIMC Annual Conferences provide all members to receive the background and knowledge needed to help deal with current and future problems.

Minneapolis, Minnesota May 14-17, 2023

More information: <https://www.iimc.com/35/Conference>

We Need You!



Did you know that a City Clerk is often referred to as the “front office of city government”? That is because of their knowledge of their city and community. Clerks often use their knowledge and talents about government and meetings to assist various stakeholders including, but not limited to: local churches, chambers, and schools. It is with that level of commitment that I am hoping you will consider serving on the Nebraska Municipal Clerk's Association board!

If you are in District 3 and would like to begin serving as District 3 Director **now**, contact me at Elizabeth.butler@cityofomaha.org!

Want to be involved but not ready to be a board member? Sign up for a committee! Every little bit helps the association! Added bonus, you will receive points toward your CMC or MMC!

Put your talents to work and serve the City Clerk profession and clerk community!

April Birthdays

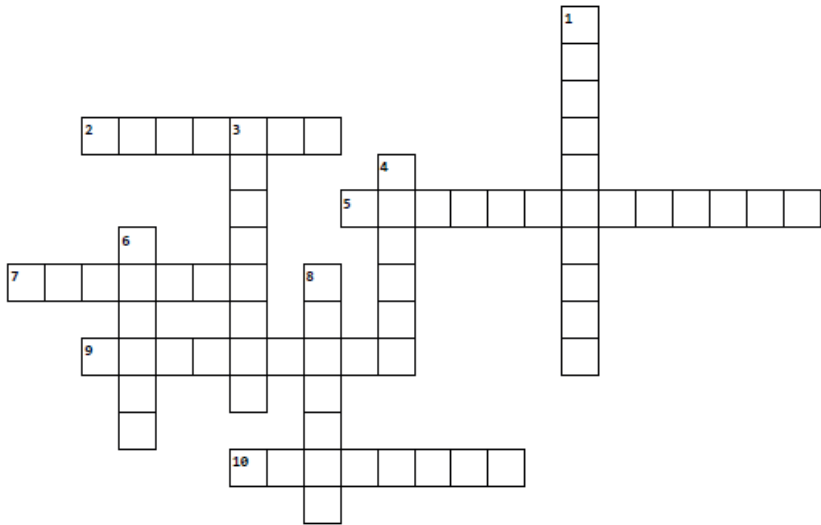


4/1—Ben Benton, Randolph; Diana Leining, Aurora
4/2—Vicki Focken, Douglas; Christina Wemhoff, Wood River
4/3—Chris Schuck, Edgar
4/4—Becky Erdkamp, Exeter
4/5—Jennifer Czarnick, Silver Creek; Chris Gregory, Ong
4/10—Marilyn Kirchhoff, Avoca; Deanna Perry, Shelby
4/11—Louis Kologenski, Washington; Nancy Kopejtka, Atkinson; Rita Maier, Utica
4/12—Megan Frye, Waverly
4/13—Kathy hengelfelt, Stromsburg
4/15—Suzanne Borchers, Steinauer
4/16—Cheryl Rieck, Valparaiso
4/17—Rachel Cox, Ravenna
4/19—Ashlea Bauer, Chappell; Sandra Schendt, Nelson
4/20—Brenda Weitzenkamp, Uehling
4/22—Galin Heimann, Pilger; Suzanne Keenan, Grafton
4/23—Sandra Ferris, Falls City
4/24—Kelly Farmer, Syracuse
4/26—Karolyn McElroy, Tekamah; Sundae Provencher, Petersburg
4/30—Connie Jo Brown, Henderson; Elizabeth Butler, Omaha

February 2023 Puzzle Time Answers

R Y T I R O J A M O C L G G U
T E N N R M J Z A R V X N E Y
E K S T E O M P D D E F T U V
U B V Q A S X X X L G R U G
T N H Y L M N D F N A Y A H S
C Z Y F J U E O Q A N H E V Y
J R K H G O T N C N V A H B N
M I N U T E S I D C G K C O A
C V P U G V F Q O E G H T V D
U A Y M L V S P N N J T L K J
N Z A V Z C Q D H K O D B D O
F R R G N Q A P J M Y M U D U
W V A K C X S E Q F J H P V R
I V O K J I E I M I J H J S N
Z H P F Z H E N Z B O Y Z U T

Puzzle Time



Across

- 2. The percentage rate of taxes calculated on a homeowner's property collected by the municipality is called (two words)
- 5. A vote that requires two-thirds of members for approval (2 words)
- 7. Someone requesting information or city documents is making a Public Records _____
- 9. During a public hearing, those in favor of the item are referred to as _____.
- 10. It takes three of these to approve an ordinance.

Down

- 1. Extending the corporate limits to include a new area into the city.
- 3. Happens every two years when people run for office.
- 4. The financial document that is adopted by the board for the fiscal year is called the _____.
- 6. The minimum amount of members it takes to conduct business at a meeting is called a _____.
- 8. A one day liquor license is called a _____ Designated Liquor License.

Answer key will be included in the April 2023 newsletter.

Nebraska Municipal Clerks Association (NMCA) Board Members



- President—Elizabeth Butler, Omaha
- 1st Vice President—*Vacant*
- 2nd Vice President—Kellie Crowell, Ravenna
- Secretary/Treasurer—Kimberly Hoelsing, Omaha
- Past President—Linda Jensen, Central City
- District 1 Director—Janine Schmidt, Morrill
- District 2 Director—*Vacant*
- District 3 Director—*Vacant*
- 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>

League of Nebraska Municipalities
Nebraska Municipal Clerks
<https://www.lonm.org/>
1335 L Street, Lincoln, NE 68508
(402) 476-2829
(402) 476-7052

Wednesday,
March 15th
5:30 - 7:00 PM
Appetizers
Served!

Event Details

Your BEST
Sports attire!
Prizes will be given!
Games will be
Played!

What to Wear

Best
Original/Handmade
Sports Outfit,
High School, College,
Professional,
Athletic, Face Paint,
Hat, Sports Parent

A Few Awards

A League OF OUR OWN

STARS of the SHOW

45th Annual Banquet

March 16,
2023

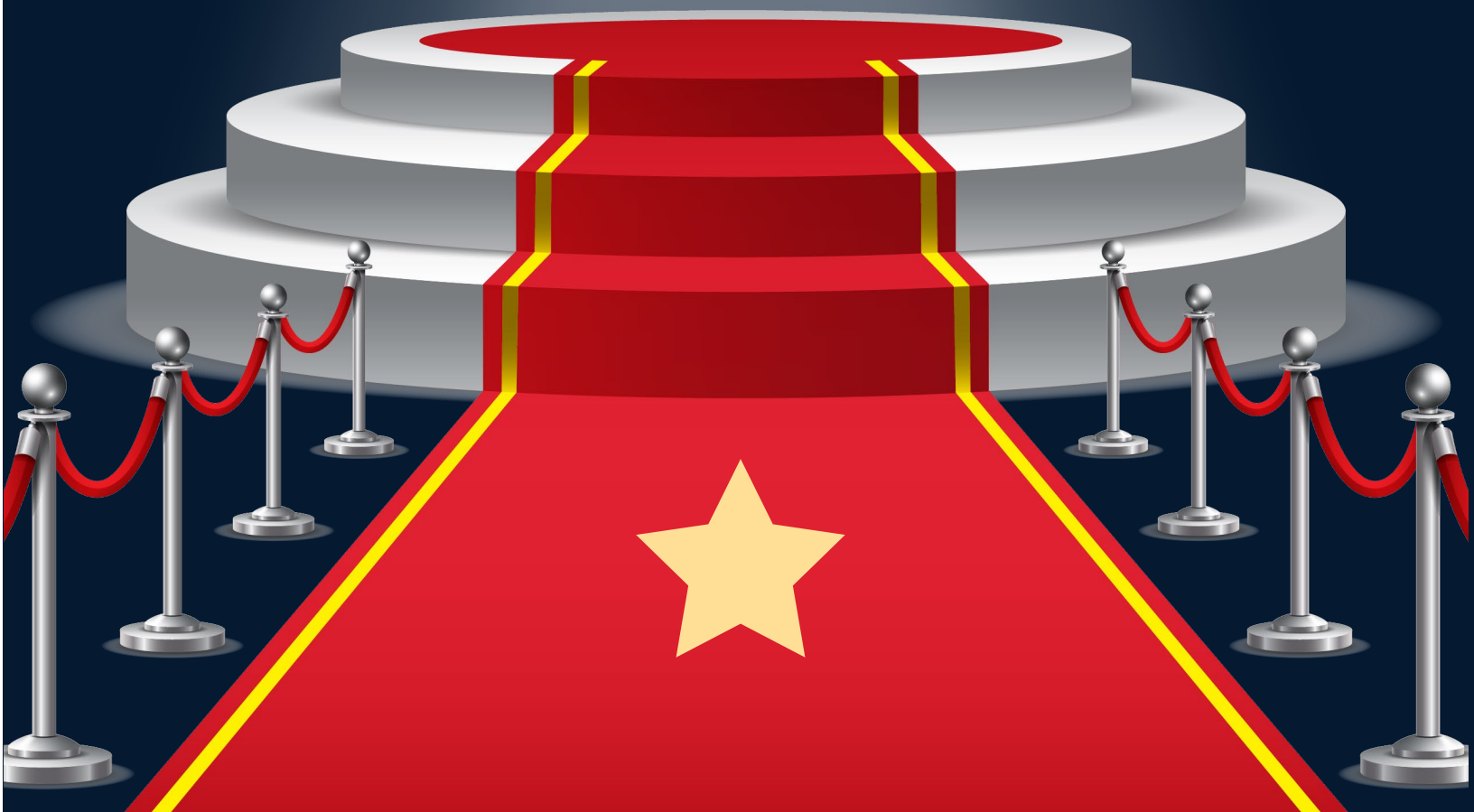


6:30 p.m.



Holiday Inn,
Kearney

Join us for a lovely Hollywood style dinner provided by the Southeast Area Clerk's Association with recognition of local clerks!



NMCA – PROPOSED BYLAW AMENDMENT

- 1. Amendment:** Article V, Section 4 –Separate the Secretary/Treasurer officer position into two separate officer positions on the Executive Board. The Secretary will move up in the board, the Treasurer will be appointed by the board and will remain in the position until they resign or are removed by the board.
- 2. Rationale:** It would be beneficial to have the same person processing dues and claims and working with the League. This will create an enhanced dues process for paying members and for the board to get bills reimbursed for expenses. No processes will change.

CURRENTLY READS:

SECTION 4. SECRETARY-TREASURER

The Secretary-Treasurer shall conduct the correspondence of NMCA and shall publish ballots in connection with elections and amendments to these By-laws as outlined in these By-laws.

The Secretary-Treasurer shall keep an accurate record of the proceedings of all regular, special, and Executive Committee meetings of NMCA. The Secretary- Treasurer shall publish all minutes in the Nebraska Municipal Clerks' Newsletter.

The Secretary-Treasurer shall keep a list of names and addresses of all members of NMCA.

The League of Nebraska Municipalities shall provide bookkeeping, accounting, and auditing at cost to NMCA and shall provide written reports thereon.

The League of Nebraska Municipalities shall pay all bills of NMCA approved by the President and/or Secretary-Treasurer of NMCA and shall keep an itemized record of all receipts and expenditures, together with all other financial records in a permanent file.

The Secretary-Treasurer shall keep all other records and letters of continuing value to NMCA and its officers in a permanent file to be transferred to his/her successor at the end of his/her term. After five (5) years, historical documents shall be forwarded to the League of Nebraska Municipalities for safe keeping.

PROPOSED CHANGES (STRIKE THROUGH):

SECTION 4. SECRETARY-~~TREASURER~~

The Secretary-~~Treasurer~~ shall conduct the correspondence of NMCA and shall publish ballots in connection with elections and amendments to these By-laws as outlined in these By-laws.

The Secretary-Treasurer shall keep an accurate record of the proceedings of all regular, special, and Executive Committee meetings of NMCA. The Secretary-~~Treasurer~~ shall publish all minutes in the Nebraska Municipal Clerks' Newsletter.

~~The Secretary-Treasurer shall keep a list of names and addresses of all members of NMCA.~~

~~The League of Nebraska Municipalities shall provide bookkeeping, accounting, and auditing at cost to NMCA and shall provide written reports thereon.~~

~~The League of Nebraska Municipalities shall pay all bills of NMCA approved by the President and/or Secretary-Treasurer of NMCA and shall keep an itemized record of all receipts and~~

~~expenditures, together with all other financial records in a permanent file.~~

The Secretary~~-Treasurer~~ shall keep all other records and letters of continuing value to NMCA and its officers in a permanent file to be transferred to his/her successor at the end of his/her term. After five (5) years, historical documents shall be forwarded to the League of Nebraska Municipalities for safe keeping.

SECTION 4. TREASURER

The Treasurer shall keep a list of names and addresses of all members of NMCA.

The Treasurer shall draft a notice of dues that shall be included in the clerk's newsletter.

The League of Nebraska Municipalities shall provide bookkeeping, accounting, and auditing at cost to NMCA and shall provide written reports thereon.

The League of Nebraska Municipalities shall pay all bills of NMCA approved by the President and/or Treasurer of NMCA and shall keep an itemized record of all receipts and expenditures, together with all other financial records in a permanent file.

The Treasurer shall be appointed by the President with approval of the Executive board. This position will serve until a resignation is submitted or removed by the board.

FINAL VERSION

SECTION 4. SECRETARY

The Secretary shall conduct the correspondence of NMCA and shall publish ballots in connection with elections and amendments to these By-laws as outlined in these By-laws.

The Secretary shall keep an accurate record of the proceedings of all regular, special, and Executive Committee meetings of NMCA. The Secretary shall publish all minutes in the Nebraska Municipal Clerks' Newsletter.

The Secretary shall keep all other records and letters of continuing value to NMCA and its officers in a permanent file to be transferred to his/her successor at the end of his/her term. After five (5) years, historical documents shall be forwarded to the League of Nebraska Municipalities for safe keeping.

SECTION 5. TREASURER

The Treasurer shall keep a list of names and addresses of all members of NMCA.

The Treasurer shall draft a notice of dues that shall be included in the clerk's newsletter.

The League of Nebraska Municipalities shall provide bookkeeping, accounting, and auditing at cost to NMCA and shall provide written reports thereon.

The League of Nebraska Municipalities shall pay all bills of NMCA approved by the President and/or Treasurer of NMCA and shall keep an itemized record of all receipts and expenditures, together with all other financial records in a permanent file.

The Treasurer shall be appointed by the President with approval of the Executive board. This position will serve until a resignation is submitted or removed by the board.

APRIL 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 following
Council meeting Clerk publishes official proceedings of meeting. (19-1102)
End of each quarter Report from depository banks. (16-714)
Semiannually Mayor and Council publish a statement of receipts and expenditures
(16-722)
Within 20 days after end of month Treasurer files monthly financial report. (16-318)
April 30 Liquor licenses (other than Class C) expire unless
renewed. (53-124)
* * Clerk must prepare agenda prior to next Council meeting. (84-1411)
On or before May 1 Annual report to governing bodies regarding redevelopment
projects (TIF) (18-2117.02)

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 or posts ordinances passed. (17-613)
Within 30 days following
Council meeting Clerk publishes official proceedings of meeting. (19-1102)
Within 20 days after end of month Treasurer files monthly financial report. (17-606)
April 30 Liquor licenses (other than Class C) expire unless renewed. (53-124)
* * Clerk must prepare agenda prior to next Council meeting. (84-1411)
On or before May 1 Annual report to governing bodies regarding redevelopment
projects (TIF) (18-2117.02)

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 or posts ordinances passed. (17-613)
Within 30 days following
Council meeting Clerk publishes official proceedings of meeting. (19-1102)
Within 20 days after end of month Treasurer files monthly financial report. (17-606)
April 30 Liquor licenses (other than Class C) expire unless renewed. (53-124)
* * Clerk must prepare agenda prior to next Board meeting (84-1411)
On or before May 1 Annual report to governing bodies regarding redevelopment
projects (TIF) (18-2117.02)