

Nebraska Municipal Clerks Newsletter

AUGUST 2021

MESSAGE FROM THE PRESIDENT

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



Let's go to the fair!

Who doesn't like going to the fair? During the pandemic, fairs have been either scaled down or cancelled. This year, we can all enjoy the county and state fair again. I like walking through the midway and seeing the colored flashing lights and hearing the screams coming from the thrill seekers on the carnival rides. I don't even mind the vendor game operators trying to entice you to "try your luck and win a prize." As I make my way past the bingo booth, the caller yells out "O 72." I hear a winner shout "Bingo." I only wish I had that lady's luck.

As I make my way through the 4-H exhibits, I see the children's exquisite creations. They are amazing. There are homemade games, furnishings for their rooms and craft items that are better than you can buy at a store. The photography exhibits are done so professionally and the baked goods look so yummy. I hear a "moo," so I make my way to the animal pens. I am greeted by a prize steer. The cute baby goats put their noses up to the side of the pen wanting to be petted. A purple ribbon is affixed to the side of the pen with three pigs in it. The pens are kept so clean. I think all the animals deserve a purple ribbon. I hear motors revving up and bangs coming from the demolition derby. There are "oohs" and "ahhs" coming from the spectators.

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MESSAGE FROM THE PRESIDENT

Continued from previous page

I only mentioned a few of the many exciting things to see and do at the fair. I hope you can make your way to one. Of course, one cannot go to a fair and not have cotton candy or a funnel cake topped with powdered sugar.

Congratulations to Kimberly Hoelsing from Omaha for receiving her CMC.

Attached to the newsletter is a memo and membership dues statement. We have moved the deadline for dues to be paid by Dec. 1. This allows time for the list to be reviewed before the scholarships are decided. **Reminder:** you must have your dues paid in full before you can receive a scholarship for the Clerks Institute and Academy.

Also attached is the application for scholarships and the attestation form. These forms along with a narrative are due by Dec. 1, also.

I hope that the City Treasurers are getting their continued education hours that the state is requiring. There is another opportunity to gain those hours Sept. 22-24 through the League of Nebraska Municipalities Annual Conference in Lincoln at the Cornhusker Marriott Hotel. Watch for details.

There is still time to register for the Region VIII conference in Utah. The conference is being held in September. The flyer for this conference is included.

Clerks Institute and Academy is scheduled for March 13-19, 2022. Mark your calendars and save the date.

Reminder: these conferences qualify for points to go toward earning your CMC (Certified Municipal Clerk) or your MMC (Master of Municipal Clerk) status.

Note: I have changed my email to linda@cc-ne.com.

Have a great August.

*Linda Jensen, MMC
NMCA President, City Clerk/Treasurer
City of Central City, 1702 31st St.
Central City, NE 68826
308-946-3806 linda@cc-ne.com*



NEBRASKA MUNICIPAL CLERKS' ASSOCIATION
League of Nebraska Municipalities



MEMO

DATE: August 1, 2021

TO: All Municipal Clerks and Deputy Clerks

FROM: Erin Saathoff, CMC, NMCA Secretary/Treasurer

The Nebraska Municipal Clerks' Association (NMCA) Membership Dues for October 1, 2021 to September 30, 2022 are now due. As a reminder to all Clerks, you must be a member of the NMCA to be eligible for scholarships. **The NMCA Directors and Officers ask that all dues be submitted by December 1st.**

Please submit your completed Membership Dues Statement, along with a check made out to:

NEBRASKA MUNICIPAL CLERKS' ASSOCIATION

to the following mailing address:

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

The NMCA does not send out membership cards, unless so indicated on the Membership Dues Statement that you need a membership card.

If you have any questions, please contact me at the City of Beatrice, 402.228.5228 or esaathoff@beatrice.ne.gov

Thank you!

Erin Saathoff, CMC
NMCA Secretary/Treasurer

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

2022 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 2022 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 (**WHICH IS MANDATORY**) and must be included with the application. The narrative must state the reason(s) for your need and/or your municipality's need for financial assistance and must be specific.
- 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 and the dues are for the Clerk, not the City and needs to be paid every year. The dues invoice is in the Nebraska Municipal Clerk's Newsletter and is online at the website listed above.
- All applications must include a complete copy of the United States Citizenship Attesting form. **THIS FORM IS MANDATORY** in order to be considered for a Scholarship and is included with the Scholarship form.

Application deadline is December 1, 2021 and awards will be made before the end of January 2022.

Wendy McKain
NMCA First Vice President
Village Trenton

NMCA Institute/Academy March 13 - 18, 2022

Nebraska Municipal Clerks Association

2022 Scholarship Application

The 2022 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 year's _____.

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 form and the citizenship Attestation form completed by December 1, 2021

Village of Trenton

Attn: Wendy L. McKain, DBA, MBA, MMC

NMCA Scholarship Application

PO Box 68

Trenton, NE 69044

Wendy.vtrenton@gmail.com

NMCA Institute/Academy March 13 - 18, 2022

Nebraska Blue Book: Land and Climate

Size

Nebraska measures 459 miles (740 kilometers) across at its widest point, following a diagonal from southeast to northwest. Nebraska's total area, including land and water, is 77,358 square miles (200,358 square kilometers) – almost 20 percent larger than New England. The state's land area alone is 76,878 square miles (199,113 square kilometers). Nebraska ranks 16th among the states in land and water area and 15th in land area alone.

Elevation

Nebraska's elevation rises gradually from southeast to northwest in a series of rolling plateaus. The lowest point, 840 feet (256 meters) above sea level, is in southeastern



Richardson County at the Missouri River. The highest point, 5,424 feet (1,654 meters) above sea level, is in southwestern Kimball County. Nebraska's average elevation is 2,600 feet (793 meters).

SEPTEMBER BIRTHDAYS

Dee Arias	Louisville	9/1
Anita Simpson	Guide Rock	9/3
Jamie Schneider	Bridgeport	9/3
Jennifer Jung	Diller	9/4
Lisa Wolf	Pleasant Dale	9/4
Kathleen Sina	Ashland	9/6
Melinda Ferree	Wilcox	9/6
Kathie Carlstrom	Polk	9/7
Melissa Johnson	Waterloo	9/9
Vicki Miller	Elgin	9/14
Moriah Lenz	Elmwood	9/14
Hope Staten	Waverly	9/14
Shirley Schuman	Crookston	9/20
Marlene Yeager	Broadwater	9/22
Andrew Devine	Albion	9/23
Kimberly Jacobitz	Hastings	9/24



Lauren Brandt	Kearney	9/25
Brenda Wheeler	Blair	9/26
Sherry Heskett	Auburn	9/30
Lanett Conroy	Callaway	9/30
Courtney Retzlaff	Plainview	9/30

Municipal Legal Calendar

(All statute citations to Revised Statutes of Nebraska)

SEPTEMBER 2021

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 meetingClerk publishes official proceedings of meeting,
including claims. (19-1102)

On or before September 1City Council determines final allocation of levy authority
for its subdivisions (77-3443)

On or before September 20.....File adopted annual or biennial budget statement with County
Clerk and State Auditor's Office. (13-508)
File information on tradenames and interlocal agreements with
State Auditor's Office (13-513)

Within 20 days after end of month.....Treasurer files monthly financial report. (16-318)

Last Day.....End of Fiscal Year (16-701)

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

No later than 90 days after end of
fiscal year.....Report on collection and use of occupation taxes (18-1208)

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 following
Council meetingClerk publishes official proceedings of meeting, including
claims. (19-1102)

On or before September 1City Council determines final allocation of levy authority for
its subdivisions (77-3443)

On or before September 20.....File adopted annual or biennial budget statement with County
Clerk and State Auditor's Office. (13-508)
File information on tradenames and interlocal agreements with
State Auditor's Office (13-513)

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

Last Day.....End of Fiscal Year (17-701)

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

No later than 90 days after end of
fiscal year.....Report on collection and use of occupation taxes (18-1208)

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 following Trustees'
meeting.....Clerk publishes official proceedings of meeting,
including claims.(19-1102)

On or before September 1Village Board determines final allocation of levy authority for
its subdivisions (77-3443)

On or before September 20.....File adopted annual or biennial budget statement with County
Clerk and State Auditor's Office. (13-508)
File information on tradenames and interlocal agreements with
State Auditor's Office (13-513)

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

Last Day.....End of Fiscal Year (17-701)

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

No later than 90 days after end of
fiscal year.....Report on collection and use of occupation taxes (18-1208)

2021 IIMC Region VIII Conference



Reach for Success The Key to Achieving Excellence

Park City, Utah

September 22-24
DOUBLE TREE - PARK CITY

LOOK INSIDE TO SEE...

Speaker Profiles
Tourist Information
Session Information
Special Events
Pin-Swapping Station
Silent Auction
Records Road Trip
Historical Tours



Athenian Dialogue - Sept. 21st
Fee: \$75

EARLY BIRD REGISTRATION DEADLINE

Friday, July 23rd



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The Key to Achieving Excellence



Conference Overview

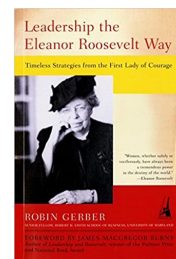
The Utah Municipal Clerks Association will be hosting the IIMC Region VIII – 2021 Conference in Park City, Utah. The venue for the event is the DoubleTree by Hilton in Park City and Conference Center which is located within a 45-minute ride from the Salt Lake International Airport and within a 10-minute drive to Park City's Historic Main Street.

The conference promises to help attendees invest in their education with numerous entertaining presenters and educational sessions. Participants will have the opportunity to network and learn about the ever-changing profession of the Clerk. After hours will be spent soaking up the beautiful mountain views, enjoying the blend of new and old elements on Historic Main Street from the town's silver mining era and skiing history to enjoying dinner at one of over 150 restaurants located throughout Park City.



UMCA is working to ensure that the educational sessions meet the education guidelines established by IIMC to qualify for CMC/MMC certification points. This conference will offer the opportunity for 18 instructional hours. Points awarded to individual conference attendees will be based on attendance rolls from each session. Points will be adjusted based on actual attendance.

In addition to the conference, there is very limited seating to participate in an Athenian Dialogue on Tuesday, September 21st: Leadership the Eleanor Roosevelt Way: Timeless Strategies from the First Lady of Courage, by Robin Gerber. For more information, including registration: <https://www.eventbrite.com/e/athenian-dialogue-tickets-149779130411>



Online conference registration is available on the [UMCA website](https://www.umca.org) beginning July 1st.

If you would like to register early, contact Lisa Titensor at 801-614-0700 or ltitensor@clintoncity.com



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Conference Schedule

Tuesday, September 21

9:00am-4:00pm

Athenian Dialogue (Additional Registration Required)

3:00pm-6:00pm

Welcome Reception & Early-bird Registration

Wednesday, September 22

7:00am-1:30pm

Exhibitor Expo

7:00am—7:45am

Continental Breakfast & Registration

7:45am—8:30am

Welcome & Introductions

8:30am—10:30am

Educational Session

10:30am—10:45am

Break

10:45am—12:45pm

Educational Session

12:45pm-1:30pm

Lunch

1:30pm—5:30pm

Historic Records “Road Trip”

Evening

On your own-Downtown Park City

Thursday, September 23

7:30am-5:00pm

Exhibitor Expo

7:30am—8:00am

Continental Breakfast

8:00am—10:00am

Educational Session

10:00am—10:15am

Break

10:15am—12:15pm

Educational Session

12:15pm—1:15pm

Awards Luncheon

1:15pm—3:15pm

Educational Session

3:15pm—3:30pm

Break

3:30pm—5:30pm

Educational Session

Evening

On your own

Friday, September 24

7:30am-12:15pm

Exhibitor Expo

7:30am—8:00am

Continental Breakfast

8:00am—10:00am

Educational Session

10:00am—10:15pm

Break

10:15am—12:15pm

Educational Session

12:15pm—1:15pm

Lunch, Conference Closing, UMCA Business Meeting



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Conference Sessions



KEYNOTE SPEAKER
Scott Christopher

UMCA is proud to introduce Scott Christopher as one of the keynote speakers at our Region VIII Conference in Park City, Utah.

Scott Christopher is author of the best-selling *People People: Who They Are, Why They Win and How To Become One*; *The Levity Effect: Why It Pays to Lighten Up*, and contributing author of *The Daily Carrot Principle* and *A Carrot A Day*.

He has appeared on NBC's **Today Show**, **Fox Business Channel**, **CNBC**, **National Public Radio**, **BBC** and has been quoted in the **New York Times**, **Washington Post**, **Boston Globe**, **New York Post**, **Newsweek**, **Economist**, **Ladies Home Journal** and many other publications.

As **VP of Speaking and Training** at **The Culture Works** and a consultant on strengthening work culture with recognition and fun, Scott has circled the globe entertaining and motivating thousands of audiences from senior leader retreats to all-staff meetings. Applicable to all audiences in any industry, Scott's unforgettable messages and off-the-cuff humor illustrate firsthand how levity, humor and becoming a 'people person' enrich lives at work and at home.

In his rare spare time, Scott is a **television host, emcee and actor** (Screen Actors Guild), appearing on network television series **Modern Family**, **Criminal Minds**, **Granite Flats**, **Everwood**, **Touched by an Angel** and in **Disney Channel** movies.

Scott has a **Master's in HR Management** from the University of Connecticut and while an undergraduate at Brigham Young University, Scott was honored with the United States' most prestigious acting scholarship, the **Irene Ryan Award**, at the Kennedy Center in Washington, D.C.



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Conference Sessions

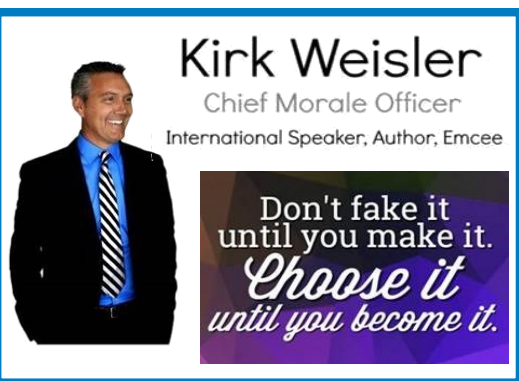
SOME OF OUR CONFERENCE TOPICS:

- Principles of Leadership through Rock and Roll
- The Power of Relationships
- Transformative Leadership
- Exercise in Networking
- Live Fresh!
- Plus a whole lot more!



Managing Stress and Job Burnout

Dr. Jordon Petersen
Murray City Fire Captain



CHAD HYMAS
INFLUENCER



BRAD BARTON
IGNITE WORLD-CLASS PERFORMANCE



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Visitor/Tourism Info

park city

CHAMBER OF COMMERCE | CONVENTION & VISITORS BUREAU

The Park City Chamber of Commerce/Convention & Visitors Bureau has many ways for you to discover Park City, Utah:

[VisitParkCity.com](https://www.visitparkcity.com)



<https://www.facebook.com/VisitParkCity/>



<https://twitter.com/VisitParkCity>



<https://www.instagram.com/visitparkcity/>



<https://www.youtube.com/user/VisitParkCity>

Kimball Junction Visitor Information Center
1794 Olympic Parkway

435-658-9616

Main Street Visitor Information Center
528 Main Street (Located inside the Park City Museum)

435-615-9559



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Local Attractions

- ♦ Deer Valley Resort—deervalley.com
- ♦ Park City Mountain Village and Canyons Village—parkcitymountain.com
- ♦ Utah Olympic Park—UtahOlympicLegacy.com

ACTIVITIES: Biking/Hiking, Adaptive Recreation, Camps/Retreats, Games/Entertainment, Golf, Guides/Tours, Fly Fishing/Hunting/Shooting, Horseback Riding/Hayrides, Hot Air Ballooning, Ice Skating, Museums/Tours/Education, Water Sports, Zip Lines/Coasters/Slides

SHOPPING: Clothing/Boutiques/Gifts/Toys, Bookstores, Home Furnishings, Jewelry, Banking/Financial Services, Postal/Printing Services

FOOD & DINING: Catering/Banquets, Dining Guide, Culinary Arts & Wine Education, Grocery Delivery Services, Grocery/Convenience Stores, Liquor Stores, Artists/Galleries

HEALTH & FITNESS: Athletic Clubs/Fitness/Yoga & Pilates, Hospitals/Clinics, Spa/Salons/Massage Services

KIDS & PETS

EVENTS & ENTERTAINMENT: Concerts/Film/Performing Arts

TRANSPORTATION: Shuttles/Buses/Taxis, Car Rentals

The Park City bus service will take you wherever you need to go, completely free of charge. Visit go.parkcity.com or download the myStop® Mobile app.

VisitParkCity.com



2021 IIMC Region VIII Conference

September 22 – 24, 2021
Double Tree by Hilton
1800 Park Avenue, Park City, Utah
REGISTRATION FORM



Full Name

Preferred Name for Nametag

Title (including certifications)

City/County/Organization

Guest Name, if registering a guest: _____

Street Address/City//State/Zip

Email Address

Phone

	Early Registration <i>By July 23</i>	Registration <i>July 24-August 27</i>	Late Registration <i>After August 27</i>
Full IIMC Region VIII Registration	<input type="checkbox"/> \$225	<input type="checkbox"/> \$250	<input type="checkbox"/> \$275
Guest Registration (includes all meals)	<input type="checkbox"/> \$115	<input type="checkbox"/> \$125	<input type="checkbox"/> \$135
One Day Only Registration			
<input type="checkbox"/> Wednesday only	<input type="checkbox"/> \$115	<input type="checkbox"/> \$125	<input type="checkbox"/> \$135
<input type="checkbox"/> Thursday only	<input type="checkbox"/> \$150	<input type="checkbox"/> \$165	<input type="checkbox"/> \$175

I will be attending the Welcome Reception Tuesday evening

☐ Yes

☐ No

I will be attending the Historic Records "Road Trip" Wednesday

☐ Yes

☐ No

Total: \$_____ \$_____ \$_____

☐ Check Enclosed to UMCA

☐ Visa ☐ MC ☐ AMEX

Card # _____ Exp. _____

Signature: _____

UMCA has reserved a block of rooms at the Double Tree by Hilton for \$119.00 plus tax & resort fee. Call 1-435-649-7000 no later than AUGUST 24 to receive the UMCA room rate. ☐ Check if you need special assistance and someone will contact you.

Online registration available on the UMCA website www.umca.org beginning July 1st. If registering online, please fill out and submit online form with payment. If you are paying by check, please mail to UMCA, c/o Lisa Titensor, 2267 N 1500 W, Clinton, Utah 84015. A \$25 administrative fee will be charged on cancellations after August 21. No refunds will be provided for cancellations after September 18.