MESSAGE FROM THE PRESIDENT

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

Merry Christmas

Does anyone remember a favorite Christmas at their grandparent’s house? I remember many of them. The only store bought decoration my grandparents had was a faded plastic wreath on their front door. It had plastic green leaves with clusters of plastic red berries and adorned with a plastic red bow. I often thought we should buy them a new one. Then you entered their house. Oh, what a treat. The aroma from the kitchen was divine. Fresh baked sweet breads and pies were on the kitchen counter. The turkey was roasting in the oven to perfection.

I remember a real Christmas tree in the corner of their living room. It was usually small and set in an old crock. There was not a single store-bought ornament on it. The tree was decorated with strings of popcorn and cranberries. Grandma used sewing thread to hang slices of oranges and lemons, baked molasses cookies and apples on her tree. I wanted to sit next to it to smell the fragrance it would send out.

For Christmas presents, she decorated shoe boxes, oatmeal containers, milk cartons, anything she could find. Grandma would fill them with homemade candies, cookies, jam, and mini loaves of sweet breads to give to family, friends, neighbors, the mailman and the paper boy. I particularly remember helping her make peanut brittle. When it was cooled, she pounded the brittle to break into pieces with a small hammer she kept in her kitchen. I said to Grandma: "You know you can buy this in the store." I never forgot how she replied to me: "The store leaves out a special ingredient," she said. I ate a piece of the brittle with a confused look on my face. Grandma continued on, saying, "It is missing love."

SAVE THE DATE: NMCA Clerk Institute and Academy will be held March 16-20, 2020 at the Holiday Inn in Kearney. Registration is open so make sure you sign up for the early bird discount. Ellen and the Education Committee have been working hard lining up great speakers and topics. Please contact Tammy Tisdall of Gretna at tammy@cityofgretna.com if you are willing to facilitate a round table discussion.

Attached to this newsletter is the dues form. Your dues must be paid to receive a scholarship for the March Clerks Institute and Academy conference.

Continued on next page
The NMCA Scholarship application, letter, and attestation forms also are included in this newsletter for the conference in March. The Department of Economic Development gives NMCA $5,000 to go toward scholarships.

The following is an email that was sent to me from Ellen Freeman Wakefield:

CMC/MMC Scholarships
This scholarship program has been designed to assist with the costs of attending an IIMC approved Institute or Academy program for those working toward IIMC’s professional designations. Don’t know where to find your local Institute or Academy? Find the program information at https://www.unomaha.edu/college-of-public-affairs-and-community-service/public-administration/professional-programs/nmci-2016.php.

The scholarship program was established in 1986 for Clerks attending IIMC Institutes. Since the program’s inception, more than 1,500 scholarships have been awarded.

For the 2020-2021 year, recipients will receive up to a $400 CMC or $400 MMC scholarship reimbursement after completion of the program.

The 2020-2021 Scholarship Application period opened Oct. 1, 2019 and extends through March 1, 2020. Recipients will be selected in April, funding programs taking place between June 1, 2020, and May 31, 2021.


IIMC Annual Conference Grants
The Conference Grant Program is designed to allow two IIMC members from each of IIMC’s 11 regions to attend the IIMC Annual Conference each May. If awarded a grant, IIMC Foundation will cover the cost of your IIMC Annual Conference Registration.


Recipients will be selected in March funding the 2020 Conference Grant for registration to attend the IIMC Annual Conference in St. Louis, Mo., May 17-20, 2020. More information is available at the website: https://www.iimc.com/165/2020-IIMC-Annual-Conference.

If you plan to attend the IIMC Conference in St. Louis, Mo. in May 2020, the rooms are available for booking. The conference will be held May 17-20, 2020. Details are on the IIMC Website.

Congratulations to Tricia Allen from the City of Blue Hill for receiving her CMC (Certified Municipal Clerk).

Please consider attaining your CMC or MMC (Master Municipal Clerk) status. It shows your board, council and Mayor that you are continuing to perfect what you do for your community.

In this edition of the newsletter, you will find the nomination form for the Outstanding Clerk of the Year. The nomination deadline is Jan. 10, 2020.

May you have a Blessed Christmas!
Nebraska Municipal Clerks’ Association
OUTSTANDING CLERK AWARD
NOMINATION FORM

*PLEASE TYPE OR PRINT**

Deadline for nominations is Friday, January 10, 2020

Please Note: Nominees shall have served as municipal clerk for a minimum of 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 NOMINATED: ________________________________________________

Clerk’s Mailing Address: __________________________________________________

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.

PLEASE RETURN THIS NOMINATION FORM TO:

Donna Rust, Chairperson
NE Municipal Clerks’ Awards Committee
PO Box 390
Chadron, NE 69337
Another education opportunity is the Region VIII conference in Park City, Utah to be held Sept. 23-25, 2020.
The Utah Municipal Clerks Association will be hosting the IIMC Region VIII – 2020 Conference in Park City, Utah. The venue for the event is the Park City Marriott 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.

<table>
<thead>
<tr>
<th>Tuesday, September 22</th>
<th>Thursday, September 24</th>
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</thead>
<tbody>
<tr>
<td>Welcome Reception</td>
<td>Exhibitor Expo</td>
</tr>
<tr>
<td>Early-bird Registration</td>
<td>Continental Breakfast</td>
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<td></td>
<td>Educational Sessions</td>
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</tr>
<tr>
<td></td>
<td>Banquet</td>
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</tbody>
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<th>Friday, September 25</th>
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<td>Lunch</td>
</tr>
<tr>
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<td>Educational Sessions</td>
</tr>
<tr>
<td>Historic Records “Road Trip”</td>
<td>Banquet</td>
</tr>
<tr>
<td>Evening (on your own)</td>
<td></td>
</tr>
<tr>
<td>Downtown Park City</td>
<td>Lunch—Conference Closing Announcements &amp; Prize Drawings</td>
</tr>
</tbody>
</table>
Attending these conferences is a great way to earn points toward obtaining your CMC or MMC.
Nation celebrates its 399th annual feast

In the fall of 1621, the Pilgrims – early settlers of Plymouth Colony – held a three-day feast to celebrate a bountiful harvest. Many regard this event as the nation’s first Thanksgiving.

The Wampanoag Indians in attendance played a key role but historians have recorded harvest ceremonies of thanks among other groups of European settlers in North America, including the British colonists in Virginia as early as 1619.

The legacy of thanks and the feast have survived centuries since the event became a national holiday on Oct. 3, 1863, when President Abraham Lincoln proclaimed the last Thursday of November as a national day of thanksgiving.

Decades later, President Franklin Roosevelt officially declared that Thanksgiving should always be celebrated on the fourth Thursday of the month to encourage earlier holiday shopping.

Fun Facts
There are several places in the United States that have the same names as either the holiday’s traditional feast or the early colonists’ arrival to the New World.

<table>
<thead>
<tr>
<th>Name</th>
<th>Town</th>
<th>Population</th>
</tr>
</thead>
<tbody>
<tr>
<td>Turkey Creek CDP</td>
<td>Ariz.</td>
<td>489</td>
</tr>
<tr>
<td>Turkey Creek Township</td>
<td>Ariz.</td>
<td>489</td>
</tr>
<tr>
<td>Turkey Creek Village</td>
<td>La.</td>
<td>489</td>
</tr>
<tr>
<td>Turkey Town</td>
<td>N.C.</td>
<td>489</td>
</tr>
</tbody>
</table>

Source – U.S. Census

JANUARY BIRTHDAYS

Kelli Dickes ..................... Madison ..................... Jan. 2
Cynthia Heilbrun .............. Sidney ..................... Jan. 3
Corinne Zahn .................... Unidilla .................... Jan. 4
Kayla Eisenmenger .......... Oakland ..................... Jan. 7
Kendra Jantzson .............. Adams ..................... Jan. 9
Kandra Kinne ................. Cambridge ................ Jan. 11
Kellie Crowell .............. Ravenna ..................... Jan. 13
Sarah Peters ................ Ravenna ..................... Jan. 13
Lisa Archer .................... Marquette ................ Jan. 19
Pat Walz ........................ Hershey ................ Jan. 19
Carl Elzinic ................. St. Edward ................ Jan. 20
Lora Johnson ................... Schuyler ................ Jan. 20

Betty McGuire .............. Wayne ..................... Jan. 22
Shelby Morrison .......... Hershey ..................... Jan. 27
June Moline ...................... Mead ..................... Jan. 29
TO: All Municipal Clerks and Deputy Clerks

FROM: Elizabeth Butler, NMCA Secretary

The Nebraska Municipal Clerks’ Association Membership Dues Statement for October 1, 2019 to September 30, 2020 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 Omaha (402) 444-5557 or elizabeth.butler@cityofomaha.org.

Thank you,

Elizabeth Butler, MPA, CMC
NMCA Secretary
NAME: ______________________________________________________
TITLE: ______________________________________________________
ADDRESS: ______________________________________________________
MUNICIPALITY: __________________________________________________
E-MAIL ADDRESS: __________________________________________________

Population of Municipality:
Under 300  $20.00 _________
301-800    $25.00 _________
801-5,000  $35.00 _________
Over 5,000 $45.00 _________

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 IIMC (International Institute of Municipal Clerks) Member? Yes _____  No _____

PLEASE include the MONTH and DAY of your birthday: _____________________________
(to be listed in the Clerks Newsletter)

Please make copies if needed.

PLEASE RETURN THIS COMPLETED FORM WITH YOUR PAYMENT TO:

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

MAKE CHECKS PAYABLE TO:  NEBRASKA MUNICIPAL CLERKS’ ASSOCIATION
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 2020 NMCA Scholarship Application is now available. Applications also are 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 U.S. 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 Dec. 20, 2019, and awards will be made before the end of January 2020.

Wendy L. McKain, MMC
NMCA First Vice President
Village of Trenton
The 2020 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 20, 2019*

**Village of Trenton**
**Attn: Wendy L. McKain, DBA, MBA, MMC**
**NMCA Scholarship Application**
**PO Box 68**
**Trenton, NE 69044**
**Wendy.vtrenton@gmail.com**
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

MEMBERSHIP DUES STATEMENT
2019-2020

NAME: ______________________________________________________

TITLE: ______________________________________________________

ADDRESS: ______________________________________________________

MUNICIPALITY: __________________________________________________

E-MAIL ADDRESS: ______________________________________________________

Population of Municipality:
Under 300 $20.00 _________
301-800 $25.00 _________
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Years of Service as Municipal Clerk: _____________

Are you a Certified Municipal Clerk (CMC)? Yes _____ No _____

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PLEASE include the MONTH and DAY of your birthday: ___________________________
(to be listed in the Clerks Newsletter)

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Please make copies if needed.

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LEAGUE OF NEBRASKA MUNICIPALITIES
1335 L STREET
LINCOLN, NE  68508

MAKE CHECKS PAYABLE TO: NEBRASKA MUNICIPAL CLERKS’ ASSOCIATION
### Municipal Legal Calendar

(All statute citations to Revised Statutes of Nebraska)

#### JANUARY 2020

**CITIES OF THE FIRST CLASS**

<table>
<thead>
<tr>
<th>Event Description</th>
<th>Statute Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Each month, Clerk publishes ordinances passed within 15 days after passage.</td>
<td>(16-405)</td>
</tr>
<tr>
<td>Within 10 working days from meeting</td>
<td>(84-1413)</td>
</tr>
<tr>
<td>or before next meeting (whichever is sooner)</td>
<td></td>
</tr>
<tr>
<td>First Regular Meeting, Clerk to have minutes available for public inspection.</td>
<td>(16-496)</td>
</tr>
<tr>
<td>Within 30 days from Council meeting</td>
<td>(19-1102)</td>
</tr>
<tr>
<td>Within 20 days after end of month, Treasurer files monthly financial report.</td>
<td>(16-318)</td>
</tr>
<tr>
<td>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.</td>
<td>(77-202.11)</td>
</tr>
<tr>
<td>Each Quarter, Report from depository banks due.</td>
<td>(16-714)</td>
</tr>
<tr>
<td>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.</td>
<td>(53-135.01)</td>
</tr>
<tr>
<td>Reminder, One and six year plans are due at the Nebraska Department of Roads, Board of Public Roads, Classification and Standards, March 1, 2020.</td>
<td></td>
</tr>
<tr>
<td>Legal notice is required 10 days before the hearing. (39-2115 through 39-2119)</td>
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**CITIES OF THE SECOND CLASS**

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<tbody>
<tr>
<td>Each month, Clerk publishes ordinances passed within 15 days after passage.</td>
<td>(17-613)</td>
</tr>
<tr>
<td>Within 10 working days from meeting</td>
<td>(17-606)</td>
</tr>
<tr>
<td>or before next meeting (whichever is sooner)</td>
<td></td>
</tr>
<tr>
<td>Within 30 days from Council meeting</td>
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**VILLAGES**

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<td></td>
</tr>
<tr>
<td>Within 30 days from Council meeting</td>
<td>(19-1102)</td>
</tr>
<tr>
<td>Trustees’ meeting, Clerk publishes official proceedings of meeting.</td>
<td>(16-496)</td>
</tr>
<tr>
<td>Within 20 days after end of month, Treasurer files monthly financial report.</td>
<td></td>
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