

# Nebraska Municipal Clerks Newsletter

August 2019

## MESSAGE FROM THE PRESIDENT

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

**August** is one of my favorite months of the year. I can go outside without bundling up into a coat, scarf and gloves. No need to put on shoes. Just slip on those flip-flops and out the door I can go to pick a fresh bouquet for my patio picnic table. Flowers are in full bloom with white daisies, red roses, orange poppies, blue hydrangeas, pink petunias, purple pansies, yellow sunflowers and an assortment of colorful mums. Of course, each has its own hue of green leaves.

**A fresh garden salad** is in store for my patio picnic after I pick the reddest tomatoes, colorful bell peppers, perfect cucumbers, sweet baby carrots and pearl onions from my garden. I spot a deep purple eggplant, two green zucchinis, a bright yellow squash and banana peppers for stir fry. Steaks are ready for the grill and steam is pouring out of my pot in the kitchen telling me that sweet corn can be dropped in to simmer. A huge fruit salad with strawberries, oranges, bananas, apples, pineapple, cantaloupe, watermelon and grapes of all colors will top off my menu. Ice cold lemonade is ready to serve. You are all invited!

**It is not too late** to register for the 2019 League Annual Conference to be held at the Lincoln Cornhusker Marriott Hotel on Sept. 18-20. Contact the League office at 402-476-2829 if you have a room reservation and will not need it. Anyone needing to reserve a room should call the League office, too.

**The clerks general session** and executive meetings will be held Thursday, Sept. 19, at 4:45 p.m. at the Cornhusker Marriott Hotel. Please plan to attend.



The annual Clerks Institute and Academy will be held at the Holiday Inn in Kearney on March 16-20, 2020. A jumpstart session is scheduled for Sunday, March 15. Keep in mind that if the Holiday Inn is not available in March because of recent flooding, a second option will be the Ramada Inn in Grand Island. We will keep you posted!

**Ellen Freeman-Wakefield**, Education committee members and I met Friday, July 26, in Grand Island. The committee has some excellent programs for the upcoming clerks conference planned, including the famous "Round Tables." If you have an area that you can help with on the Round Tables, please let Tammy Tisdall from Gretna or Ellen know. They are looking for facilitators. Also, as a reminder – look for scholarship information in upcoming newsletters to help defray conference costs.

**Congratulations** to Kathleen Sliva of Ashland and Sharon Anderson of Coleridge for receiving their CMCs!

**Enjoy** the colorful month of August!

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

## IIMC Study Abroad Program and Symposium – England by RaNae Edwards

**I was fortunate** to attend my first IIMC Study Abroad Program and Symposium in England from June 2–7, 2019. What an awesome experience and educational opportunity for this midwestern clerk who had never traveled to Europe before. This was a once in a lifetime opportunity for me and one I will never forget.

**What a whirlwind week** we had. We started in Windsor on Sunday, June 2, staying in the MacDonald Windsor Hotel, which was just across the street from Windsor Castle. On Monday, June 3, we traveled to London to visit the Houses of Parliament. It just so happened that was the day President Donald Trump was in London for a visit with the Queen of England. Many streets were blocked off and traffic was horrible. There were lots of police and people everywhere.

**Words cannot describe** what beautiful old buildings England has. I was so impressed with the architecture of all these buildings.

**On Tuesday, June 4,** we traveled to Bath. The countryside was beautiful and green with sheep grazing on the hillsides. Bath was another unique town with lots of history, old buildings, shopping and lots of walking.

**On Wednesday, June 5,** we departed for Stratford-upon-Avon with a stop in Bourton-on-the-Water. Another beautiful town with lots of shopping in quaint shops.

**We arrived in Stratford-upon-Avon** and started our Symposium on Thursday, June 6. We had outstanding speakers and topics both days. We had the opportunity to meet and network with our IIMC's Region XI members. They were so gracious to all of us. One of the highlights in Stratford-upon-Avon was the dinner that was held at the Warwick Castle. All I can say is that it was AMAZING!



*Palace of Westminster*



*Bath and North East Somerset*

*Continued on next page*



## MESSAGE FROM THE PRESIDENT

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**Everywhere we went** in England the food was fabulous and the people were awesome. I can't wait to go back and take more time to visit each of these places.

**All I can say** is if you ever get the chance to travel to England, do it. You won't regret it. Also, the next Study Abroad and Symposium will be held in 2021.



*Bourton on the Water*



*Liz Burke, Queen of England, and RaNae Edwards  
(We did have a lot of fun!)*

## IIMC information

**Included with this mailing are two documents – a 2019 IIMC brochure and an IIMC Membership Challenge Application.**

As your Region VIII Director, I would like to invite you to join IIMC as part of the Director's Challenge. Attached is information about IIMC and an application. The Region Director who signs up the most members will receive two free registrations to be given out at random to Region VIII members for the 2020 IIMC Annual Conference in St. Louis, Missouri. If you are not a member of IIMC, please join as there are many opportunities for Clerks to learn, share and obtain professional designations as Clerk.

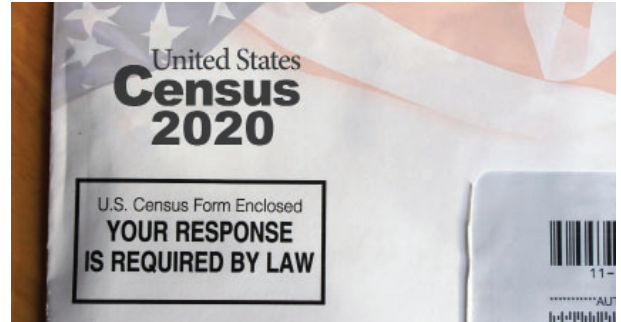
**RaNae Edwards, MMC  
Grand Island City Clerk  
100 East 1st Street  
Grand Island NE 68801  
(308) 385-5444 Ext. 111  
[redwards@grand-island.com](mailto:redwards@grand-island.com)**

## Survey Finds Only 45 Percent Know That Census Data Guide Community Funding Decisions

**Knowing** that the census guides how much money a community gets from the government is the most important reason for people to respond to the census, according to results from a 2018 Census Bureau survey.

**Thirty percent** of respondents specifically said the most significant reason to reply to the census is the knowledge that census data are used to guide public funding decisions. Another 17 percent said it's that it benefits their community's future, while 15 percent said the most important reason is that it provides information for local governments.

**Additionally**, the survey found only 45 percent of respondents knew the census of population and housing – conducted every 10 years in the United States – was used to help determine public funding. Yet, 62 percent said benefits to their communities are the most important reason for filling out the census questionnaire.



*iStock.com*

**This mismatch** between not knowing that the results of the census are used by communities to make funding and planning decisions, while, at the same time, finding it to be a compelling motivator was just one insight from the 2020 Census Barriers, Attitudes, and Motivators Study (CBAMS).

**The purpose** of the 2020 CBAMS was to understand the attitudes toward the census, barriers that may inhibit participation and what motivates people to respond.

*Source – U.S. Census*

## SEPTEMBER BIRTHDAYS

Dee Arias .....	Louisville .....	Sept. 1
Carrie Pieper.....	Arlington.....	Sept. 4
Kimberly Krienert.....	Osmond .....	Sept. 4
Lisa Wolf.....	Pleasant Dale .....	Sept. 4
Kathleen Sliva.....	Ashland.....	Sept. 6
Melinda Ferree.....	Wilcox.....	Sept. 6
Kathie Carlstrom .....	Polk .....	Sept. 7
Lana Svoboda .....	Glennvil .....	Sept. 9
Melissa Johnson .....	Waterloo .....	Sept. 9
Eileen Murdoch.....	Murray .....	Sept. 12
Lori Hogan.....	Cortland.....	Sept. 14
Vicki Miller.....	Elgin.....	Sept. 14
Twila Fuller.....	McCool Junction ...	Sept. 17
Shirley Schuman.....	Crookston .....	Sept. 20
Lois Ikenberry .....	Palmyra.....	Sept. 20
Lisa Scott.....	Adams.....	Sept. 21
Marlene Yeager .....	Broadwater .....	Sept. 22



Andrew Devine.....	Albion .....	Sept. 23
Kristi Thornburg.....	Bassett.....	Sept. 23
Kimberly Jacobitz ...	Hastings.....	Sept. 24
Lauren Brandt .....	Kearney .....	Sept. 25
Brenda Wheeler .....	Blair .....	Sept. 26
Sherry Haskett.....	Auburn .....	Sept. 30
Lanett Conroy .....	Callaway .....	Sept. 30
Courtney Retzlaff...	Plainview .....	Sept. 30



# Municipal Legal Calendar

## (All statute citations to Revised Statutes of Nebraska)

OCTOBER 2019

### 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. 13 ..... Final Property Tax Request Certified and forwarded to County Clerk. (77-1601.02)  
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. 13 ..... Final Property Tax Request Certified and forwarded to County Clerk. (77-1601.02)  
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. 13 ..... Final Property Tax Request Certified and forwarded to County Clerk. (77-1601.02)  
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)

ONLINE LEARNING OPPORTUNITIES

The primary goal of IIMC is to actively promote the continuing education and professional development of Municipal Clerks through extensive education programs, certification, publications, networking, Annual Conferences and research.

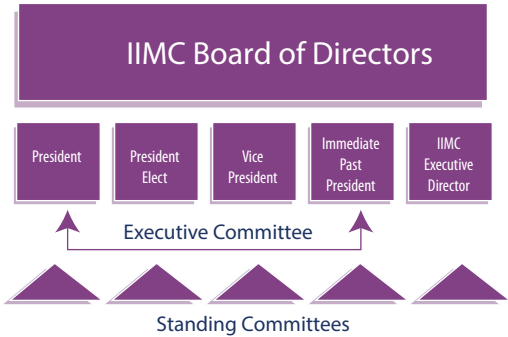
IIMC offers Online Learning opportunities designed as an additional means to provide completing certification requirements for the Certified Municipal Clerk (CMC) or Master Municipal Clerk (MMC) designations.



For more information, go to [www.iimc.com](http://www.iimc.com).

IIMC ORGANIZATIONAL STRUCTURE

IIMC is governed by a 26-member Board of Directors with 22 Directors from IIMC’s 11 regions. The Board sets policy and provides organizational governance.



COMMITTEES

Hundreds of dedicated IIMC members volunteer their services and skills on one of IIMC’s many Committees. Committee members recommend policies and work on objectives ranging from Education and Professional Development to Election legislation updates to the dissemination of information on new technological advances affecting the Clerk’s office. Committee contributions provide a cadre of direct benefits to the membership.

TYPES OF MEMBERSHIP

Membership Classes:

- 1) Full Member
- 2) Additional Full Member
- 3) Associate Member
- 4) Honorary Member
- 5) Retired Member

**1) Full Member:** Municipal Clerks, City Secretaries, Recorders, Legislative Administrators, Directors of Corporate, Business, or Administrative Services, and/or those with similar titles who serve Legislative Governmental Bodies in administrative capacities with management responsibilities and duties including four of the following:

- a. general management;
- b. meeting administration;
- c. financial management;
- d. stewardship of by-laws, articles of incorporation, ordinances, resolutions and other legal instruments;
- e. custody of the official seal and execution of official documents;
- f. records management;
- g. human resources;
- h. elections administration.

**2) Additional Full Member:** Individuals meeting the Full Member criteria who serve a Legislative Governmental Body represented by a Full Member.

**3) Associate Member:** Individuals in transition between Legislative Governmental Body positions or persons employed by a Legislative Governmental Body who do not meet Full Member criteria.

**4) Honorary Member:** Past Presidents upon retirement or upon assumption of positions with Legislative Governmental Bodies other than Municipal Clerk; Persons so designated by the Board of Directors who have made significant and exemplary contributions to IIMC and the profession.

**5) Retired Member:** Full, Additional Full or Associate Member upon retirement.

For complete details, contact IIMC’s Membership Department by calling 909.944.4162.

IIMC EDUCATION FOUNDATION



Established in 1984, the IIMC Foundation raises funds needed to support IIMC in its mission to educate Municipal Clerks and keep them proficient in the services they provide for their community.

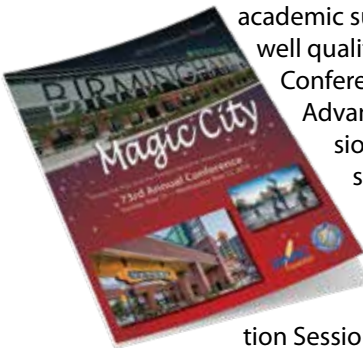
Since its inception, the Foundation has awarded more than \$1 million dollars toward scholarships and educational programs for IIMC members.

The Foundation has accepted the challenge of raising funds to help IIMC continue expanding educational offerings for members worldwide. Each year, the Foundation awards individual scholarships to Clerks attending IIMC’s Institutes; conference grants; online education scholarships; and region grants. The Foundation’s Board of committed volunteers also raises funds to support IIMC’s priority education projects and fund IIMC’s Annual Conference speakers and other education programs.

To learn more, apply for a scholarship or get involved, visit [www.iimcfoundation.com](http://www.iimcfoundation.com).

ANNUAL CONFERENCE (May)

IIMC’s Annual Conferences provide a unique and valuable educational experience for the participants ranging from intermediate to advanced level academic subjects facilitated by well qualified presenters. The Conference offers several Advanced Academy Sessions; Athenian Leadership Dialogues, keynote speakers for General Sessions, and a variety of Concurrent Education Sessions. The Conference also facilitates an environment for networking and exchange of ideas through its All Conference Event, an Exhibit Hall and Silent Auction.



INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS



*The Premier Organization for Municipal Clerks Since 1947*



The International Institute of Municipal Clerks  
8331 Utica Avenue, Suite 200  
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800.251.1639  
E-mail: [hq@iimc.com](mailto:hq@iimc.com)  
[www.iimc.com](http://www.iimc.com)

## MISSION

Founded in 1947, the International Institute of Municipal Clerks is the leading professional non-profit association serving the needs of Municipal Clerks from cities and towns throughout the world.

With approximately 15,000 members worldwide, IIMC is the largest Organization for Municipal Clerks, representing municipalities of less than 500 to more than 10 million.

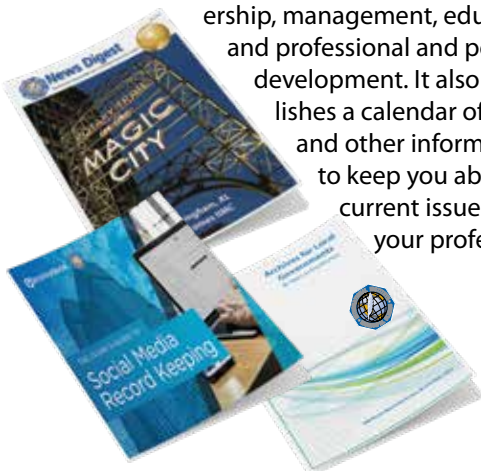
## NETWORKING

- Connect with approximately 15,000 colleagues worldwide in municipalities from Alaska to the United Kingdom and from Vermont to South Africa.
- Participate in IIMC Regional Meetings.
- Attend Annual Conferences for specialized continuing education, problem-solving and networking.
- Attend an IIMC Institute – Professional Development is imperative.
- Join an IIMC Committee.
- Become a member of the Board of Directors.



## PUBLICATIONS

Online Monthly E-zine *News Digest* – IIMC’s online monthly magazine is filled with domestic and international special features and articles on leadership, management, education, and professional and personal development. It also publishes a calendar of events and other information to keep you abreast current issues facing your profession.



## RESEARCH & INFORMATION CENTER

IIMC’s Resource and Information Center offers you the latest in Municipal Clerks research, referrals, and materials to assist you in your job. It includes a reference library of sample ordinances, manuals, and technical and management publications. Publications on the Clerk’s role in municipal government and electronic information exchange opportunities are also available.

### Technical Bulletins

- Parliamentary Procedures
- Records Management
- Grant Writing
- Social Media Record Keeping

### Clerk’s Role In Local Government

- Role Call: The Professional Clerk
- Language of Local Government
- Robert’s Rules of Order
- Mina’s Guide to Minute Taking
- Maintaining the Democratic Imperative
- DVD: The Municipal Clerk: Partners In Democracy

### Information Exchange

- IIMC Web Site
- Electronic discussion groups
- Clerk Listserv experts in various functions
- Compensation Information
- Online surveys
- Salary Surveys

## PROFESSIONAL SUPPORT

- Sponsors the Annual Municipal Clerks Week by informing the public and local governments on the importance of the Municipal Clerk’s Office.
- Networks with national and international Associations for Municipal Officials.
- Distributes news releases on members receiving their CMCs or MMCs.

## EDUCATION

IIMC’s primary purpose is to provide education and professional development programs and opportunities for its members. IIMC recognizes that education and professional development are important to every member and that educational needs are diverse throughout the world. IIMC offers extensive educational programs and courses through a variety of methods, including University and College based Institutes, State/Provincial/National Associations, Online courses, publications, webinars and Annual Conferences. IIMC values its affiliations with Municipal Clerk Associations and sponsoring educational institutions. IIMC provides members with certifications, earned through participation in educational programs and involvement in a variety of professional development activities. The educational programs and certifications offered through IIMC empower its members to achieve academic and professional success. IIMC offers two distinct educational designations: The Certified Municipal Clerk and the Master Municipal Clerk.

## CERTIFIED MUNICIPAL CLERK (CMC)

The CMC designation program is designed to enhance the job performance of the Clerk in small and large municipalities. To earn the CMC designation, a Municipal Clerk must attend extensive education programs. The designation also requires pertinent experience in a municipality. The program prepares the participants to meet the challenges of the complex role of the Municipal Clerks by providing them with quality education in partnership with 45 institutions of higher learning. The program has been in existence since 1970 and has helped thousands of Clerks in various municipalities.

## MASTER MUNICIPAL CLERK (MMC)

To qualify for entrance into the MMC program, one must have earned the CMC designation. The MMC is an advanced continuing education program that prepares participants to perform more complex municipal duties. The program has an extensive and rigorous educational component, and a professional and social contribution component.

MMC applicants must demonstrate that they have actively pursued educational and professional activities and have remained informed of current socio-political, cultural, and economic issues that affect local governments and municipalities.

## BENEFITS OF MEMBERSHIP

IIMC sponsors education programs, engages in research, and fosters a spirit of mutual assistance and good fellowship among Clerks everywhere. Members have personal access to staff and a variety of opportunities and programs including:

- Networking
- Research & Resource Center
- Publications
- Education & Professional Development
- Professional Support
- Certification Programs
- Online Learning Opportunities
- Municipal Clerks Week
- Annual Conferences
- Athenian Leadership Society Dialogues
- Study Abroad Programs
- International Symposiums
- Mentor/Mentee Program
- Affinity Programs

IIMC helps you find solutions to everyday problems, enhances critical professional skills and improves your performance at work.

**Join IIMC now -- the only source exclusively dedicated to the advancement of Municipal Clerks.**

[WWW.IIMC.COM](http://WWW.IIMC.COM)







# REGION DIRECTOR MEMBERSHIP CHALLENGE MEMBERSHIP APPLICATION

## International Institute of Municipal Clerks

8331 Utica Ave., #200 • Rancho Cucamonga, CA 91730 • (909/944-4162) • FAX (909/944-8545)

**PLEASE COMPLETE ENTIRE FORM PRIOR TO RETURNING TO IIMC**

**Deadline: March 1, 2020**

☐ Mr. ☐ Ms. Name \_\_\_\_\_ Title \_\_\_\_\_

Municipality (city/village/town) \_\_\_\_\_ Municipal Pop. \_\_\_\_\_ Municipality Website \_\_\_\_\_

Mailing Address \_\_\_\_\_ Shipping Address \_\_\_\_\_

Municipality \_\_\_\_\_ State/Province \_\_\_\_\_ ZIP/Postal Code \_\_\_\_\_

Business Phone ( ) \_\_\_\_\_ FAX ( ) \_\_\_\_\_ Country \_\_\_\_\_

Work E-mail \_\_\_\_\_ Home E-mail \_\_\_\_\_

Home Address \_\_\_\_\_ Cell Phone ( ) \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ ZIP/Postal Code \_\_\_\_\_

☐ I was previously an IIMC member in: (Municipality) \_\_\_\_\_ (State/Province) \_\_\_\_\_

☐ Enclosed is CHECK for \$ \_\_\_\_\_ (payable in U.S. Funds to IIMC) Signature \_\_\_\_\_ Date \_\_\_\_\_

☐ AE/VISA/MC# \_\_\_\_\_ Exp. date \_\_\_\_\_ Signature \_\_\_\_\_ Total amount charged \_\_\_\_\_

I hereby swear & affirm I am eligible for the membership classification of \_\_\_\_\_ (insert member type)

Signature \_\_\_\_\_ Date \_\_\_\_\_

Region Director's Name: RaNae Edwards Date: \_\_\_\_\_

State/Province/Country Nebraska

## MEMBERSHIP DEFINITIONS

BD 19-20

### FULL MEMBER

Full members are Municipal Clerks, City Secretaries, Records, Legislative Administrators and Directors of Corporate Services and/or an individual who serves a Legislative Government Body (LGB) in an administrative capacity with management responsibilities and whose duties include four of the following: • General Management • Records Management • Elections • Meeting Administration • Management of by-laws, Articles of Incorporation, ordinances or other legal instruments • Human Resources Management • Financial Management • Custody of the official seal and execution of official documents.

### ADDITIONAL FULL MEMBER

Additional Full Members are fully qualified members from the same organization. This would essentially be Deputy Clerks within the same City, but could be other individuals provided they would qualify under the definition of Full Member. A city must have one Full Member before they would be eligible to have Additional Full Members.

### ASSOCIATE MEMBER

Associate Members are individuals serving a legislative body in a capacity not previously defined. In other words if someone serving a legislative body does not qualify for Full Membership they would be able to join as an Associate Member. Associate members have the right to vote BUT CANNOT hold office or obtain certification, but they can take advantage of education programs and should they eventually assume the job of Clerk or Deputy, they could then apply for certification. A Full Member who is in transition (between jobs) would automatically become an Associate Member until they reassume the position of Clerk. Associate members would also pay a lower fee.

## ANNUAL DUES

### Full Member Population

- up to 20,000 -- \$170
- 20,001 to 200,000 -- \$210
- Over 200,001 -- \$270
- Outside North America -- \$60

- Additional Full Member \$110
- Associate Member \$110
- Retired \$35
- Overseas Associate Member \$60