

Nebraska Municipal Clerks Newsletter

September 2019

MESSAGE FROM THE PRESIDENT

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

I am enjoying summer. I hope you are, too. Fall will arrive before we know it.

I hope that your budgets are in the final stages since they are due Sept. 20 to the state and county offices. I call that "B-Day."

It is not too late to sign up for the 2019 League Annual Conference. It will be held Sept. 19-20 at the Cornhusker Marriott Hotel in Lincoln. The NMCA general session meeting will be held Thursday, Sept. 19, at 4:45 p.m. with an executive session meeting to follow.

The agenda will include the following committees to give an update at the general session meeting. If you are not planning to attend, please contact me so that I can announce your update for you.

Clerk of the Year Awards Committee - Donna Rust, Chadron

Certification/Membership - Tammy Tisdall, Gretna

Education Committee - Tammy Tisdall, Gretna

Legislative Committee - Nancy Bryan, Stromsberg

Honorary Clerks Membership - LeaAnn Doak, McCook

Clerks Newsletter - Andrew Devine, Albion

Nominating Committee - RaNae Edwards, Grand Island

Clerks Wednesday Meet and Greet - Melissa Johnson, Waterloo

Clerks History Committee - Cathie Walker, Phillips

Celebration of Clerks Committee - RaNae Edwards, Grand Island

Scholarship Fund - Wendy McKain, Trenton



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Thursday Night Banquet - Heartland Clerk's Association, Linda Jensen, Central City

Vendor Sponsorship Committee - Kelly Oelke, Hickman, and Raquel Felzien, Franklin.

In this newsletter, you will see the dues letter and statement from Elizabeth Butler. Scholarships for the annual conference can not be awarded to anyone who hasn't paid his or her dues. Watch for the scholarship information and application to appear in upcoming newsletters.

The Education Committee is working hard to line up speakers, sessions and schedules for the annual Clerks Conference to be held March 16-20 in 2020. A jump start session is scheduled for Sunday, March 15. A special information session is scheduled for Monday at 5:30 p.m. to answer questions on "What it takes to become a CMC or MMC." The annual business meeting, the Celebration of Clerks and lunch is scheduled during the lunch break on Wednesday from 11:30 a.m.-1:15 p.m. with Institute and Academy attendees.

Round tables will be brought back to the conference

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MESSAGE FROM THE PRESIDENT

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in March. If you would like to facilitate a round table or know of a topic you would like presented, please let Ellen or Tammy know.

Ellen Freeman-Wakefield – 402-554-2636 efreemanwakefield@unomaha.edu

Tammy Tisdall – 402-332-+3336 ext. 210 tammy@cityofgretna.com

I want to take this opportunity to brag about the town I have diligently served since 1982. Central City is a community of 2,934 people. We sit at the crossroads of Highways 30 and 14. I can proudly mention that 19 years ago, Central City was awarded the first "Nebraska Showcase Community." In April 2019, we received the award for the second time. I chose a bright sunny day to take some pictures of the pride of Central City.



The water tower was completed in January 1974. It holds 500,000 gallons of water and is 160 feet tall.



As you travel east on Highway 30, you will be greeted by our entrance sign. It was built in 2015.

We receive many compliments on our planter boxes. Here are eight out of the 20 planters that are displayed on the main streets of Central City. A special "Shout Out!" goes to Wild Roots Greenhouse of Central City. The planters are truly gorgeous.



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MESSAGE FROM THE PRESIDENT

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In 2015, we negotiated with the funeral home for this building. The building became City Hall in the fall of 2016.



The library was built in 1991. For 11 consecutive years, Central City Public Library has received a 5-star rating.



The Central City firefighters have been proud of this fire station since 2014. Along with the volunteer fire department, Central City prides itself with these public services: ambulance, police and the Central City Transit.



For 10 years, the Central City Aquatic center has been enjoyed by local residents, as well as neighboring towns.



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MESSAGE FROM THE PRESIDENT

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At the intersection of Highway 30 and 14, you can see the mural. If you are traveling east on Highway 30 you will get the best view. Holden Artworks of Friend put his artistic talent to work in 2018.



The ball complex is located in the north side of Lone Tree Park.



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MESSAGE FROM THE PRESIDENT

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On the south side of Lone Tree Park, you can visit the Veteran's memorial. Central City veterans placed the last stone in 2019 at the memorial to honor all of the veterans across the Heartland.



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MESSAGE FROM THE PRESIDENT

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Families and children of all ages frequently visit our beautiful North Park.

My husband, Les, and I have enjoyed living in Central City for nearly 40 years. We have raised our children here and even they are proud to call Central City their hometown.

*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*

Share news from your city or village

Share your city or village's news with fellow municipal officials across the state by sending information for the *Nebraska Municipal Review* to the League of Nebraska Municipalities, Attn: Lynn Marienau at 1335 L Street, Lincoln, NE 68508, 402-476-2829 by phone, 402-476-7052 by fax, or lynnm@lonm.org by e-mail.

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*

Mark your calendars

Annual Conference

Sept. 18-20, 2019

Cornhusker Marriott Hotel, Lincoln

OCTOBER BIRTHDAYS

Dorothy Thiel.....	Trumbull	10/3
Lucinda Morrow	Wahoo	10/4
Barb Straub.....	Hemingford.....	10/6
Erin Filips.....	Bloomfield.....	10/8
Lisa Schroedl	Ainsworth	10/10
Lindsay Nelson.....	Creighton	10/10
Susan McGreer	Big Springs.....	10/14
Jolene Dalton	Manley.....	10/15
Vicki Owings	Stella.....	10/16
Ruth Radke	Lewellen.....	10/19
Ronda York.....	Creighton	10/21
Mary Kempf.....	West Point.....	10/22
Lisa Beethe	Tecumseh.....	10/23



Shawn Jacobs.....	Verdigre	10/24
Stephanie DeGroot	Lorton.....	10/25
Wendy Clabaugh	Elm Creek	10/27
Tara Hedrick.....	Stratton.....	10/30



NEBRASKA MUNICIPAL CLERKS' ASSOCIATION
League of Nebraska Municipalities



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



NEBRASKA MUNICIPAL CLERKS' ASSOCIATION
League of Nebraska Municipalities



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 _____

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

Municipal Legal Calendar

(All statute citations to Revised Statutes of Nebraska)

NOVEMBER 2019 CITIES OF THE FIRST CLASS

First day.....Class C liquor license year begins. (53-124)
Within 15 days of Passage.....Clerk publishes ordinances passed. (16-405)
Within 10 days from meeting
or before next meeting
(whichever is sooner).....Clerk to have minutes available for public inspection. (84-1413)
Within 30 days from
Council meeting.....Clerk publishes official proceedings of meetings including claims. (19-1102)
Within 20 days after end of month.Treasurer files monthly financial report. (16-318)
* *Clerk must prepare agenda prior to next Council meeting. (84-1411)
October 31I and 6 year certifications are due to the Board of Public Road Classifications
and Standards. (39-2121)

CITIES OF THE SECOND CLASS AND VILLAGES

First day.....Class C liquor license year begins. (53-124)
Within 15 days of Passage.....Clerk publishes ordinances passed. (17-613)
Within 10 days from meeting
or before next meeting
(whichever is sooner).....Clerk to have minutes available for public inspection. (84-1413)
Within 30 days from Council
or Board meeting.....Clerk publishes official proceedings of meetings including claims. (19-1102)
Within 20 days after end of month.Treasurer files monthly financial report. (17-606)
* *Clerk must prepare agenda prior to next Council or Board meeting. (84-1411)
October 31I and 6 year plans are due certifications are due to the Board of Public Road
Classifications and Standards. (39-2121)

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.

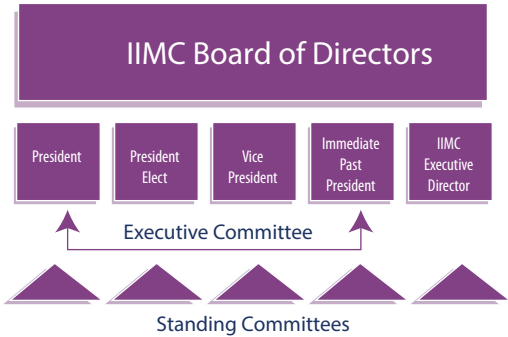
IIMC offers Online Learning opportunities designed as an additional means to provide completing certification requirements for the Certified Municipal Clerk (CMC) or Master Municipal Clerk (MMC) designations.



For more information, go to www.iimc.com.

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.

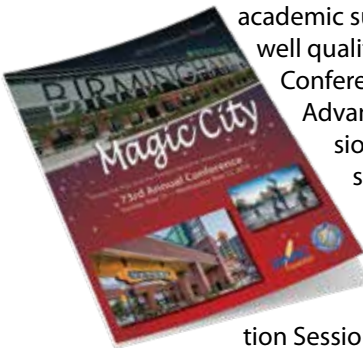
Since its inception, the Foundation has awarded more than \$1 million dollars toward scholarships and educational programs for IIMC members.

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.

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
Rancho Cucamonga, CA 91730
Tele: 909.944.4162
Fax: 909.944.8545
800.251.1639
E-mail: hq@iimc.com
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.

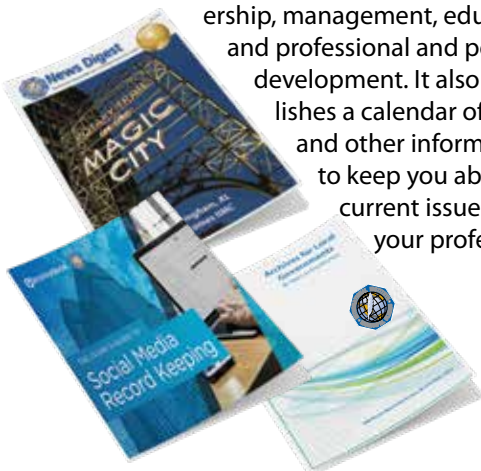
NETWORKING

- 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





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, Recorders, 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