

Nebraska Municipal Clerks Newsletter



November 2019

MESSAGE FROM THE PRESIDENT

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

THANKSGIVING

The fall colors are
all around us.

Hues of yellow, red and orange
bring us happiness.

All of the pumpkins have
already been gathered.

Now the fields have also
been harvested.

Knowing that winter will
soon be here.

Signs to keep our coat, hats,
and mittens near.

Go for walks to enjoy the
colors of the fall.

If you see what I see,
it is truly magical.



iStock.com

Value your friends, neighbors
and the family you love.

I am thankful for
everything I am worthy of.

November 28th is the day
that is set aside.

Give thanks on that day for
you, precious gifts with pride.

Written by Linda Jensen

*Don't forget to honor the veterans
on Nov. 11. I wish everyone a Happy
Thanksgiving.*

*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*

MESSAGES FROM THE PRESIDENT

SAVE THE DATE: NMCA Clerk Institute and Academy will be held March 16-20, 2020 at the Holiday Inn in Kearney.

Registration is open; 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.

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

The NMCA Scholarship application, letter, and attestation forms also are included in this newsletter for the conference in March. The Nebraska 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 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.

More information is available at <https://www.unomaha.edu/college-of-public-affairs-and-community-service/public-administration/professional-programs/nmci-2016.php>

Continued on next page

MESSAGES FROM THE PRESIDENT

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.

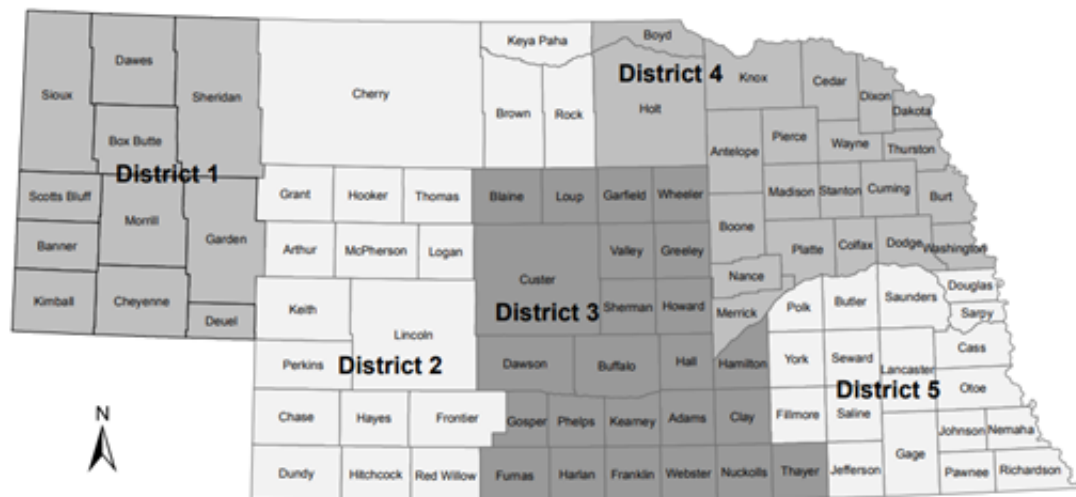
The 2020 Conference Grant Application Period opened Oct. 1, 2019, and will extend through Feb. 12, 2020.

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 this website: <https://www.iimc.com/165/2020-IIMC-Annual-Conference>.

DEADLINE IS DRAWING NEAR: Have you thought of being on the Board for NMCA? The Nominating Committee is looking for several positions that are coming up in March 2020. They are as follows: Secretary/Treasurer, District 3 Director, District 4 Director and District 5 Director. The following is a map to show the Districts. The eligibility requirement in the By-laws state the following: "Only active members who have had two consecutive years experience as Clerk or Deputy City Clerk and two years of membership shall be eligible for nomination and election." The Nominating Committee members are:

- RaNae Edwards, Grand Island-redwards@grand-island.com
- Kandra Kinne, Cambridge-kkinne@swnebr.net
- Lauren Brandt, Kearney-lbrandt@kearneygov.org

Nebraska Municipal Clerks' Association Districts



District 1: Panhandle Area Clerks' Association

District 2: Southwest Area Clerks' Association; Undesignated North-Central Area

District 3: Heartland Area Clerks' Association; South Central Clerks' Association; Midlands Area Clerks' Association

District 4: Northeast Area Clerks' Association; Three Rivers Clerks' Association

District 5: Southern Seven Area Clerks' Association; Southeast Area Clerks' Association

If you are planning on attending 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.

Another education opportunity is the Region VIII conference in Park City, Utah to be held Sept. 23-25, 2020.

2020 IIMC Region VIII Annual Conference



Preliminary
Program

Park City, Utah
September 23-25 Marriott Park City



Reach for Success
The Key to Achieving Excellence

Speaker Profiles
Tourist Information

Session Information
Special Events





Reach for Success

The Key to Achieving Excellence



Conference Overview

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.

Tuesday, September 22

- Welcome Reception
- Early-bird Registration

Wednesday, September 23

- Exhibitor Expo
- Continental Breakfast
- Registration
- Educational Sessions
- Lunch
- Historic Records "Road Trip"
- Evening (on your own)
Downtown Park City

Thursday, September 24

- Exhibitor Expo
- Continental Breakfast
- Educational Sessions
- Lunch
- Educational Sessions
- Banquet

Friday, September 25

- Exhibitor Expo
- Continental Breakfast
- Educational Sessions
- Lunch—Conference Closing
Announcements & Prize
Drawings



2020 IIMC Region VIII Conference

September 23 – 25, 2020
Park City Marriott and Conference Center
1895 Sidewinder Drive, 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 June 28</i>	Registration <i>July 1-August 21</i>	Late Registration <i>After August 21</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	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
I will be attending the Historic Records "Road Trip" Wednesday	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
I will be attending the Banquet on Thursday evening	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Total: \$_____ \$_____ \$_____

☐ Check Enclosed to UMCA ☐ Visa ☐ MC ☐ AMEX

Card # _____ Exp. _____

Signature: _____

UMCA has reserved a block of rooms at the Park City Marriott for \$129.00 plus tax. Call 1-800-228-9290 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 May 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.

Attending these conferences is a great way to earn points toward obtaining your CMC or MMC.

Grand Island Clerk seeks IIMC Vice Presidency

Grand Island City Clerk RaNae Edwards has announced her candidacy for IIMC Vice President. IIMC will hold an election in late March or early April 2020. You will be notified by email when the voting opens, but you must be a member of IIMC. RaNae is a strong believer in continuing education and sharing knowledge and experiences with other Municipal Clerks. She would appreciate your support and vote in 2020.

Mark your calendars

Utilities/Public Works Section

Annual Conference

Jan. 15-17, 2020

Embassy Suites, Lincoln

Midwinter Conference

Feb. 24-25, 2020

Cornhusker Marriott Hotel, Lincoln

DECEMBER BIRTHDAYS

Ramona Schafer	Alda	12/1
Kathleen Gottsch	Springfield	12/4
Stephanie Wright	Broken Bow	12/6
Abbey Jordan	Minden	12/7
Linda Jensen	Central City	12/7
Debbie Gilmer	Friend	12/8
Sharon Reinmiller	Staplehurst	12/8
Jan Singleton	Hayes Center	12/12
Susan Dallegge	Hampton	12/13
RaNae Edwards	Grand Island	12/17
Jaime Rathman	Cairo	12/18
Jane Skinner	Ogallala	12/19
Susan Kluthe	Bellevue	12/20
Bonnie Gilpin	Wolbach	12/20
Carol Maxson	Wymore	12/21

Economic forecasting board raises revenue projections

The Nebraska Economic Forecasting Advisory Board voted to raise revenue projections for the current fiscal year during an Oct. 24 meeting at the Capitol. The board provides an advisory forecast of general fund receipts that is used by the Legislature to craft the state's budget.

The board's projections for fiscal year 2019-20 were raised based on anticipated increases in revenue receipts across all categories, including \$80 million in corporate income tax and \$50 million in individual income tax.

Total projected revenue receipts for FY2019-20 were raised to \$5.09 billion, an increase of \$161 million.

The board also set the forecast for projected total revenue receipts for FY2020-21 at \$5.15 billion, an increase of \$105 million. The next board meeting is scheduled for Feb. 28, 2020.

Source – Unicameral Update



Jean Polzkill	Central City	12/27
Judy Werner	Orleans	12/29
Dana Klabenes	Neligh	12/30
Marilyn Varner	Seward	12/30
Lyndsey Harms	Hickman	12/31



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

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

Scholarship application 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 2020 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 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*

Scholarship application

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



NEBRASKA MUNICIPAL CLERKS' ASSOCIATION
League of Nebraska Municipalities



TO: All Municipal Clerks and Deputy Clerks

FROM: Elizabeth Butler, NMCA Secretary

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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:

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Over 5,000 \$45.00 _____

Years of Service as Municipal Clerk: _____

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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)

DECEMBER 2019

CITIES OF THE FIRST CLASS

Each month	Clerk publishes ordinances passed within 15 days after passage. (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. (19-1102)
Within 20 days after the end of the month.....	Treasurer files monthly financial report. (16-318)
* *	Clerk must prepare agenda prior to next Council meeting. (84-1411)
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. (53-135.01)
Reminder	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. (77-202.11)

CITIES OF THE SECOND CLASS AND VILLAGES

Each month	Clerk publishes ordinances passed within 15 days after passage (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 Governing Board meeting.....	Clerk publishes official proceedings of meeting. (19-1102)
Within 20 days after the end of the month.....	Treasurer files monthly financial report. (17-606)
* *	Clerk must prepare agenda prior to next Council or Board meeting. (84-1411)
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. (53-135.01)
Reminder	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. (77-202.11)

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Hickman
Makers
Market

FEATURING



Handmade goods & treats

.....
100s of awesome gifts
.....

crafts for the kids

SATURDAY NOV 23rd | 11am - 4pm | DOWNTOWN HICKMAN
2nd & LOCUST STREET