

MESSAGE FROM THE PRESIDENT

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



I had the opportunity to attend the Region VIII Conference that was held in Park City, Utah. Park City is a beautiful city that sits in a canyon. The leaves were just starting to turn their fall colors.

The speakers for the conference were exhilarating. I enjoyed every one of them. There were two speakers who overcame such adversity that I felt that any problems I face in life are minor ones. I thoroughly enjoyed the last speaker. He conveyed his message while playing a guitar. Most effective!

The offsite historic records road trip was a huge hit. The bus took us to the Park City Museum where we learned that silver miners flooded the town in the 1860s. In 1880, the railroad brought more silver miners to the area. Park City flourished through the great depression. But, in 1951, the Silver King mine finally closed, leaving the town in despair. Then, in



1963, Park City opened its Mountain Resort. In 2002, Olympic Park was built to host the Olympic winter games.

The next stop was the historic Glenwood Cemetery. The cemetery was established in 1885 and is rich with history.

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The road trip finished with a tour of the downtown district. In 1898, a fire destroyed most of Park City, but the town was rebuilt and many of the buildings still standing are from that era.



Nebraska clerks were well represented at the Region VIII Conference. Those attending were Linda Jensen from Central City, Andrew Devine from Albion, RaNae Edwards from Grand Island, Erin Saathoff from Beatrice, Tricia Allen from Blue Hill, Kim Barnwell and Annette Brower from Kimball.

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MESSAGE FROM THE PRESIDENT

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

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

There was not a quorum for the NMCA board to hold a meeting at the League conference in September. Therefore, we will be scheduling a meeting via zoom in October.

Save the Date: The Clerks Institute and Academy is scheduled from March 13-19, 2022. Mark your calendars.

Reminder: These conferences qualify for points to go toward earning your CMC (Certified Municipal Clerk) or your MMC (Master of Municipal Clerk) status. The last report from IIMC stated that Nebraska has 66 active clerks with their CMC certificates and 21 active clerks with their MMC certificates.

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

I am still hoping to do some weekend camping in the month of October. Hopefully, you have some time to appreciate the warm days and cool nights while enjoying the beautiful fall colors.

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

NOVEMBER BIRTHDAYS

Victoria Polak.....Hallam..... 11/3
Nancy Morfeld.....Stanton..... 11/4
Patricia Leininger.....Sutton..... 11/4
Tracy Burkey.....McCook..... 11/4
Sharon Anderson.....Coleridge..... 11/6
Kimberly Hoelsing.....Omaha..... 11/7
Vicki Nelson.....Axtell..... 11/9
Julie Buescher.....Deshler..... 11/9
Kayla Connelly.....Genoa..... 11/11
Nancy Bryan.....Stromsburg..... 11/11
Jean Rahn.....Allen..... 11/11
Cheryl Kraft.....Waco..... 11/11
Tysha Francis.....Saronville..... 11/14
Dana Bebensee.....Hildreth..... 11/15
Shanna Brooks.....Butte..... 11/19
Amanda Kelly.....Newcastle..... 11/21



Cheryl Eckerman.....Valley..... 11/23
Megan Unwin.....Craig..... 11/23
Joan Eastman.....Giltner..... 11/23
Christy Osborn.....Cairo..... 11/24
LeAnn Brown.....Oshkosh..... 11/28
Lori Kathol.....Dodge..... 11/29
Sharon Swails.....Ewing..... 11/30



NEBRASKA MUNICIPAL CLERKS' ASSOCIATION
League of Nebraska Municipalities



MEMO

DATE: August 1, 2021
TO: All Municipal Clerks and Deputy Clerks
FROM: Erin Saathoff, CMC, NMCA Secretary/Treasurer

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

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

NEBRASKA MUNICIPAL CLERKS' ASSOCIATION

to the following mailing address:

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

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

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

Thank you!

Erin Saathoff, CMC
NMCA Secretary/Treasurer



NEBRASKA MUNICIPAL CLERKS' ASSOCIATION
League of Nebraska Municipalities



**MEMBERSHIP DUES STATEMENT
2021-2022**

NAME: _____

TITLE: _____

ADDRESS: _____

MUNICIPALITY: _____

PHONE NUMBER: _____

E-MAIL ADDRESS: _____

<u>POPULATION OF MUNICIPALITY:</u>	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 International Institute of Municipal Clerks (IIMC) Member? Yes _____ No _____

Membership Card Requested? Yes _____ No _____

MONTH and DAY of your birthday (to be listed in the Clerks' Newsletter): _____

Please keep a copy for your records, if needed.

**MAKE CHECKS PAYABLE TO:
NEBRASKA MUNICIPAL CLERKS' ASSOCIATION**

PLEASE MAIL THIS COMPLETED FORM, ALONG WITH PAYMENT, BY DECEMBER 1ST TO:

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

United States Citizenship Attestation Form

For the purpose of complying with Neb. Rev. Stat. §§ 4-108 through 4-114, I attest as follows:

I am a citizen of the United States.

— OR —

I am a qualified alien under the federal Immigration and Nationality Act, my immigration status and alien number are as follows: _____, and I agree to provide a copy of my USCIS documentation upon request.

I hereby attest that my response and the information provided on this form and any related application for public benefits are true, complete, and accurate and I understand that this information may be used to verify my lawful presence in the United States.

PRINT NAME

(first, middle, last)

SIGNATURE

DATE

Nebraska Municipal Clerks Association

2022 Scholarship Information

The Nebraska Municipal Clerks' Association (NMCA) Scholarship is available to "All Nebraska Municipal Clerks and/or Deputy Clerk's attending Institute/Academy training, who are members of the Nebraska Municipal Clerks' Association."

The 2022 NMCA Scholarship Application is now available. Applications are also available online at <http://clerkinstitute.unomaha.edu/>

Please remember to complete the application in its entirety, including the following information:

- Email address.
- Name of Area Clerks' Association
- Number of times and amounts your Municipality has received a NMCA Scholarship in the past five years.
- A short narrative (**WHICH IS MANDATORY**) and must be included with the application. The narrative must state the reason(s) for your need and/or your municipality's need for financial assistance and must be specific.
- All lines must be filled in on the Scholarship application.
- Incomplete applications will not be considered for Scholarships.
- Must be a current member of the NMCA. All membership dues are payable in October of each year and the dues are for the Clerk, not the City and needs to be paid every year. The dues invoice is in the Nebraska Municipal Clerk's Newsletter and is online at the website listed above.
- All applications must include a complete copy of the United States Citizenship Attesting form. **THIS FORM IS MANDATORY** in order to be considered for a Scholarship and is included with the Scholarship form.

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

***Wendy McKain
NMCA Frist Vice President
Village Trenton***

NMCA Institue/Academy March 13 - 18, 2022

Nebraska Municipal Clerks Association

2022 Scholarship Application

The 2022 NMCA Scholarship Application is now available. Applications are also available online at <http://clerkinstitute.unomaha.edu/>

Name: _____ Title: _____

Address: _____ Municipality: _____

Zip: _____ Office Phone: _____ Cell Phone: _____

Email: _____

Name of Area Clerks' Association: _____

Last Census Population: _____ How long have you been a Clerk: _____

This is my ____ First ____ Second ____ Third year of attendance at Nebraska Clerks' Institute.

I ____ did ____ did not receive a scholarship to attend the first year.

I ____ did ____ did not receive a scholarship to attend the second year.

This is my ____ year attending Academy.

Number of times your Municipality received a NMCA Scholarship in the past five year's ____.

Please note how much scholarship aid your Municipality received for the Clerks' Institute or Academy in the past five (5) years from the NMCA: \$_____

A short narrative IS MANDATORY and must be included with your application. The narrative must state the reason(s) for your need and/or your Municipality's need for financial assistance from the NMCA Scholarship fund. (PLEASE BE SPECIFIC)

NMCA yearly dues MUST be paid and current to qualify for a scholarship.

Incomplete forms WILL NOT be considered for scholarships.

All scholarship forms MUST include the Citizenship Attestation form.

Please return this form and the citizenship Attestation form completed by December 1, 2021

Village of Trenton

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

NMCA Scholarship Application

PO Box 68

Trenton, NE 69044

Wendy.vtrenton@gmail.com

NMCA Institute/Academy March 13 - 18, 2022

Municipal Legal Calendar

(All statute citations to Revised Statutes of Nebraska)

NOVEMBER 2021 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)
On or before December 1..... TIF report due to Property Tax Administrator (18-2117.01)

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)
On or before December 1..... TIF report due to Property Tax Administrator (18-2117.01)