

# Nebraska Municipal Clerks Newsletter

March 2020

## MESSAGE FROM THE PRESIDENT

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

### March Madness

*The fickle weather in the month of March makes one wonder, "Is it spring or is it not?" Will the lion roar once more or can the lamb tame that roar and call it spring? Will the lion send us snowflakes in the air blown around by the north wind yet another time? We are baffled by the weather, but we can endure as we know the lamb will prevail.*

**SAVE THE DATE:** NMCA Clerk Institute and Academy will be held March 16-20, 2020 at the Holiday Inn in Kearney. REGISTRATION WILL CLOSE MARCH 6. Make sure you sign up. Ellen and the Education Committee have been working hard lining up great speakers and topics. Please take time to fill out the evaluation forms from the conference. It is a great tool to help Ellen and the Education Committee know what to address for future conferences. A special "THANK YOU" goes out to those who have stepped forward to facilitate a round table.

**A letter has been sent** to several Clerks who have received scholarships from Piper Jaffray Company. Piper Jaffray Company gave a generous donation of \$3,000 to be applied toward scholarships for the 2020 Clerks Conference. If you are a recipient of that generosity, please take time to thank them.

**There will be a "Meet and Greet"** held on Wednesday immediately following the last session. Be sure to attend to help recognize the vendors and socialize with your fellow Clerks. A schedule change this year involves the Celebration of Clerks and meeting. It will be held during



the Thursday lunch from 12:30-2:15 p.m. Everyone is encouraged to wear his or her association shirt during this celebration. Lunch will be provided.

**"Color Your World"** is the theme for the banquet at the Clerks conference. The attire for the evening is business/casual. The Heartland Clerks Association is busy with preparations. I am so excited to have impressionist artist Todd Williams (a native of Central City) come to our banquet. Check out his website!

The Nebraska Municipal Clerks Association (NMCA) Nominating Committee is still seeking interested candidates to fill the Secretary/Treasurer position on the NMCA Board. Below is an excerpt from the NMCA Constitution and By-Laws regarding what the position involves:

### **SECTION 4. SECRETARY-TREASURER**

*The Secretary-Treasurer shall conduct the corre-*

*Continued on next page*

## MESSAGE FROM THE PRESIDENT

*Continued from previous page*

*spondence of NMCA and shall publish ballots in connection with elections and amendments to these By-laws as outlined in these By-laws.*

*The Secretary-Treasurer shall keep an accurate record of the proceedings of all regular, special, and Executive Committee meetings of NMCA. The Secretary-Treasurer shall publish all minutes in the Nebraska Municipal Clerks Newsletter.*

*The Secretary-Treasurer shall keep a list of names and addresses of all members of NMCA.*

*The League of Nebraska Municipalities shall provide bookkeeping, accounting, and auditing at cost to NMCA and shall provide written reports thereon.*

*The League of Nebraska Municipalities shall pay all bills of NMCA approved by the President and/or Secretary-Treasurer of NMCA and shall keep an itemized record of all receipts and expenditures, together with all other financial records in a permanent file.*

*The Secretary-Treasurer shall keep all other records and letters of continuing value to NMCA and its officers in a permanent file to be transferred to his/her successor at the end of his/her term. After five (5) years, historical documents shall be forwarded to the League of Nebraska Municipalities for safe keeping.*

If you are interested, please contact any member of the Nominating Committee: RaNae Edwards ([redwards@grand-island.com](mailto:redwards@grand-island.com)), Lauren Brandt ([lbrandt@kearneygov.org](mailto:lbrandt@kearneygov.org)) or Kandra Kinne ([kkinne@swnebr.net](mailto:kkinne@swnebr.net)).

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/professionial-programs/nmci-2016.php>. The scholarship program was established in 1986 for Clerks attending IIMC Institutes. Since the program's inception, more that 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, finding programs taking place June 1, 2020 - May 31, 2021.

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

### **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. More information is available at the website: <https://www.iimc.com/165/2020-IIMC-Annual-Conference>.

*Continued on next page*

## MESSAGE FROM THE PRESIDENT

*Continued from previous page*

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. The details are on the IIMC Website.

**Congratulations** to the following individuals for receiving their CMCs:

- Raquel Felzien from the City of Franklin
- Amy Mason from the City of Wymore
- Carol A. Maxson from the City of Wymore

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

**Cathie Walker of Phillips** and I are continuing to collect past and present pictures of the Nebraska Clerks. We are putting together scrapbooks for them. The scrapbooks will be displayed at the Clerks Conference.

**Secretary/Treasurer** Elizabeth Butler from Omaha would like me to remind everyone that the NMCA dues cover the period of Oct. 1-Sept. 30 each year. You can contact Elizabeth at [elizabeth.butler@cityofomaha.org](mailto:elizabeth.butler@cityofomaha.org), if you have questions about your dues or to confirm that your dues are paid.

**Looking forward** to seeing everyone at the 2020 Clerk's Conference in March!

**This is my last newsletter.** I hope that I have kept you informed of what is going on throughout the year. I also hope that you have enjoyed my anecdotes, poems, stories and short snippets, as I do like to write.

*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](mailto:centralcityclerk@hotmail.com)*

## APRIL BIRTHDAYS

Vicki Focken .....	Douglas .....	4/2
Chris Shuck .....	Edgar .....	4/3
Becky Erdkamp .....	Exeter .....	4/4
Deanna Perry .....	Shelby .....	4/10
Nancy Kopejtka .....	Atkinson .....	4/11
Kelly Brooke .....	Benedict .....	4/11
Kathy Hengelfelt .....	Stromsburg .....	4/13
Suzanne Borchert .....	Steinauer .....	4/15
Linda Jines .....	Alliance .....	4/16
Cheryl Riech .....	Valparaiso .....	4/16
Sandra Schendt .....	Nelson .....	4/19
Galín Heimann .....	Pilger .....	4/22



Deanna Brown .....	Indianola .....	4/25
Karolyn McElroy .....	Tekamah .....	4/26
Elizabeth Butler .....	Omaha .....	4/30

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 \_\_\_\_\_

	<b>Early Registration</b> <i>By June 28</i>	<b>Registration</b> <i>July 1-August 21</i>	<b>Late Registration</b> <i>After August 21</i>
<b>Full IIMC Region VIII Registration</b>	<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

<b>One Day Only Registration</b>			
<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  Yes  No  
 I will be attending the Historic Records "Road Trip" Wednesday  Yes  No  
 I will be attending the Banquet on Thursday evening  Yes  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](http://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.**

# Municipal Legal Calendar

(All statute citations to Revised Statutes of Nebraska)

## APRIL 2020

### 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 following Council meeting.....	Clerk publishes official proceedings of meeting. (19-1102)
End of each quarter .....	Report from depository banks. (16-714)
Semiannually .....	Mayor and Council publish a statement of receipts and expenditures (16-722)
Within 20 days after end of month.....	Treasurer files monthly financial report. (16-318)
April 30.....	Liquor licenses (other than Class C) expire unless renewed. (53-124)
** .....	Clerk must prepare agenda prior to next Council meeting. (84-1411)

### CITIES OF THE SECOND 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 or posts ordinances passed. (17-613)
Within 30 days following Council meeting.....	Clerk publishes official proceedings of meeting. (19-1102)
Within 20 days after end of month.....	Treasurer files monthly financial report. (17-606)
April 30.....	Liquor licenses (other than Class C) expire unless renewed. (53-124)
** .....	Clerk must prepare agenda prior to next Council meeting. (84-1411)

### VILLAGES

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 or posts ordinances passed. (17-613)
Within 30 days following Council meeting.....	Clerk publishes official proceedings of meeting. (19-1102)
Within 20 days after end of month.....	Treasurer files monthly financial report. (17-606)
April 30 .....	Liquor licenses (other than Class C) expire unless renewed. (53-124)
** .....	Clerk must prepare agenda prior to next Board meeting (84-1411)