

Nebraska Municipal Clerks Newsletter

February 2020

MESSAGE FROM THE PRESIDENT

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

Hearts that Talk

I have set the table with a candy dish of pastel-colored candy hearts in between two lit candles. My true love is across the table enjoying a special dinner that I have prepared. Sure, in a matter of a half an hour we will be in the living room being entertained by the television set before we are both asleep in our easy chairs. Finally, we will retire and call it an evening. But for now, he reaches into the candy dish and picks a yellow heart. He reads it out loud: "Be Mine." I return his moment and pick out a pink heart from the dish. I simply whisper what it says: "I Love You."

SAVE THE DATE: NMCA Clerk Institute and Academy will be held March 16-20, 2020 at the Holiday Inn in Kearney. Registration is open so make sure you sign up for the early bird discount. EARLY BIRD DISCOUNT CLOSING FEB. 7! 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.

A schedule change this year is the Celebration of Clerks and meeting. It will be held during the Thursday lunch between 12:30-2:15 p.m. Everyone is encouraged to wear their association shirts during this celebration.

"Color Your World" is the theme for the banquet at the Clerk's conference. The attire for the evening is business/casual. The Heartland Clerks



iStock.com

Association is busy with preparations. I am so excited to have impressionist artist Todd Williams (a native of Central city) to come to our banquet. Check out his website!

The Nebraska Municipal Clerks' Association (NMCA) Nominating Committee is 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 correspondence 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 Execu-

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MESSAGE FROM THE PRESIDENT

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tive 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, contact any member of the Nominating Committee: RaNae Edwards (redwards@grand-island.com), Lauren Brandt (lbrandt@kearyney.gov.org), or Kandra Kinne (kkinne@swnebr.net).

Attached to this newsletter is the dues form.

A reminder that the League Midwinter Conference is coming up Feb. 24-25 in Lincoln at the Cornhusker Marriott Hotel. We will have a general meeting on Monday, Feb. 24, at 4:15 p.m. with a board meeting immediately following. If you have any items you would like to discuss at the meeting, please let me know so that I may include them on the agenda.

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/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, finding programs taking place between June 1, 2020-May 31, 2021.

More Information is available at <https://www.unomaha.edu/college-of-public-affairs-and-community-service/public-administration/professional-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.

The 2020 Conference Grant Application period opened Oct 1, 2019 and extends through Feb. 12, 2020.

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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>.

If you are planning on attending the IIMC Conference in St. Louis, Mo. in May 2020, the rooms are available for booking. The details are on the IIMC Website.

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.

Remember your Valentine on Feb. 14. Happy February!

*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*

Legislature offers hot line during session

During the legislative session, the Clerk of the Legislature's Office offers a hot line from 8 a.m. to 5 p.m.

Hot line staff will answer questions about the status of bills or requests for information. This service also is available to any person who is hearing impaired and/or speech impaired. Before 8 a.m., or after 5 p.m. during the week and on weekends and state holidays, callers will hear a recorded message of the next legislative day's agenda. Legislative hot line numbers are: Lincoln - 402-471-2709; Other areas in Nebraska - 800-742-7456.

Mark your calendars

Midwinter Conference

Feb. 24-25, 2020

Cornhusker Marriott Hotel, Lincoln

MARCH BIRTHDAYS

Donna Rust.....	Chadron.....	3/1
Pamela Rasmussen	Gibbon	3/1
Arlene Vorce.....	Davenport.....	3/1
Tami Comte.....	David City	3/2
Samantha Jackson.....	Bayard.....	3/4
Rita Robinson.....	Cedar Rapids	3/5
Barb Church.....	Clarks.....	3/5
Pamela Buethe	La Vista	3/6
Brandi Kloepping.....	Gothenburg	3/7
Crystal Lensen.....	Wynot.....	3/7
Janelle Moran	Tecumseh.....	3/13
Tricia Allen	Blue Hill	3/14
Nicole Brown.....	Papillion.....	3/21
Connie Jo Beck.....	St. Paul	3/21
Evelyn Skelton	Wauneta	3/22
Janet Diehl	Superior	3/24
Kerri Miller	Tecumseh.....	3/25



Becky Calderone.....	Oxford	3/26
Jo Leyland.....	Imperial.....	3/27
Linda Cech.....	Clarkson	3/28
Jeanne Speckmann.....	Cook	3/28
Sara Krehnke.....	Bruning.....	3/28
Andrea Davis.....	Republican City.....	3/29
Joan Mejsstrik	Schuyler	3/31

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.



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)

MARCH 2020

CITIES OF THE FIRST CLASS

Within 10 working 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 meetings, including claims. (19-1102)
Within 20 days after end
of month..... Treasurer files monthly financial report. (16-318)
Each Quarter Report from Depository banks due. (16-714)
* * Clerk must prepare agenda prior to next Council meeting. (84-1411)

CITIES OF THE SECOND CLASS AND VILLAGES

Within 10 working 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 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 meeting. (84-1411)

VILLAGES

Within 10 working 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
Board meeting..... Clerk publishes official proceedings of meeting, 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 Board meeting. (84-1411)