

Nebraska Municipal Clerks Newsletter

February 2019

MESSAGE FROM THE PRESIDENT

*RaNae Edwards, MMC, City Clerk, City of Grand Island
NMCA President*

NMCA MEMBERSHIP MEETING – Plan on attending the NMCA General Membership meeting Feb. 25, 2019, at 4:15 p.m. at the Cornhusker Marriott Hotel in Lincoln in conjunction with the League of Nebraska Municipalities 2019 Midwinter Conference. If anyone has any items you want added to the agenda, please get them to me by Feb. 20, 2019, at redwards@grand-island.com or call me at (308) 385-5444 Ext. 111.

NEXT MONTH IS THE NMCA CLERK INSTITUTE AND ACADEMY – I hope you plan to attend and have your registration sent in for the NMCA Clerk Institute and Academy set for March 18-22, 2019, at the Younes Conference Center in Kearney. The registration deadline is Feb. 28, 2019. You should have received a tentative agenda Jan. 28, 2019. There are some great sessions planned, thanks to Ellen and the Education Committee.

It's hard to believe another year has gone by. After the conference, I'll be turning the Presidency over to Linda Jensen, City Clerk from Central City. As



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per our By-Laws and Constitution, the changes in Officers/Directors will take place at the end of our conference.

As always, the banquet on Thursday evening, March 21, will be a highlight of our week together. This year, we will celebrate all Clerks and the job they do for their communities. There will be time after the banquet to stay and visit. Dress will be semi-formal, similar to last year.

IIMC DIRECTOR MEMBERSHIP CHALLENGE – as your Region VIII Director, I want to thank those of you who have signed up for IIMC membership by using the Region Director Membership Challenge form. As of Jan. 25, 2019, we were tied to win the two free registrations for the IIMC Annual Conference in Birmingham, Ala. If you are not a member of IIMC or know someone who might be interested in be-

HAPPY
Valentine's Day

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MESSAGE FROM THE PRESIDENT

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coming a member, I would encourage you to use the form included with this newsletter. The deadline for the challenge is March 1, 2019.

IIMC GRANTS AVAILABLE – IIMC Foundation gives two grants for each Region each year. These grants would cover your registration fee to the Annual Conference in Birmingham, Ala., May 19–22, 2019. See attached application form.

IIMC Message

The IIMC sent the message below to NMCA President RaNae Edwards. A flyer for the Hawaii raffle is on the next page.

State/Provincial Presidents:

The IIMC Foundation can use your help! Please distribute the included Hawaii raffle opportunity flyer to your membership. For over 15 years, American Legal Publishing has gifted this trip to the Foundation and sends two folks each year on a wonderful Hawaii vacation for a week, airfare included!

The Foundation's only mission is to continue raising funds for scholarships and other IIMC education programs. This raffle is a major fundraiser for the Foundation.

On another note, recently you received an announcement of vacancies on the IIMC Foundation Board of Directors. We appreciate you spreading the word on these opportunities and look forward to new faces and ideas.

CONGRATULATIONS – to Gwenda Horky from the City of Sargent and Lori Hogan from the Village of Cortland for receiving their CMC designation from IIMC. Way to go!!

“What the world really needs is more love and less paperwork.” – Pearl Bailey, Actress

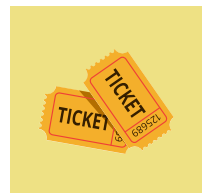
**RaNae Edwards, MMC
NMCA President
City Clerk, City of Grand Island
100 East 1st Street, Grand Island, NE 68801
308-385-5444 Ext. 111
redwards@grand-island.com**

I'm happy to answer any questions you may have – Thank You!

**Colleen J. Nicol, City Clerk
IIMC Foundation President
City of Riverside
City Clerk's Office
951.826.5557**

Northeast Clerks Association to raffle off Husker tickets

The Northeast Clerks Association will be raffling off two Husker football tickets and two-to-four Husker volleyball tickets as a fundraiser in place of the Silent Auction at the 2019 Clerk Institute and Academy in Kearney, which will take place March 18-22.



Say "Aloha" to Hawaii

Sponsored by the IIMC Foundation and American Legal, this education fundraiser can land you in beautiful Hawaii. When you support IIMC education programs, you can win a trip for two to Hawaii, including airfare and a week's hotel on Waikiki Beach.

With tickets available at \$20 each or 3 for \$50, take a chance ... or two or three! It's all for a good cause—furthering clerks' education through scholarships and IIMC education programs.

**Sponsored by
American Legal Publishing Corporation**

*All proceeds support the IIMC Foundation
and IIMC education programs*



2017 winner Nova Romero from Monterey Peninsula Regional Water Authority, CA

Name _____ \$ _____

Phone _____ Email _____

City _____ State/Province/Country _____

☐ **I will pay by check** - Return flier and check payable to IIMC Foundation to: IIMC Foundation Treasurer, P. O. Box 686, Dysart, IA 52224

☐ **I will pay by credit card** - Return flier with information completed below to: IIMC Foundation Treasurer, P. O. Box 686, Dysart, IA 52224

Visa/MasterCard/AmEx# _____ Expiration date _____

Signature _____ Please charge this amount \$ _____

**Winner drawn at IIMC Annual Conference in Birmingham, AL, on May 22, 2019. Winner need not be present to win.
For ticket numbers or stubs email rbohlhauer@amlegal.com**

www.iimcfoundation.com



League magazine available on website

The League of Nebraska Municipalities wants to remind Clerks that the *Nebraska Municipal Review* is available on the League's website at <http://www.lonm.org/> under the "News" tab.

As always, we encourage you to share the news from your city or village 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 or lynnm@lonm.org by e-mail.

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.

MARCH BIRTHDAYS

Arlene Vorce.....	Davenport	3/1
Pamela Rasmussen	Gibbon	3/1
Tami Comte.....	David City	3/2
Rita Robinson.....	Cedar Rapids	3/5
Brandi Kloepping.....	Gothenburg	3/7
Stacy Nichols.....	Benkelman	3/9
Tricia Allen	Blue Hill	3/14
Nicole Brown.....	Papillion.....	3/21
Tammy Leeling	Terrytown	3/22
Kelly Peden	Cozad.....	3/23
Janet Diehl	Superior	3/24
Becky Calderone.....	Oxford	3/26
Jo Leyland.....	Imperial	3/27
Linda Cech.....	Clarkson	3/28
Kelsey Backer	Randolph.....	3/28



Ruth Greenough.....	Waterbury	3/28
Sarah Krehnke.....	Bruning.....	3/29
Jenna Garcia.....	Omaha	3/30
Joan Mejsrik	Schuyler	3/31

Municipal Legal Calendar

(All statute citations to Revised Statutes of Nebraska)

APRIL 2019

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 PassageClerk 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)
SemiannuallyMayor 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 30Liquor licenses (other than Class C) expire unless
renewed. (53-124)
**Clerk must prepare agenda prior to next Board
meeting (84-1411)



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, 2019

☐ 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

BD18-19

FULL MEMBER

Full members are Municipal Clerks, City Secretaries, Records, 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



2019 IIMC Annual Conference Grant Application TWO Grants Per Region



Conference Grant Program offers eligible members
complimentary registration to attend the IIMC Annual Conference in
Birmingham, Alabama, May 19 through May 22, 2019

Conference Grant Program allows two IIMC members in each Region (I through XI) an opportunity to receive a Grant award covering registration expenses for the 2019 IIMC Annual Conference. If you are interested in applying for a Conference Grant and match the criteria below, print this application form, complete in full, and submit it to IIMC Headquarters at the address below. Applications will be sent to each IIMC Region Director after the deadline date. Region Directors will confirm each applicant's eligibility, review all submissions, and submit their award nominations/selections to IIMC Headquarters for recipient notification.

To be considered, your Application MUST be at IIMC Headquarters by February 12, 2019.

Name _____ Title _____
Municipal Employer _____ Population _____
Street Address _____ City _____
State/Province/Country _____ Postal/Zip _____
Telephone _____ E-mail _____
Applicant's Signature _____

CRITERIA

- Region Directors shall be responsible for selecting TWO Members to receive the Grant from their Region
- Preference will be given to IIMC Members who are working toward the CMC designation. Second preference will be given to IIMC Members who are working on their MMC designation.
- Applicants **must have an Admission for CMC or MMC Application on file with IIMC**
- Applicants must be active Members of IIMC (full or additional full member)
- Applicants must show proof from their municipality that they are authorized to attend the Conference and provide for their own accommodations, transportation, and meal expenses.
- Grants must be used for the 2019 Conference and cannot be rolled over into another year
- No other conference discounts apply with this Grant
- GRANTS ARE NON-TRANSFERABLE

On a separate sheet of paper, write an article (300 to 800 words) for possible publication in the IIMC *E-News Digest* highlighting a best practice, unique project, or other program implemented in your municipality in which you take particular pride and would like to share with your colleagues. In arriving at an appropriate selection Region Directors will take account of the quality of the article which is submitted. Applicants agree that, if of sufficient quality, their article may be published in the *E-News Digest*, whether or not they receive an award.

If you've attended an IIMC Annual Conference in the past, please indicate the year(s) attended: _____

With your Application, please submit:

- Proof that time to attend the conference will be granted from your municipality.
- Proof that funds are available to pay expenses for travel, housing and meals.
- Your 300 to 800 word article

E-mail application to Ashley DiBlasi at ashley@iimc.com

8331 Utica Ave. Suite 200 • Rancho Cucamonga, CA 91730

To be considered, E-mail your application to IIMC by February 12, 2019.