MESSAGE FROM THE PRESIDENT

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

Take a Walk with Me

The sun is shining and the sky is a vibrant blue. Let’s put on our snow boots, coats, hats and mittens and stroll through this glorious winter wonderland. The air is cold and we can see our breath as we express to each other our thoughts during this morning’s January bliss. But we pay no mind to the cold as the beauty of the winter scene before our eyes takes away all of our other senses. The sunlight shows through the ice-covered branches and sparkles. A picture to behold like no other. We hear the crunch of our footsteps as we make boot prints in the newly fallen snow. Sh! Let’s stop and listen. The snow has absorbed the sounds: so serene, so tranquil. For the moment, the world is at peace.

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.

Attached to this newsletter is the dues form. 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 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, funding programs taking place from June 1, 2020 - May 31, 2021.
MESSAGE FROM THE PRESIDENT

Continued from previous page


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, the IIMC Foundation will cover the cost of your IIMC Annual Conference Registration.


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.

Congratulations to Janine Schmidt from the Village of Morrill for receiving her CMC (Certified Municipal Clerk).

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

In this edition of the newsletter, you will find the nomination form for the Outstanding Clerk of the Year. The nomination deadline is Jan. 10, 2020.

Have a great January!

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

FEBRUARY BIRTHDAYS

Jeanie Schmidt................. Campbell .......... 2/4
Theresa Busse.................. North Bend ........ 2/6
Shawna Kubik.................. Homer ............. 2/6
Carol Martin................... Gering ............. 2/7
Lisa Smith..................... Shelton .......... 2/10
Kathy Welfl.................... Gering ............. 2/11
Erin Reimer................... Fairbury .......... 2/11
Lori Vorderstrasse........... Hastings .......... 2/11
Leora Hofmann............... Pleasanton ...... 2/14
Nancy Walsh.................. South Sioux City .. 2/14
Lanette Doane............... Ansley .......... 2/18
Donna Tannahill.......... Arapahoe .......... 2/18
Cynthia Ouraoa........... Colon .......... 2/20
Kelly Oelke................... Hickman ......... 2/25
Staci Hayden................ Sprague ........ 2/27
Nebraska Municipal Clerks’ Association
OUTSTANDING CLERK AWARD
NOMINATION FORM

*PLEASE TYPE OR PRINT**

Deadline for nominations is Friday, January 10, 2020

Please Note: Nominees shall have served as municipal clerk for a minimum of 3 years.

_______ 1st Class City or larger ________ 2nd Class City ________ Village

I hereby nominate the following City/Village Clerk for the Nebraska Municipal Clerks’ Association’s “Outstanding Clerk Award”:

NAME OF CLERK NOMINATED: __________________________________________

Clerk’s Mailing Address: _______________________________________________

                                                                 ____________

Clerk’s E-mail Address: _______________________________________________

Date: ________________________ Signature __________________________________

                      Title ______________________________________________________

                      Mailing Address __________________________________________

                      City/Village _____________________________________________

                      Zip Code _________________________________________________

                      Telephone ________________________________________________

A questionnaire will be mailed to your nominee for outstanding clerk.

PLEASE RETURN THIS NOMINATION FORM TO:

                      Donna Rust, Chairperson
                      NE Municipal Clerks’ Awards Committee
                      PO Box 390
                      Chadron, NE 69337
Another education opportunity is the Region VIII conference in Park City, Utah to be held Sept. 23-25, 2020.
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
Attending theses conferences is a great way to earn points toward obtaining your CMC or MMC.
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
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 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
_________________________________________________________
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)

FEBRUARY 2020

CITIES OF THE FIRST CLASS
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)
On or before second Monday ....................Annual Library Board report due. (51-213)
Within 30 days from Council meeting..............Clerk publishes official proceedings of meeting. (19-1102)
Within 20 days after end of month ...............Treasurer files monthly financial report. (16-318)

* * *
Clerk must prepare agenda prior to next Board meeting. (84-1411)

CITIES OF THE SECOND CLASS
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)
On or before second Monday ....................Annual Library Board report due. (51-213)
Within 30 days from Council meeting..............Clerk publishes official proceedings of meeting. (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 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)
On or before second Monday ....................Annual Library Board report due. (51-213)
Within 20 days from Trustees' meeting..............Clerk publishes official proceedings of meeting. (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)