

# Nebraska Municipal Clerks Newsletter

January 2019

## MESSAGE FROM THE PRESIDENT

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

**HAPPY NEW YEAR!** I hope everyone had a great holiday season. What a wonderful time of year. December is such a busy time of the year and this year was no exception for me. I had my month all planned out with the Council reorganization meeting on the 4th, several Christmas parties planned, and the usual year-end "stuff." I was so looking forward to a hectic month until I came down with pneumonia and was admitted to the hospital on Dec. 2 for six days. Boy, did that change my whole month. I have never been so tired or sick in all my life. So, two weeks off work for complete bed rest and then the rest of the month working half days. I am finally feeling like my old self and back to work fulltime. Needless to say, I'm still trying to get caught up and, as a result, this month's *Newsletter* will be short.

### **CONGRATULATIONS** on a job well done!!

The following individuals have received their CMC designation from IIMC in 2018:

Tarah Krejci	Alliance
Lori Schmidt	McCook
Erin Saathoff	Beatrice
Karolyn McElroy	Tekamah
Stephanie Wright	Broken Bow
Pamela Rasmussen	Gibbon
Jane Dailey	Crawford
Ronni Harding	Bartley

The following individuals have received their MMC designation from IIMC in 2018:

Andrew Devine	Albion
Betty McGuire	Wayne



*iStock.com*

**LESS THAN 3 MONTHS FOR THE NMCA CLERK INSTITUTE AND ACADEMY** scheduled for March 18-22, 2019 at the Younes Conference Center in Kearney. I look forward to seeing everyone there.

Have a great January!

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



## **Benefits of Membership**

### **HISTORY**

Founded in 1947 the International Institute of Municipal Clerks is the leading professional nonprofit association of Municipal Clerks, Secretaries and Records from cities and towns around the world.

IIMC sponsors continuing education programs, engages in research on common problems, and fosters a spirit of mutual assistance and good fellowship among Clerks everywhere. Its 10,000 members represent municipalities with less than 2,500 to more than 10 million people.

### **BENEFITS OF MEMBERSHIP**

As a Municipal Clerk, you are continually asked to produce more with less. There are always too many questions and not enough answers. IIMC is your Source for educational programs, technical support, resources and publications. Your membership opens many doors:

- Networking
- Resource Center
- Publications
- Education
- Professional Support
- Certification Programs
- Advanced Academy
- Annual Conference

IIMC helps you find solutions to everyday problems, enhance critical professional skills and improve your performance at work. As a member, you and your municipality can rely on IIMC to help you become more efficient and productive.

Join IIMC now. Tap into the ONLY source exclusively dedicated to the advancement of Municipal Clerks.

### **NETWORKING**

- Connect with more than 10,000 colleagues worldwide in municipalities from Maine to Alaska to South Africa
- Attend Annual Conferences for a four days of specialized continuing education, problem-solving and camaraderie
- Attend a Municipal Clerk's Educational Institute. The contacts you make there are a source of year-round support to you.
- Receive updates on programs and events in your State, Regional or Provincial Clerks Association.
- Join an IIMC Committee.
- Run for a position on the Board of Directors.

- Referrals to Clerk experts in various functions.
- Special publications, dvd's and handbooks
- Electronic communication to exchange information.

#### **TYPES OF MEMBERSHIP**

Anyone subscribing to the ideals and purposes of IIMC is eligible for membership. Benefits include all of the Association's services and publications free of charge or at substantial discount.

#### **MEMBERSHIP DEFINITIONS:**

**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 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 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.

Information and applications are available on our website at [www.iimc.com](http://www.iimc.com). Please contact Janis Daudt, our Director of Member Services if you have any questions about IIMC. We look forward to hearing from you soon.

#### **INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS**

8331 Utica Avenue, Suite 200

Rancho Cucamonga, CA 91730

PHONE: (909) 944-4162 FAX: (909) 944-8545

E-mail: [Janis@iimc.com](mailto:Janis@iimc.com)





## 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: Ra'Nae Edwards Date: November 2018

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.

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### ANNUAL DUES

#### Full Member Population

- up to 20,000 -- \$160
- 20,001 to 200,000 -- \$200
- Over 200,001 -- \$260
- Outside North America -- \$50

- Additional Full Member \$100
- Associate Member \$100
- Retired \$25
- Overseas Associate Member \$50

## 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](mailto: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.

## FEBRUARY BIRTHDAYS

Nancy Schaad.....	Leigh .....	2/1
Jill Hoefler.....	Firth .....	2/2
Melanie Johnston.....	Hemingford .....	2/3
Shawna Falsaas.....	Tilden .....	2/3
Jeanie Schmidt.....	Campbell .....	2/4
Barbara Mikkelsen.....	Aurora.....	2/6
Lori Schmidt.....	McCook.....	2/6
Theresa Busse.....	North Bend.....	2/6
Carol Martin.....	Gering .....	2/7
Jane Dailey .....	Crawford.....	2/9
Kathy Welfl .....	Gering .....	2/11
Lori Vorderstrasse.....	Hastings .....	2/11
Diane Rewinkel.....	Homer.....	2/11
Robin Christen .....	Anselmo.....	2/12
Cora Calkins .....	Page.....	2/12
Leora Hofmann.....	Pleasanton .....	2/14
Nanci Walsh.....	South Sioux City.....	2/14
Lanette Doane.....	Ansely.....	2/18



Donna Tannahill .....	Arapahoe.....	2/18
Allyson Peshek.....	Fairfield .....	2/19
Linda Carroll .....	Fairmont .....	2/21
Amy Allen.....	Stapleton.....	2/21
Susan Kohmetscher .....	Blue Hill .....	2/22
Sandra Meyer .....	Plattsmouth.....	2/24
Kelly Oelke .....	Hickman.....	2/25
Beth Bonderson .....	Hoskins .....	2/27



## WIN BIRMINGHAM CONFERENCE REGISTRATION AND 4-NIGHTS HOTEL

Thanks to the generous donation from IIMC, the IIMC Foundation is offering you an opportunity to win a four (4) nights lodging and one (1) free 2019 Conference Registration Package during the upcoming conference in Birmingham Alabama in May of 2019! Enter to win today!

This package is valued at \$1,600.

Name \_\_\_\_\_ \$ \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

City \_\_\_\_\_ State/Country \_\_\_\_\_

**Tickets are \$5 each or 5 for \$20**

- ☐ **I will pay by check** – Please make check payable to IIMC Foundation.
- ☐ **I will pay by credit card** – Complete information below:

Credit Card No. \_\_\_\_\_ Expiration date \_\_\_\_\_

Signature \_\_\_\_\_ Please charge this amount \$ \_\_\_\_\_

**Winner to be drawn on January 15, 2019!**

**Mail this flyer today along with your payment to:**

**IIMC Foundation Treasurer  
Roxanne Schneider  
PO Box 686  
Dysart IA 52224**



**Thank you for your support!**

All proceeds support the IIMC Foundation and IIMC education programs.

Nebraska Municipal Clerks' Association

OUTSTANDING CLERK AWARD  
NOMINATION FORM

**\*\* PLEASE TYPE OR PRINT\*\***

**Deadline for nominations is Friday, January 11, 2019**

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

\_\_\_\_\_ 1<sup>st</sup> Class City or larger    \_\_\_\_\_ 2<sup>nd</sup> 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:

Geri Anthony, Chairperson  
NE Municipal Clerk's Awards Committee  
P.O. Box 79  
Sidney, NE 69162

# Municipal Legal Calendar

(All statute citations to Revised Statutes of Nebraska)

## MARCH 2019

### CITIES OF THE FIRST CLASS

On or before March 1 ..... One and six year plans are due at the Nebraska Department of Roads,  
Board of Public Roads, City Classification and Standards, March 1, 2019.  
(39-2115 to 39-2119)

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

On or before March 1 ..... One and six year plans are due at the Nebraska Department of Roads,  
Board of Public Roads, Classification and Standards, March 1, 2018.  
(39-2115 to 39-2119)

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

On or before March 1 ..... One and six year plans are due at the Nebraska Department of Roads,  
Board of Public Roads, Classification and Standards, March 1, 2019.  
(39-2115 to 39-2119)

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)