

# Nebraska Municipal Clerks Newsletter

December 2018

## MESSAGE FROM THE PRESIDENT

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

### I HOPE EVERYONE HAD A GREAT THANKSGIVING

and didn't eat too much. These holidays can wreak havoc with any diet, but who's dieting at this time of year? We need those few extra pounds to keep warm this winter, right?

**NMCA EXECUTIVE BOARD SPECIAL MEETING** was held by conference call Thursday, Nov. 8, 2018 at 2 p.m. Approved was the 2018-2019 NMCA budget. Also discussed was having a Strategic Planning meeting for the Executive Board and the possibility of having an Athenian Dialogue.

**DON'T FORGET - NMCA DUES** for 2018-2019 are now due. Included in this *Clerks Newsletter* is the form. Remember, the dues need to be paid in order to receive a scholarship.

**NMCA CLERK INSTITUTE AND ACADEMY** will be held March 18-22, 2019 at the Younes Conference Center in Kearney. Registration is now open. Make sure you sign up for the early bird discount. You won't want to miss this educational opportunity and the chance to meet with fellow Clerks. Ellen and the Education Committee have done a fantastic job of lining up speakers and topics. You won't be disappointed. I'm looking forward to seeing everyone there. This year will be a "Celebration of Clerks." Come and join the fun.

**NMCA SCHOLARSHIPS.** Make sure you apply for the 2019 NMCA Scholarship. You will need to have



*iStock.com*

your NMCA dues paid before a scholarship can be awarded. The scholarship forms are included in this *Newsletter*. In the past, we have been able to fund the full registration fee for Clerks attending for the first time and then decreasing amounts for each year afterward. The Nebraska Department of Economic Development has graciously given NMCA \$5,000 to go toward scholarships.

**MERRY CHRISTMAS.** What a wonderful time of the year. Remember the reason for the season. We are so blessed to be living where we do. Take time to enjoy your family and friends during this busy season.



## **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.

#### 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 -- \$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

# Nebraska Municipal Clerks Association

## 2019 Scholarship Information

The Nebraska Municipal Clerks' Association (NMCA) Scholarship is available to "All Nebraska Municipal Clerks and/or Deputy Clerk's attending Institute/Academy training, who are members of the Nebraska Municipal Clerks' Association."

The 2019 NMCA Scholarship Application is now available. Applications are also available online at <http://clerkinstitute.unomaha.edu/>

Please remember to complete the application in its entirety, including the following information:

- Email address.
- Name of Area Clerks' Association
- Number of times and amounts your Municipality has received a NMCA Scholarship in the past five years.
- A short narrative (**WHICH IS MANDATORY**) and must be included with the application. The narrative must state the reason(s) for your need and/or your municipality's need for financial assistance and must be specific.
- All lines must be filled in on the Scholarship application.
- Incomplete applications will not be considered for Scholarships.
- Must be a current member of the NMCA. All membership dues are payable in October of each year and the dues are for the Clerk, not the City and needs to be paid every year. The dues invoice is in the Nebraska Municipal Clerk's Newsletter and is online at the website listed above.
- All applications must include a complete copy of the United States Citizenship Attesting form. **THIS FORM IS MANDATORY** in order to be considered for a Scholarship and is included with the Scholarship form.

***Application deadline is December 18, 2018 and awards will be made before the end of January 2019.***

***Linda Jensen, MMC  
NMCA First Vice President  
City of Central City***

## NMCA Institute/Academy March 18 - 22, 2019

# Nebraska Municipal Clerks Association

## 2019 Scholarship Application

The 2019 NMCA Scholarship Application is now available. Applications are also available online at <http://clerkinstitute.unomaha.edu/>

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ Municipality: \_\_\_\_\_

Zip: \_\_\_\_\_ Office Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Name of Area Clerks' Association: \_\_\_\_\_

Last Census Population: \_\_\_\_\_ How long have you been a Clerk: \_\_\_\_\_

This is my \_\_\_\_\_ First \_\_\_\_\_ Second \_\_\_\_\_ Third year of attendance at Nebraska Clerks' Institute.

I \_\_\_\_\_ did \_\_\_\_\_ did not receive a scholarship to attend the first year.

I \_\_\_\_\_ did \_\_\_\_\_ did not receive a scholarship to attend the second year.

This is my \_\_\_\_\_ year attending Academy.

Number of times your Municipality received a NMCA Scholarship in the past five year's \_\_\_\_\_.

Please note how much scholarship aid your Municipality received for the Clerks' Institute or Academy in the past five (5) years from the NMCA: \$ \_\_\_\_\_

A short narrative IS MANDATORY and must be included with your application. The narrative must state the reason(s) for your need and/or your Municipality's need for financial assistance from the NMCA Scholarship fund. (PLEASE BE SPECIFIC)

NMCA yearly dues MUST be paid and current to qualify for a scholarship.

Incomplete forms WILL NOT be considered for scholarships.

All scholarship forms MUST include the Citizenship Attestation form.

**Please return this form and the citizenship Attestation form completed by December 18, 2018**

**City of Central City**

**Attn: Linda Jensen**

**NMCA Scholarship Application**

**PO Box 418**

**Central City, NE 68826-0418**

**centralcityclerk@hotmail.com**

## NMCA Institute/Academy March 18 - 22, 2019

# 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**



## 2019 Jim Tinnin Online Learning TWO Scholarships Per Region



The Jim Tinnin Online Learning Scholarships offer eligible IIMC members in each Region (I through XI) an opportunity to receive a Scholarship that can be applied toward registration expenses for any of the existing online learning opportunities found on the IIMC website that are taking place in the upcoming year. If you are interested in applying for an online learning scholarship and you match the criteria below, complete this application in its entirety, and submit it to IIMC Headquarters at the address below. Applications will be sent to the IIMC Foundation after the deadline date and recipients will be selected at that time.

**To be considered, your Application MUST be at IIMC Headquarters by November 30, 2018.**

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

### Criteria

- The IIMC Foundation will be responsible for selecting TWO Members to receive the Scholarship from each of IIMC's eleven Regions
- 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 pursuing certification
- SCHOLARSHIPS ARE NON-TRANSFERABLE

### Proposed Online Learning Scholarship Application Process

- Online programs must be started and completed in the calendar year (January 1-December 31)
- Applications will be made available online October 1 through November 30 and advertised accordingly
- IIMC Staff will gather and process all applications, sorting by Region
- IIMC Foundation will select 2 recipients per Region in a random drawing in November
- IIMC Staff will notify all recipients of the status of their application in November

**To apply for reimbursement, scholarship recipients will be required to submit the following:**

- Certificate of completion
- Payment receipt showing price paid for the online course
- Reimbursement instructions including who to make the check payable to and where it should be mailed
- A short, one paragraph statement explaining what the scholarship meant to them and how it helped them in their job (Foundation can use this information as marketing material)

**\*\*\*Reimbursement requests will be forward to Foundation Treasurer and checks will be issued for the amount shown on the receipt up to \$100.00**

**E-mail application to Ashley DiBlasi at [ashley@iimc.com](mailto:ashley@iimc.com)**

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

**To be considered, E-mail your application to IIMC by November 30, 2018.**





## NEBRASKA MUNICIPAL CLERKS' ASSOCIATION

### League of Nebraska Municipalities



TO: All Municipal Clerks and Deputy Clerks

FROM: Melissa Johnson, NMCA Secretary

The Nebraska Municipal Clerks' Association Membership Dues Statement for October 1, 2018 to September 30, 2019 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 Village of Waterloo Office (402) 779-2292 or [mjohnson@waterloone.com](mailto:mjohnson@waterloone.com).

Thank you,

Melissa Johnson  
NMCA Secretary

## DECEMBER BIRTHDAYS

Ramona Schafer .....	Alda.....	12/1
Kathleen Gottsch .....	Springfield.....	12/4
Stephanie Wright.....	Broken Bow.....	12/6
Abbey Jordan.....	Minden .....	12/6
Linda Jensen.....	Central City.....	12/7
Debbie Gilmer .....	Friend.....	12/8
Sharon Reinmiller.....	Staplehurst .....	12/8
Jan Singleton.....	Hayes Center .....	12/12
Susan Dallegge .....	Hampton .....	12/13
RaNae Edwards .....	Grand Island .....	12/17
Jaime Rathman .....	Cairo .....	12/18
Jane Skinner .....	Ogallala .....	12/19
Susan Kluthe.....	Bellevue.....	12/20
Bonnie Gilpin.....	Wolbach .....	12/20
Carol Maxson.....	Wymore .....	12/21



Jean Polzkill.....	Central City .....	12/27
Judy Werner.....	Orleans.....	12/29
Dana Klabenes.....	Neligh .....	12/30
Marilyn Varner .....	Seward.....	12/30
Lyndsey Harms .....	Hickman.....	12/31



**NEBRASKA MUNICIPAL CLERKS' ASSOCIATION**  
**League of Nebraska Municipalities**



**NEBRASKA MUNICIPAL CLERKS' ASSOCIATION**

**MEMBERSHIP DUES STATEMENT**  
**2018-2019**

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)

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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**



## 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.

# Municipal Legal Calendar

## (All statute citations to Revised Statutes of Nebraska)

### FEBRUARY 2019

#### 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)  
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. Legal notice is required 10 days before the  
hearing. (39-2115 through 39-2117)  
\* \* .....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)  
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. Legal notice is required 10 days before the hearing.  
(39-2115 through 39-2117)  
\* \* .....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 30 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)  
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. Legal notice is required 10 days before the hearing. (39-2115  
through 39-2117)  
\* \* .....Clerk must prepare agenda prior to next Board meeting. (84-1411)