

NEBRASKA MUNICIPAL CLERKS NEWSLETTER

The Clerks Newsletter contains helpful information about activities and events throughout the year and provides valuable information about the Municipal Clerk Institute & Academy

FEBRUARY 2024

Top stories in this newsletter



President's Message



Looking ahead



Birthdays
Municipal Legal
Calendar (page 4)

President's Message



Wow! January went by in a flash! Although it went by quick, it was very, VERY cold!

Now it's February and the Nebraska Clerk Institute and Academy will be here before you know it! Have you registered for the conference? If not, please consider attending. The Education Committee is working hard to ensure we have great speakers and topics. The Board of Directors is finishing up details for the conference events. Until then, stay warm!

Elizabeth Butler, MMC, MPA
City Clerk, City of Omaha
NMCA President

Clerk's Corner



Amendment vs. Amendment of the Whole

Does your board ever make a motion to amend or an amendment of the whole? What is the difference?

Some basics on amendments:

- It is out of order when another has the floor.
- Must be seconded.
- Is debatable.
- Requires a majority vote

An amendment can insert or add words, strike out words or do both: strike out and insert new words.

An amendment of the whole essentially replaces a large portion of verbiage or an entire document.

Both an amendment and the amendment of the whole must be voted on, and, if approved, the main motion would then become a motion to approve the item as amended.

In Omaha, we use the amendment of the whole quite often. In fact, we made a City Council rule:

Amendment of the Whole/Substitute motion

A member of the Council may, during consideration of any item, make a motion to substitute an entire motion for another. This action requires a second. An affirmative vote of an Amendment of the Whole or substitute motion shall constitute approval of the item and does not require further votes or actions.

*This is a very basic overview and there is a lot more that goes into amendments. If you still have questions, please feel free to contact me directly.

We Need You!



We are currently seeking nominations for District 3 Director, District 4 Director, District 5 Director, and NMCA Secretary. If you are interested in serving in this capacity, please contact the Nominating Committee Chair, Linda Jensen, at linda@cc-ne.com. Put your talents to work and serve the City Clerk profession and clerk community!

A Note from Ellen



Have you registered yet? If you have, THANK YOU for your registration! Remember, Early Bird Registration ends February 16, 2024, just three weeks away so don't delay, register today!

As we get closer to the Institute and Academy, we will be sending you complete details of the week's events and what to look for. For now though, you can check out our website [here!](#)

If you are waiting for an invoice from me, please be patient as we are trying to get the scholarship information processed. Once that is done, the invoices will be sent out. Also, please remember, if you are attending the Institute you need only to pay \$443 as the Academy and Jump Start are included in the cost. Hotel rooms are still available!

We are calling all clerks who would like to facilitate a roundtable session. If you have a topic you are passionate about or have expertise in, and would like to share your knowledge, please reach out of Tammy Tisdall at tammy@cityofgretna.com.

Not long not till our 47th Clerks Institute and Academy. Please do not hesitate to reach out if you have questions!
efreemanwakefield@unomaha.edu or (402) 554-2636.

Ellen Freeman-Wakefield, MPA
Director of Professional Programs
efreemanwakefield@unomaha.edu
(402) 554-2636.

Future Conferences



NLM Midwinter Conference

February 26-27, 2024 in Lincoln (more information pages 5-11)

Clerk Institute and Academy

March 18th –22nd (Jump Start on March 17th)

2024 IIMC Annual Conference

May 19—22, 2024 in Calgary Alberta, Canada

NMCA General Membership Meeting



The Nebraska Municipal Clerks Association will hold a General Meeting during the midwinter conference on Monday, February 26th at 4:15 PM. Once a room is confirmed, I will publish the agenda. Stay tuned!

IIMC Scholarship Opportunities!



- **October 1, 2023—February 12, 2024:** Conference Grant application period begins
- **Continuous:** Region Meeting Stipends are available for use during 12 months following award. Members must visit the [IIMC Foundation](#) page to complete all the applications and supporting documents. Once awarded, scholarships can be used from January—December 2024.

March Birthdays



- 3/1—Pamela Rasmussen, Gibbon; Arlene Vorce, Davenport
- 3/2—Tami Comte, David City
- 3/3—Kim Buchan, Gordon
- 3/5—Rita Robinson, Cedar Rapids
- 3/6—Pamela Buethe, La Vista; Donelle Moormeier, Cortland
- 3/7—James Bondegard, Oshkosh; Brandi Kloepping, Cozad; Crystal Lenzen, Wynot
- 3/13—Janelle Moran, Tecumseh
- 3/14—Tricia Allen, Blue Hill
- 3/17—Al LeClair, Oshkosh
- 3/18—Jen Kasl, Dorchester; Kelsey Sisouvong, Crete
- 3/21—Connie Jo Beck, St. Paul; Nicole Brown, Papillion
- 3/22—Evelyn Skelton, Wauneta
- 3/23—Kathryn Doll, Kennard
- 3/24—Jackie Mayberry, Beaver City
- 3/26—Deborah Ritz, Comstock
- 3/27—Brittney Timmerman, Osmond
- 3/28—Linda Cech, Clarkson; Jeanne Speckmann, Cook
- 3/29—Andrea Davis, Republican City; Sarah Krehnke, Bruning
- 3/30—Lori Bonde, Callaway; Jill Miller, Brady
- 3/31—Joan Mejstrik, Schuyler

January 2024 Puzzle Time Submissions

See supplemental pages for coloring pages submitted to us!

Puzzle Time

There are no right answers! Share your completed picture with us to appear in the March 2024 newsletter.



Nebraska Municipal Clerks Association (NMCA) Board Members



President—Elizabeth Butler, Omaha
1st Vice President—Kellie Crowell, Ravenna
2nd Vice President—Kimberly Hoelsing, Omaha
Secretary—Darcy Gurule, Farnam
Treasurer—Tami Comte, David City
Past President—Linda Jensen, Central City
District 1 Director—Janine Schmidt, Morrill
District 2 Director—Jessie Faber, Grant
District 3 Director—Misty Bussinger, Gothenburg
District 4 Director—Dana Klabenes, Neligh
District 5 Director—Tammy Tisdall, Gretna

Contact information found here: <https://www.lonm.org/clerks/nebraska-municipal-clerks-association.html>

League of Nebraska Municipalities
Nebraska Municipal Clerks
<https://www.lonm.org/>
1335 L Street, Lincoln, NE 68508
(402) 476-2829
(402) 476-7052

MARCH 2024

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)

Shaping the Future of our
Cities and Villages with
Leadership & Vision



2024 MIDWINTER CONFERENCE

FEBRUARY 26-27, 2024

CORNHUSKER MARRIOTT HOTEL, LINCOLN



Deb VanMatre
League President
Mayor, Gibbon



2024 MIDWINTER CONFERENCE

LEAGUE OF NEBRASKA MUNICIPALITIES

Cornhusker Marriott Hotel, Lincoln

February 26-27, 2024



MUNICIPAL TREASURERS AND MUNICIPAL ATTORNEYS: The League will let you know as soon as the State Auditor's Office and the Mandatory Continuing Legal Education Commission informs us of the number of hours each will receive.

Tentative Conference Program (subject to change)

Monday, February 26, 2024

- 7:30–8 am** **Registration:** Visit Display Areas (coffee and rolls available)
- 8–9 am** **Welcome**
League President Deb VanMatre, Mayor of Gibbon
Attorney General's Update: Be informed about important cases, legislation, and work of the Nebraska Attorney General's Office affecting municipal operations and public safety.
Nebraska Attorney General Mike Hilgers
- 9–9:15 am** **Break:** Visit Display Areas
- 9:15–10:30 am** **EPIC Option:** Learn more about the consequences of enacting the EPIC Option to “Eliminate Property, Income, and Corporate” (EPIC) Taxes.
Korby Gilbertson, Partner, Radcliffe Gilbertson & Brady
Dylan Grundman O’Neill, Senior State Policy Analyst, Institute on Taxation and Economic Policy
- 10:30–10:45 am** **Break:** Visit Display Areas
- 10:45–11:45 am** **League Legislative Update**
L. Lynn Rex, Executive Director, LNM
- 11:45 am–12 pm** **Break:** Visit Display Areas
- 12–1:30 pm** **Luncheon**
Keynote Address: Understanding the “Art of Compromise” to Minimize the “Politics of Division”
Former U.S. Senator and Nebraska Governor E. Benjamin Nelson
- 1:30–1:45 pm** **Break:** Visit Display Areas
- 1:45–2:45 pm** **Concurrent Sessions:**
- A. Community Partnerships:** Learn how the Nebraska Military Department is partnering with municipalities across the state.
(Session repeated at 3 pm)
Major General Craig Strong, Adjutant General of the Nebraska Military Department which includes the Air National Guard, Army National Guard, and the Nebraska Emergency Management Agency
 - B. Artificial Intelligence (AI):** Learn about the practical and transformative potential of AI and how it can benefit your city or village.
(Session repeated at 3 pm)
Google Representative
 - C. Social Media Policies and Related Issues:** Be informed about the importance of a social media policy and upcoming cases before the U.S. Supreme Court.
(Session repeated at 3 pm)
Moderator: Christy Abraham, Legal Counsel, LNM
Danielle Myers-Noelle, City Attorney, Norfolk
Laura McAloon, City Administrator, Grand Island
Nebraska Information Technology Commission Representative
-

2024 MIDWINTER CONFERENCE

LEAGUE OF NEBRASKA MUNICIPALITIES

Cornhusker Marriott Hotel, Lincoln

February 26-27, 2024



Monday, February 26, 2024 (con't.)

1:45–2:45 pm

Concurrent Sessions: (con't.)

D. DED Grants: Update on timelines and requirements for affordable housing grants, Community Development Block Grants (CDBG), Civic and Community Center Financing Fund (CCCFF) grants, and grants related to Creative Districts.

(Session repeated at 3 pm)

Jenny Mason, Director, Disaster Recovery Division, Nebraska Department of Economic Development

Rachel Morgan, Program Specialist, Nebraska Arts Council

2:45–3 pm

Break: Visit Display Areas

3–4 pm

Concurrent Sessions:

A. Community Partnerships: Learn how the Nebraska Military Department is partnering with municipalities across the state.

(Repeat of 1:45 pm session)

Major General Craig Strong, Adjutant General of the Nebraska Military Department which includes the Air National Guard, Army National Guard, and the Nebraska Emergency Management Agency

B. Artificial Intelligence (AI): Learn about the practical and transformative potential of AI and how it can benefit your city or village.

(Repeat of 1:45 pm session)

Google Representative

C. Social Media Policies and Related Issues: Be informed about the importance of a social media policy and upcoming cases before the U.S. Supreme Court.

(Repeat of 1:45 pm session)

Moderator: Christy Abraham, Legal Counsel, LNM

Danielle Myers-Noelle, City Attorney, Norfolk

Laura McAloon, City Administrator, Grand Island

Nebraska Information Technology Commission Representative

D. DED Grants: Update on timelines and requirements for affordable housing grants, Community Development Block Grants (CDBG), Civic and Community Center Financing Fund (CCCFF) grants, and grants related to Creative Districts.

(Repeat of 1:45 pm session)

Jenny Mason, Director, Disaster Recovery Division, Nebraska Department of Economic Development

Rachel Morgan, Program Specialist, Nebraska Arts Council

4–4:15 pm

Break: Visit Display Areas

4:15–5:30 pm

Section Meetings:

Mayors and Village Board Chairs

Smaller Cities and Villages

Larger Cities

Clerks

City Managers/Administrators

Utilities Section

2024 MIDWINTER CONFERENCE

LEAGUE OF NEBRASKA MUNICIPALITIES

Cornhusker Marriott Hotel, Lincoln

February 26-27, 2024



Tuesday, February 27, 2024

7–8 am **NCMA Membership Breakfast**

8 am **Registration:** Visit Display Areas (coffee and rolls available)

8:15–9:15 am **Concurrent Sessions:**

A. EPIC Panel: Learn how to educate municipal officials and others about the proposed legislation and constitutional amendments to “Eliminate Property, Income and Corporate” (EPIC) Taxes.

(Session repeated at 10:45 am)

Jeff Hofaker, City Administrator, Sutton

Melissa Harrell, City Administrator, Wahoo

Layne Groseth, City Administrator, North Platte

B. Cybersecurity: Best practices to prevent cyber threats, important training for employees, and recommendations for employer policies, password management, safe web browsing, secure file sharing, and options for implementing multi-factor authentication (MFA).

(Session repeated at 9:30 am)

Ed Knott, President, Applied Connective Technologies

Jarod Dendinger, Relationship Manager, Applied Connective Technologies

Kenley Silhacek, Senior IT Network Engineer, Applied Connective Technologies

C. Top 10 Questions Asked with No Clear Answer in State Law

Christy Abraham, Legal Counsel, LNM

Lash Chaffin, Utilities Section Director, LNM

D. Effective Security Measures: Learn how to better protect citizens, municipal officials, and employees attending public meetings and events. *(This session is sponsored by the League Association of Risk Management.)*

James Kelley, Loss Control Specialist, LARM

John Hobbs, Loss Control Specialist, LARM

9 am–4 pm **Fire Chiefs Section Meeting**

9:15–9:30 am **Break:** Visit Display Areas

9:30–10:30 am **Concurrent Sessions:**

A. Preventative Internal Controls Necessary to Safeguard Municipal Assets: What elected and appointed officials need to know.

(Session repeated at 10:45 am)

Craig Kubicek, CPA, CFE, Deputy Auditor, Nebraska Auditor of Public Accounts

B. Cybersecurity: Best practices to prevent cyber threats, important training for employees, and recommendations for employer policies, password management, safe web browsing, secure file sharing, and options for implementing multi-factor authentication (MFA).

(Repeat of 8:15 am session)

Ed Knott, President, Applied Connective Technologies

Jarod Dendinger, Relationship Manager, Applied Connective Technologies

Kenley Silhacek, Senior IT Network Engineer, Applied Connective Technologies

C. Infrastructure: Learn about the importance of creating an ongoing infrastructure maintenance plan.

Lash Chaffin, Utilities Section Director, LNM

D. Strategic Planning: How to develop a vision and blueprint of your municipality's goals, planned projects to achieve these goals, and benchmarks to increase success!

(Session repeated at 10:45 am)

Steve Rathman, Police Chief, Plattsmouth

2024 MIDWINTER CONFERENCE

LEAGUE OF NEBRASKA MUNICIPALITIES

Cornhusker Marriott Hotel, Lincoln

February 26-27, 2024



Tuesday, February 27, 2024 (con't.)

- 9:30–10:30 am** **Concurrent Sessions: (con't.)**
E. League Insurance Government Health Team (LIGHT) Board of Directors Meeting: Everyone is welcome to attend this meeting. Please take advantage of this opportunity to learn more about LIGHT and the partnership with Blue Cross Blue Shield of Nebraska and Mutual of Omaha. (This meeting may last more than one hour.)
- 10:30–10:45 am** **Break:** Visit Display Areas
- 10:45–11:45 am** **Concurrent Sessions:**
- A. Preventative Internal Controls Necessary to Safeguard Municipal Assets:** What elected and appointed officials need to know.
(Repeat of 9:30 am session)
Craig Kubicek, CPA, CFE, Deputy Auditor, Nebraska Auditor of Public Accounts
 - B. EPIC Panel:** Learn how to educate municipal officials and others about the proposed legislation and constitutional amendments to “Eliminate Property, Income and Corporate” (EPIC) Taxes.
(Repeat of 8:15 am session)
Jeff Hofaker, City Administrator, Sutton
Melissa Harrell, City Administrator, Wahoo
Layne Groseth, City Administrator, North Platte
 - C. Risk Management:** Learn why markets are hardening in Nebraska and across the United States with increasing costs for property coverages. *(This session is sponsored by the League Association of Risk Management.)*
Justin Swarbrick, Senior Vice President, Alliant Insurance Services
 - D. Strategic Planning:** How to develop a vision and blueprint of your municipality’s goals, planned projects to achieve these goals, and benchmarks to increase success!
(Repeat of 9:30 am session)
Steve Rathman, Police Chief, Plattsmouth
- 11:45 am–12 pm** **Break:** Visit Display Areas
- 12 pm** **Designated Delegates with White Ribbons on Their Name Badges:** Greet your State Senator.
- 12–1:10 pm** **Senator Appreciation Luncheon**
- 1:10 pm** **Adjournment – Thank you for coming! Please drive safely!**
-

2024 MIDWINTER CONFERENCE

LEAGUE OF NEBRASKA MUNICIPALITIES

Cornhusker Marriott Hotel, Lincoln

February 26-27, 2024



Delegate Registration

Municipality: _____

Name (as you want it to appear on name tag): _____

Title: _____ Spouse (if attending): _____

First League Conference? Yes _____ No _____

Check # _____ enclosed for \$ _____ (Advanced payment encouraged)

Billing address: _____

Phone: _____ Email: _____

Conference:	Through Feb. 9	After Feb. 9
(Includes electronic handbook; meals are extra)		
Per city/village official, League member	_____ \$395	_____ \$425

Partial conference attendance:	Through Feb. 9	After Feb. 9
(Includes electronic handbook; meals are extra)		
Monday sessions	_____ \$300	_____ \$330
Tuesday morning only	_____ \$150	_____ \$170

Conference Total: \$ _____

Meals: (not included in registration fee; indicate number needed by Feb. 9)

Monday Luncheon	_____ \$30
Tuesday Senator Appreciation Luncheon	_____ \$30

Meals Total: \$ _____

Conference Information

- Preregistration deadline is **Feb. 9**. Registrations received after this date will incur higher registration costs.
- Advance registrations not cancelled by this date or "no shows" will be billed since the sessions will be recorded and sent to registered delegates.
- If you need special accommodations or equipment at this conference, contact the League office by **Feb. 9**.

Mail registration and payment to: League of Nebraska Municipalities, 1335 L Street, Lincoln, NE 68508, or fax 402-476-7052

[Click here](#) to register online with a credit card. ***PLEASE NOTE -- There is a credit card processing fee included for each item.***

2024 MIDWINTER CONFERENCE

LEAGUE OF NEBRASKA MUNICIPALITIES

Cornhusker Marriott Hotel, Lincoln

February 26-27, 2024



Conference Information

Designed for elected or appointed officials, the focus of the **2024 Midwinter Conference** will be current and proposed legislation and how it affects local governments. A highlight of the two-day conference will be the Senator Appreciation Luncheon, which offers municipal officials an opportunity to meet and visit with their State Senators.

- ❑ All conference sessions will be held at the Cornhusker Marriott Hotel, 333 South 13th Street, Lincoln, NE 68508.
 - ❑ To make room reservations at the Cornhusker, call 1-866-706-7706 or 402-474-7474 or [book online](#). When calling to reserve a room, please state that you are attending the League's conference to obtain the special room rate. The deadline for reserving a room is **Feb. 5**.
 - ❑ The room rate is \$112 for a single or double room with Government ID card. If you need an ID card, contact the League office. Individual guest accounts are payable at check out by cash or credit card.
 - ❑ Check in time is approximately 4 p.m.; check out time is 11 a.m.
 - ❑ The preregistration deadline is **Feb. 9**. Registrations received after this date will incur higher registration costs. Advance registrations not cancelled by this date or "no shows" will be billed since the sessions will be recorded and sent to registered delegates.
 - ❑ If you need special accommodations or equipment at this conference, contact the League office by **Feb. 9**.
 - ❑ To meet printing schedules for the conference materials, sponsor fund or display table information must be returned by **Feb. 9**.
 - ❑ For your comfort, we recommend that you wear layered clothing or bring a jacket because heating and cooling conditions may vary.
-

2024
NMCA
BANQUET

UPTOWN FUNK



*Additional
Info TBA*

*You're
Invited!*

A Few Prizes!

*Clerk
Barbie
Party!*

Wednesday, March 20th!

*Dress as your favorite
Barbie!*

