

Clerk's Corner



Reconsider, Rescind, and Amend*

Let's discuss these bring back motions and how to use them properly during meetings. For all of these, the person making the motion must have the floor, it requires a second, and a majority vote for approval.

Reconsider—Only the person voting on the prevailing side, a member who was absent for the vote, or in the case of a tie, the person voting in the negative, can make this motion. This motion *must* be made at the same meeting unless your rules state otherwise.

For example, the board approves a contract to paint city hall. During the meeting, the board discovers the wrong type of paint is listed in the contract. A member voting on the prevailing side can reconsider this motion to amend the contract to correct the type of paint.

It is important to note that a motion to reconsider cannot be used if it is impossible to undo. Let's use the same example, the board approves the contract to paint city hall. The contractor completes the work and submits payment. The board cannot reconsider the contract to lower the price since the work was completed according to the parameters of the contract.

Rescind—Also known as an appeal or annul, this motion is used to cancel a resolution or ordinance that was previously adopted by the board. Just like the reconsider motion, this cannot be used if it is impossible to undo.

Amend—Just that, amend a part of the language on a document that is either pending or already approved. This could be a resolution or an ordinance.

**This is a basic overview of the motions. There are more details to each of these, so I would advise you consult your attorney when using these motions.*

IIMC Breaking News!



As of February 8, 2024, Jan Buoy from the City of Long Pine, NE has earned the prestigious Certified Municipal Clerk (CMC) designation from the International Institute of Municipal Clerks (IIMC)!

Join us in congratulating Nebraska's newest CMCs! You can send them directly to them at lpclerk@longpinenebraska.com.

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!

Future Conferences



ICMA Annual Conference

October 1-4, 2023 in Austin/Travis County, TX

NLC City Summit

November 15-18, 2023 in Atlanta, GA

Clerk Institute and Academy

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

April Birthdays



4/1—Ben Benton, Randolph; DiAna Leininger, Aurora
4/2—Christina Wemhoff, Wood River
4/4—Becky Erdkamp, Exeter
4/5—Jennifer Czarnick, Silver Creek
4/10—Marilyn Kirchoff, Avoca; Deanna Perry, Shelby
4/11—Rita Maier, Utica
4/12—Megan Frye, Waverly
4/14—Vesta Dack, Paxton; Therese Magill, Decatur
4/15—Suzanne Borcher, Steinauer
4/19—Ashlea Bauer, Chappell; Sandra Schendt, Nelson
4/20—Brenda Weitzenkamp, Uehling
4/22—Suzanne Keenan, Graftn
4/24—Kelly Farmer, Syracuse; Danette Jorgensen, Sutherland
4/26—Karolyn McElroy, Tekamah; Sundae Provencher, Petersburg
4/30—Elizabeth Butler, Omaha

A Note from Ellen



For those of you who haven't registered for the Nebraska Clerks Institute and Academy, the deadline is Friday, March 8th. For those of you attending or planning to, I wanted to provide you with some additional information you may need to know for your time with us.

Information Booth: If you have questions about IIMC or the CMC/MMC process, even if you don't, stop by and introduce yourself if you are new.

Session Materials and Agenda: The session materials are on a secure link and will be emailed out to you the week before the conference. It can be updated in real time so as materials come in, they will be added. Some speakers opted not to have their session materials included. The materials may be passed out during the speaker's presentation, or you may have to take notes, so come prepared with your note taking method of preference. An agenda for this year's events can be found later in the newsletter.

Course Assessments: Our accrediting agency, the International Institute of Municipal Clerks (IIMC), requires an assessment of learning outcomes for each education session for participants who plan to use their participation hours towards the education requirements of the Certified Municipal Clerk (CMC) or Master Municipal Clerk (MMC) designation. IIMC also requires we report the exact number of attendance hours for each participant. The number of hours we report for you will be based on your assessment. If you successfully complete an assessment for a session, those hours will be reported. No log is required.

The course assessment is on the link and should be emailed to unoclerk@unomaha.edu once you have completed it. Our goal is to notify each participant of the results of their assessment by the first week in May.

The theme for the Wednesday night reception is "Barbie" so come in your best Barbie outfit! The theme for the Thursday night event is "Uptown Funk" so dig out your 90's gear and wear some neon.

Evaluation: Your input is very important! The members of the NMCA Board, Education Committee, and the Clerk Institute staff rely heavily on these evaluations, especially the comments. Please help improve the education program, the selection of presenters, and the processes by completing the evaluation. A link will be sent to you the week you return from the Institute and Academy. Please fill it out, your input is critical.

The form does not ask for any identifying information. The data will be anonymous and reported only in aggregate form. A reminder email with a link to the evaluation will be sent the week after the Institute and Academy. The form will be available until April 13th.

Use of Photos: Participation in the Nebraska Municipal Clerk Institute and Academy sessions, meetings, events, and other activities constitutes an agreement by the participant to the University of Nebraska Omaha and the Nebraska Municipal Clerks' Association to use and distribute (both now and in the future) the participant's image or voice in photographs, videotapes, electronic reproductions, and audiotapes of such events and activities.

As always, do not hesitate to reach out if you have questions or visit us at the registration table. See you soon!

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

February 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 April 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

APRIL 2024

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 Passage Clerk 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)
- Semiannually Mayor 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)
- On or before May 1 Annual report to governing bodies regarding redevelopment projects (TIF) (18-2117.02)

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)
- On or before May 1 Annual report to governing bodies regarding redevelopment projects (TIF) (18-2117.02)

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 30 Liquor licenses (other than Class C) expire unless renewed. (53-124)
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2024 Nebraska Municipal Clerks Institute Schedule

Clerks Institute – All Week (CMC 31.5 hours)

Monday, March 18, 2024		
Time	Class	Presenter
7:50 – 8:00 a.m.	Welcome	
8:00 – 10:00 a.m.	Mastering Your Memory	Tyler Ensell
10:00 – 10:30 a.m.	Break	
10:30 a.m. – 12:00 p.m.	Keynote	
12:00 – 1:00 p.m.	Networking Lunch	
1:00 – 3:00 p.m.	Job Descriptions	Mike Heneke
	Floodplain Management and Mapping	Chuck Chase
3:00 – 3:15 p.m.	Break	
3:15 – 5:15 p.m.	Job Descriptions	Mike Heneke
	Floodplain Management and Mapping	Chuck Chase

Tuesday, March 19, 2024		
Time	Class	Presenter
8:00 – 10:00 a.m.	Clerking a Meeting	Benjamin Benton and Derek Bargmann
	Building Resilient Communities: Lessons from Municipalities Across the nation	Jessica Bauer Guntren
10:00 – 10:15 a.m.	Break	
10:15 a.m. – 12:15 p.m.	Clerking a Meeting	Benjamin Benton and Derek Bargmann
	Building Resilient Communities: Lessons from Municipalities Across the nation	Jessica Bauer Guntren
12:15 – 1:15 p.m.	Lunch	
1:15 – 3:15 p.m.	Municipal Government and the Nebraska Unicameral	Christian Janousek
	Ordinance Enforcement	Jeananne Rapp
3:15 – 3:30 p.m.	Break	Mike Heneke
3:30 – 5:30 p.m.	Municipal Government and the Nebraska Unicameral	Christian Janousek
	Ordinance Enforcement	Jeananne Rapp

Wednesday, March 20, 2024		
Time	Class	Presenter
8:00 – 10:00 a.m.	What Clerks Do	Kathleen, Tami Comete, Nikki Schwanz
	Recycling	Haley Nodle
10:00 – 10:15 a.m.	Break	
10:15 a.m. – 12:15 p.m.	What Clerks Do	Kathleen, Tami Comete, Nikki Schwanz
	Recycling	Haley Nodle
11:00 a.m. – 1:15 p.m.	Networking Lunch Academy Arrives (<i>MMC 12 hours</i>)	
1:15 – 2:15 p.m.	Annual Business	
2:15 – 2:30 p.m.	Break	
2:30 – 4:30 p.m.	Keynote Human Trafficking	Todd DiCaprio
5:30 – 7:00 pm.	Vendor Recognition and Social Event “Barbie”	

Thursday, March 21, 2024		
Time	Class	Presenter
8:00 – 10:00 a.m.	Legislative Update	Janine Schmidt
	Planning and Zoning	Christy Eichorn and Sun Daisy
	Succession Planning and Best Practices	Al Vacanti
10:00 – 10:15 a.m.	Break	
10:15 a.m. – 12:15 p.m.	Legislative Update	Janine Schmidt
	Planning and Zoning	Christy Eichorn and Sun Daisy
	Succession Planning and Best Practices	Al Vacanti
12:15 – 1:15 p.m.	Lunch	
1:15 – 3:15 p.m.	Bond Procedures	Andy Forney
	Cyber Security	Wade Greening
	Vacancies and Nuisance Properties	Chet McGurey and Travis Riveria
3:15 – 3:30 p.m.	Break	
3:30 – 5:30 p.m.	Bond Procedures	Andy Forney
	Cyber Security	Wade Greening
	Vacancies and Nuisance Properties	Chet McGurey and Travis Riveria
6:30 – 8:00 pm.	Social Banquet “Uptown Funk”	

Friday, March 22, 2024		
Time	Class	Presenter
8:00 – 10:00 a.m.	Roundtables	
10:00 – 10:15 a.m.	Break	
10:15 a.m. – 12:15 p.m.	Importance of Self Care	Rebecca Hancock LFS

Experience



COLUMBUS FIELDHOUSE

Monday, March 18 | 5-7 pm | Tour Groups of 20-25.

See the attached flyer for more info. **RSVP requested.**

RSVP to Dana Klabense at dana@neligh.org



NOW OPEN



WELCOME TO THE HOUSE

Discover an unparalleled experience at the all-new fieldhouse, where fitness, sports and family fun converge to create unforgettable moments. Unleash the athlete within and explore the endless possibilities that await you in our state-of-the-art facility.

- ▶ Elevate your fitness game: Take advantage of our cutting-edge equipment, basketball courts, indoor fields and more to push your boundaries and reach new heights in your wellness journey.
- ▶ Play like a pro: Dive into the action on our professional-grade indoor tennis/pickleball courts, racquetball/handball courts and the thrilling indoor football/soccer field that's sure to ignite your competitive spirit.
- ▶ Fun for all ages: Let the little ones thrive in the soft play areas while the teens enjoy our exciting gaming zone. The fieldhouse promises entertainment and learning for the entire family.

Ready to embark on an exhilarating experience? Visit us today at [and](https://www.columbushosp.org) be a part of the excitement at the House — your home for a healthier, stronger and more vibrant you!



[columbushosp.org](https://www.columbushosp.org)



COLUMBUS
FIELDHOUSE



BINGO NIGHT

JOIN US FOR A NIGHT OF FUN AND GAMES AT THE
BARREL HOUSE!

GAME | PRIZES | SOCIAL

TUESDAY, MARCH 19, 2024
5:30 - 8 PM IN DOWNTOWN COLUMBUS



Barbie

Wednesday, March 20th
5:30 p.m. to 7:00 p.m.

See you there!

MARCH 21, 2024



UPTOWN FUNK



BANQUET COMMITTEE

SE CLERK'S
ASSOCIATION

6:30 P.M. - 8:00 P.M.



