

# 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

NOVEMBER & DECEMBER 2023

## Top stories in this newsletter



President's Message



Looking ahead



Birthdays  
Municipal Legal  
Calendar (page 4)

## President's Message



The holiday season is upon us! This time of year is hectic for everyone, which is why I am combining the November and December issues into one!

I know it is hard to believe, but 2024 will be here soon! This is a great time to start thinking ahead to the NMCA conference in March and the IIMC conference in May. Please take advantage of the great scholarship opportunities!

Want to give back to NMCA and earn some CMC or MMC points? Consider serving as a board member. Please contact Linda Jensen at [linda@cc-ne.com](mailto:linda@cc-ne.com) to nominate someone today!

Happy Holidays!

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

## Clerk's Corner

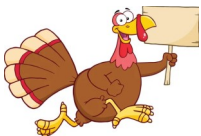


Table vs. Postpone

There is a difference!

The motion to table should be used for an item that will be taken up at a later time within the same meeting. For example, an item on the agenda comes up, but the applicant is stuck in traffic. A motion to table this item to a later part of the agenda is appropriate.

The motion to postpone is used to move an item to a future meeting. For example, an applicant for an agenda item is not able to make the meeting due to a conflict, but is able to make the next board meeting. The motion to postpone the item to the next meeting is appropriate.

## IIMC Scholarship Opportunities!



- **September 1, 2023—November 15, 2023:** CMC, MMC, and Tinnin scholarship application period begins
- **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.

## IIMC Breaking News!



As of October 4, 2023, Misty Bussinger from the City of Gothenburg, 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 [mbussinger@cityofgothenburg.com](mailto:mbussinger@cityofgothenburg.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](mailto:linda@cc-ne.com). Put your talents to work and serve the City Clerk profession and clerk community!

## Board Spotlight



*This section is dedicated to highlighting the different NMCA board positions and the clerks that currently hold them.*

Meet Kimberly!

**Name:** Kimberly Hoelsing

**City:** Omaha

**How long have you been a clerk?** 6 years

**Position on the NMCA Board:** 2nd Vice President

**How long have you served in the board position?** I have been on the board since March 2022. I started in the Secretary/Treasurer position.

**What made you want to join the NMCA Board?** I was nominated to serve on the board and agreed to take on the role to help NMCA and others in the clerk profession.

**Favorite memory of clerk school:** I was completely overwhelmed my first year of clerk school. I attended the Jump Start session and quickly learned that I was not the only one attending for the first time.

**Advice to share with clerks:** Networking is important for clerks. Every municipality does things different. NMCA and the clerk association are a great way to collaborate with others.

**Family:** I live in Gretna with my husband and our 6 pound Pomchi, Chloe. My mom, sister, and two nieces live in California and I enjoy visiting them several times a year.

**Share something fun about yourself that people may not know.** I am from California and moved to Nebraska 6 years ago. My husband and I enjoy traveling to Hawaii every year and we also travel around to different car shows with our classic cars.

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## Annual League Salary & Benefit Survey



As you may know, several clerks have asked to share salary information for specific jobs, stipends for council members, which holidays are observed, cost of living (COL) increases, or insurance benefit questions. Many times, this happens before the budget concludes beginning October 1st. This survey, and the following results, are a great resource that clerks are able to use if they will participate and fill in their own information. PLUS, clerks can pick up to twenty (20) communities to compare their information to—pick cities of similar population size, within a certain radius of their current community, or both—it is valuable information!

- Dana

Many of you have participated in the Annual League Salary & Benefit Survey. This is a reminder that Sheila Schukei of Nebraska Pay Surveys, on behalf of the League of Nebraska Municipalities, will begin sending out information about the survey to those who have participated in the past several years. The information will be compiled and each municipality will be provided back data some time in February 2024 with specific comparison information to your municipality. If you are interested in participating or have questions about the survey, please contact Sheila Schukei at [nebpaystur@gmail.com](mailto:nebpaystur@gmail.com).

-Sheila

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## Future Conferences



### NLC City Summit

November 15-18, 2023 in Atlanta, GA

### Clerk Institute and Academy

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

### 2024 IIMC Annual Conference

May 19th—22nd in Calgary, Alberta, Canada

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## December Birthdays



12/1—Ramona Schafer, Alda  
12/4—Kathleen Gottsch, Springfield  
12/6—Abbey Jordan—Minden  
12/7—Niki Herre, Arlington; Linda Jensen, Central City  
12/9—Janice Taubenheim, Amherst  
12/12—Jan Singleton, Hayes Center  
12/13—Stephanie Blau, Indianola  
12/14—Moria Holly, DeWitt  
12/15—Samantha Gordon, Sterling  
12/17—RaNae Edwards, Grand Island  
12/18—Jaime Rathman, Cairo  
12/19—Jane Skinner, Ogallala  
12/20—Susan Kluthe, Bellevue  
12/23—Shari Auge<sup>1</sup>, Newman Grove; Jeanne Hoggins, Milford  
12/27—Denis Catlin, Gibbon  
12/30—Dana Klabenes, Neligh

## January Birthdays



1/1—Ronda Hrasky, Mitchell; Michelle Kahrs, Franklin  
1/2—Kelli Dickes, Madison  
1/4—Ronni Harding, Bartley; Corinne Zahn, Unadilla  
1/6—Mitzi Messenger, Clay Center  
1/9—Kendra Jantzen, Adams  
1/10—Marianna Evans, Duncan; Kimberly Finecy, Doniphan  
1/11—Courtney Cerny, McGrew; Kandra Kinne, Cambridge  
1/13—Kellie Crowell, Ravenna  
1/20—Darcy Gurule, Farnam; Lora Johnson, Schuler  
1/21—Cailin Collier, Maskell  
1/22—Brianna Duerst, Norfolk  
1/25—Janet Riensche, Wymore  
1/26—Ashley Manning, Wood River  
1/31—Peggy Pankoke, Beaver Crossing

## October 2023 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 January 2024 newsletter.*



### Clerk of the Year Nomination

43rd annual  
**Outstanding Clerk Award**  
NOMINATIONS OPEN!

Awards will be presented on March 14, 2024. One award will be presented to a Clerk in each of the 3 city classifications: First Class or Larger, Second Class and Village.

A Clerk must be nominated to be considered.  
All nominations must be received by Dec. 29, 2023.

More info & nomination form here!

### 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.lnm.org/clerks/nebraska-municipal-clerks-association.html>

**NOVEMBER 2023  
CITIES OF THE FIRST CLASS**

First day..... Class C liquor license year begins. (53-124)  
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)  
Within 30 days from  
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)  
\* \* ..... Clerk must prepare agenda prior to next Council meeting. (84-1411)  
On or before December 1 ..... TIF report due to Property Tax Administrator (18-2117.01)

**CITIES OF THE SECOND CLASS AND VILLAGES**

First day..... Class C liquor license year begins. (53-124)  
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)  
Within 30 days from Council  
or Board meeting..... Clerk publishes official proceedings of meetings 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 or Board meeting. (84-1411)  
On or before December 1 ..... TIF report due to Property Tax Administrator (18-2117.01)

**DECEMBER 2023**

**CITIES OF THE FIRST CLASS**

- Each month ..... Clerk publishes ordinances passed within 15 days after passage. (16-405)
- Within 10 days from meeting or before next meeting (whichever is sooner) ..... Clerk to have minutes available for public inspection. (84-1413)
- Within 30 days from Council meeting..... Clerk publishes official proceedings of meetings. (19-1102)
- Within 20 days after the end of the month..... Treasurer files monthly financial report. (16-318)
- \* \* ..... Clerk must prepare agenda prior to next Council meeting. (84-1411)
- By December 31..... Clerk files year-end certification of street superintendent with the Nebraska Department of Transportation
- Reminder ..... Notice of automatic renewal of liquor and beer other than Class C licenses must be published between January 10 and January 30 of each year. (53-135.01)
- Reminder..... On or before January 31 provide county assessor each new lease or changed preexisting lease which went into effect during the previous year and a listing of previously reported leases that are still in effect. (77-202.11)
- Reminder ..... On or before January 31, each municipality with a clean energy assessment district (PACE) submits report to Urban Affairs Committee. (13-3211)

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- Within 20 days after the end of the month..... Treasurer files monthly financial report. (17-606)
- \* \* ..... Clerk must prepare agenda prior to next Council or Board meeting. (84-1411)
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**NEBRASKA MUNICIPAL CLERKS ASSOCIATION**  
LEAGUE OF NEBRASKA MUNICIPALITIES  
1335 L STREET – LINCOLN, NE 68508

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November 1, 2023

Dear Municipal Official:

Enclosed are guidelines and a nomination form for the 43<sup>rd</sup> annual “**Outstanding Clerk Award**” presented by the Nebraska Municipal Clerks’ Association. This award will be presented on Thursday evening, March 14, 2024 during the annual Municipal Clerks’ Institute and Academy banquet to be held at the Ramada Inn River’s Edge in Columbus, Nebraska. One (1) award will be presented to a Clerk in each of the three (3) city classifications: First Class or Larger, Second Class, and Village.

It is an honor in itself for a Clerk to be nominated for this award! The nominees are evaluated by means of a point system calculated from a questionnaire the Clerk must complete. The evaluation is completed by a committee consisting of the recipients of the award for the previous two years. If you nominate your Clerk, please urge them to complete the questionnaire which will be mailed/emailed to them. ***The Clerk cannot be considered without the questionnaire being completed and returned.***

Should your Clerk receive the award, you will be *confidentially* notified in advance of the presentation so you can plan to attend and also invite the Clerk’s family, Council/Board members and other community members who want to honor your Clerk. **The Clerk is not informed of receipt of the award until the presentation is made.** You will be asked to keep the award a surprise to your Clerk.

Remember, your Clerk must be nominated to be considered for the award. Even if you have nominated your Clerk in the past, please resubmit the nomination, **unless your Clerk has received this award in the past 10 years.**

If you have any questions, please feel free to contact me. As a past recipient of the award, I can confirm what an honor it was just to be nominated. Please take the time to fill out and submit the enclosed form. Please return the form to me no later than Friday, December 29, 2023.

Sincerely,

Erin Saathoff, CMC  
City Clerk  
City of Beatrice



**NEBRASKA MUNICIPAL CLERKS ASSOCIATION**  
**LEAGUE OF NEBRASKA MUNICIPALITIES**  
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**OUTSTANDING CLERK AWARD NOMINATION FORM**

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

**Please Note:** Nominees shall have served as a municipal clerk for a minimum of three (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 Being Nominated: \_\_\_\_\_

Nominated Clerk's Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Nominated 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.

**Deadline for nominations is Friday, December 29, 2023.**

**PLEASE RETURN THIS NOMINATION FORM TO:**

Erin Saathoff, Chairperson  
Nebraska Municipal Clerks Association - Awards Committee  
400 Ella Street  
Beatrice, NE 68310  
esaathoff@beatrice.ne.gov

LEAGUE OF NEBRASKA MUNICIPALITIES  
1335 L STREET  
LINCOLN, NE 68508

**MAKE CHECKS PAYABLE TO: NEBRASKA MUNICIPAL CLERKS' ASSOCIATION**



**NEBRASKA MUNICIPAL CLERKS ASSOCIATION**

LEAGUE OF NEBRASKA MUNICIPALITIES

1335 L STREET – LINCOLN, NE 68508

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TO: All Municipal Clerks and Deputy Clerks

FROM: Tami Comte, CMC, NMCA Treasurer

The Nebraska Municipal Clerks' Association Membership Dues Statement for October 1, 2023 to September 30, 2024 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 David City, (402) 367-3135 or [tcomte@davidcityne.com](mailto:tcomte@davidcityne.com).

Thank you!

Tami Comte, MMC  
NMCA Treasurer





**NEBRASKA MUNICIPAL CLERKS ASSOCIATION**  
**LEAGUE OF NEBRASKA MUNICIPALITIES**  
**1335 L STREET – LINCOLN, NE 68508**

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**MEMBERSHIP DUES STATEMENT**  
**2023-2024**

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

MUNICIPALITY: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

<u>CLASSIFICATION OF MUNICIPALITY:</u>	1 <sup>st</sup> Class City (OVER 5,000)	\$150.00	_____
	2 <sup>nd</sup> Class City (801-5,000)	\$100.00	_____
	Villages (800 or less)	\$50.00	_____
	Each additional member from the same municipality	\$50.00	_____

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 International Institute of Municipal Clerks (IIMC) Member? Yes \_\_\_\_\_ No \_\_\_\_\_

Membership Card Requested? Yes \_\_\_\_\_ No \_\_\_\_\_

MONTH and DAY of your birthday (to be listed in the Clerks' Newsletter): \_\_\_\_\_

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Please keep a copy for your records, if needed.

**MAKE CHECKS PAYABLE TO:**

**NEBRASKA MUNICIPAL CLERKS' ASSOCIATION**

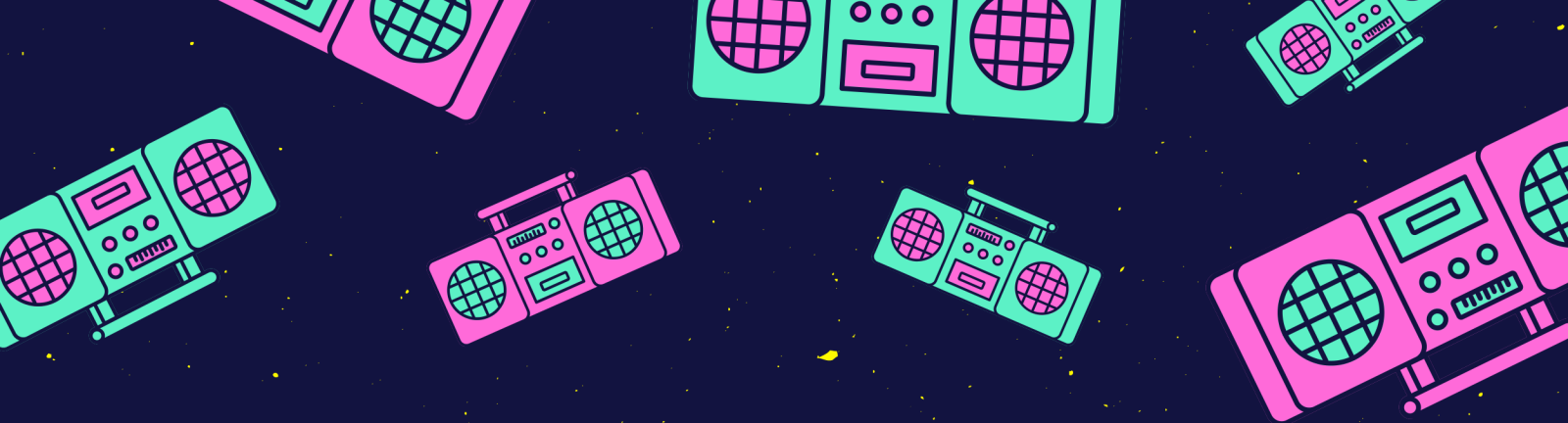
**PLEASE MAIL THIS COMPLETED FORM, ALONG WITH PAYMENT, BY DECEMBER 1<sup>ST</sup> TO:**

**NEBRASKA MUNICIPAL CLERKS' ASSOCIATION**

**LEAGUE OF NEBRASKA MUNICIPALITIES**

**1335 L STREET**

**LINCOLN, NE 68508**



**2024**

**NMCA**

# *Uptown Funk*

**BANQUET**

**ANNUAL EVENT**

**ADDITIONAL INFO TBA  
STAY IN THE LOOP**



Happy  
FALL  
y'all