

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

JULY 2023

Top stories in this newsletter



President's Message



Looking ahead



Birthdays
Municipal Legal
Calendar (page 4)

President's Message



This month's issue is about getting involved!

The Nebraska Municipal Clerk's Association (NMCA) was formed to promote the office of Municipal Clerk's in Nebraska by improving professionalism, standards, and efficiency of the office.

The NMCA Executive Board works with the University of Nebraska on the Nebraska Clerk Institute and Academy and oversees scholarships for clerks to attend the conference.

Have a vision for the future of NMCA? Run for a board position!

Active NMCA members with two (2) years of City Clerk or Deputy City Clerk experience with two (2) years of membership are eligible to run.

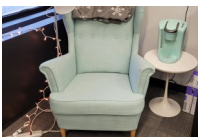
Contact Linda Jensen at centralcityclerk@hotmail.com if you are interested.

Elections will be held at the annual meeting in March!

I hope to provide some useful tips each month that all clerks can relate to. Do you have any questions about NMCA or Omaha? Please feel free to reach out to me at elizabeth.butler@cityofomaha.org. Additionally, if you want to "[humble brag](#)" about yourself, let me know, too!

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

Clerk's Corner



This is a new section of the newsletter I'm excited to share with you all! The idea is that there will be various tips, tricks, and/or hilarity! There may be "guest columnists" so if there's something you want to share with the group, send it to us and we'll work to incorporate it the best we can!

Agenda Tip!

Did you know that according to Robert's Rules of Order, you can move agenda items around in any order you want?

Should your board wish to move an agenda item up, the board chair can simply state the item will be taken up if there are no objections.

Exceptions: If there is an objection, a vote is taken to move the agenda item.

Also, if your board approves the agenda, a vote is needed to move items around. The reason is that the board approved the schedule of items and therefore it would take a vote to deviate from that order.

Board Spotlight



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

This month features the Treasurer position. You may recall this board position was created at the March 16th NMCA meeting upon approval of the bylaw change. Prior to that, it was combined with the Secretary duties.

The Treasurer is responsible for maintaining a NMCA member list, all things related to NMCA dues and bookkeeping. This position is appointed by the Executive Board and serves until they resign or are removed by the board.

Meet Tami!

Name: Tami Comte

City: City of David City

How long have you been a clerk? I've been the City Clerk for three years, the Deputy Clerk for 27 years prior to that and Account Clerk for 10 years prior to that. – Yes, I've worked for the City for 40 years!

Position on the NMCA Board: Treasurer

How long have you served in the board position? Just appointed in June, 2023.

What made you want to join the NMCA Board? I have seen what great things the board has accomplished and wanted to be a part of that.

Favorite memory of clerk school: Doing the skit at graduation with fellow clerks

Advice to share with clerks: Take things one day at a time

Family: Husband Roger of 40 years, Son Brian – 38, Daughter Christy – 35 – married to Nathan and they have three children – Brinley – 9, Alyssa – 6 and Miles – 2.

Share something fun about yourself that people may not know.

My husband and I bought a camper during COVID and started camping and now we are avid campers!

IIMC Breaking News!



As of June 22, 2023, Tara Hedrick from the Village of Stratton, 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 CMC! You can send them directly to her at stratton@gpcom.net

Future Conferences



Annual Conference

- September 27-29, 2023
- Cornhusker Marriott Hotel, Lincoln, NE

ICMA Annual Conference

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

NLC City Summit

- November 15-18, 2023
- Atlanta, GA

August Birthdays



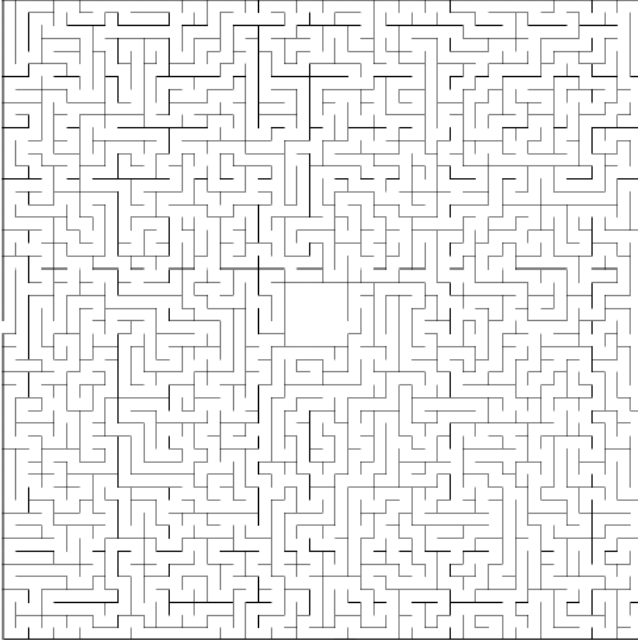
8/1—Vicky Thompson, Milligan
8/3—Shelly Wieneke, Atkinson
8/9—Karen Kleinschmit, Wausa
8/10—Cassie Musil, Central City
8/14—Carrie Hansen, North Loup
8/15—Kelsey Hawk, Rockville; Stephanie James, Wisner
8/18—Beth Binder, Spencer; Michael Fleer, Battle Creek
8/20—Theresa Kavan, Dunbar
8/22—John Schwab, Friend
8/23—Vikki Carlson, Laurel; Shirley Harbin, Bellevue; Andrea (AJ) Reimers, Loup City; Lori Vinzant, Bertrand
8/27—Tarrah Johnson, Alliance; Shelby Steenson, Wolbach
8/30—Chris Burbach, Scottsbluff

June 2023 Puzzle Time Answers

S O A J Q K U S G T E I I I M
U U P N E N P L S N S Z X D U
G F R R N E M E E W I S W Q R
Z T A E C E U P L K B D K F O
P Y Y I R Q X S E H K U A Q U
P Q A I E M V A C P Y F T E Q
I L O R D V A E I U J X A D R
B U D G E T O J I I H J X P R
I M W M W O T V O E O F L N T
Q Y U A M M F W N R A N E N Y
F M R T P D M R M F I V V U P
P L V U J J E Y Y D Z T Y E C
T N E N O P O R P M X Z Y X K
A I V Q I O O L M C F K K N Z
X C K O U R K E L Z R R F O F

Puzzle Time

Summer Escape



Answer key will be included in the August 2023 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

JULY 2023

CITIES OF THE FIRST CLASS

- July 1Chair of the Park and Recreation Commissioners must file with City Clerk an itemized statement of all expenditures of the Park and Recreation Board. (16-697)
- Between July 10 and July 30Advertise for Class C Liquor License renewals. (53-135.01)
- Between July 15 and August 15Job titles and salaries of employees shall be published. (19-1102)
- Prior to publication of notice of budget hearingCouncil prepares proposed budget statement and makes it available to the public. (13-504) *Does not apply to cities with a biennial budget that are in the second year of the biennial budget period.
- On or before August 20County Assessor certifies to each governing body the current valuation of all property subject to the applicable levy. (13-509)
- On or before September 30Budget Statement filed with County Clerk and State Auditor (13-508) *Does not apply to cities with a biennial budget that are in the second year of the biennial budget period.
- 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 passageClerk publishes ordinances passed. (16-405)
- Within 30 days following Council meetingClerk publishes official proceedings of meetings, including claims. (19-1102)
- Within 20 days after end of monthTreasurer files monthly financial report. (16-318)
- * *Clerk must prepare agenda prior to next Council meeting. (84-1411)
- End of Each QuarterReport from Depository Banks due. (16-714)
- By July 31Clerk files Lane Mile Report with Nebraska Department of Transportation (39-2517 and 39-2518)

VILLAGES AND CITIES OF THE SECOND CLASS

- Between July 10 and July 30Advertise for Class C Liquor License renewals. (53-135.01)
- Between July 15 and August 15Job titles and salaries of employees shall be published. (19-1102)
- Prior to publication of notice of budget hearingGoverning body prepares proposed budget statement and makes it available to the public. (13-504) *Does not apply to cities with a biennial budget that are in the second year of the biennial budget period.
- On or before August 20County Assessor certifies to each governing body the current valuation of all property subject to the applicable levy. (13-509)
- On or before September 30Budget statement filed with County Clerk and State Auditor. (13-508) *Does not apply to cities with a biennial budget that are in the second year of the biennial budget period.
- 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 PassageClerk publishes or posts ordinances passed. (17-613)
- Within 30 days following Council meetingClerk publishes official proceedings of meeting including claims. (19-1102)
- Within 20 days after end of monthTreasurer files monthly financial report. (17-606)
- * *Clerk must prepare agenda prior to next Council or Board meeting. (84-1411)
- By July 31Clerk files Lane Mile Report with Nebraska Department of Transportation (39-2517 and 39-2518)

2024
NMCA
BANQUET

UPTOWN FUNK



*Additional
Info TBA*

**NEBRASKA MUNICIPAL CLERKS ASSOCIATION – GENERAL MEMBERSHIP ANNUAL MEETING
MINUTES
CORNHUSKER MARRIOTT, LINCOLN, NEBRASKA – JUNE 22, 2023**

The Nebraska Municipal Clerks Association General Membership meeting was held at the Cornhusker Marriott in Lincoln, Nebraska on June 22, 2023. First Vice President Kellie Crowell of Ravenna called the meeting to order at 5:34 p.m.

ATTENDING: Past President Linda Jensen of Central City, 1st Vice President Kellie Crowell of Ravenna, Secretary Darcy Gurule of Farnam, District 1 Director Janine Schmidt of Morrill, District 2 Director Jessie Faber of Grant, District 3 Director Misty Bussinger of Gothenburg, District 4 Director Dana Klabenes of Neligh and Ellen Freeman-Wakefield of UNO. In addition, a number of clerks attending the conference were present at the meeting.

ABSENT: President Elizabeth Butler of Omaha, 2nd Vice President Kimberly Hoelsing of Omaha and District 5 Director Tammy Tisdall of Gretna.

REPORTS OF OFFICERS

APPROVAL OF MINUTES FROM THE MARCH 16, 2023 GENERAL MEETING: Moved by Becky Erdkamp of Exeter, seconded by Deb Yosten of West Point, to approve the minutes of the March 16, 2023 General meeting. **VOTE:** Ayes – All; Nays – None. MOTION CARRIED.

APPROVAL OF TREASURER’S REPORT and CONSIDERATION OF CLAIMS: Second Vice President Kimberly Hoelsing of Omaha provided a report as of May 31, 2023, the account balance is \$48,262.09 and CD balance is \$50,000.00. Two claims were submitted. The first by President Elizabeth Butler of Omaha in the amount of \$12.60 for stamps for NMCA President and Executive Board. The second by President Elizabeth Butler of Omaha in the amount of \$73.73 for IIMC meal reimbursement. Moved by Tami Comte of David City, seconded by Roxanne Meyer of Hooper, to approve the provided Treasurer’s Report. **VOTE:** Ayes – All; Nays – None. MOTION CARRIED.

REPORTS OF THE STANDING COMMITTEES

AWARDS – CLERK OF THE YEAR – ERIN SAATHOFF, BEATRICE: No report given.

CERTIFICATION/MEMBERSHIP – TAMMY TISDALL, GRETNA: No report given.

EDUCATION – TAMMY TISDALL, GRETNA/ELLEN FREEMAN-WAKEFIELD, UNO: Ellen Freeman-Wakefield of UNO reports that she received extremely positive evaluation feedback from the approximately 300 clerks who attended the Institute and Academy in March 2023. After a significant amount of discussion, the decision was made to take the Institute and Academy to Columbus in 2024 and 2025.

LEGISLATIVE COMMITTEE – JANINE SCHMIDT, MORRILL: The committee has not met.

REPORTS OF SPECIAL COMMITTEES

CELEBRATION OF CLERKS – PAST PRESIDENT LINDA JENSEN, CENTRAL CITY: Linda Jensen of Central City stated that the Celebration of Clerks went well and she is chairing this committee again next year.

CLERK’S HISTORY – CATHIE WALKER, PHILLIPS: Cathie Walker was not present but has requested physical photos of current clerks. She indicates that digital photographs have not been printing well. If there has been a recent change in clerk at a municipality, she would appreciate a photo of the previous clerk as well.

CLERKS NEWSLETTER – ELIZABETH BUTLER, OMAHA: No report given.

HONORARY MEMBERSHIP – LeaANN DOAK, McCOOK: No report given.

NOMINATING COMMITTEE – LINDA JENSEN, CENTRAL CITY: Past President Linda Jensen stated that all positions will be filled upon the approval of Tami Comte of David City as Treasurer. Officers will shift to the next office in March of 2024.

SCHOLARSHIP FUND – KELLIE CROWELL, RAVENNA: First Vice President Kellie Crowell reported that 100% of completed applications were awarded scholarships from the Scholarship Fund as well as from different Associations.

THURSDAY NIGHT BANQUET – SOUTHEAST AREA CLERKS’ ASSOCIATION – President Elizabeth Butler of Omaha was not present, but the general consensus of clerks present is that the event went well.

WEDNESDAY HOSPITALITY EVENT/VENDORS: Kimberly Hoelsing of Omaha was not present. First Vice President Kellie Crowell reported that there was a tremendous turnout at the event. Almost everyone that attended received a prize thanks to the vendors.

COMMUNICATIONS: President Eliza Butler has changed the layout of the monthly newsletter. These changes have been well received. Any Clerk or Association who would like to contribute to the newsletter is encouraged to send articles to President Eliza Butler. Clerk communications was also initiated by 1st Vice President Kellie Crowell to send an email explaining the decision made by the Executive Board to move the Institute and Academy to Columbus for 2024 and 2025.

UNFINISHED BUSINESS: There was no unfinished business.

NEW BUSINESS:

- a. Announcement of District 3 Director Misty Bussinger of Gothenburg.
- b. The Executive Board is exploring alternative options to the current email listserv. Erin Saathoff of Beatrice recommended a website to compile information. The current NMCA website is hosted by the League. It was also recommended to include the information from the “Big Red Binders” in the same location. Ellen Freeman-Wakefield of UNO reported that the IIMC Institute of Directors uses an app called Slack to communicate. More information will be gathered to see what options best fit our needs.

GENERAL DISCUSSION – IIMC Conference in Minneapolis, MN: President Elizabeth Butler, Ellen Freeman-Wakefield of UNO and approximately seven other Clerks from Nebraska attended the IIMC Conference. Ellen Freeman-Wakefield of UNO reports that many changes are coming for Clerks interested in obtaining their CMC/MMC designation. A voluntary continuing education program for those wanting to go beyond an MMC designation could be available as early as July 2025.

ADJOURNMENT: The next meeting will be held during the Annual Conference in September 2023. There being no further business, the meeting was adjourned at 5:49 p.m.

Respectfully submitted:

Darcy Gurule
NMCA Secretary

**NEBRASKA MUNICIPAL CLERKS ASSOCIATION - EXECUTIVE BOARD MEETING MINUTES
CORNHUSKER MARRIOTT – LINCOLN, NEBRASKA – JUNE 22, 2023**

The Nebraska Municipal Clerks Association Executive Board met at the Cornhusker Marriott in Lincoln, Nebraska on June 22, 2023. First Vice President Kellie Crowell of Ravenna called the meeting to order at 5:49 p.m.

ATTENDING: 1st Vice President Kellie Crowell of Ravenna, Secretary Darcy Gurule of Farnam, Past President Linda Jensen of Central City, District 1 Director Janine Schmidt of Morrill, District 2 Director Jessie Faber of Grant, District 3 Director Misty Bussinger of Gothenburg, District 4 Director Dana Klabenes of Neligh, and Ellen Freeman-Wakefield of UNO.

ABSENT: President Elizabeth Butler of Omaha, 2nd Vice President Kimberly Hoelsing of Omaha and District 5 Director Tammy Tisdall of Gretna.

CONSIDERATION OF APPROVAL OF THE MINUTES FROM THE MARCH 16, 2023 EXECUTIVE BOARD MEETING: Moved by Janine Schmidt of Morrill, seconded by Dana Klabenes of Neligh, to approve the minutes of the March 16, 2023 Executive Board meeting. **VOTE:** Ayes – All; Nays – None. MOTION CARRIED.

APPROVAL OF TREASURER’S REPORT and CONSIDERATION OF CLAIMS: Second Vice President Kimberley Hoelsing of Omaha sent a report indicating the account balance of \$48,262.09 and CD balance is \$50,000.00 as of May 31, 2023. President Elizabeth Butler of Omaha has claims in the amount of \$86.33 to submit for reimbursement for expenses for meals at IIMC and postage. The claims were approved in the General Meeting on June 22, 2023 and will be sent to the League for processing.

COMMUNICATIONS: Board members had indicated they had received some questions and concerns after the announcement of the Institute and Academy moving to Columbus for 2024 and 2025. She wrote an email outlining the decision making process and indicating the financial necessity to choose a lower cost option, this email was well received from the clerks.

Ellen Wakefield-Freeman from UNO also discussed the South Dakota clerks not having an Institute and the possibility of letting those clerks attend our Nebraska Institute and Academy. No decision was reached at this time. Ellen also indicated the possibility of a regional conference with clerks from Colorado in New Mexico in 2025.

BUSINESS

NMCA TREASURER APPOINTMENT – Moved by Kellie Crowell of Ravenna, second by Janine Schmidt, to approve the appointment of Tami Comte of David City to the Treasurer position. **VOTE:** Ayes – All; Nays – None. MOTION CARRIED.

SCHOLARSHIPS: First Vice President Kellie Crowell of Ravenna is chairing the Scholarship

Committee and would like to see an increase in dollar amounts for the coming Academy and Institutes. With the amount of funds in the checking account there should be more than enough for an increase. There are also funds in a CD that have been held to be used if IIMC were to return to Omaha. It was recommended that some of these funds be reallocated to provide more scholarships for current clerks. Clerks were encouraged to talk with their associations to see if they would be interested in sending funds for scholarships too. This topic will be discussed at the next meeting after review of the budget.

GENERAL DISCUSSION: The 2023 Institute and Academy was reviewed. Ellen Freeman-Wakefield of UNO indicated that approximately 300 people attended the event which is the largest attendance in 20 years. 79 surveys were returned for CMC/MMC clerk hours.

Ellen Freeman-Wakefield reported on the IIMC Conference during the General Meeting.

The 2024 and 2025 Clerk's Institute and Academy will be held in Columbus. Ellen Freeman Wakefield reported that the UNO budget could have a significant impact on the future Institute and Academy conferences. This will be discussed at the Annual Conference meeting in September when budget numbers are available.

ADJOURNMENT: The next meeting will be held during the Annual Conference in September. There being no further business, the meeting was adjourned at 6:02 p.m.

Respectfully submitted:

Darcy Gurule
NMCA Secretary