

# 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

SEPTEMBER 2023

## Top stories in this newsletter



President's Message



Looking ahead



Birthdays  
Municipal Legal  
Calendar (page 4)

## President's Message



Welcome September! This month is the start of Fall which means cooler temperatures and changing leaves. I personally love this time of year.

In addition to the start of Fall, this month also brings the League of Nebraska Municipalities Annual Conference to be held on September 27-29th at the Cornhusker Marriott Hotel in Lincoln. The League is the parent organization to NMCA, so there will be a general meeting for the clerks on Thursday, September 28th. The draft agenda is attached to this newsletter.

Speaking of conferences, there are two main ones that strictly pertain to the clerk profession, the NMCA conference in March and the IIMC conference in May. Both offer great scholarship opportunities which you can apply for today. The information is below.

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

## Clerk's Corner



### Table vs. Postpone

Need to delay an item? There is a difference between these commonly used motions.

A motion to table is to delay the item to a later time within the same meeting. For example, you are on agenda item and the applicant has not yet arrived at the meeting. A motion to table the item until the applicant arrives is proper use of this motion.

A motion to postpone is to move the item to a future meeting date. For example, you need more time to consider the item to get more community feedback. A motion to postpone the item until the next meeting would be a proper way to use this motion.

## 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 August 3, 2023, Jaala Johnson from the City of Hickman, NE and Shelli S. Hayes from the Village of Murray, NE have 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 [cityclerk@hickman.ne.gov](mailto:cityclerk@hickman.ne.gov) and [murrayclerk@murrayvillage.com](mailto:murrayclerk@murrayvillage.com).

## Board Spotlight



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

Meet Janine!

**Name:** Janine Schmidt

**City:** Village of Morrill

**How long have you been a clerk?** 8 years

**Position on the NMCA Board:** District 1 Director

**How long have you served in the board position?** I'm not entirely sure—I believe 4 years, but I'm not positive. Hopefully there's a record of this—lol. I took over for Cindy Dickinson from Scottsbluff when she retired her position of Clerk to fill out her term.

**What made you want to join the NMCA Board?** I was honored to be asked to join the board and it felt like it was a good time in my career to get more involved.

**Favorite memory of clerk school:** International Clerk School in Omaha as it was my first Clerk School and there were so many amazing people and so many great speakers!

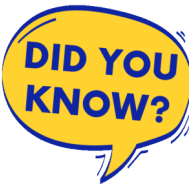
**Advice to share with clerks:** We all start out at the same place so don't be afraid to ask questions and network with other clerks. We have a lot of amazing clerks who are so helpful and knowledgeable.

**Family:** Husband Matt, children Jessica (Chris) and children Eleanor and Theodore; Marie (Tim); Phillip (Shelby) and son Cameron; and Katie (Torey) and son Ryatt.

**Share something fun about yourself that people may not know.** I'm from North Dakota originally and whenever I go back home, people tell me I have a southern accent. It makes me laugh because Nebraska is NOT in the south. I guess I just stopped talking North Dakotan ya, yeh betcha!

---

## Tidbits!



### **Late Notices/Disconnect Process**

*The following checklist is designed with the ideal timetable of twelve (12) months.*

#### **Late Letters Must Include (per §70-1606)**

- ◇ Reason for disconnection
- ◇ A statement of intention to disconnect, unless subscriber pays or makes arrangements to pay
- ◇ Disconnection date
- ◇ Contact information
- ◇ Notice of conference request
- ◇ Notice of postponed disconnect with physicians written statement
- ◇ Cost of reconnection
- ◇ Additional information required by governing body
- ◇ **Best Practice** - provide written policy to each resident at the time of move in and if any updates are made

### **Disconnection of Services**

- ◇ Disconnection notice must be sent no less than seven (7) business days prior to disconnect (Holidays and weekends are **not** included)
- ◇ Electronic notices can ONLY be sent in the place of USPS *if* the resident specifically signs up
- ◇ Reconnect Fee must be considered *reasonable*
- ◇ **Best Practice** - do not shut-off on a Friday or the day before a holiday
- ◇ **Best Practice** - notify residents of state or local agency that is providing utility assistance

---

## Future Conferences



### **Annual Conference**

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

### **ICMA Annual Conference**

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

### **NLC City Summit**

November 15-18, 2023 in Atlanta, GA

---

## October Birthdays



- 10/2—Kristine Beard, Bassett; Crystal Petzoldt, Juniata
- 10/3—Pamela Strong, Ansley; Dorothy Thiel, Trumbull; Melissa Wach, Wymore
- 10/6—Barb Straub, Hemingford
- 10/7—Sarah Hoskovec, Imperial; Dawn Zoubek, Dorchester
- 10/10—Lisa Schroedl, Ainsworth
- 10/14—Kathy Cobb, Holbrook
- 10/16—Tracey Lukasiewicz, Farwell
- 10/19—Amy Hughes, Burwell; Lori Matchett, David City; Ruth Radke, Lewellen
- 10/20—Bonnie Doremus, Shelton
- 10/21—Ronda York, Creighton
- 10/22—Mary Kempf, West Point
- 10/23—Darla Hulsebus, Humboldt
- 10/24—Kasie Leeling, Stromsburg
- 10/25—Stephanie DeGroot, Lorton
- 10/27—Wendy Clabaugh, Elm Creek
- 10/28—Allison Ferguson, Hyannis
- 10/30—Tara Hedrick, Stratton

# August 2023 Puzzle Time Answers

## Budget Mania

ERTIASCLYAF  
 F I S C A L Y E A R

ALVEYXT  
 T A X L E V Y

STVLUAANO  
 V A L U A T I O N S

LFNADUGNERE  
 G E N E R A L F U N D

NICLNPETAPIOAEMANTLVPR  
 C A F I X T A L I M P R O V E M E N T P L A N

UNVEEER  
 R E V E N U E

AIDTU  
 A U D I T

ODTABGRNNI  
 B O N D R A T I N G

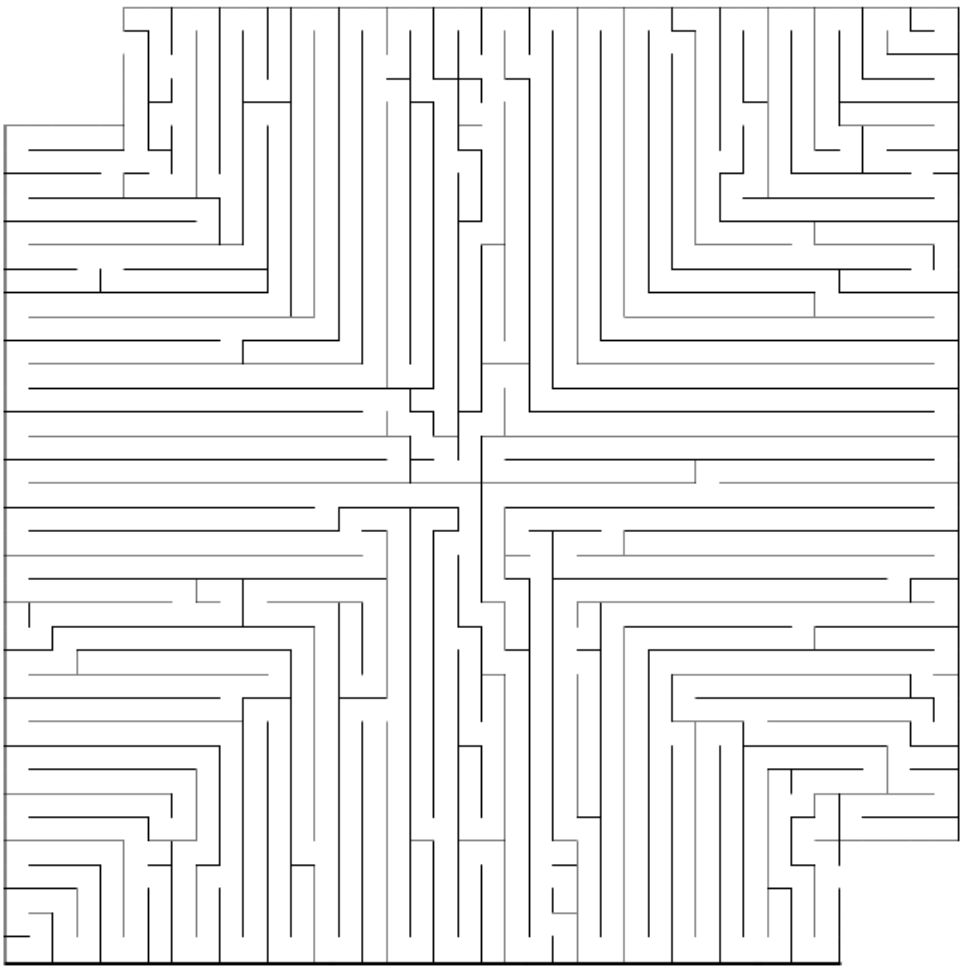
AOPTCCIOXUATN  
 O C C U P A T I O N T A X

FDENUR  
 R E F U N D

A L L A B O U T T H A T

B U D G E T

## Puzzle Time



Answer key will be included in the October 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.lnm.org/clerks/nebraska-municipal-clerks-association.html>

**SEPTEMBER 2023**

**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 of Council meeting .....Clerk publishes official proceedings of meeting,  
including claims. (19-1102)  
On or before September 1 .....City Council determines final allocation of levy authority  
for its subdivisions (77-3443)  
On or before September 30.....File adopted annual or biennial budget statement with County  
Clerk and State Auditor's Office. (13-508)  
File information on tradenames and interlocal agreements with  
State Auditor's Office (13-513)  
Within 20 days after end of month.....Treasurer files monthly financial report. (16-318)  
Last Day.....End of Fiscal Year (16-701)  
\* \* .....Clerk must prepare agenda prior to next Council meeting.  
(84-1411)  
No later than 90 days after end of  
fiscal year .....Report on collection and use of occupation taxes (18-1208)

**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 ordinances passed. (17-613)  
Within 30 days following  
Council meeting .....Clerk publishes official proceedings of meeting, including  
claims. (19-1102)  
On or before September 1 .....City Council determines final allocation of levy authority for  
its subdivisions (77-3443)  
On or before September 30.....File adopted annual or biennial budget statement with County  
Clerk and State Auditor's Office. (13-508)  
File information on tradenames and interlocal agreements with  
State Auditor's Office (13-513)  
Within 20 days after end of month.....Treasurer files monthly financial report. (17-606)  
Last Day.....End of Fiscal Year (17-701)  
\* \* .....Clerk must prepare agenda prior to next Council meeting.  
(84-1411)  
No later than 90 days after end of  
fiscal year .....Report on collection and use of occupation taxes (18-1208)

**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 ordinances passed. (17-613)  
Within 30 days following Trustees'  
meeting.....Clerk publishes official proceedings of meeting,  
including claims.(19-1102)  
On or before September 1 .....Village Board determines final allocation of levy authority for  
its subdivisions (77-3443)  
On or before September 30.....File adopted annual or biennial budget statement with County  
Clerk and State Auditor's Office. (13-508)  
File information on tradenames and interlocal agreements with  
State Auditor's Office (13-513)  
Within 20 days after end of month.....Treasurer files monthly financial report. (17-606)  
Last Day.....End of Fiscal Year (17-701)  
\* \* .....Clerk must prepare agenda prior to next Council meeting.  
(84-1411)  
No later than 90 days after end of  
fiscal year .....Report on collection and use of occupation taxes (18-1208)

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

---

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**

---

**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): \_\_\_\_\_

---

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**



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

---

## **Nebraska Municipal Clerks Association 2024 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 2024 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 that states the reason(s) for your need and/or your municipality's need for financial assistance and must be specific (**MANDATORY**)
- United States Citizenship Attesting Form (**MANDATORY**)

\*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 with a deadline of December 1<sup>st</sup>. Dues paid are for the Clerk, not the City. The dues invoice can be found in the Nebraska Municipal Clerk's Newsletter and online at the website listed above.

Application deadline is **December 16, 2023**. Awards will be made before the end of January 2024.

Kellie Crowell  
NMCA Frist Vice President  
City of Ravenna

**NMCA Institute/Academy – March 17<sup>th</sup> – 22<sup>nd</sup> 2024**



# NEBRASKA MUNICIPAL CLERKS ASSOCIATION

LEAGUE OF NEBRASKA MUNICIPALITIES

1335 L STREET – LINCOLN, NE 68508

## Nebraska Municipal Clerk Association 2024 Scholarship Application

The 2024 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 years \_\_\_\_\_.

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 completed form and the citizenship attestation form by December 16, 2023 to:**

City of Ravenna  
Attn: Kellie Crowell, CMC City Clerk/Treasurer  
NMCA Scholarship Application  
416 Grand Avenue  
Ravenna, NE 68869  
kcrowell@ravennanebraska.net

**NMCA Institute/Academy – March 17<sup>th</sup> – 22<sup>nd</sup> 2024**



# 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**



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

---

**Nebraska Municipal Clerks' Association**  
**Executive Board Meeting Agenda**

Cornhusker Marriott Hotel, Lincoln, Nebraska – **TBD**  
September 28, 2023 - 4:45 P.M.

- 
1. Call Meeting to Order - Roll Call (Sign Roll Call Sheets)
  2. Approval of minutes from the June 22, 2023 Executive Board Meeting
  3. Treasurer's Report and consideration of claims
  4. Reports of the Standing Committees:
    - a. Awards - Clerk of the Year – Erin Saathoff
    - b. Certification/Membership - Tammy Tisdall, Gretna
    - c. Education - Tammy Tisdall, Gretna
    - d. Legislative Committee – Janine Schmidt, Morrill
  5. Reports of Special Committees:
    - a. Celebration of Clerks – Linda Jensen, Central City
    - b. Clerk's History - Cathie Walker, Phillips
    - c. Clerks' Newsletter – Elizabeth Butler, Omaha
    - d. Honorary Membership - LeaAnn Doak, McCook
    - e. Nominating Committee – Linda Jensen, Central City
    - f. Scholarship Fund – Kellie Crowell, Ravenna
    - g. Thursday Night Banquet – Southeast Area Clerks Association – Elizabeth Butler
    - h. Wednesday Hospitality Event – Kimberly Hoelsing, Omaha
  6. Communications
  7. Unfinished Business
  8. New Business
    - a. March Clerk's Conference
  9. General Discussion
  10. Adjourn

The background features four neon-style illustrations: a donut with a blue circle and yellow dashes in the top-left; a slice of pizza with a red circle and yellow lines in the top-right; a stack of papers in the bottom-left; and a lollipop with a yellow spiral and a purple circle in the bottom-right. The text 'Uptown Funk' is written in a white, cursive font with a pink and blue glow effect.

# Uptown Funk

2024 NMCA Banquet  
Additional Info TBA