

# 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

MAY 2023

## Top stories in this newsletter



President's Message



Various Conference Updates



2023 IIMC Conference



Birthdays  
Municipal Legal Calendar (page 4)

## President's Message



Who else is attending the IIMC Conference in Minneapolis?

Fun fact about me, I was raised in Minneapolis. One of my first jobs in high school was working at Macy's at the Mall of America. I can still find my way around the mall by using the anchor department stores as a guide. I came to Omaha to attend Creighton University and never left. Needless to say, I am looking forward to this conference! During the downtime, I hope to visit my brothers and sister, shop at the mall, and IKEA...



*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](mailto: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!*

Let's talk Business Improvement Districts!

In Omaha, Business Improvement Districts (BID) are petitioned by the majority of business owners in a designated area for the purpose of providing specified activities, work and improvements to that location. The City Council establishes a BID by ordinance and creates the board and boundaries of the district. The BID board is appointed by the Mayor and holds regular public meetings. On an annual basis, the BID creates a budget and workplan, which is then specifically assessed to the properties within that district.

In Omaha, we have 9 BIDs: Benson, Blackstone, Downtown, Dundee, Elkhorn, Little Bohemia, North 24th Street, North Saddle Creek, and South Omaha.

Does your town have any BIDs?

## NMCA Conference Update



The NMCA Executive Board met on April 21st to discuss the conference bids. It was a split vote between Columbus and Kearney.

Ultimately, the majority of the board chose Columbus as the location for the NMCA Conference in both 2024 and 2025.

The vote was as follows:

**Columbus:**

Kellie Crowell  
Darcy Gurule  
Tammy Tisdall  
Dana Klabenes  
Jessie Faber

**Kearney:**

Elizabeth Butler  
Kimberly Hoelsing

**Board Members Absent:**

Linda Jensen  
Janine Schmidt

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## 2023 IIMC Annual Conference



The future of municipal government depends on informed public officials. IIMC Annual Conferences provide all members to receive the background and knowledge needed to help deal with current and future problems.

**Minneapolis, Minnesota May 14-17, 2023**

More information: <https://www.iimc.com/35/Conference>

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## Municipal Accounting & Finance Conference



June 21-23, 2023

Cornhusker Marriott Hotel, Lincoln, NE

More information: <https://www.lonm.org/education-events/event-calendar.html/event/2023/06/23/municipal-accounting-and-finance-conference-delegate-registration/432825>

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## We Need You!



We're still in need of a District 3 Director! If you are in District 3 and would like to begin serving as District 3 Director **now**, contact me at [Elizabeth.butler@cityofomaha.org](mailto:Elizabeth.butler@cityofomaha.org)!

Put your talents to work and serve the City Clerk profession and clerk community!

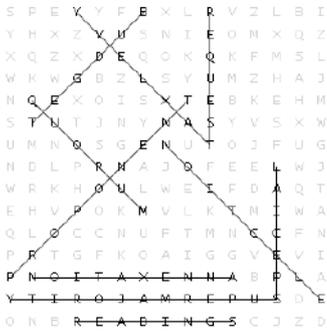
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## June Birthdays



6/4—Stacey Jaeschke, Gibbon  
6/7—Deborah Daley, Mullen; Karen Margheim, Fairmont  
6/8—June Went, Humphrey  
6/10—Sandy Kruml, Ord  
6/11—Reginal Russell, Jansen  
6/12—Ratina Crawford, Bennington  
6/14—Melissa Hansen, Union; Diane Rosenfelt, Benkelman  
6/17—Bonnie Welch, Hubbell  
6/18—Jackie Herley, Spalding; Mark Stracke, Stuart  
6/19—Misty Bussinger, Gothenburg  
6/20—Carol Woerlen, Julian  
6/22—Cheryl Walker, Harvard  
6/23—Laura Berthelsen, St. Paul; Christine Lowther, Nehawka  
6/24—Stacey Anderson, Stapleton; Teresa Youngquist, Stamford  
6/27—Diane Limoges, Fordyce  
6/28—Anthony Nussbaum, Falls City; Lori Rezny, Wilber  
6/29—Renee Johansen, Osceola  
6/30—Michele Lincoln, Bennet

April 2023 Puzzle Time Answers



Puzzle Time

First find all the words in the list. Once you find all the words, copy the unused letters starting in the top left corner into the blanks to reveal the hidden message.

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

- Adjourn                      Agenda                      Amend
- Consent                      Majority                      Minutes
- Motion                      Ordinance                      PublicHearing
- Resolution

Answer key will be included in the June 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—*Vacant*
- Past President—Linda Jensen, Central City
- District 1 Director—Janine Schmidt, Morrill
- District 2 Director—Jessie Faber, Grant
- District 3 Director—*Vacant*
- 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

**JUNE 2023**

**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)  
As determined by the Mayor  
and Council .....Board of Equalization meets. (16-707)

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)

\* \* .....Clerk must prepare agenda prior to next Council  
meeting. (84-1411)

**CITIES OF THE SECOND 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 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)

\* \* .....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  
trustees' 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)