

# 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

JANUARY 2024

## Top stories in this newsletter



President's Message



Looking ahead



Birthdays  
Municipal Legal  
Calendar (page 4)

---

## President's Message



Happy New Year! 2024 has arrived!

It's January, and you know what that means....

Clerk school is right around the corner!

Have you registered yet? Clerk school is a great way to earn points towards your CMC or MMC. It is also great for networking and keeping up-to-date on best practices!

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

---

## Clerk's Corner



Call the Question

This is a motion used to end debate and take a vote on the pending item. The person making the motion must have the floor (they **cannot** interrupt another member to make the motion), it requires a second, and requires a 2/3 vote. If the motion prevails, a vote is immediately taken on the item. If the vote fails, discussion continues.

Note—2/3 vote is required when you are taking away the rights of other members. In this case, you are taking away the rights of other board members to speak on an item.

---

## IIMC Scholarship Opportunities!



- **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.

---

## 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!

## A Note from Ellen



It is that time of year again: Registration for the Nebraska Clerks Institute and Academy!

This year's event will begin on March 17th with the Jump Start and the Institute and Academy will take place from March 18-22, 2024 at Ramada by Wyndham Columbus Hotel & Conference Center, 265 33rd Ave, Columbus, NE 68601, **phone 402-835-4350**. Rooms are \$99 a night, which is significantly lower than last year!

As with everything, we have had to increase our cost slightly:

- Institute—\$443 if you register before February 16th, \$493 after February 16th\*
- Academy—\$273 before February 16th, \$323 after February 16th.

**\*If you are attending the Institute all week, you do not need to register for the Institute and Jump Start. you only need to register and pay for the Institute as everything is included in the cost of registration.**

As always, the Education committee worked hard to bring you a wide range of topics and once again, this year will feature some of the clerks facilitating the sessions, passing on their knowledge, and the ever-popular roundtables are back! Please reach out to Tammy Tisdall in Gretna, [tammy@cityofgretna.com](mailto:tammy@cityofgretna.com), if you have an interest in being a roundtable facilitator. Be sure to check out the website for the agenda!

I am currently preparing materials to send Rachel Witter for Treasurer hours, once I know how many house will be accepted, I will pass it along.

Finally, for those of you who might be interested, we will be offering an online opportunity to learn more about the ARPA Fund Reports. The training will be conducted by Laura McDaniel on February 29th at 10 a.m. More details will follow.

Happy Holidays to you all and I look forward to seeing you all in March 2024.

I hope you all enjoyed your holidays and were able to get some time off!

If you have additional questions, please do not hesitate to contact me at [freemanwakefield@unomaha.edu](mailto:freemanwakefield@unomaha.edu) or (402) 554-2636.

Ellen Freeman-Wakefield, MPA  
Director of Professional Programs  
School of Public Administration

---

## New Year's Resolutions...New Goals!



Do you make new year's resolutions? I typically do not. This year I'm setting some goals!

Most importantly—finish out my term as your president!

Professionally—The Omaha City Clerk's Office is working on implementing DocuSign for all of our official council documents, cover pages, agreements, resolutions, and ordinances. We hope to get it up and running in 2024! Does your municipality use DocuSign for council documents? If so, please let us know how it is going.

Personally—I FINALLY was able to register for a runDisney race. I am currently training and hope to finish near the top of my age group. I am also working on increasing my race speed for the local Papillion 10k. Last year, I came in second for my age group. I hope to win it this year! I have also been working on deadlifting 200 lbs., I am so close!

I'm doing everything I can to make 2024 my year!

---

## Future Conferences



**Clerk Institute and Academy**

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

---

## February Birthdays



- 2/3—Shawna Moore, Tilden
- 2/5—Robin Likens, Hallam
- 2/6—Theresa Busse, North Bend; Barbara Mikkelsen, Aurora
- 2/7—Carol Martin, Gering
- 2/8—Debbie Yosten, West Point
- 2/9—Jane Dailey, Crawford
- 2/10—Lisa Smith, Shelton
- 2/11—Lori Vorderstrasse, Hastings; Kathy Welfl, Gering
- 2/12—Cora Calkings, Page
- 2/14—Nanci Walsh, South Sioux City
- 2/17—Linda Blender, Benedict
- 2/18—Lanette Doane, Ansley; Donna Tannahill, Arapahoe
- 2/19—Cathy Furstenuau, Pierce; Kellie Keyes, Columbus; Kamie Sonksen, Edison
- 2/20—Cynthia Ourada, Colon
- 2/24—Sandra Meyer, Plattsmouth
- 2/25—Daniela Webster, Haigler
- 2/27—Beth Bonderson, Emerson; Staci Hayden, Sprague; Kate Robertson, Arlington; Tammy Tisdall, Gretna
- 2/28—Shelly Bowlin, Bayard

## November-December 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 February 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

**FEBRUARY 2023**

**CITIES OF THE FIRST CLASS**

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)  
On or before second Monday .....Annual Library Board report due. (51-213)  
Within 30 days from Council meeting.....Clerk publishes official proceedings of meeting. (19-1102)  
Within 20 days after end of month .....Treasurer files monthly financial report. (16-318)  
\* \* .....Clerk must prepare agenda prior to next Board meeting. (84-1411)

**CITIES OF THE SECOND CLASS**

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)  
On or before second Monday .....Annual Library Board report due. (51-213)  
Within 30 days from  
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 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)  
On or before second Monday .....Annual Library Board report due. (51-213)  
Within 30 days from  
Trustees' 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 Board meeting. (84-1411)

2024  
NMCA  
BANQUET

UPTOWN FUNK



*Additional  
Info TBA*

*You're  
Invited!*

*A Few Prizes!*

*Clerk  
Barbie  
Party!*

*Wednesday, March 20th!*

*Dress as your favorite  
Barbie!*



WINTER IS

*Magical*

Homemade  
GIFTS MADE EASY