



NMCA Board Members

From the Presidents Desk

Wow, what an amazing week we had!!! A standing ovation goes to Ellen Freeman-Wakefield from UNO and our education committee Tammy Tisdall, Dana Klabenes, Deanna Perry, Lori Matchett, Barb Straub and Erin Saathoff for the great sessions. Also a kudos to our awesome speakers. The week was filled with lots of fun and learning. Wednesday our Academy members joined us, this year we again had over 200 attending the Institute and Academy which is incredible and shows how dedicated Nebraska municipal clerks are. Wednesday Night's reception sponsored by our vendors was a great evening thanks to Tami Comte and the Southern Seven Clerks Association, we all dazzled in our Denim and Diamonds.

At the General Business Meeting we held the election of officers and directors. Your 2025-2026 Board Members are: President Tami Comte, David City; 1st Vice President Derek Bargmann, Seward; 2nd Vice President Raquel Felzien, Franklin; Erin Saathoff, Secretary; Tammy Tisdall and Past President Kellie Crowell, Ravenna. District Directors include District 1 Janine Schmidt, Morrill; District 2 Dixie Sickels, Arapahoe; District 3 Misty Bussinger, Gothenburg; District 4 Pam Vander Veen, Wakefield and District 5 Deanna Perry, Shelby.

I was honored to host the 49th Annual Nebraska Municipal Clerks' Association banquet "Garden Gala" on Thursday evening (a shout out to my Heartland Clerks for their awesome job with decorating for the banquet, it was beautiful). Congratulations to the 2025 Outstanding Municipal Clerks: Village – Barb Straub, Hemingford; 2nd Class City – Raquel Felzien, Franklin; and 1st Class City – Nanci Walsh, South Sioux City. These dedicated women well deserved this honor!

Next week I will be attending the IIMC Annual Conference in St. Louis, Missouri along with clerks from all over the world, there are 991 attendees signed up. I am so excited to get to attend IIMC again this year and am honored to be sworn in as the new IIMC Region VIII East Director.

"To be inspired is great, to inspire is incredible"

Kellie Crowell, CMC
NMCA President
City Clerk/Treasurer
City of Ravenna
416 Grand Avenue
Ravenna, NE 68869-1324
308-452-3273
kcrowell@ravennanebraska.net



50th Annual

NMCA Clerk
Institute
& Academy

March 2026
In LaVista, NE

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Congratulations

**Janet**  
**Riensch**  
**Wymore, NE**

I am pleased to  
announce that Janet  
has earned the  
prestigious Certified  
Municipal Clerk  
(CMC) from  
International  
Institute of  
Municipal Clerks





## Linda Jensen Retires After 41 Years

On September 13<sup>th</sup> Linda Jensen of Central City ended her career of nearly 42 years serving as Billing Clerk and City Clerk/Treasurer. Linda was first hired full-time as a data processing and billing clerk in December 1982. During this time Linda fully automated the city office, including the utility bills. In 2009 her title changed to City Clerk/Treasurer. In the early years Linda worked with the Department Heads who ran their own departments. Since then, she has worked with five City Administrators. She has had the pleasure of working for six Mayors and numerous Council Members.

Linda holds a Bachelor of Science degree in business management from Bellevue University. An accounting degree and a computer science degree from Northeast Community College.

Linda has been a member of the International Institute of Municipal Clerks, the Nebraska Clerk's Association and the Heartland Clerk's Association for many years. She has been a member of the Nebraska Clerk's executive board for twelve years of which she has held the position of Nebraska Clerks President for three of them. In 2018 Linda was awarded the Nebraska Clerk's Association "Clerk of the Year" for the second-class city category.

Linda has attended countless League Conferences and has been a member of the Government Finance Officers of Nebraska. She has been a presenter at Nebraska Clerk's conferences many times.

"I just can't imagine doing anything else in my career. I loved being the City Clerk and my passion is accounting. After college I was an accountant for a John Deere dealer. When the Mayor of Central City approached me to ask if I would be interested in working for the city I jumped at the chance. The bookkeeping style changed for me from cost accounting to departmental accounting, but I fell in love with it. I had just turned 26 the week before. Little did I know I would be there for over 41 years." Linda stated.

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*"The most important thing is to enjoy your life—to be happy—it's all that matters" ~ Steve Jobs*

## IIMC BOARD VACANCIES:

IIMC Board Vacancies: Make A Difference In IIMC's And Your Future! In the past few years, IIMC members who have served on the Board of Directors have been involved in many aspects in providing a vision for the Organization. Some of the salient points included but are not limited to: • Producing a fourth three-year strategic plan (2024 – 2027); • Creating a Diversity/Inclusivity Vision and Policies; • Overseeing the Organization's financial health; • Creating a Futures Group and IDEAL Committee; • Producing more than \$1 million in Board Designated Reserves, an unprecedented amount; • Creating progressive Organizational policies; • Initiating an advanced annual conference selection process; • Producing successful revenue generating conferences; • Increasing membership to an all-time high in Region XI; • Working on its fifth Region XI Symposium and Study Abroad Program for 2025; and • Maintaining transparent and open communications with all members. As an IIMC member, you, too, can make an impact on your Organization. Have you ever wanted to shape policies, programs and develop strategic plans to help your colleagues? Can IIMC benefit from your ideas and perspective? Do you want to convey to 15,000 colleagues that you value the efforts of your Organization and that you want to have a voice in its growth and future? Do you want your decisions, direction and vision about IIMC's future to directly impact the membership? If you've answered yes to any of these questions, then it's time to take that initial step forward and put your leadership and knowledge to task by serving as an IIMC Board of Director. NOTE: To alleviate hurdles and streamline the process for interested members, IIMC's members unanimously approved at the Annual Business Meeting in May 2021 to eliminate one of the requirements for Region Directors. Candidates no longer need to provide written support of candidacy from their state, provincial or national association within the Region in which they are running.

### Region Director Vacancies (Term – 2025 – 2028): Region VIII East—Nebraska

Qualifications of Candidates: A Director's term of office is three years. To qualify for office as a Region Director, a candidate must: A. Be an IIMC member for at least three (3) years. B. Have served at least three (3) years as a Municipal Clerk or other office as defined in Article II, Membership, Section 2 A. C. Have attended at least two Annual Conferences. Attendance may include the conference at which the candidate's term would begin. D. Be a Full Member or Additional Full Member and, if elected, remain a Full or Additional Full Member, in their current position or another position that qualifies them as a Full Member or additional Full Member, during the term of office. E. Provide written support of candidacy from the legislative governmental body they represent. VICE PRESIDENT: To qualify for the office of Vice President, a candidate must: A. Be an IIMC member for at least three (3) years. B. Have served on the IIMC Board for three (3) years prior to the time of election. C. Have served at least three years as a Municipal Clerk or other office as defined in Article II, Membership, Section 2 A. D. Have attended at least two Annual Conferences. Attendance may include the conference at which the candidate's term would begin. E. Be a Full Member or Additional Full Member and, if elected, remain a Full or Additional Full Member, in their current position or another position that qualifies them as a Full Member or Additional Full Member. F. Provide written support of candidacy from the legislative governmental body they represent. The Vice President automatically advances to President Elect and then to President. All Candidates (Region Directors and Vice Presidents) running for office must submit to Headquarters the following: • Complete and return Nominating Forms announcing his or her candidacy (Forms will be accepted at IIMC HQ between January 1 to January 15, 2025) and must be returned to IIMC HQ no later than Wednesday, January 15, 2025); • A current, high quality digital photograph (electronic - JPG) is required to be published in the online News Digest; A 200-word essay (not to exceed 200 words in Word File, not in PDF) on their qualifications, emphasizing activities in the Municipal Clerk's profession (essay will be published in the on-line News Digest). You can obtain Nominating Forms online at [www.iimc.com](http://www.iimc.com) – click on About Us, click on Board of Directors, or by contacting Executive Director Chris Shalby at: [chriss@iimc.com](mailto:chriss@iimc.com). Nominating Form, photograph, essay and the endorsement of candidacy from your Legislative Governmental Body you represent can be sent electronically to Executive Director Chris Shalby. Candidates agree and understand that the above information will be published as received in the News Digest. Elections – Region Director If there is one Region Director candidate, no election is held, and the candidate is declared elected. If there are two or more candidates, IIMC conducts a Region election. Election results are announced at the Annual Business Meeting. Declared Candidates will receive IIMC's Policies on Elections and Campaigning. Here's your chance to help lead the Organization dedicated to furthering the Municipal Clerk's profession. By joining the IIMC Board of Directors, you can expect to work hard and have a rewarding experience in return. As an IIMC Board member, you will devote time, energy, and ideas to lead the Organization forward. IIMC is looking for individuals committed to the Organization's mission and vision. Take your leadership to the next level, become an IIMC Board of Director.



## ASSOCIATION PRESIDENTS

Please contact Kellie Crowell with an update of your Board Members for 2025. [kcrowell@ravennanebraska.net](mailto:kcrowell@ravennanebraska.net)

Panhandle Area Clerks  
Southwest Area Clerks  
Midlands Area Clerks  
South Central Area Clerks  
Southern Seven Area Clerks  
Northeast Area Clerks  
Three Rivers Area Clerks  
Southeast Area Clerks  
Heartland Area Clerks

## Tobacco License Changes

**LB 1204** passed earlier this year now requires municipal clerks to report to the Nebraska Department of Revenue (DOR) the notification of granting a local tobacco license. The initial report from the municipalities for 2025 will be due January 31, 2025. This report must be filed even if the municipality has no tobacco licensees. DOR is in the process of finalizing the reporting method. It will be done either through the electronic document and application hub (eDASH) or DOR's secure file sharing system. Would you be able to help inform clerks about this new reporting requirement by mentioning it in the Nebraska Municipal Clerks Newsletter? In prior years, the Nebraska Department of Health and Human Services sent out a tobacco licensee survey, but this will no longer be done.

*Please let me know if you are interested in running for  
IIMC Region VIII Director. [kcrowell@ravennanebraska.net](mailto:kcrowell@ravennanebraska.net)*



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, MMC, NMCA Treasurer

The Nebraska Municipal Clerks' Association Membership Dues Statement for October 1, 2024 to September 30, 2025 is now due.

Please fill out the form on the next page and send it with your check to the League of Nebraska 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.gov](mailto:tcomte@davidcityne.gov).

Thank you!

Tami Comte, MMC

NMCA Treasurer



**NEBRASKA MUNICIPAL CLERKS ASSOCIATION**

LEAGUE OF NEBRASKA MUNICIPALITIES

1335 L STREET – LINCOLN, NE 68508

**MEMBERSHIP DUES  
STATEMENT 2025-2026**

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

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

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

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

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

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

|                                        |                                                      |          |       |
|----------------------------------------|------------------------------------------------------|----------|-------|
| <u>CLASSIFICATION OF MUNICIPALITY:</u> | 1 <sup>ST</sup> Class City<br>(Over 5,000)           | \$150.00 | _____ |
|                                        | 2 <sup>nd</sup> Class City<br>(801-5,000)            | \$100.00 | _____ |
|                                        | Villages<br>(800 or less)                            | \$50.00  | _____ |
|                                        | Each additional member<br>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 a member of IIMC (International Institute of  
Municipal Clerks? Yes \_\_\_\_\_ No \_\_\_\_\_

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

MONTH AND DAY of your birthday (to be listed in 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**

**206 S. 13<sup>TH</sup> STREET, SUITE 800**

**LINCOLN, NE 68508**



## Nebraska Municipal Clerks Association 2025 Clerks Institute & Academy





# Nebraska Municipal Clerks Association 2025 Clerks Institute & Academy





## Nebraska Municipal Clerks Association 2025 Clerks Institute & Academy





Thank You Nebraska  
Municipal Clerks For All You  
Do For Your Communities!



*I would like  
to add a  
special thank  
you to our  
Education  
Director  
Ellen  
Freeman-  
Wakefield  
from UNO.  
Ellen is a huge  
asset to our  
organization,  
She always  
goes above and  
beyond for us!*

*~Kellie*

*Professional Municipal*  
**CLERKS  
WEEK**





# Municipal Legal Calendar

(All statute citations to Revised Statutes of Nebraska)

## JUNE 2025

### 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)





# Municipal Legal Calendar

(All statute citations to Revised Statutes of Nebraska)

## JULY 2025

### CITIES OF THE FIRST CLASS

- **July 1** - Chair 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 30** Advertise for Class C Liquor License renewals. (53-135.01)
- **Between July 15 and August 15** Job titles and salaries of employees shall be published. (19-1102)
- **Prior to publication of notice of budget hearing** Council 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 20** County Assessor certifies to each governing body the current valuation of all property subject to the applicable levy. (13-509)
- **On or before September 30** Budget 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 passage Clerk publishes ordinances passed. (16-405)
- **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)
- **End of Each Quarter** Report from Depository Banks due. (16-714)
- **By July 31** Clerk 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 30** Advertise for Class C Liquor License renewals. (53-135.01)
- **Between July 15 and August 15** Job titles and salaries of employees shall be published. (19-1102)
- **Prior to publication of notice of budget hearing** Governing 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 20** County Assessor certifies to each governing body the current valuation of all property subject to the applicable levy. (13-509)
- **On or before September 30** Budget 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 Passage Clerk publishes or posts ordinances passed. (17-613)
- **Within 30 days** following Council 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 Council or Board meeting.** (84-1411)
- **By July 31** Clerk files Lane Mile Report with Nebraska Department of Transportation (39-2517 and 39-2518)



# Municipal Legal Calendar

(All statute citations to Revised Statutes of Nebraska)

## AUGUST 2025

### 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 August** Political subdivisions subject to city levy submit preliminary request for levy allocation to City Council. (77-3443)
- **Prior to Notice of Budget Hearing** Proposed annual or biennial budget statement available to public. (13-504) \*
- **Before August 15** Job titles and salaries of employees shall be published. (19-1102)
- **On or before August 20** Receive the current taxable value of all property subject to levy from the County Assessor. (13-509)
- **On or before September 1** City Council determines the final allocation of levy authority for its subdivisions (77-3443)
- **On or before September 30** File adopted budget statement with County and State Auditor's Office (13-508) \*
- **On or before September 30** File information on trade names and interlocal agreements with State Auditor's Office (13-513)
- **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 after September 14** and prior to September 24 Joint public hearing if increasing property tax request by more than allowable growth percentage (77-1633)
- **By September 4** Provide information to county if participating in joint public hearing (77-1633)

### 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** of Council meeting Clerk publishes official proceedings of meeting, including claims. (19-1102)
- **On or before August 1** Political subdivisions subject to city levy submit preliminary request for levy allocation to City Council. (77-3443)
- **Prior to Notice of Budget Hearing** Proposed annual or biennial budget statement available to public. (13-504) \*
- **Before August 15** Job titles and salaries of employees shall be published. (19-1102)
- **On or before August 20** Receive the current taxable value of all property subject to levy from the County Assessor. (13-509)
- **On or before September 1** City Council determines the final allocation of levy authority for its subdivisions (77-3443)
- **On or before September 30** File adopted annual or biennial budget statement with County and State Auditor's Office (13-508) \*
- **On or before September 30** File information on trade names and interlocal agreements with State Auditor's Office (13-513)
- **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)
- **On or after September 14** and prior to **September 24** Joint public hearing if increasing property tax request by more than allowable growth percentage (77-1633)
- **By September 4** Provide information to county if participating in joint public hearing (77-1633)

### 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** of Board of Trustees' meeting Clerk publishes official proceedings of meeting, including claims. (19-1102)
- **On or before August 1** Political subdivisions subject to village levy submit preliminary request for levy allocation to Village Board. (77-3443)
- **Prior to Notice of Budget Hearing** Proposed annual or biennial budget statement available to public. (13-504) \*
- **Before August 15** Job titles and salaries of employees shall be published. (19-1102)
- **On or before August 20** Receive the current taxable value of all property subject to levy from the County Assessor. (13-509)
- **On or before September 1** Village Board determines the final allocation of levy authority for its subdivisions (77-3443)
- **On or before September 30** File adopted annual or biennial budget statement with County and State Auditor's Office. (13-508) \*
- **On or before September 30** File information on trade names and interlocal agreements with State Auditor's Office (13-513)
- **Within 20 days** after end of month Treasurer files monthly financial report. (17-606)
- \* \* Clerk must prepare agenda prior to next Village Board meeting (84-1411)

\* Does not apply to cities with a biennial budget that are in the second year of the biennial budget period.