

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 2023

Top stories in this newsletter



President's Message



NMCA Institute & Academy or Clerk School



2023 IIMC Conference



Birthdays Municipal Legal Calendar

President's Message



Well, 2022 was definitely an interesting year! Wendy McKain from the Village of Trenton and current President of NMCA has resigned. I want to thank Wendy for all her work on the board and to the City Clerk profession.

I'm incredibly blessed and thankful for each one of you as I move into the position of NMCA President. I thought I'd take a moment to share some information about myself and the City of Omaha City Clerk's Office.

I'm Elizabeth Butler, and I have been a City Clerk for 13 years, most recently the City Clerk of Omaha. I'm dedicated to my profession, having completed my Master's in Public Administration and my Master Municipal Clerk certification, I also am a member of the National Association of Parliamentarians (NAP) and currently testing to become a Registered Parliamentarian. My family is important to me as my husband and I have two school-aged sons who constantly keep us on our toes, and you can't forget about our family dog, Hugo! We love to take trips to Disney and Wisconsin Dells.

As a life-long learner, I look forward to what the future brings us and how we can work together to ensure that everyone is able to have "an edge" on their own clerk work!

Each city in Nebraska is unique. I wanted to share some data on Omaha's City Clerk's Office on duties that all municipal clerks can relate to:

- The Omaha City Clerk's Office has a staff of six.
- City Council meets every Tuesday at 2:00 PM. The average number of items on an agenda is 80. (Thank goodness for the consent agenda!)
- Bid openings occur every Wednesday at 11:00 AM.
- Number of claims received in 2022 is approximately 372.
- Number of Special Designated Liquor Licenses in 2022 is approximately 695.
- Number of Liquor Licenses in the City of Omaha is approximately 1,309.

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!

This month will offer a moment of levity. How many of you have watched, or followed, the Netflix series "Harry & Meghan"? As I write this, Part 2 has just dropped, so I haven't had time to watch it just yet, and neither has one of my staff members who fills in the gaps of the news coverage. Let's just say, her highlights might be retold in an even more entertaining way! Watching someone "jump into character" for the retelling is endlessly entertaining!

This same staff member watches the county board meetings that take place prior to our meetings and gives us a heads up on what topics might be attempted to be woven into testimony during our meetings. Do you have someone on your staff who helps lighten the mood?

A Note from Ellen



First, I would like to thank the Education Committee for all their challenging work in providing you with an exciting and informative week of education: Tammy Tisdall, Chair (Gretna), Pam Buethe (La Vista), Lanette Doane (Ansley), Dana Klabenes (Neligh), and Deanna Perry (Shelby). Thank you, Ladies!

This year's preparations for the Clerks Institute and Academy are in full swing. Registration is now open. When registering there are a few things to know, especially if you are new to the process:

1. For brand new clerks, those with less than a year of experience, we offer Jump Start which provides you with the basic information and resources you need. You do not have to pay the \$50 fee if you are attending all week as it is included.
2. If you are a new clerk, those with less than 3 years experience, you are encouraged to attend the Institute (all week). The classes at the beginning of the week are based on procedures and new requirements for your positions.
3. The cost for attending both the Institute and the Academy is \$393. The cost for attending the Institute **only** is \$223.
4. If you have applied for a scholarship, please make sure you indicate that on the registration form. You will not need to send the funds at that time to avoid us having to issue refunds.
5. If you want to receive LB781 hours, you will need to complete the assessment. We will know which class(es) is/are approved for education from the State Auditor's Office. The Education Committee has no control over what classes are applicable.

Examples of this year's sessions include: Development of an Employee Handbook, How to Build a Budget, Legal Use of Government Funds, Liquor License Updates, TIF, and Ethics.

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

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

NMCA Institute/Academy or Clerk School



Clerk School is a great opportunity to meet, greet, share, and learn from other clerks! New and seasoned clerks are welcome to attend! We hope to see you there!

Jump Start on March 12, 2023

NMCA Institute/Academy is March 13-17, 2023

For additional information, please visit: <https://www.unomaha.edu/college-of-public-affairs-and-community-service/public-administration/>.

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>

February Birthdays



- 2/1—Nancy Schaad, Leigh
- 2/3—Shawna Moore, Tilden
- 2/4—Donna Bryant, Gresham
- 2/5—Robin Likens, Hallam
- 2/6—Barbara Mikkelsen, Aurora; Rebecca Wunder, Brady; Shauna Kubik, Homer; Theresa Busse, North Bend
- 2/7—Carol Martin, Gering
- 2/8—Debbie Yosten, West Point
- 2/9—Jane Dailey, Crawford
- 2/10—Lisa Smith, Shelton
- 2/11—Erin Reimer, Fairbury; Kathy Welfl, Gering; Lori Vorderstrasse, Hastings
- 2/12—Cora Calkings, Page
- 2/13—Joan Hanson, Concord
- 2/14—Leora Hofmann, Pleasanton; Nanci Walsh, South Sioux City
- 2/17—Linda Blender, Benedict
- 2/18—Lanette Doane, Ansley; Donna Tannahill, Arapahoe
- 2/19—Kamie Soncksen, Edison
- 2/20—Cynthia Ouraoa, Colon
- 2/24—Krista Nix, Center; Sandra Meyer, Plattsmouth
- 2/25—Kelly Oelke, Hickman; Derek Bargmann, Seward
- 2/26 — Darla Walther, Stockville
- 2/27—Staci Hayden, Sprague; Beth Bonderson, Emerson
- 2/28—Shelly Bowlin, Bayard

Nebraska Municipal Clerks Association (NMCA) Board Members



President—Elizabeth Butler
1st Vice President—*Vacant*
2nd Vice President—Kellie Crowell
Secretary/Treasurer—Kimberly Hoelsing
Past President—Linda Jensen
District 1 Director—Janine Schmidt
District 2 Director—*Vacant*
District 3 Director—*Vacant*
District 4 Director—Dana Klabenes
District 5 Director—Tammy Tisdall
League Representative—*Vacant*

Contact information found here: <https://www.lonm.org/clerks/nebraska-municipal-clerks-association.html>

Municipal Legal Calendar

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 MondayAnnual 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 monthTreasurer files monthly financial report. (16-318)
* *Clerk must prepare agenda prior to next Board meeting. (84-1411)

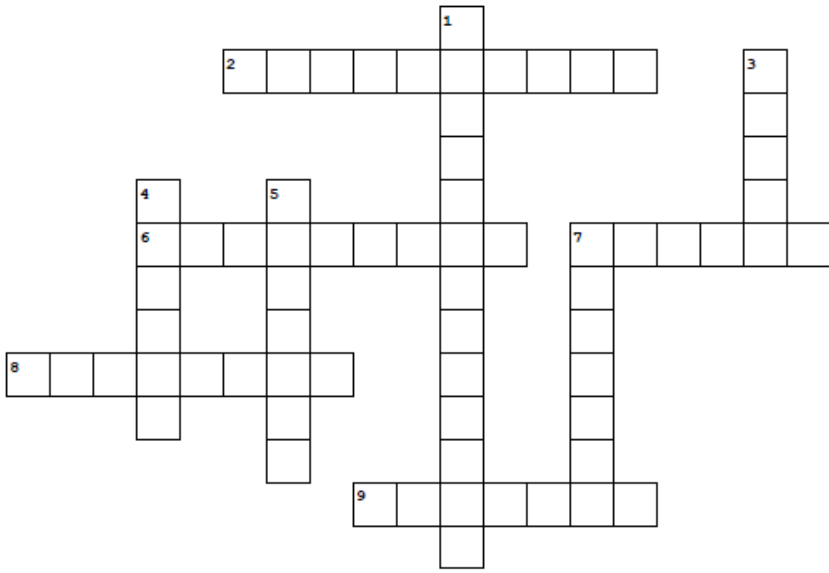
CITIES OF THE SECOND CLASS

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 MondayAnnual Library Board report due. (51-213)
Within 30 days from Council meetingClerk publishes official proceedings of meeting. (19-1102)
Within 20 days after end of monthTreasurer 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 MondayAnnual 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 monthTreasurer files monthly financial report. (17-606)
* *Clerk must prepare agenda prior to next Board meeting. (84-1411)

Puzzle Time



Across

2. ___ are formal statements by the board and are of routine nature. They only appear once on an agenda for approval.
6. Requires three readings, are laws for your village or municipality
7. This sets the order of business at council meetings.
8. Amount of votes needed for an agenda item to pass.
9. ___ agenda are items grouped together on an agenda and are all voted upon as one block with one vote.

Down

1. A ___ provides an opportunity for any resident to present their position on an issue as a proponent or opponent. (two words)
3. This motion modifies the main motion and is the most common secondary motion used at a meeting.
4. A ___ followed by a second opens discussion on an agenda item.
5. The official record of the meeting that must be readily available 10 days after a meeting or prior to the next meeting.
7. The last motion of a meeting.

Answer key will be included in the February 2023 newsletter.

League of Nebraska Municipalities
Nebraska Municipal Clerks
<https://www.lonm.org/>
1335 L Street, Lincoln, NE 68508
(402) 476-2829
(402) 476-7052