

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 (page 4)

President's Message



January seemed to fly by, which puts us that much closer to the conference in March!

Speaking of the conference, planning is underway! This year's banquet will be hosted by the Southeast Area Clerk's Association and the theme will be "Stars of the Show"! Get yourself red carpet ready with or without help from your "glam squad" for a fabulous event filled with Hollywood decorations!

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!

Let's talk about Special Designated Licenses! Did you know that the Nebraska Liquor Control Commission (NLCC) has a deadline of ten business days for applicants to submit their approved application? The NLCC calendar can be found [here](#).

Where does the tip or trick come in? Well, in Omaha, we use the "SDL 10-Day Calendar" by looking at the "small date" as the current/deadline date and looking at the "big date" for the event date. I like to print it out and color in the days after they've passed to bring a little color into the office!

It might take a little bit to "train your brain," but it's so helpful to me to quickly be able to tell an applicant what their deadline is, especially when holidays come into play, when they call with questions. We've been very lucky and excited to be able to move applications more towards being emailed in, and have standard template emails we use for the process, which has helped as we've added some other pages, too. We were able to combine the applications and make it so pages that are identical across the application auto-populate throughout!

We've even created template emails to send to applicants throughout the process!

I hope that helps! If you have any questions about how we process our applications, feel free to ask, we'd be happy to help!

A Note from Ellen



The education committee has been working diligently to provide you with a great Institute and Academy experience this year! We have a variety of clerks, presenters, and topics for you to choose from and, as always, we don't think you will be disappointed. Topics include Liquor License Updates, TIF information, Hiring and Termination Practices, and Legal Use of Public Funds, just to name a few! There will be over thirty (30) hours of training.

I'm currently working with the State Auditor's Office for the number of hours they will allow towards Treasurer Continuing Education. Once that information is confirmed, it will be made available to you.

Finally, a reminder that the **Early Bird Deadline** to register is **February 11, 2023**. Any **cancellations must be in writing and received not later than March 8, 2023**.

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

League of Nebraska Municipalities Midwinter Conference



February 27-28, 2023 in Lincoln, NE

For additional information, please visit the website [here!](#)

NMCA General Meeting will be held on Monday, February 27th!

Not able to attend this clerk meeting in person but don't want to miss out? Zoom information will be made available closer to the date! The agenda can be found on page 5.

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>

We Need You!



Did you know that a City Clerk is often referred to as the "front office of city government"? That is because of their knowledge of their city and community. Clerks often use their knowledge and talents about government and meetings to assist various stakeholders including, but not limited to: local churches, chambers, and schools. It is with that level of commitment that I am hoping you will consider serving on the Nebraska Municipal Clerk's Association board!

We are currently seeking nominations for District 1 and District 2 Directors, as well as Secretary. If you are interested in serving in this capacity, please contact the Nominating Committee Chair, Linda Jensen, at linda@cc-ne.com. Your talents will serve the City Clerk profession and clerk community!

If you are in District 3 and would like to begin serving as District 3 Director **now**, contact me at Elizabeth.butler@cityofomaha.org!

Want to be involved but not ready to be a board member? Sign up for a committee! Every little bit helps the association! Added bonus, you will receive points toward your CMC or MMC!

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

March Birthdays



3/1—Arlene Vorce, Davenport; Tami Comte, David City; Pamela Robinson, Gibbon
3/3—Kim Buchan, Gordon
3/5—Rita Robinson, Cedar Rapids
3/6—Donelle Moormeier, Cortland; Pamela Bueth, La Vista
3/7—Brandi Kloeping, Cozad; Crystal Lenzen, Wynot
3/13—Janelle Moran, Tecumseh
3/14—Tricia Allen, Blue Hill
3/16—Doretta Huck, Bridgeport
3/18—Kelsey Sisouvong, Crete; Jen Kasl, Dorchester
3/21—Nicole Brown, Papillion; Rochelle Nelsen, South Sioux City; Connie Jo Beck, St. Paul
3/22—Evelyn Skelton, Wauneta
3/24—Jan Diehl, Superior
3/25—Kerri Miller, Tecumseh
3/26—Becky Calderone, Oxford
3/27—Jo Leyland, Imperial; Brittney Timmerman, Osmond
3/28—Linda Cech, Clarkson; Jeanne Speckmann, Cook; Ruth Greenough, Waterbury
3/29—Sarah Krehnke, Bruning; Andrea Davis, Republican City
3/30—Lori Bonde, Callaway
3/31—Joan Mejstrik, Schuyler

Welcome—Minatare City Clerk

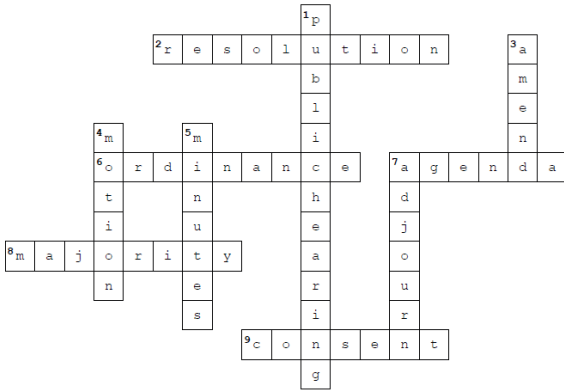


Angie Hernandez is Minatare's new City Clerk! Here's a brief introduction she provided:

"I started with the City of Minatare as City Clerk in November 2022. I feel I will be an asset to the community. I am a visionary, enjoy challenges and am very organized. Over the years, I have been involved with Scottsbluff County with being dorm parents for WNCC for the past 12 years, host families Pioneer baseball team, and Special Olympics."

Welcome Angie, we are very honored to have you join our profession!

January 2023 Puzzle Time Answers



Puzzle Time

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

Find the Following Words:

Adjourn
 Agenda
 Amend
 Consent
 Majority
 Minutes
 Motion
 Ordinance
 Public Hearing
 Resolution

Answer key will be included in the March 2023 newsletter.

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>

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



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

Nebraska Municipal Clerks' Association
General Meeting Agenda

Cornhusker Marriott Hotel, Lincoln, Nebraska
February 27, 2023 - 4:15 P.M.
Zoom Link

1. Call Meeting to Order - Roll Call (Sign Roll Call Sheets)
2. Approval of minutes from the September 15, 2022 General Meeting
3. Treasurer's Report and consideration of claims
4. Report of the Standing Committees:
 - a. Awards - Clerk of the Year – Elizabeth Butler, Omaha
 - b. Certification/Membership - Tammy Tisdall, Gretna
 - c. Education - Tammy Tisdall, Gretna
 - d. Legislative Committee – LeAnn Brown, Oshkosh
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. Scholarships – Elizabeth Butler, Omaha
 - g. Thursday Night Banquet – Southeast Area Clerks' Association – Elizabeth Butler
 - h. Vendor Sponsorship Committee: District Directors - Tammy Tisdall, Gretna, Dana Klabenes, Neligh and Janine Schmidt, Morrill
 - i. Wednesday Hospitality event – Kellie Crowell, Ravenna
6. Communications
7. Unfinished Business
8. New Business
9. General Discussion
10. Adjourn

— Municipal Legal Calendar —

(All statute citations to Revised Statutes of Nebraska)

MARCH 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)
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)
Each Quarter Report from Depository banks due. (16-714)
* * Clerk must prepare agenda prior to next Council meeting. (84-1411)

CITIES OF THE SECOND CLASS AND 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 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 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 Board 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)