

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

APRIL 2023

Top stories in this newsletter



President's Message



NMCA Institute & Academy or Clerk School Wrap Up



2023 IIMC Conference



Birthdays (page 2)
Municipal Legal Calendar (page 5)

President's Message



What a great conference!

This month's message is devoted to thanking all the wonderful clerks and people who planned sessions and events!

NMCA Board Members:

- Past President—Linda Jensen from Central City
- 2nd Vice President—Kellie Crowell from Ravenna
- Secretary/Treasurer—Kimberly Hoelsing from Omaha
- District 1 Director—Janine Schmidt from Morrill
- District 4 Director—Dana Klabenes from Neligh
- District 5 Director—Tammy Tisdall from Gretna



ALT: Left to right: (Back Row) Janine, Elizabeth, Linda, Tammy, Dana (Front Row) Kimberly and Kellie

Thank you for your dedication to NMCA and to the clerk profession!

Thank you to **Ellen Freeman Wakefield!** As the director, Ellen dedicates a lot of her time working with the Education Committee and IIMC to ensure we are getting the best conference experience a the best price! Thank you for all that you do for Nebraska clerks!



Education Committee:

- Tammy Tisdall from Gretna (chair)
- Pam Bueth from La Vista
- Lanette Doane from Ansley
- Dana Klabenes from Neligh
- Deanna Perry from Shelby

ALT: Left to right: Tammy, Lanette, Pam, Deanna, and Dana

These clerks work hard throughout the entire year to ensure the conference has great speakers who also meet the standards to earn points through IIMC. Thank you for all that you do!

Lastly, Ellen also wanted me to relay a message to thank everyone for attending the conference and that she looks forward to the conference in 2024!

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!

Did you enjoy the decorations at the clerk banquet? I want to give a **huge** shout out to my **AMAZING** Executive Secretary, Sherri Brown, who planned everything! Sherri came up with the Hollywood theme, the title "Stars of the Show," the decorations, flowers, and plaques.

Sherri has been with the City of Omaha for over 30 years and we are happy she is part of the clerk team! If you asked Sherri what her favorite part of the job is, I know she would enthusiastically answer attending weekly City Council meetings. Sherri sits right next to me at every meeting to help ensure the meetings stay in order!

Thank you Sherri!



Clerk of the Year Award



This year's winners for the Clerk of the Year Awards include the following:
Village—Janine Schmidt, Village of Morrill
2nd Class City—Kellie Crowell, City of Ravenna
1st Class City—Erin Saathoff, City of Beatrice

The prestigious award was presented to each of these clerks at this year's banquet! This is the highest honor awarded by the Nebraska Municipal Clerks' Association. Congratulations to the winners!

ALT: Left to right: Erin, Janine, and Kellie

Recognition



At this year's banquet, we also recognized those clerks who earned their CMC and MMC certificates. This designation exemplifies a clerk's knowledge and dedication to the profession. Congratulations!

ALT: Left to right: Lisa Smith, Shelton; Kandis Koozer, Gretna

Not pictured: Nanci Walsh, South Sioux City and Jill Granere, Grand Island

2023-2024 NMCA Board Elections



At the March 16, 2023 General Meeting, the new board was elected by the membership. The 2023-2024 NMCA board includes:

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

As you can see, we still have a couple of vacancies. If you are interested in serving as the District 3 Director, please email Elizabeth.butler@cityofomaha.org

The board position of Treasurer was recently created by the bylaw amendment. If you are interested in serving in that position, please email Elizabeth.butler@cityofomaha.org.

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!



As you may have noticed, the sign-up sheets for committees were missing this year. The board is looking into different ways for clerks to be involved and earn points. Please send any suggestions to board members. In the meantime, we encourage you to earn points by serving on your association boards as secretary, treasurer, vice president, or president!

May Birthdays



5/1—Raquel Felzien, Franklin; Dawn Gall, Howells
5/2—Annette Brower, Kimball
5/3—Tamela Curtis, Pawnee City; Kimberley Wright, Scottsbluff
5/4—Pamela Baruth, Lexington; jessie eFaber, Grant
5/5—Jennifer Dean, Crawford
5/8—Lori Pfeifer, Madison; Wendy Thomas, Crete
5/9—Lisa Beaudette, Walthill
5/10—Kelly Havlovic, Prague; Konnie Jividen, Palmyra; Marjorie Laffin, Crab Orchard; Glenda Walker, Ong
5/11—Marla Newman, Sutton
5/12—Angie Hupp, Clearwater
5/13—Erin Saathoff, Beatrice
5/14—Kristin Childers, Elgin; Stephanie Metzger, Bradshaw; Heidi Ruzicka, Verdigre
5/16—Jessie Cash, Mullen
5/17—Kandis Koozer, Gretna
5/18—Roxanne Mroczek, Cedar Creek
5/20—Pamela Vanderveen, Wakefield
5/21—Jolyn Hare, Culbertson; Roxanne Meyer, Hooper; Stephanie Nelson, Valparaiso
5/24—Jessica Tummons, Manley
5/25—Kimberly Barnwell, Kimball; Jan Buoy, Long Pine; Amie Ehrman, Roseland; Sandy Kostal, Odell
5/26—Melissa Gorsuch, Potter
5/29—Belinda Daly, Arthur
5/31—Shellie Hayes, Murray

Message from Past President Linda Jensen

As I anticipate semi-retirement, I am feeling somewhat at a loss. After 40 years of Treasurer reports/budgets, Clerk minutes/ordinances/resolutions, and handling/producing utility bills, I can't wrap my head around having so much free time for myself! I have trained Cassie Musil as the Clerk and billing Clerk and Barb Wilshusen as the City Treasurer. It feels strange to leave the office in the middle of the day or only work a couple days a week. Eventually, I will get into a routine and possibly write another novel. I also have several UFO's (UnFinished Objects) in my quilting room.

The banquet at this year's conference was bittersweet. When I stood at the podium, I realized that this year might be my last. Even at the conference last week, I learned something new! I will not forget the great times I had at those conferences. I have met so many Clerks, many of whom I will be forever friends with! Who knows, I might be attending the 2024 conference as I am still the Past President. My stay as being a board member has been a lengthy one, but I have thoroughly enjoyed every minute of it!

I was ever so humbled when I received the plaque for my years as being President. I will add it to the collection I have on my wall at home. Then, receiving the quilt made me speechless! I was so overwhelmed with love and appreciation for my fellow clerks. I still, to this day, can't figure out how that quilt got all over the state and no one "spilled the beans" that I was going to receive such a precious gift. I will cherish it **FOREVER!**

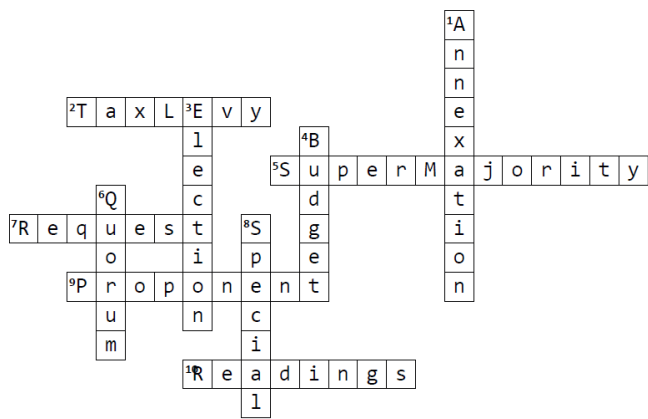
Thank you!

Linda Jensen, Central City



Help Us Showcase the "Stars of the Show"!

As you'll see on page 6, we have a few pictures from the 2023 banquet. Our goal is to include more pictures in the May 2023 Newsletter! Please email me at Elizabeth.butler@cityofomaha.org so we can put them all together! We can't wait to share your pictures with everyone!



Puzzle Time

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

Find the Following Words:

- Annexation
- Budget
- Election
- Proponent
- Quorum
- Readings
- Request
- Special
- Super Majority
- Tax Levy

Answer key will be included in the May 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
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- District 5 Director—Tammy Tisdall, Gretna

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

MAY 2023

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 following
Council meeting Clerk publishes official proceedings of meeting, including claims.
(19-1102)
First Day Automatic renewal of beer and liquor licenses (except Class C).
(53-124, 53-135)
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 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)
First Day Automatic renewal of beer and liquor licenses (except Class C).
(53-124, 53-135)
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 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)
First Day Automatic renewal of beer and liquor licenses (except Class C).
(53-124, 53-135)
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)



**NEBRASKA MUNICIPAL CLERKS ASSOCIATION – GENERAL MEMBERSHIP ANNUAL MEETING
MINUTES
HOLIDAY INN – KEARNEY, NEBRASKA – MARCH 16, 2023**

The Nebraska Municipal Clerks Association General Membership meeting was held at the Holiday Inn in Kearney, Nebraska on March 16, 2023. President Elizabeth Butler of Omaha called the meeting to order at 7:21 a.m.

ATTENDING: President Elizabeth Butler of Omaha, Past President Linda Jensen of Central City, 2nd Vice President Kellie Crowell of Ravenna, Secretary/Treasurer Kimberly Hoelsing of Omaha, District 1 Director Janine Schmidt of Morrill, District 4 Director Dana Klabenes of Neligh. In addition, a number of clerks attending the conference were present at the meeting.

ABSENT: District 5 Director Tammy Tisdall of Gretna and Ellen Freeman-Wakefield of UNO.

REPORTS OF OFFICERS

APPROVAL OF MINUTES FROM THE FEBRUARY 27, 2023 GENERAL MEETING: Moved by Christine Sankey of Snyder, seconded by Connie Jo Beck of St. Paul, to approve the minutes of the February 27, 2023 General meeting. **VOTE:** Ayes – All; Nays – None. **MOTION CARRIED.**

APPROVAL OF TREASURER’S REPORT and CONSIDERATION OF CLAIMS: Secretary/Treasurer Kimberly Hoelsing of Omaha reported as of March 16, 2023, the account balance is \$67,164.53 and CD balance is \$50,000.00. No claims have been submitted.

REPORTS OF THE STANDING COMMITTEES

AWARDS – CLERK OF THE YEAR – ELIZABETH BUTLER, OMAHA: The awards have been decided and will be given out at the banquet.

CERTIFICATION/MEMBERSHIP – TAMMY TISDALL, GRETNA: No report given.

EDUCATION – TAMMY TISDALL, GRETNA/ELLEN FREEMAN-WAKEFIELD, UNO: No report given.

LEGISLATIVE COMMITTEE – JANINE SCHMIDT, MORRILL: No report given.

REPORTS OF SPECIAL COMMITTEES

CELEBRATION OF CLERKS – PAST PRESIDENT LINDA JENSEN, CENTRAL CITY: The Celebration of Clerks was held at the March 16th General Membership Annual Meeting.

CLERK’S HISTORY – CATHIE WALKER, PHILLIPS: Cathie Walker requested that clerks keep sending information and the history books will continue to be updated.

CLERKS NEWSLETTER – ELIZABETH BUTLER, OMAHA: President Elizabeth Butler reported that the newsletter has been revamped and she is always open to new ideas for the newsletter.

HONORARY MEMBERSHIP – LeaANN DOAK, McCOOK: Lea Ann Doak of McCook reported that several clerks are retiring and names should be sent to her to be included in the Honorary Membership. It was mentioned that Wendy McKain from Trenton should be added as an Honorary Clerk.

NOMINATING COMMITTEE – LINDA JENSEN, CENTRAL CITY: Past President Linda Jensen stated there was a full ballot of nominees and that President Elizabeth Butler will appoint the District 3 Director.

SCHOLARSHIPS – ELIZABETH BUTLER, OMAHA: President Elizabeth Butler of Omaha reported that 35 scholarships were awarded and that each one received the full amount that was requested.

THURSDAY NIGHT BANQUET – SOUTHEAST AREA CLERKS' ASSOCIATION – President Elizabeth Butler reported that the theme of the banquet is “Star of the Show,” a Hollywood theme.

WEDNESDAY HOSPITALITY EVENT/VENDORS: Kellie Crowell reported that there was a tremendous turnout at the event. Almost everyone that attended received a prize thanks to the vendors.

COMMUNICATIONS: There were no communications.

UNFINISHED BUSINESS: There was no unfinished business.

ELECTION OF OFFICERS:

- President – Elizabeth Butler, Omaha
- 1st Vice President – Kellie Crowell, Ravenna
- 2nd Vice President – Kimberly Hoelsing, Omaha
- Secretary – Darcy Gurule, Farnam
- District 1 Director – Janine Schmidt, Morrill
- District 2 Director – Jessie Faber, Grant

*Note: The newly elected officers will take over on April 1st.

Moved by Christine Sankey of Snyder, seconded by Kristine Beard of Bassett, to approve the election of officers. **VOTE:** Ayes – All; Nays – None. MOTION CARRIED.

NEW BUSINESS:

- a. Bylaw Amendment – Separate the Secretary/Treasurer position

Moved by Kayla Eisenmenger of Oakland, seconded by Janet Riensche of Wymore, to approve the bylaw amendment. **VOTE:** Ayes – All; Nays – None. MOTION CARRIED.

GENERAL DISCUSSION – IIMC Conference in Minneapolis, MN: President Elizabeth Butler briefly discussed the conference and asked how many people are planning to attend. Out of the people in attendance, there are approximately 5-8 attending the conference.

ADJOURNMENT: The next meeting will be held during the Municipal Accounting & Finance Conference in June. There being no further business, the meeting was adjourned at 7:29 a.m.

Respectfully submitted:

Kimberly Hoelsing, CMC
NMCA Secretary/Treasurer

**NEBRASKA MUNICIPAL CLERKS ASSOCIATION - EXECUTIVE BOARD MEETING MINUTES
HOLIDAY INN – KEARNEY, NEBRASKA – MARCH 16, 2023**

The Nebraska Municipal Clerks Association Executive Board met at the Holiday Inn in Kearney, Nebraska on March 16, 2023. President Elizabeth Butler of Omaha called the meeting to order at 12:19 p.m.

ATTENDING: President Elizabeth Butler of Omaha, 2nd Vice President Kellie Crowell of Ravenna, Secretary/Treasurer Kimberly Hoelsing of Omaha, Past President Linda Jensen of Central City, District 1 Director Janine Schmidt of Morrill, District 4 Director Dana Klabenes of Neligh, District 5 Director Tammy Tisdall of Gretna, and Ellen Freeman-Wakefield of UNO.

CONSIDERATION OF APPROVAL OF THE MINUTES FROM THE FEBRUARY 27, 2023 EXECUTIVE BOARD MEETING: Moved by Kellie Crowell of Ravenna, seconded by Elizabeth Butler of Omaha, to approve the minutes of the February 27, 2023 Executive Board meeting. **VOTE:** Ayes – All; Nays – None. **MOTION CARRIED.**

APPROVAL OF TREASURER’S REPORT and CONSIDERATION OF CLAIMS: Secretary/Treasurer Kimberly Hoelsing of Omaha reported as of March 16, 2023, the account balance is \$67,164.53 and CD balance is \$50,000.00. President Elizabeth Butler of Omaha has claims in the amount of \$2,474.83 to submit for reimbursement for expenses for the 2023 Clerks Institute and Academy banquet as well as registration for the IIMC Conference. 2nd Vice President Kelley Crowell of Ravenna has a claim in the amount of \$179.80 for expenses for the 2023 Clerks Institute and Academy Wednesday Night Hospitality event. District 4 Director Dana Klabenes of Neligh has a claim in the amount of \$113.82 for the gift for the Past President at the 2023 Clerks Institute and Academy banquet. The claims will be sent to the League for processing.

Moved by Past President Linda Jensen of Central City, seconded by Kellie Crowell of Ravenna, to approve the claims. **VOTE:** Ayes – All; Nays – None. **MOTION CARRIED.**

COMMUNICATIONS: No communications to report.

BUSINESS

2024 CLERKS’ INSTITUTE AND ACADEMY – The 2024 Clerks Institute and Academy will be held March 11-15. The 2025 Clerks Institute and Academy will be held March 17-21. Ellen Freeman-Wakefield from UNO presented the bids that have been received so far. The deadline for submitting bids is March 16, 2023. The registration rates for 2024 will be raised by \$50.00. UNO is currently subsidizing over \$30,000.00 for 2023. The cost per speaker is \$500.00 for 2023. Past President Linda Jensen of Central City discussed ways that the clerk associations could possibly help offset the costs either by increased dues, scholarships, fundraisers, etc.

Past President Linda Jensen of Central City also discussed whether the NMCA Executive Board can do a one-time subsidy to help catch up with the increased costs of the conference and then gradually increase the \$7,500.00 over time. Ellen Freeman-Wakefield from UNO will put together some cost estimates once all the bids are received and will present them to the board in June.

Moved by Past President Linda Jensen of Central City, seconded by Kellie Crowell of Ravenna, to increase the contribution to UNO to \$10,000.00. **VOTE:** Ayes – All; Nays – None. MOTION CARRIED.

CLERK COMMITTEES: President Elizabeth Butler of Omaha discussed the Clerk Committees and whether all of them are still needed. One approach would be to have one or two people for each function/task with a couple volunteers instead of people officially signing up to serve on a committee. Another idea mentioned is to brainstorm other ways for clerks to earn points towards their CMC/MMC.

TREASURER POSITION: President Elizabeth Butler of Omaha will add to the next newsletter and ask for volunteers to serve as Treasurer.

ADJOURNMENT: The next meeting will be held during the Municipal Accounting & Finance Conference in June. There being no further business, the meeting was adjourned at 1:10 p.m.

Respectfully submitted:

Kimberly Hoelsing, CMC
NMCA Secretary/Treasurer