



Nebraska Municipal Clerks NEWSLETTER

April/May 2024

President's Message

Hello Municipal Clerks!!

I want to first start out with a huge "Thank You" for all your love and support I've received since my back surgeries. Things really spiraled out of control very fast and I don't remember much from the months of January and February. I was very upset to miss the Clerks Academy and Institute in March in Columbus, but I've heard a lot of really good things about it. I am so happy to be back in the office (almost fulltime). I am very proud to be your new NMCA President. Thank you to Elizabeth Butler for her amazing leadership these past few years.



I will be attending the 2024 IIMC Conference in Calgary, Alberta, Canada May 19-22. I am so excited to represent Nebraska at this amazing conference! Next month I plan to write about my experiences at the conference. If any of you or your associations have anything you would like to run in the newsletter please email me at kcrowell@ravennanebraska.net.

Thank you again for your support I truly appreciate it and look forward to this next year!

Kellie Crowell
NMCA President

Clerk's Corner



The Northeast Nebraska Clerks had a GREAT tour of the new Columbus City Hall/ Public Library and Children's Museum.



NCMA Board Members

President - Kellie Crowell, Ravenna

1st Vice President - Kimberly Hoelsing, Omaha

2nd Vice President - Darcy Gurule, Farham

Secretary - Derek Bargmann, Seward

Treasurer - Tami Comte, David City

Past President - Elizabeth Butler, Omaha

District 1 Director - Janine Schmidt, Morrill

District 2 Director - Jessie Faber, Grant

District 3 Director - Misty Bussinger, Gothenburg

District 4 Director - Pam Vander Veen, Wakefield

District 5 Director - Jaala Johnson, Hickman

Event Promotion

**55th Annual Professional
Municipal Clerks Week
May 5 – May 11, 2024**



MAY 2024

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 meetingClerk 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 PassageClerk publishes or posts ordinances passed. (17-613)
Within 30 days following Council meetingClerk publishes official proceedings of meeting, including claims. (19-1102)
First DayAutomatic 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 PassageClerk publishes or posts ordinances passed. (17-613)
Within 30 days following Board meeting.....Clerk publishes official proceedings of meeting, including claims (19-1102)
First DayAutomatic 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)

JUNE 2024

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 CouncilBoard of Equalization meets. (16-707)
- 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. (16-318)
- **Clerk must prepare agenda prior to next Council meeting. (84-1411)

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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)