

NEBRASKA MUNICIPAL CLERKS ASSOCIATION



**FROM THE
PRESIDENT'S DESK**



Hello Municipal Clerks!

The 79th Annual IIMC Conference was held in St. Louis, Missouri. It was a wonderful trip and a fantastic learning opportunity! We had twelve Nebraska Clerks in attendance! -

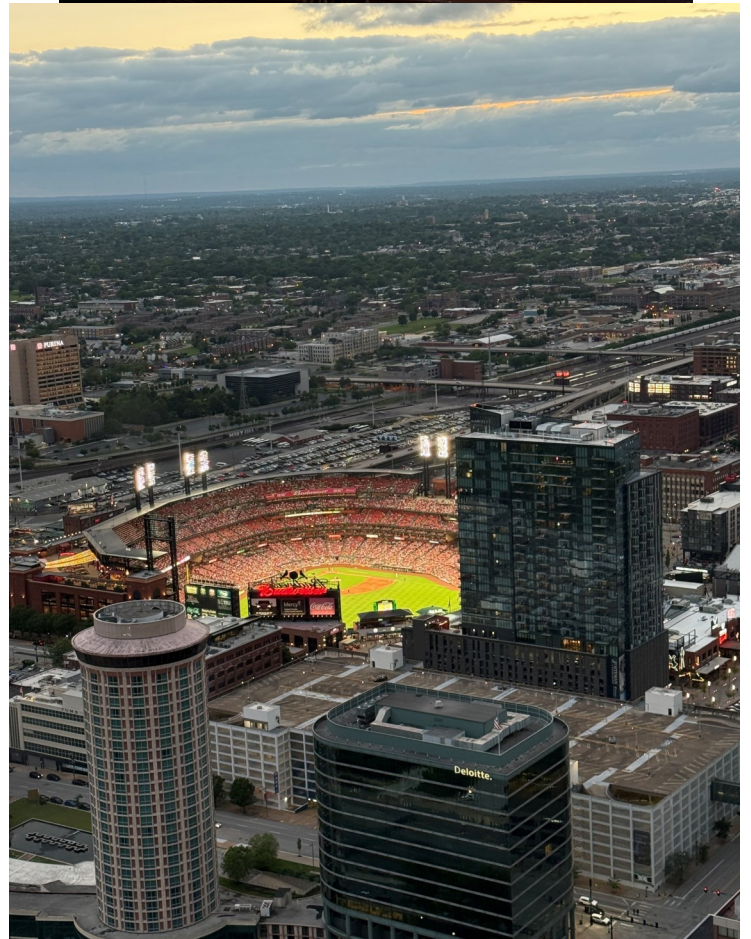
Tricia Allen from Blue Hill, Betty McGuire from Wayne, Sonya Cisneros from Grand Island, Kellie Crowell from Ravenna, Christina Fasel from Wahoo, Michele Lincoln from Hickman, Shelbi Pitt and Ammie Bedient from Alliance, Sandra Kruml from Ord, Erin Saathoff from Beatrice, Lori Matchett and myself from David City, Buster Brown former Omaha Clerk and our Director of Education Ellen Freeman-Wakefield from UNO. Lori and I met Erin in Lincoln and she carpooled with us to St. Louis.

Along with the educational opportunities, we got to attend a St. Louis Cardinals baseball game and the all-conference event was in the Gateway Arch which was absolutely phenomenal!

A group of women are standing in a hallway. One woman in the foreground is holding a large blue flag with a circular seal that reads "HONOR GREAT FAITH" and "1867". She is wearing a light pink suit. Other women are visible in the background, some holding flags. The hallway has a patterned carpet and a wooden wall.



Kellie Crowell, City Clerk at Ravenna, Nebraska was sworn in as one of the Region VIII East Directors at the IIMC Annual Business Meeting on Wednesday, May 21, 2025!







Congratulations to Sundae Provencher from Petersburg for earning her CMC designation from the International Institute of Municipal Clerks!

NMCA Board Members

President—Tami Comte, David City

1st Vice President—Derek Bargmann, Seward

2nd Vice President—Raquel Felzien, Franklin

Secretary—Erin Saathoff, Beatrice

Treasurer—Tammy Tisdall, Gretna

Past President—Kellie Crowell, Ravenna

District 1 Director—Janine Schmidt, Morrill

District 2 Director—Dixie Sickels, Arapahoe

District 3 Director—Misty Bussinger, Gothenburg

District 4 Director—Pam Vander Veen, Wakefield

District 5 Director—Deanna Perry, Shelby





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.