

MESSAGE FROM THE PRESIDENT

Wendy L. McKain, DBA, MBA, MMC
Village Clerk/Treasurer, Village of Trenton
NMCA President

Greetings from Little Rock, Ark. Several Nebraska clerks attended the 76th Annual Conference. The theme was “*Like a Diamond – Multifaceted Leadership.*” I will have a more detailed account of the conference next month with more pictures. It was a fantastic time to learn, visit and network with so many clerks. Nebraska was well represented by Patti Anderson, La Vista; Lea Ann Doak, McCook; Tammy Tisdall, Gretna; Linda Jensen, Central City; Lori Matchett, David City; Tami Comte, David City; Erin Saathoff, Beatrice; Betty McGuire, Wayne and Wendy McKain, Trenton. This is just a brief introduction to the conference. As I said, more will follow on this.



Don't forget the League of Nebraska Municipalities is having the Accounting and Finance Conference in Kearney, June 15-17, 2022. It is my understanding that up to 14 hours have been approved by the Auditor of Public Accounts for continuing education for municipal treasurers.

Treasurers are required to complete eight hours of APA-approved continuing education during each calendar year (Jan. 1-Dec. 31). Treasurers of entities with less than \$100,000 of expenditures in the fiscal year are required to complete only four hours of acceptable continuing edu-

cation during the subsequent calendar year. After the completion of each session, continuing education certificates will be available at the back of the room where the session is held. To receive credit, those certificates will then need to be submitted by the treasurer to the APA office by Jan. 31, 2023 on their website at: https://appengine.egov.com/apps/ne/certification_continuing_education_submission.

[Click here](#) for the 2022 MAFC information or [click here](#) to register online with a credit card.

The sessions approved are:

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Wednesday, June 15:

- Preconference Seminar, Creative Districts (3 hours).

Thursday, June 16:

- Budget Update: Budget Forms, Lid Laws, LB 644 and Related Issues for FY 21-22 (1 hour).
- Update on the American Rescue Plan (ARP) Act and Bipartisan Infrastructure Law (Infrastructure Investment and Jobs Act) (1 hour).
- League Legislative Report (1 hour).
- FEMA/NEMA (1 hour).
- League Insurance Government Health Team (LIGHT) (1 hour). This session is repeated twice on Friday.
- Climate Change (1 hour).
- LB 1024 (2022) Economic Recovery Act (1 hour)

- Utilities Issues Update (1 hour). This session is repeated on Friday.
- Tax Increment Financing (TIF) (1 hour). This session is repeated on Friday.

Friday, June 17:

- Preventative Internal Controls Necessary to Safeguard Municipal Assets (1 hour).
- Bond Basics (1 hour).

There also will be a General Meeting and an Executive Meeting on Thursday, June 16, 2022 at 5:30 p.m. More information to follow. Sorry this is a short message; I am at the airport getting ready to fly back home and typing on my phone.

JULY BIRTHDAYS

Wendy McKain	Trenton	7/2
Sharon Ketteler	Albion.....	7/3
Tricia Moreno.....	Imperial	7/3
Belinda Tolle.....	Upland.....	7/3
Joan Lindgren.....	Ceresco	7/6
Darci McCarter	McCool Junction.....	7/7
Irene Dresch	Primrose	7/7
Jennifer Orrock	Cody.....	7/9
Janine Schmidt.....	Morrill	7/10
Angie Miller	St. Edward.....	7/13
Stephanie Kinnamon.....	Lyman	7/14
Jeanine Wasser	Ulysses	7/15
Patty Lamberty	Arnold.....	7/17
Janelle Kline.....	Columbus	7/18
Rita Bartling.....	Lodgepole.....	7/18
Lea Ann Doak	McCook.....	7/18
Laurie Jauken.....	Elwood	7/21
Salene Ulrick	Garland	7/21



Jill Granere.....	Grand Island	7/22
Jaala Johnson.....	Hickman.....	7/25
Kari Podliska.....	Clarks	7/28
Robin Efta.....	Columbus	7/28
Tammy Van Housen.....	Hampton.....	7/28
Rosie Russell	Ralston	7/29
Karla Costello.....	Greeley	7/31
Mona Weatherwax.....	Niobrara	7/31

Publication Requirements Q&A

The League has received several phone calls lately regarding publication requirements of minutes of public meetings and official proceedings. There are more than 100 laws dealing with publication and notice in Nebraska. Below are answers to some of the League's most frequently asked questions. As always, you should contact your municipal attorney about these issues if you have further questions. This article is not intended as legal advice.

Do official proceedings of meetings need to be published in a newspaper?

Yes. Under section 19-1102, all municipalities are required to publish the official proceedings of the city council or village board within 30 days after any meeting. The publication needs to be in a newspaper in or of general circulation in the village or city and set forth a statement of the proceedings of the meeting. The official proceedings also include the amount of each claim allowed, the purpose of the claim and the name of the claimant, except that the aggregate amount of all payroll claims may be included as one item.

Do minutes need to be published in the newspaper?

No. According to the Open Meetings Act, minutes do not need to be published in the newspaper. Section 84-1413 of the Open Meetings Act includes several requirements about minutes including the requirement that municipalities

keep minutes of all meetings showing the time, place, members present and absent and the substance of all matters discussed. The minutes are public records and must be available for inspection within 10 working days or prior to the next convened meeting, whichever occurs earlier. A new law passed this year allows the minutes to be kept in written or electronic form. But the Open Meetings Act does not require minutes be published in the newspaper.

What is the difference between minutes and official proceedings?

Generally, official proceedings are not as detailed as minutes. Several years ago, the League and the Nebraska Press Association negotiated the term "official proceedings" and determined they need to include three things:

1. A summary of each agenda item;
2. A summary of each motion including ordinances and resolutions and the result of the vote; and
3. An indication of how the members voted on each motion.

Minutes may contain more information than what is required in official proceedings. For example, minutes may include items such as reports from city officials, old business and new business. If you have further questions regarding publication requirements, please reach out to your municipal attorney or League staff.

Municipal Legal Calendar

(All statute citations to Revised Statutes of Nebraska)

JULY 2022

CITIES OF THE FIRST CLASS

- July 1Chair 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 30Advertise 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 hearingCouncil 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 20County Assessor certifies to each governing body the current valuation of all property subject to the applicable levy. (13-509)
- On or before September 30Budget 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 passageClerk publishes ordinances passed. (16-405)
- Within 30 days following Council meetingClerk 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 QuarterReport from Depository Banks due. (16-714)
- By July 31Clerk 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 30Advertise for Class C Liquor License renewals. (53-135.01)
- Between July 15 and August 15Job 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 20County Assessor certifies to each governing body the current valuation of all property subject to the applicable levy. (13-509)
- On or before September 30Budget 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 meetingClerk 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 31Clerk files Lane Mile Report with Nebraska Department of Transportation (39-2517 and 39-2518)