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# NEBRASKA MUNICIPAL CLERKS NEWSLETTER

May 2010

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## Message from the President

*By Barb Whitley, City Clerk-Treasurer, Geneva  
NMCA President*

This is going to be a short article from me. A little busy and time got away from me, so...

There are two articles, one for Mother's Day and one for Father's Day. I would like to wish all of you a great day, whether you are a Mother or Father. We are all leaders and teachers in our daily life. Keep up the great work.

See you at the League's Municipal Accounting and Finance Conference in Kearney!

### Fathers then and now

Fathers of 1900 didn't have it nearly as good as fathers of today; but they did have a few advantages:

In 1900, a father's horsepower meant his horses. Today, it's the size of his minivan.

In 1900, a father waited for the doctor to tell him when the baby arrived.

Today, a father must wear a smock, know how to breathe, and make sure film is in the video camera.

In 1900, fathers passed on clothing to their sons. Today, kids wouldn't touch Dad's clothes if they were sliding naked down an icicle.

In 1900, fathers could count on children to join the family business. Today, fathers pray their kids will soon come home from college long enough to teach them how to work the computer and set the VCR.

In 1900, a father smoked a pipe.

Today, if he tries that he gets sent outside after a lecture on lip cancer.

In 1900, a father came home from work to find his wife and children at the supper table. Today, a father comes home to a note: "Jimmy's at baseball, Cindy's at gymnastics, I'm at adult-Ed, Pizza in fridge."

In 1900, if a father put a roof over his family's head, he was a success.

Today, it takes a roof, deck, pool, and 4-car garage. And that's just the vacation home.

In 1900, if a father had breakfast in bed, it was eggs and bacon and ham and potatoes.

Today, it's Special K, soy milk, dry toast and a lecture on cholesterol.

In 1900, fathers said, "A man's home is his castle."

Today, they say, "Welcome to the money pit."

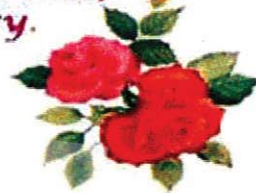




## *Being a Mother!*

*Somebody said it takes  
about six weeks to get  
back to normal after  
you've had a baby*

*That Somebody doesn't  
know that once you're a  
mother, "Normal," is  
history.*



*Somebody said if you're a  
"good" mother, your  
child will "turn out  
good."*

*That Somebody thinks a  
child comes with  
directions and a  
guarantee.*

*Somebody said being a  
mother is boring .... ..*

*That Somebody never  
rode in a car driven by a  
teenager with a driver's  
permit*





## **Three Rivers Clerks Association Minutes**

The Three Rivers Clerks Association met for their quarterly meeting Thursday, April 15, 2010, at The Office Bar and Grill in Hooper.

President Patty Knobbe opened the meeting with the following members present: Patty Knobbe, Snyder; Theresa Busse, North Bend; Jennifer Carlson, Bancroft; Melissa Johnson, Waterloo; Joan Suhr, Valley; Dawn Schmidt, Yutan; Lynne McIntosh, Fremont; June Moline, Mead; Nancy Hert, Waterloo; Linda Douglas, Arlington; Roxanne Meyer, Hooper; Shawn Smith, Valley; Mary Kempf, West Point; Al Vacanti, Scribner; Connie Ashmare, Bennington; Mindi Laaker, Bennington; Mary Lou Ritter, Lyons; Lori Kathol, Dodge; Brenda Weitzenkamp, Uehling; and Cynthia Petersen, Oakland.

President Knobbe asked if there were any additions or corrections to the Jan. 21, 2010 minutes. Joan Suhr moved to approve the Jan. 21, 2010 minutes, seconded by Nancy Hurt. Motion carried.

Secretary/Treasurer Theresa Busse reported \$1,974.76 in our checking account. We had two expenses since our last meeting: \$100 to the NE League of Municipalities for a scholarship and \$24 to Mary Kempf to reimburse her for the silent auction towels she purchased for our association. The list of cities/villages that had not paid their association dues was read. Lynne McIntosh moved to approve the treasurer's report, seconded by Mary Kempf. Motion carried.

President Knobbe asked for committee reports:

### **Clerk/Academy School:**

Hospitality Night – The steering committee was thanked for the great job they did organizing the event. It was a great success and they were \$350 under budget.

President Knobbe congratulated Jennifer Carlson from Bancroft for being the Village Clerk of the Year and Melissa Harrell from Wahoo for being the City Clerk of the Year for Second Class Cities.

Mary Kempf shared the survey results from those attending. The next two years will be held in Kearney and a one-year contract was signed to have 2013 in Columbus at the New World Inn.

### **Nominating Committee:**

Shawn Smith and Lynne McIntosh volunteered to serve on the committee. They will have names for the election of president, vice president and treasurer/secretary at our July 15<sup>th</sup> meeting.

No new business.

Motion to adjourn the meeting was made by Cynthia Petersen, seconded by Roxanne Meyer. Motion carried. The next meeting will held in Fremont, July 15.

*Submitted by Theresa Busse, Secretary/Treasurer*

Following the meeting Dennis Maggart from the League explained the health reform implementation timeline. Dennis and Tami Eddie also presented information on CHAMP (Comprehensive Health Association Municipal Pool) and LIGHT (League Interlocal Group Health Team).



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## STATE OF NEBRASKA

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**JOHN A. GALE**  
Secretary of State

SECRETARY OF STATE  
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**May 25, 2010**

**TO: Local Government Officials**

**FROM: Secretary of State, John A. Gale**

**RE: Introduction to Records and Information Management Course – Online!**

As the State Records Administrator, I am pleased to announce *The Introduction to Records and Information Management* course. This narrated presentation is available online, free of charge. It focuses on the records and information management practices fundamental to the efficient and economical operations of any government agency. The entire course takes approximately 90 minutes to complete however, it may be taken in more than one session. I am encouraging all Nebraska government agencies to take advantage of this free course and make it a part of your required training for all government staff.

**Why take this course?** Sound records and information management practices are fundamental to the efficient and economical operations of any government agency.

**What is covered in this course?** This course explains the basic concepts and processes of records and information management (RIM), including:

- Why records and information management is so important
- Who is responsible for records and information management
- What are the key tools and processes used in records and information management
- How records and information management supports disaster preparedness and continuity of operations

**Who should take this course?** Nebraska government employees who are responsible for creating and maintaining records of any kind and in any format, both paper and electronic:

- State Agency Records Officers
- County and City Officials
- Agency Directors
- Information Technology Staff
- COOP and Emergency Preparedness Personnel



## How to register for newsletter e-mail list

Here is how you sign up to have your name placed on the newsletter e-mail list. Through this list, you will be notified of when the latest Nebraska Municipal Clerks Newsletter is available to view online.

- 1) Go to the League’s website at <http://lonm.org>. Click on the Sections and Committees tab that appears on the right hand side of the main page. On the Sections and Committees page, immediately under the heading “Sections and Committees,” there is a paragraph, which begins with the words “Attention Municipal Clerks.”
- 2) Click on the underlined phrase “Sign-Up,” which will link you to a Newsletters Alert Sign-Up Form. Fill out the requested information and create a username and password of your choosing. Click on the box with the words “Sign-Up” in it. Your name and e-mail address is automatically added to the list. When a new newsletter is available, a notice will be sent to you.
- 3) Later, if you want to remove your name and e-mail address from this list or change your e-mail address, you follow the above directions, but click on the “Sign-In” link. There you can login with your existing information and make the necessary changes.
- 4) To access the list of newsletters, you can go to the Sections and Committees page and click on the underlined phrase “click here” in the paragraph above the list of NMCA officers. The list of Clerks Newsletters will be at the bottom of the page filed by date and title.

## July Birthdays

Susan Kiesel..... Gering..... 7/1  
 Patty Knobbe ..... Snyder..... 7/1  
 Wendy McKain ..... Trenton..... 7/2  
 Emily Anderson..... Alma..... 7/5  
 Meg Strauch..... Kimball..... 7/5  
 Cynthia Saunders ..... Guide Rock ..... 7/6  
 Cathy Lupomech ..... La Vista..... 7/7  
 Linda Douglas..... Arlington ..... 7/8  
 Robin Sullivan ..... Brainard..... 7/12  
 Pam Richter..... Kimball..... 7/13  
 Barbara Grabhorn..... Edgar ..... 7/14  
 Sandra Farmer ..... Gordon..... 7/14  
 Jeanine Wasser ..... Ulysses..... 7/15  
 Patty Lamberty ..... Arnold ..... 7/17  
 Geri Anthony..... Sidney ..... 7/17  
 Janelle Kline..... Columbus ..... 7/18



Lea Ann Doak ..... McCook ..... 7/18  
 Tammy Cooley ..... Morrill..... 7/20  
 Candace Kirwan ..... Comstock..... 7/21  
 Lesa Parker ..... Hay Springs..... 7/23  
 Brenda Daniels..... Verdon..... 7/26  
 Rosemarie Russell..... Gering..... 7/29  
 Rebecca Sandman..... Utica..... 7/30  
 Korla Keller ..... Bassett..... 7/31

*\* List reflects the names of those who have paid dues thus far.*



**Municipal Legal Calendar  
(All statute citations to Revised Statutes of Nebraska)**

**JUNE 2010**

**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)
- First Monday.....Board of Equalization meets. (16-707)
- 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)
- At end of month.....Clerk files monthly report. (16-317)
- \* \* .....Clerk must prepare agenda prior to next Council  
meeting. (84-1411)

**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)