

Utah Municipal Clerks Association



Utah Municipal Clerks

October 2015



President's Message

What an amazing group of Clerks and Recorders we belong to. I am one in a long line of UMCA Presidents that wonder how I will ever be able to fill the shoes that have recently been vacated. Little did I know, five years ago, when Nancy Dean convinced me to run for the Board that I would become President of the UMCA. Past Presidents and Board Members of this organization have done a fantastic job in leading the organization and furthering the goals of providing training, education and leadership opportunities for our members to be better equipped to perform their duties as Clerks and Recorders. Finn Kofoed isn't a very big person, but the shoes she leaves behind are enormous.

Every year the incoming President is tasked with presenting their theme for the upcoming year. This year I would like that focus to be on integrity. We are a profession that is relied upon to perform many different duties and we wear a variety of hats, but above all, we are expected to do it with integrity. We are under a microscope and the public is ever vigilant in watching that we perform those duties according to the law. To me integrity means doing what you say you will do, doing it when you say you will do it, and being honest in all things. Oprah Winfrey said, "Real integrity is doing the right thing, knowing that nobody is going to know whether you did it or not."

I have loved serving on the UMCA Board these last few years; I have learned and grown beyond my wildest imagination. I look forward to serving as your President this upcoming year and wish you all a great, successful year.

Alan K. Simpson said, "If you have integrity, nothing else matters. If you don't have integrity, nothing else matters."

Sincerely,

Integrity

Inside this issue:

President's Message	1
Recorder and Clerk of the Year	2
New Director	3
Region Updates	4
Movers and Shakers	5-6
Annual Conference Feedback and pics	7-12
Training/Education	13
Board of Directors	14
The Truth About Success...	15

CONGRATULATIONS

TO THE 2015 UMCA
CITY RECORDER OF THE YEAR
AND
TOWN CLERK OF THE YEAR!

CITY RECORDER OF THE YEAR

NANCY
DEAN



CLEARFIELD CITY

TOWN CLERK OF THE YEAR

LUCINDA
DALEY



TOWN OF GENOLA

Congratulations Janell!

UMCA Director



Janell Braithwaite, Gunnison City Recorder

Janell and her husband, Owen, live in Centerfield and are the parents of five children and the grandparents of eight (they keep adopting them in!). She loves the outdoors and will do anything to spend time camping and riding 4-wheelers or hiking and water skiing at Lake Powell with the family. She also loves sports, and will try to get a game going whenever possible. She is the youngest of six children, and loved growing up on the farm. Janell loves family time, and doesn't need much of a reason to throw a party together!



Janell started out as a Medical Assistant, and worked in the Ephraim, Moroni and Gunnison Clinics for 20 years before acquiring the Gunnison Subway which she and her husband owned and operated for the next eight years. After selling the business to let someone else have all of the "fun" of owning your own business, Janell became the Gunnison City Recorder in 2010. She isn't sure how she went from sick people, to hungry people to politics, but definitely loves people, and the opportunity to serve. Janell has been involved in SCURA, including serving as President, she has also been on the Utah Rural Water Association Finance Committee. Janell received her certification as a Certified Business Licensing Officer (CBLO) and most recently received her Certified Municipal Clerk designation.

She is excited about her newest adventure of working and serving on the UMCA Board as a Director, and feels it is a great opportunity to be involved. What a great way to learn from those who have helped her so much while serving and getting to know the UMCA members.



UMCA Region Updates —

BRAG

The BRAG Area Clerks Association met on July 15, 2015 at Maddox Restaurant in Perry. Cory Eddington from Blomquist and Hale Employee Assistance Group presented the topic of Cooperation in the Workplace. We left with valuable skills that will help us work together and grow in our careers as municipal servants. We will meet again on October 16th.

VALUABLE
SKILLS

CURA

Kathy Kresser, Pleasant Grove City Recorder, was doing some research through old city council minutes and came across this entry:

October 18, 1971: City Recorder Michael Francom reported to the City Council of a new Utah County Recorders Association. He said the Recorders of each city in Utah County will meet in a different City each month and discuss mutual problems. He also informed them that he will host one of these meetings in the future and needed some money budgeted for this purpose.

CURA would like to congratulate Blair Painter. He retired August 31, 2015 as the Nephi City Recorder after 22 years of service. Along with that we would like to welcome Lisa E. Brough (pronounced bruff) as the new City Recorder.

CURA meets the 2nd Thursday of the month at 10:30 a.m., for a meeting schedule contact Kathy at kkresser@pgcity.org or Jody at jody@highlandcity.org.

Don't stress – Do your best – Forget the rest!

RETIREMENT

GSLCRA

The Greater Salt Lake Clerks and Recorders Association met in August at Draper City Hall. We had a table top discussion regarding the election, a topic we are all very interested in. We had the opportunity to watch the vote by mail educational video that was published by the Salt Lake County Election Division to explain what steps are taken to secure the vote by mail ballots. The next meeting will be hosted by West Jordan in December. We hope to see all of our good friends in Logan for a great conference!

ELECTIONS

**Remember, sometimes the best thing you can do is not think, not wonder, not imagine, not obsess.
Just breathe, and have faith that everything will work out for the best!**

SWRCA

SWRCA held our quarterly meeting on August 21st where we discussed the result of the primary election along with the pros and cons. Scholarships for UMCA conference were discussed. We also talked about the upcoming Christmas party in December. We enjoyed seeing everyone in Logan.

PROS
AND
CONS

Movers and Shakers —

Jackie Manning – Riverdale City Recorder

Jackie is married to her best friend, Zach. They have two children, a boy and a girl. They have a female cat that her son named Gilbert. She enjoys spending time with family, hiking, camping, sports, singing, playing piano and reading. She also enjoys learning new skills.

She and her five siblings grew up in Roy, UT without cable TV. Jackie explained they were quite a rambunctious group and did lots of crazy things, like playing outside!

Jackie started with Riverdale City in July 2015. Prior to that she worked in the Community Development Department at Syracuse City. She is very excited to serve as a City Recorder and knows there is a lot to learn. She has said she is grateful for the resources provided by UMCA and IIMC that give new Recorders the tools they need to succeed.



Kate Black – Alta Town Clerk

Kate Black is the Town Clerk of the Town of Alta and has held this position since 1979. She graduated from the University of Maine in Public Administration in September of 1972 and headed west 10 days later, landing in Alta, Utah. She never imagined that she would be afforded an opportunity to use her degree in Alta but was offered the job by then Mayor Bill Levitt and the rest is history. Kate has been involved in almost every operation of the Town of Alta over the last 36 years including budgeting and financing, grant administration, human resources, community and economic development, sewer and water department administration, records management, state legislative issues and of course election management among other duties. She walked into work one day and one of her peers had put the following light-hearted sign on her door which reads, "Executive Director of all the stuff you can't figure out for yourself". As she says, that is just how it plays out when you work for a small town in Utah.

She was the treasurer of the Greater Salt Lake Clerks/Recorders Association for many years and has been treasurer of UMCA for the past six years. She has been a member of the ULCT Legislative Policy committee for many years and has thoroughly enjoyed being part of creating legislation that affects municipalities in the State of Utah.

She met her husband, Greg Black, the second day in Alta and they were married in 1978. In 1984 they welcomed their only child, Jenna into their lives and all three have enjoyed the great outdoors and traveling as a family for many years. They have a second home on the coast of Maine where they vacation almost every summer with family and they travel to Seattle, Washington every chance they get to visit with their daughter and soon-to-be son-in-law Jack Armstrong; Jenna stayed in the northwest after graduating from college with a nursing degree.

Kate and Greg both love their jobs and have enjoyed the quality of life that working in Little Cottonwood Canyon has brought them over the last 42 years.

Julie Bloxham – Morgan City Recorder



Julie has worked for Morgan City for 32 years. She started as a ground maintenance worker for the Cemetery Department - working in that position for 27 months. She applied for Deputy Recorder and was hired in May 1985. She was appointed as the Recorder in 1987. Julie has also served as an Intermediate EMT and stand-by personnel for the Morgan Ambulance for 27 years.

Julie has served on the DMWRA and UMCA boards and has enjoyed making relationships with other Recorders and Deputies. She received her MMC in 2002 and was named the 2005 Outstanding City Recorder. Being a member of UMCA and DMWRA has been a huge asset to her profession. It's great to call someone and get help on a situation you're facing in your city. It helps save countless hours of work.

Julie has lived in Morgan her entire life - all 58 years!! In 2007 she married her husband, Danny. Between them they have two daughters and two sons. Their children – Heather, Justine and Jason are married, while Tristan is enlisted in the Navy and currently deployed to Okinawa. They had their first granddaughter in November 2014 – a feeling that can only be matched by their first grandson that is due in November 2015. Being a grandparent just makes life complete and she hopes retirement will be soon so she can spoil them full time. Julie and Danny love to camp, BBQ for friends and family, and are avid football, NASCAR and baseball fans.



Tom Smith – South Weber Assistant City Manager/Recorder



Tom started his municipal career with the City of Orem where he supervised Utility Billing. In 2014 he accepted a position with South Weber City as the City Recorder, and at the beginning of 2015 was promoted to Assistant City Manager/Recorder.

He is from Orem, Utah where he attended Mountain View High School. Tom graduated from Utah Valley University in 2005 with a Bachelor Degree in Criminal Justice, and from the University of Utah with a Graduate Degree in Public Administration in 2013.

Tom said being a recorder is fairly demanding, and as such, he loves the associations he has with UMCA and DMWRA. He is always impressed by how ready the members have been to help him. Although he is in the minority, Tom said he loves being a part of what this group of (mostly) ladies represent.

Tom married his beautiful wife, Shuree, in 2007 and they have three children: Joshua, Marissa, and Tyson. The family currently lives in Layton, Utah.

He admits he's really a pretty boring guy and added that from the first week in September until January/February Fantasy Football takes over his life. In general, he enjoys the outdoors, playing and watching all sports (not really any specific team, but rather players), and putting together Legos with his kids. Tom's real hobby though is sport bikes; he enjoys going to the track (even though he's only raced a couple of times). He says there is nothing like taking a corner on a 30 degree angle with your knee scraping the track at 45-50 mph. It's incredible!



2015 UMCA Annual Conference Feedback

Catherine Lummus—Rocky Ridge Town Clerk

I'm so glad I decided to come to the UMCA Conference this year. I learn something new every time and I feel these conferences are definitely helping me be a better Town Clerk and be able to benefit our town and citizens through the knowledge I have gained. I really enjoyed getting to know everyone better and I especially enjoyed going to the banquet. The food was delicious and the entertainment was awesome.

So...
what
did you
think?



Annette Spendlove—North Ogden City Recorder

The entire conference was educational and informative. One of the sessions that stood out to me was "HOW TO CRUSH CITY COMMUNICATION". Nicole Martin from Sandy did an excellent job in presenting different ways to communicate with our citizens using Social Media. I especially liked her point in using the 1,2,3 approach when communicating to keep it to the point and short. She explained what Sandy City was doing to engage department heads to sell what those departments are doing. She pushed how important it is to edit, edit, edit and avoid the jargon. I am excited to take this information back to North Ogden's department heads.

Amy Rodriguez—Washington Terrace City Recorder

This years' conference was very informative as always. The information provided by the ULCT is always helpful and it was good to hear how the Recorders Association helps in shaping laws that really affect our jobs. I really liked the organization ideas and hope to get started on that process soon. The public relations suggestions were wonderful and I plan on sharing them with our staff here at the City. The speakers were very informative, insightful, and entertaining as well. Thank you to the Board and Committee members for putting on another successful conference.



Julia LaSeure—Ogden City Deputy Recorder/Records Specialist

It was such a pleasure to be able to attend this conference. I will miss being on the Board and the energy that those women bring to the table. From where I was sitting it seemed that the 2015 UMCA Conference was a huge success. The ice cream social to the dueling pianos – the photo booth to Mary Nickles...I enjoyed every minute of it. The variety of the sessions made for a very interesting and educational three days. I only wish I was in charge of everything so I could implement all the incredible ideas I heard presented! Ogden City would not only have the most organized but also the *prettiest* Records Center around.

Bruce Christopher was super entertaining and it was brought to my attention that not only am I surrounded by difficult people (which I knew)...but that I AM one (which I have chosen not to acknowledge). He also confirmed my belief that attitude really does matter and each of us can control the kind of day we're going to have by how we choose to react to the situations we find ourselves in.

Nicole Martin killed it with her presentation titled "How to crush City communications: and then do an end zone victory dance". I wish we could all think outside the "boring government document" box and bring our cities into the 21st century.

I also want to acknowledge Lucinda Daley "Town Clerk of the Year" and Nancy Dean "Recorder of the Year" on these wonderful recognitions. Congratulations ladies!



Sharon Allen—Ivins City Deputy Recorder

It has been a few days since returning from being inspired and enlightened at the Utah Municipal Clerks Association Annual Conference located at the Riverwoods Conference Center in beautiful Logan, Utah. The venue was terrific. The food was delicious (although I brought my own fruit and veggies because I overdosed on chocolate on Day 1!). The topics and seminar speakers were fantastic, and the audience could not be a better group of civic-minded men and women. It is uplifting to see so many people come to these conferences because they care about their tiny towns and their huge cities and want to learn how to do things better, more efficiently, and legally. It is awesome to see the willingness of these clerks and recorders to share with others in their profession what works for them in their offices, and to point out their problem areas as well, and get such great and immediate feedback for positive solutions and moral support. My knowledge grew with each class, and I immediately implemented a few things I learned into action, as well as contacted people I recently met there to work on areas I would like to improve. Justin Lee makes a lasting impression as well as Nick Jarvis and reminds us that we have a voice on so many issues, and Bruce Christopher reminded me to take a moment, and put myself in someone else's shoes before I make assumptions or jump to respond. I loved Virginia Loader and Rori Andreason's 'Minutes' break-out session, and Mary Nickles was a great ending to our seminar, and was more of a personal reminder to never take family or this life for granted. We are all so blessed to have each other and be in this together and have such a fantastic support system. My thanks to the UMCA Board and all they do to raise scholarship money to help those of us that may not get there any other way to have the opportunity to attend this wonderful conference.

Glenna Etzel—Wellington City Recorder

As I drove home from Logan, Utah the Friday of the 2015 UMCA Annual Conference I could not help but feel inspired, grateful and even a little empowered. Naturally one would attribute these positive emotions to the beautiful, red, autumn foliage surrounding Sardine Canyon; however, they were from the conference which was an educational and enjoyable experience on both a professional and personal level.

Although this is only my second UMCA conference, I felt that overall it was a wonderful event and one of the best conferences I have attended. Narrowing down only one outstanding presenter/session is challenging as all were well presented and useful. However, based on my City's current lack of communication, I felt that Nicole Martin's session on Citizen Engagement provided me with great insights. In fact, this is one topic I have already brought back to the office to implement!

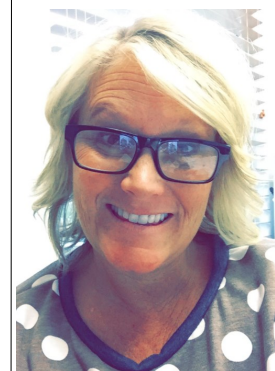
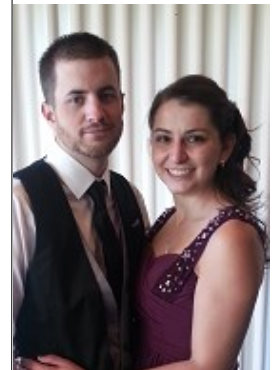
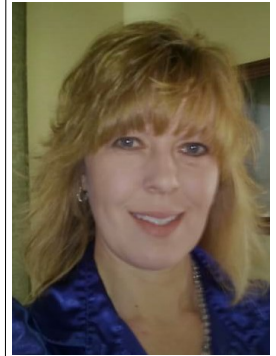
Finally, I want to thank the Board and all those who helped to organize this event. Thursday night's dinner was amusing and delicious. I feel so grateful to know that I am part of an amazing organization, and that there are others that can relate to my job and its responsibilities.

Camille Brown—Mapleton City Recorder

I'm so glad that I got to attend the UMCA Annual Conference. A big thank you to the Board and the Education Committee for all their hard work. You killed it ladies!

I really enjoyed hearing from Mary Nickles. She was very inspiring in telling us that each of us is important and that we need to take care of ourselves. One of my best friends died of colon cancer in June and at the end of each blog post she said "Get your booty checked and #live#live#live".

Even though we all know how to do minutes, Virginia and Rori brought new ways to the table. I was able to see that there is always room to grow and perfect what we do. The banquet was awesome and congratulations to our Recorder and Town Clerk of the year, two very deserving ladies. The dueling pianos were awesome to top the night off.





OVER 30 YEARS

L to R: Virginia Loader—Riverton, Rori Andreason—Midvale, Kate Black—Alta, Julie Bloxham—Morgan



2015/2016 UMCA EDUCATION COMMITTEE

L to R:
 Rachelle Connor—Draper
 Leigh Ann Warnock—Ephraim
 Kim Read—Clearfield
 Danice Bulloch—Washington
 Kim Rayburn—Springville
 Cindy Quick—Herriman
 Stacie Cain—North Ogden



NEW CMCs

L to R:
 Lucinda Daley—Genola
 Janell Braithwaite—Gunnison
 Amy Rodriguez—Washington Terrace
 Linsey Nessen—Tremonton
 Leesa Kapetanov—South Ogden





THANK YOU

to everyone who brought items for this year's silent auction. We had a great variety of things to bid on as usual! Lots of autumn décor, jewelry, gift baskets, Camp Chef accessories, beautiful handmade baby blankets, and more.

As you know, the proceeds from this event go towards scholarships for our members. Your generosity is much appreciated and we are happy to report that this year's silent auction raised

\$1,372!





Above:
Swearing in members of the 2015-2016 UMCA Board.

L to R:

- Janell Braithwaite, Gunnison—Director
- Teresa Harris, Logan—Director
- Kari Jimenez, Ivins—Director
- Leigh Ann Warnock, Ephraim—Vice President
- Finn Kofoed, Eagle Mountain—Past President
- Thieda Wellman, Layton—President

Not pictured: Kate Black, Alta—Treasurer

Right:

Board members with special guest, Mary Nickles.

L to R:

- Finn Kofoed, Julia LaSeure,
- Annette Spendlove, Janell Braithwaite,
- Thieda Wellman, Kari Jimenez,
- Susan Farnsworth, Teresa Harris,
- Mary Nickles, and Leigh Ann Warnock

Not pictured: Colleen Mulvey and Kate Black

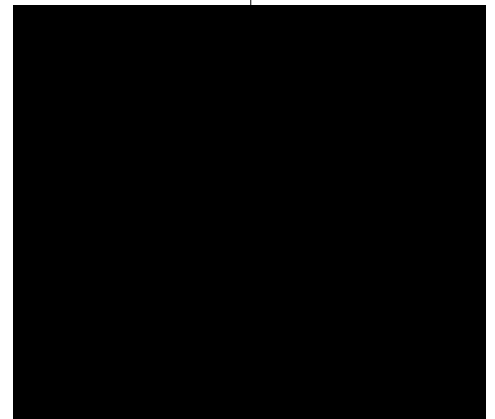
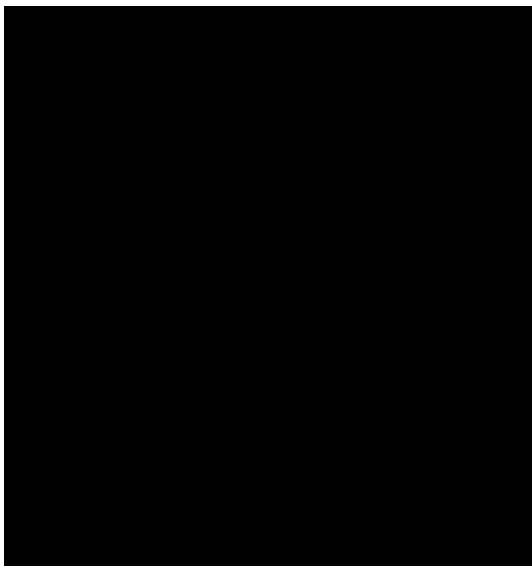




Right:
These guys put on a great show!
Super high energy and they sure
kept things interesting.



Left:
Picture we can't show you of some lovely
ladies enjoying a Sir Mix-A-Lot song.



Above:
Another picture we can't show you
of some gentlemen singing along
to a classic by The Village People.



Above:
Big finish! Rich Wyman and Kirk Garrett did a great job
keeping us entertained and involved all night. They even
stayed an hour later than originally scheduled.

RECORDS TRAINING

KEEP THE GEARS TURNING — KEEP LEARNING

Electronic Records Management Conference

Annual fall conference with presentations focusing on care and management of electronic records. The theme for this year's conference is *Electronic Records Management: Ideas to Action*. Schedule, speaker information and registration for the conference is available on the Archives' website.

October 22, 2015 **9:30 a.m. to 3:30 p.m.**
Utah State Capitol — State Office Building Auditorium
350 N. State Street, Salt Lake City, UT 84101

Basic Records Management I: Records Management

This class educates participants about legal responsibilities of government agencies in managing records and information. The legally assigned roles of records officers, chief administrative officers, and the State Archives will be discussed. The class will include references to the Public Records Management Act and other relevant laws.

November 3, 2015 **9:00 a.m. to Noon.**
December 3, 2015 **9:00 a.m. to Noon.**
Utah State Archives Courtyard Training Room
346 S. Rio Grande St., Salt Lake City, UT 84101

Records Access I: Public Records Requests

Records Access I will consider records classification, records sharing, handling GRAMA requests, and the appeals process. This training is very similar to the online training required for appointed records officers. The certification exam is not administered during the in-person training.

November 3, 2015 **1:00 p.m. to 4:00 p.m.**
December 3, 2015 **1:00 p.m. to 4:00 p.m.**
Utah State Archives Courtyard Training Room
346 S Rio Grande St., Salt Lake City, UT 84101

Records Access I: Public Records Requests for Law Enforcement Records

Public Records Requests for Law Enforcement Records digs deeper into classification and access issues including the appeals process. In addition to records classified under GRAMA, expunged records and accident reports are covered. Although the class focuses on law enforcement records, all records officers are welcome. Contact Lorianne Ouder Kirk at louderkirk@utah.gov to schedule this training for your agency.

October 13, 2015 **9:00 a.m. to 3:00 p.m.**
Utah State Archives Courtyard Training Room
346 S Rio Grande St., Salt Lake City, UT 84101

2015-2016 UMCA Board of Directors

President

Thieda Wellman, CMC
Layton City Recorder
437 N. Wasatch Dr.
Layton, UT 84041
twellman@laytoncity.org
801-336-3810



Past President

Fionnuala Kofoed, MMC
Eagle Mountain City Recorder
1650 E. Stagecoach Run
Eagle Mountain, UT 84005
fkofoed@emcity.org
801-420-2279



Vice President

Leigh Ann Warnock, MMC
Ephraim City Recorder
5 S. Main St.
Ephraim, UT 84627
leighann.warnock@ephraincity.org
435-283-4631



Director

Teresa Harris
Logan City Recorder
290 N. 100 W.
Logan, UT 84321
teresa.harris@loganutah.org
435-716-9002



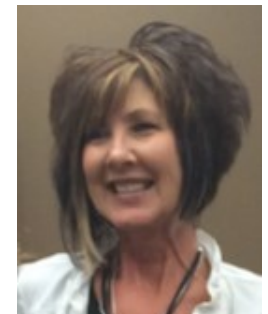
Director

Kari Jimenez, MMC
Ivins City Recorder
55 N. Main
Ivins, UT 84738
kjimenez@ivins.com
435-628-0606 ext. 320



Director

Janell Braithwaite, CMC
Gunnison City Recorder
38 W. Center (P.O. Box 790)
Gunnison, UT 84634
janellb@gunnisoncity.org
435-528-7969



Director

Colleen Mulvey, MMC
Cedar Hills City Recorder
10246 N. Canyon Rd.
Cedar Hills, UT 84062
cmulvey@cedarhills.org
801-785-9668 ext. 503



Director



Secretary

Susan Farnsworth, MMC
Santaquin City Recorder
275 W. Main St.
Santaquin, UT 84655
sfarnsworth@santaquin.org
801-754-1904



Treasurer

Kate Black
Alta Town Clerk
P.O. Box 8016
Alta, UT 84092
kblack@townofalta.com
801-363-5105





Please submit newsletter articles, notices and ideas to JULIA LASEURE

Phone: 801-629-8152
Fax: 801-629-8154
E-mail: julialaseure@ogdencity.com

EDUCATION AND
NETWORKING FOR
SUCCESS

THE TRUTH ABOUT SUCCESS YOU MAY NOT WANT TO HEAR

Here's a blatantly obvious statement for the day:

Nothing happens in your business without action.

Of course you know that. But do you really know it? I mean do you live it?

I want you to think back and be honest – how many times have you set a goal that, in the end, you just let slide. How many times have you made a promise only to make an excuse later on for not keeping it?

Action is about accountability.

(Most importantly... accountability to yourself.)

And accountability is all about integrity. Integrity in your business is literally the centerpiece on which your success rises or falls.

**“If you have integrity, nothing else matters.
If you don't have integrity, nothing else matters.”**
— Alan K. Simpson

Your ability to deliver on what you say, to make a promise – to your prospects, to your customers, to your partners, to yourself – and then take action to make good on that promise is at the heart of every successful business.

That's integrity.

Some entrepreneurs try to keep their integrity intact by making small, “safe” promises. They're going to struggle almost as much as the entrepreneur with no integrity.

Integrity is a risky game.

But it's absolutely necessary if you're going to be successful.

So if you've been wondering why things haven't been going the way you want them to... take a minute to check your integrity. Ask yourself:

Am I delivering on all my promises?

Are my promises big enough to cause a breakthrough in my business?

What do you say?

Have you been guilty of a breakdown in integrity? What happened as a result? What did you do then?

R Schefren. (2015, January 16) The truth about success you may not want to hear. [Web log comment]. Retrieved from <http://www.strategicprofits.com/blog/the-truth-about-success-you-may-not-want-to-hear/>