



Utah Municipal Clerks Association

Quarterly Newsletter—Fall 2020



President's Message



Annette Spendlove
UMCA President

As the mountainsides are changing to their vibrant colors and we come to the end of a season and starting another, I am reminded of the many changes 2020 has brought about. For us as Municipal Clerks/Recorders it has been to name a few:

- Working from home
- Learning new technology
- Virtual meetings
- Virtual training
- Home schooling our children
- Social distancing
- The wearing of face mask or shields

Dates to Remember

- Volunteer for a Committee by, October 20
- Election Day, November 3
- IIMC 75th Annual Conference in Grand Rapids, MI May 9-13, 2021
- 2021 Institute & Academy, Cedar City March 1-5
- ULCT Conference, Sept. 29-Oct. 1, 2021
- 2021 IIMC Region VIII Conference in Park City, UT Hosted by the UMCA Sept. 22-24



There is one thing we all have in common, we can do hard things! As the board members and SUU were preparing for Institute and Academy we were all wondering if this event would work and if we get many to attend. To our surprise, this event went off with only a few hiccups and we had an overwhelming attendance. SUU did an amazing job with wonderful sessions, presenters, and information.

We have all had to adapt to these COVID changes and some are harder than others. We all have challenges in our offices and homes and you are doing an amazing job. As a board we want you to know that we respect your efforts, integrity, and commitment to all that you are doing in these trying times.

We are looking forward to seeing you next spring in Cedar City for our annual Institute and Academy. Keep up the good work and know and trust that others recognize you are doing your best. Keep smiling!

Love,

S. Annette Spendlove

Annette Spendlove, MMC
UMCA President

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You can do more than survive COVID. . .

You Can THRIVE!

Life can be stressful, but you are in the driver's seat. You have the power to choose whether you see your path as full of grumbling, stumbling stones or simply rocks to climb on your ascent to a higher place.

THRIVE BINGO is an invitation to a HIGHER PLACE. You can mark off EVERY Square!

We are going for **BLACKOUT**. You are up to the **CHALLENGE** - You've got this! *

Print this card, mark off every square, then scan and send your card to ahanson@woodscross.com
You'll not only **THRIVE**; you'll be entered in a prize drawing for **PRIZES WORTH \$\$\$!**

Meditated for 15 minutes about what brings me joy	Wrote a note to someone who has influenced my path.	Took a 20-minute walk or jog OUTSIDE	Stopped For 7 days - Pick 1 ○ weighing myself ○ comparing myself ○ negative self-talk	Drank water instead of Diet Coke (any soda) or wine when I was stressed
Tried a new fitness activity	Did a yoga session (in person or at home on YouTube)	Went to the doctor (Double points for therapy!)	When I wanted to withdraw today, I called to check on someone else	Wrote 3 positive self-affirmations and repeated 3x a day for a week
Dropped a habit that no longer serves my life	Took a mental health day	Took 24 hr. break from all electronic communication, TV, and other noise	Did stretching and flexibility exercise 3x this week	Asked for help when I needed it
Went to bed when I felt tired without crossing EVERYTHING off the list	HIGH 5! Did a secret act of service on 5 separate days	Did some kind of physical activity for 20 minutes 3x this week	Crossed something off my personal To-Do list	I said "NO" when I wanted to say "NO" No guilt trip!
Practiced self-compassion and cut myself a little slack today	I journaled or did something creative today (art, crafting, cooking, flower arranging, etc.)	Replaced every judgmental thought with a positive one for a full 24 hours	Chose a healthy alternative when I got the munchies	De-cluttered space at home, the office, or even my computer

To be entered in the PRIZE DRAWING, send your card to ahanson@woodscross.com by Thanksgiving Day, November 26, 2020.

Prizes include . . .

- The Frank Kitchen Book "52 Ways to Shine"
- Amazon Gift Card
- Maverik Gift Card
- a Box of 4 Crumbl Cookies



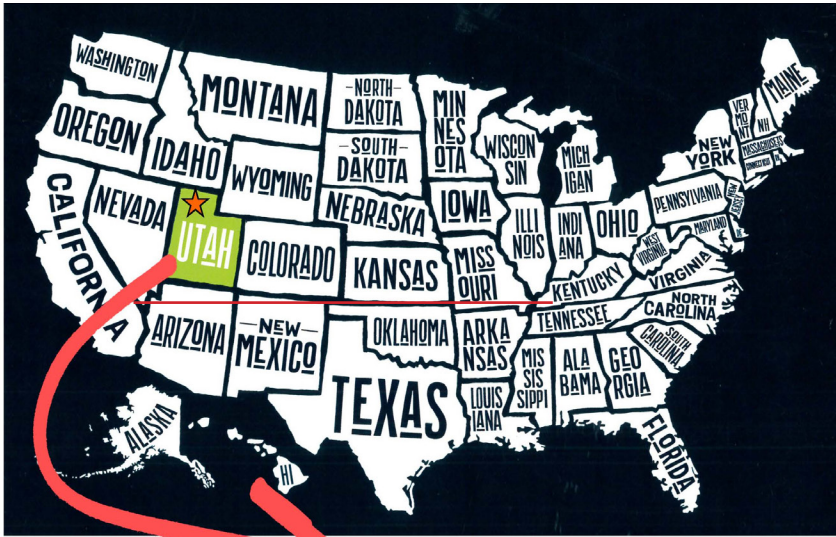
Planning for Next Year . . . Knock on Wood!



2021
Institute & Academy
March 1-5



2021
IIMC Region VIII
Conference



~~2021~~
Meet me in 2020
Park City, Utah

- Omaha - 915 miles
- Reno - 548 miles
- Boise - 370 miles
- Bismark - 902 miles
- Helena - 506 miles
- Rapid City - 642 miles
- Phoenix - 667 miles
- Casper - 387 miles
- Albuquerque - 604 miles
- Denver - 500 miles



IIMC Region VIII Conference
September ~~23-25~~ 22-24

~~2021~~



More information: <https://umca.org> or cmulvey@cedarhills.org

2021 Utah League of
Cities and Towns
Annual Conference
Sept. 29-Oct. 1



Get To Know Our UMCA Clerks



Cindy Beteag was born in Hurricane, UT, moved to Milford UT in 1993, and found herself back in her hometown of Hurricane once more in 2010. She started working for the City in January 2013 as the Planning Assistant and Business License Clerk and only just transitioned into the City Recorder position in June 2020. Cindy has been able to learn from the previous recorder and has enjoyed learning all about her new position and continuing to serve her community in a different capacity.

Cindy has five kids (two who are still at home) and three grandkids. She loves

hiking, reading, being at the ocean, and spending time with her family.

Please welcome Cindy as a new member of our Clerk/Recorder family!



Weird Ordinances

Does your city have a weird or antiquated ordinance? We'd love to know about it. Send them to Nichole Camac, West Valley City Recorder at Nichole.Camac@wvc-ut.gov.

Here's an "interesting" ordinance from Grantsville:

Sidewalks To Be Swept In Front Of Business, Houses [grantsville.municipalcodeonline.com]

"It shall be unlawful for the owners or occupants of places of business within this city to fail to cause the sidewalk abutting thereon to be swept or cleaned each morning before the hour of nine am"

USA Today did a story calling out the weirdest laws passed in every state. If you'd like to know what they found for Utah, go to <https://www.usatoday.com/list/news/nation-now/weirdest-laws-every-state/53ad0541-3518-4432-adc4-0fec193d389e/>.

Here's what USA Today found on Tennessee:

You can't hold public office if you've been in a duel: It's illegal to hold public office if a person does any of the following: "fight a duel, or knowingly be the bearer of a challenge to fight a duel, or send or accept a challenge for that purpose, or be an aider or abettor in fighting a duel."

How's Everyone Doing With the COVID-19 Pandemic?

By now, everyone is aware of the rapid spread of COVID-19 and the way it's affected 2020, and unfortunately, it doesn't seem like it's going away anytime soon. So, we reached out to the different regions in the UMCA membership to see how their cities/towns have been coping with the pandemic. Here's what we found out.

How has COVID-19 impacted your office?

Most cities/town have installed sneeze guards in their front office area and increased sanitization. Some have even scheduled members of staff to sanitize specific areas. Have you been seeing as many bottles of sanitizer as we are?!?! In all cases, social distancing measures have been implemented and some have even implemented mask mandates. However, most cities/towns are requiring masks when venturing outside your own office, in the hallway, or when social distancing becomes difficult or during staff meetings.

Are your employees working from home?

The option of employees working from home varied. In the CERA region, some employees had slightly

(continued on page 6)





ALL IN A DAY'S WORK



Down

Across

1. An independent limited purpose local government entity created by cities or counties to provide services such as sewer, water, fire, mosquito abatement, etc.
2. A Utah city that calls itself "Utah's Southern Deseret"
4. A group of records that may be treated as a unit for purposes of designation, description, management, or disposition
5. The current host of UMCA Institute and Academy
6. UMCA is part of this IIMC Region
8. A piece of legislation enacted by the municipal authority
11. Most Recorders/Clerks are the official keepers of their town's/city's _____
13. A record that is not private, controlled, or protected
15. The acronym for the Act governing public information
16. The plan that acts as a city's or town's blueprint for development and guideline for decision making regarding progress and growth.
17. The first name of the Utah Government Records Ombudsman and a total expert in records management
18. A land use process initiated by petition submitted by a property owner. Is a swear word to many Recorders.
20. The written record of a meeting
22. Defined as a convening of a public body with a quorum present
23. A process in which each member of a legislative body votes as his or her name is called by the clerk/recorder.
27. The name of the city current UMCA Treasurer works for
3. All officers of any municipality must take this before entering on the duties of their respective office.
7. A type of recording of a public meeting that is the official record until and unless written meetings are approved
9. What some Recorders are lucky enough to have in their city/town's staff.
10. Each city or town in the State is required to have a _____ Records Officer
12. The last name of a UMCA Board Member who received the "Recorder of the Year" award in 2018
14. An every-other-year process full of deadlines and requirements
19. Cheryl Bodily serves as this Director for UMCA
21. The Utah _____ of Cities and Towns
24. The second and more advanced municipal clerk designation
25. The first name of the 2019 Excellence in Information Governance Award recipient
26. The _____ location is the physical location from which an electronic meeting originates or the participants are connected.
28. The first name of the current UMCA Vice-President

Recognitions for CMC or MMC



Congratulations!





CMC/MMC Designation

Whether you are new to your position or have been doing it for a few years, it is never too late to set a goal to earn your CMC or MMC Designation.

You earn the CMC (Certified Municipal Clerk) designation first. It requires 60 points of Education and 50 points of Experience.

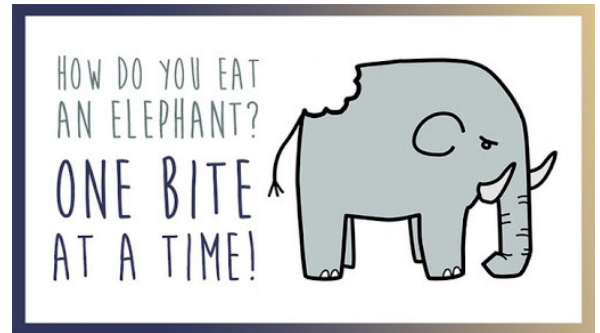
The MMC (Master Municipal Clerk) designation is available after you have received your CMC. It requires 60 points in Advanced Education and 40 points in Professional Contributions.

You accumulate points by attending Institute and Academy, completing your KTAP, attending the conference in the fall, serving on your local area board or the UMCA board, and attending extra trainings online or in-person.

Tips to get started-

1. Check out the IIMC (International Institute of Municipal Clerks) website at www.iimc.com. Begin the step-by-step guide for CMC/MMC applications. IIMC provides great training videos for CMC/MMC on their website.
2. Make a folder to keep track of your education points. You will receive certificates after each conference or training you attend. You can submit points individually or submit them all at once.
3. Please do not feel overwhelmed. Take it one bite-at-a-time.* Reach out to another clerk who already received their CMC and ask for their guidance. You've got this!

*The UMCA does not encourage the actual harm or consumption of elephants.



UMCA Committees

The UMCA Committees are a great way to earn Experience Points or Professional Contribution Points towards your CMC or MMC designation.

Because our year has been disrupted by the Coronavirus many of the UMCA Committees have not been active which means no points will be awarded at this time for the following committees:

- Election Committee
- Handbook Committee
- Legislative Committee
- Silent Auction Committee
- Welcome Committee

We do need volunteers right now to help with the Election Committee, Handbook Committee, and the Newsletter Committee. As we go into next year, the UMCA board will assess how Institute & Academy and the Region VIII Conference in September will be conducted. We will then have a better idea of the need for volunteers on the other committees.

If you are interested in participating on any of these committees please contact UMCA Vice President, Colleen Mulvey by **October 20th** at cmulvey@cedarhills.org.

You can find information about these committees on the UMCA website at the following link:

<https://www.umca.org/membership-information/page/volunteer-umca-committee>



Utah...did you know?

LOFTUS INTERNATIONAL, A FAMILY RUN COMPANY IN UTAH, IS THE LEADING SELLER OF RUBBER CHICKENS IN THE U.S.

THE LONGEST SKID MARK EVER RECORDED WAS AT THE BONNEVILLE SALT FLATS. WHEN A DRIVER LOST CONTROL OF HIS JET-POWERED VEHICLE, THE RESULTING SKID MARKS WERE 6 MILES LONG.

IN UTAH, IT IS ILLEGAL TO FISH WHILE ON HORSEBACK. IT IS ALSO ILLEGAL TO HUNT WHALES IN THE STATE.

UTAH IS THE ONLY STATE WHERE EVERY COUNTY CONTAINS SOME PART OF A NATIONAL FOREST.

WALTER FREDERICK MORRISON, THE MAN CREDITED WITH INVENTING THE FRISBEE, WAS BORN IN RICHFIELD, UTAH

UTAH IS HOME TO ONE OF THE OLDEST LIVING ORGANISMS IN THE WORLD. THE "TREMBLING GIANT" IN FISHLAKE NATIONAL FOREST IS A GROVE OF ASPEN TREES WITH A SINGLE ROOT SYSTEM, MEANING THAT THE TREES ARE GENETICALLY IDENTICAL.

BECAUSE OF ITS SIZE AND ITS PROXIMITY TO HILL AIR FORCE BASE AND SLC AIRPORT, THE GREAT SALT LAKE HAS BECOME THE FINAL RESTING PLACE FOR A NUMBER OF AIRCRAFT.



UMCA Board of Directors



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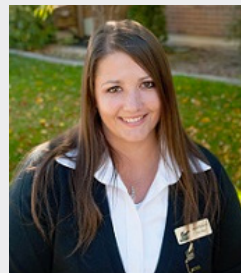
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Ask a Question

Do you have a question regarding your job or responsibilities? Reach out to all the UMCA members for assistance. Send your question or job posting to the Communications Director at cheryl@nibleycity.com. She will forward it on to each of our members who can respond directly to you.



Newest Board Member, Denise Wood



Denise Woods grew up working hard with her sisters and brother on a farm in a small town just outside of Blackfoot, Idaho. She graduated from Snake River High school, married her husband Wes, and has five children and 13 talented and active grandchildren. Denise has enjoyed various jobs which include teaching aerobics and weightlifting at a local gym in Idaho Falls, working for a bankruptcy lawyer, and a 25-year tenure in the Legal Department at Layton City. She and her husband have lived in Morgan for 21 years and love the small-town atmosphere. Denise loves learning new things and being challenged and has really enjoyed her new career path as City Recorder. She now lives 3 blocks from her office and loves feeling involved and part of the community she has lived in for so long. She no longer “lives in Layton and sleeps in Morgan” and has had a wonderful time connecting with the citizens in her hometown as their City Recorder.

Denise enjoys being outdoors, gardening (especially planting flowers), reading, hiking, bicycling, fishing (when someone else baits the hook), spending time with family, and traveling. She and her husband own a jewelry store in Layton called Woods Jewelry Company. Her husband and son are both master jewelers and enjoy creating custom pieces as well as rebuilding grandmother’s ring to look brand new.

Please welcome Denise as the newest member of the UMCA board and feel free to say hi or reach out. She is taking over for Janelle Braithwaite as the UMCA Education Director. She is very helpful, kind, and a great person to know!

Shout Out



Here's a special "Thanks" and a shout out to our UMCA Newsletter Committee:

- Casey Arnold
- Tara Buckway
- Nichole Camac
- Annette Hanson
- Cindy Quick

Thanks for your hard work and contributions. We rock!

