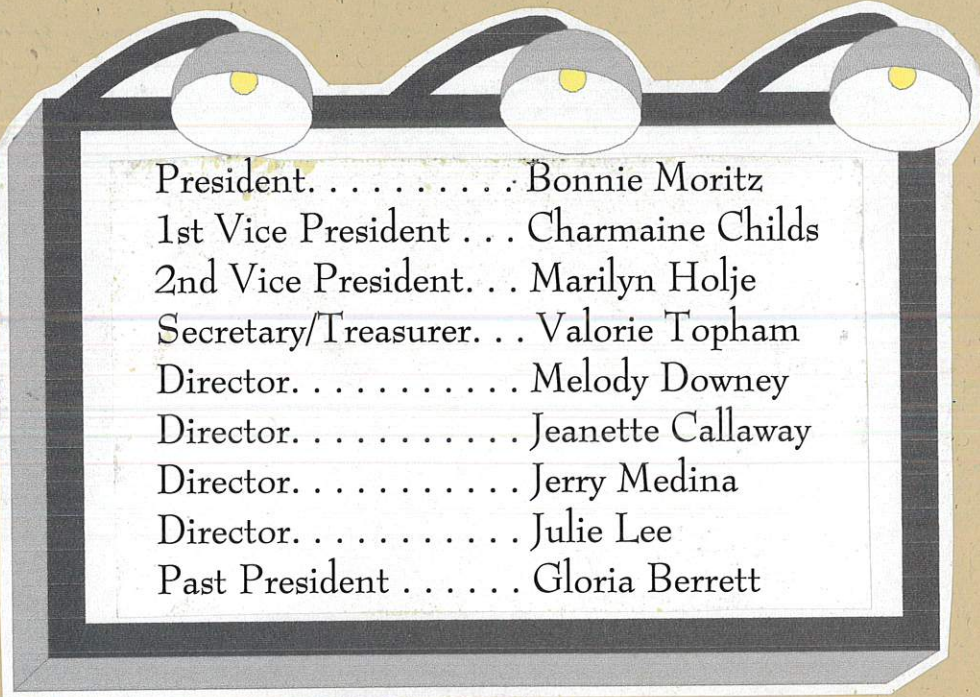


1996...The Year in Pictures...

Utah Municipal Clerks Association The Board



President Bonnie Moritz
1st Vice President . . . Charmaine Childs
2nd Vice President . . . Marilyn Holje
Secretary/Treasurer . . . Valorie Topham
Director Melody Downey
Director Jeanette Callaway
Director Jerry Medina
Director Julie Lee
Past President Gloria Berrett

Grantsville loses 1 city recorder, gains another

By Zack Van Eyck
Deseret News staff writer

GRANTSVILLE — Jerry Medina is moving on to greener — and recently incorporated — pastures, but Grantsville already has a new city recorder/administrator to take his place.

Medina, a Grantsville native and the city's top administrator for the past three years, told Mayor Howard Murray earlier this month that he is moving on up to Taylorsville, the new city's recorder at a salary of \$41,500 — a hefty raise from the \$31,774 he made here.

"It was just an opportunity with a brand new city, to be in on the ground floor and I thought that was pretty exciting," Medina said Tuesday. "It was a step up."

Wendy Palmer also is stepping up. After 14 years as a city employee, including the past three years as treasurer, the 35-year-old Medina's shoes, the 35-year-old Palmer has been promoted to fill

it. "I just got a lot more centralized when he came," Palmer said. "I've done the grant work, the special project work. I've just been doing crisis management right now."

Medina left the city Feb. 9, a week after he gave notice, and Murray hired Palmer on Monday.

"We needed to get moving on it," Murray said of the quick hire. "Normally, our city ordinance says we have to advertise in-house for a week and I thought, gee, if nobody in-house applies for that, I'm simultaneous."

Murray said only two other people applied for the job. Neither currently work for the city. Neither Grantsville now needs a new treasurer. The salary would be in the \$25,000 to \$28,000 range, Murray said.

Palmer, 35, a Grantsville native, is working on a business administration degree through the Utah State University extension center.

"That's going to be a big benefit for us, the fact that she's familiar with city operations," Murray said. "I think she can step right into that position without too Medina spearheaded the plan-

ing of Grantsville's new City Hall, now under construction. And while he won't get a chance to work in that building, he's willing to offer his advice should Taylorsville-Bennion officials ask him for help if they decide to build a City Hall. During his tenure in Grantsville, Medina supervised about a dozen major projects, including automated trash collection and installation of a new water tank. He helped the city's \$2 million annual budget and obtained \$500,000 for the city in federal and state grants. Murray said he was completely satisfied with Medina's work and is sorry to see him leave.



Pleasant Grove

A PLACE TO GROW

70 South 100 East • P.O. Box 515
Pleasant Grove, Utah 84062
Phone (801) 785-5045
Fax # (801) 785-8925

Bonnie Moritz, UMCA President
Cedar City Recorder
P.O. Box 249
Cedar City, Ut. 84720

Dear Bonnie:

It is with great pleasure that I nominate Gloria Berrett as this year's "Outstanding City Recorder" of Utah.

I have been associated with Gloria for many years. I have been truly amazed at her ambition in both her professional life and personal life. It would take incredible stamina and drive to accomplish the things she has for Ogden City and for the Utah Municipal Clerks Association.

Through her leadership as president of UMCA she brought direction by creating a "Vision Statement" and setting goals for the board to meet. Gloria's presentations at Spring Conferences and at the Institutes have been gang busters! Her class on Records Management was so pertinent and informative; many felt it was the best lecture on records management that they had ever attended.

In May 1995, Gloria was sworn in as Director of Region VIII on the International Institute of Municipal Clerks board. She discussed with me some changes she would like to see IIMC implement. She's a great problem solver and a person with foresight. I am certain Gloria will be a great asset to the IIMC board.

Her contributions are far reaching and will be felt a lifetime. When her name was presented for this year's award, the UMCA board approved the nomination overwhelmingly and without reservation. Just goes to show how much her colleagues love and appreciate her.

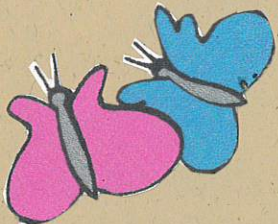
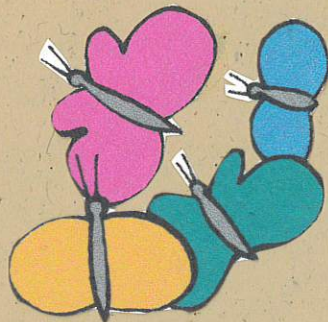
Sincerely,

PLEASANT GROVE CITY CORPORATION

Charmaine

Charmaine Childs
City Recorder

MAYOR Lloyd K. Ash	BUDGET/FINANCE K.A. Driggs	TREASURER Donna L. Beck	POLICE CHIEF Michael W. Ferre	CITY COUNCIL Richard B. Paulsen	Kevin L. Walker
	RECORDER Charmaine Childs	PUBLIC WORKS Frank Mills	CITY ENGINEER Kent J. Fugal	Jim A. Danklef	Victor W. Hammond
				Glen P. Haynie	



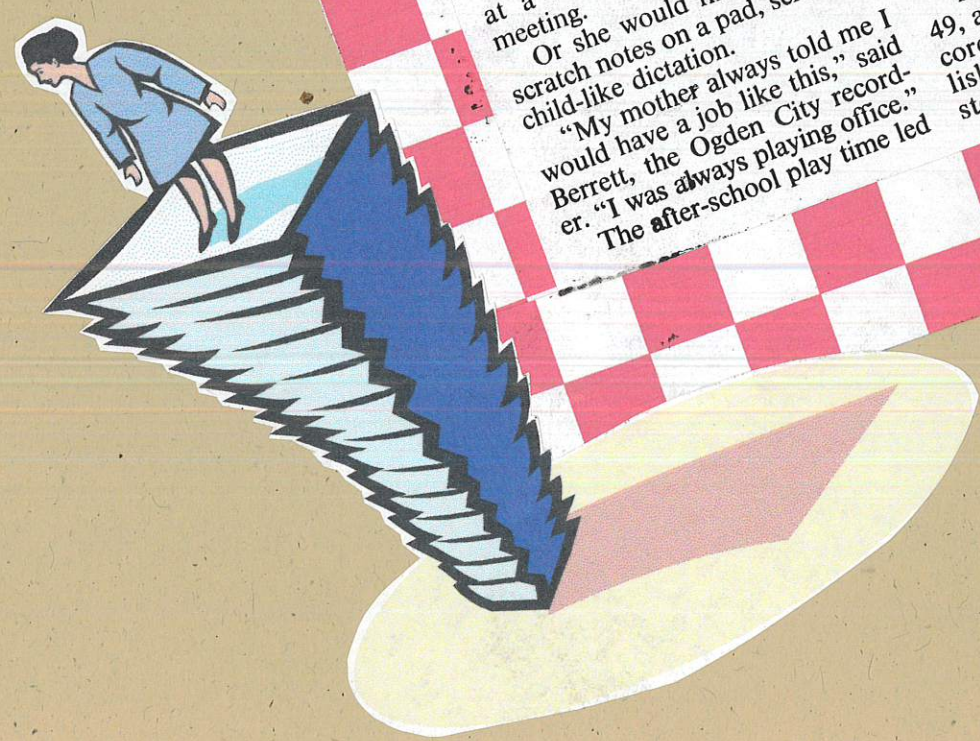
Miles of files



NHAT MEYER/Standard-Examiner

BEST: Ogden City recorder Gloria Berrett searches through files in the Ogden City Centre Building. Berrett recently was named Outstanding City Recorder of the Year by the Utah Municipal Clerks Association.





Ogden City recorder named best in state

□ Berrett remembers fantasy beginning to her years of experience

By JEFFREY P. HANEY *4-8-96*
Standard-Examiner staff

OGDEN — As a child, Gloria Berrett didn't cast her imagination often to a fantasy land of princesses, tea time and debutante balls.

Instead, she sat down with her favorite toy — a typewriter — and pretended to take notes at a very important business meeting.

Or she would file papers. Or scratch notes on a pad, scrawling child-like dictation. "My mother always told me I would have a job like this," said Berrett, the Ogden City recorder. "I was always playing office." The after-school play time led

to typing, shorthand and business machine classes in high school, and, eventually, after a rigorous three-year program and years of professional work, certification as a municipal clerk. The training has paid off, said Mayor Glenn Mecham, who appointed Berrett to the city recorder position in 1990. Last month, she was named Outstanding City Recorder of the Year by the Utah Municipal Clerks Association.

"It comes as no surprise that Gloria has received this level of recognition from her peers," Mecham said. "We are proud of her accomplishments and fortunate to have her on our team." The UMCA honored Berrett, 49, a former president of the recorders association, for establishing a centralized records storage facility and an optical

imaging system for city records. In the past few years she has also developed a new filing and indexing system, consolidated 63 voting districts down to 31 and completed the transfer of years of handwritten cemetery records to an electronic database. The last of the old cemetery records were put into the database Friday, she said.

"When we read some of the diseases in those books we would wonder what on earth they died from," said Berrett of the old descriptions of fatal illnesses. The city recorder's staff can be seen at all public meetings, sitting unobtrusively in a corner, quietly tapping the keys of laptop computers.

Berrett, who first took shorthand notes with a pencil and pad of paper when she started as a

"People ask how I can take minutes for a living. But it is documenting history. I love my job, and I love Ogden City."

**—Ogden City recorder
Gloria Berrett**

deputy recorder in 1983, said jokingly that the city recorders are the people who really know the city's political circles, ordinance changes and policy procedures. That, however, is part of the job she likes best, she said.

"I really enjoy being involved in knowing what is happening."

▶ See RECORD/4B

Record

From 1B

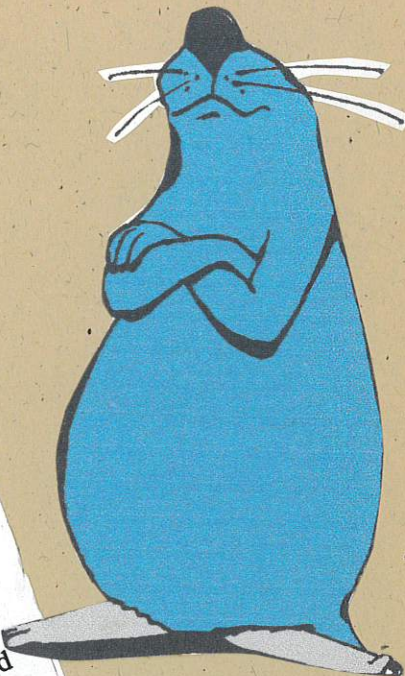
Good recorders have a certain knack for taking minutes, she said. The recorders must stay focused, determine the main points of the meeting and remain neutral while taking minutes.

It also sometimes is excruciatingly difficult for Berrett to refrain from voicing her opinion during public hearings on critical

issues.

"But that is not our role. If you don't maintain neutrality, you tend to slant the minutes one way or the other."

"People ask me how I can take minutes for a living," Berrett said. "But it is documenting history. I love my job, and I love Ogden City. And we just keep on keeping on."



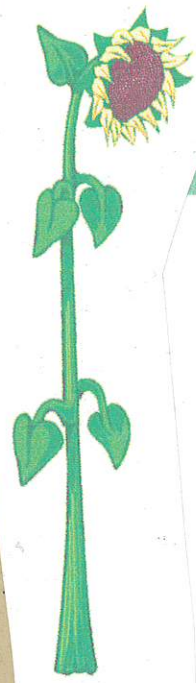


Salem - Paul Hair
Presentation of CMC



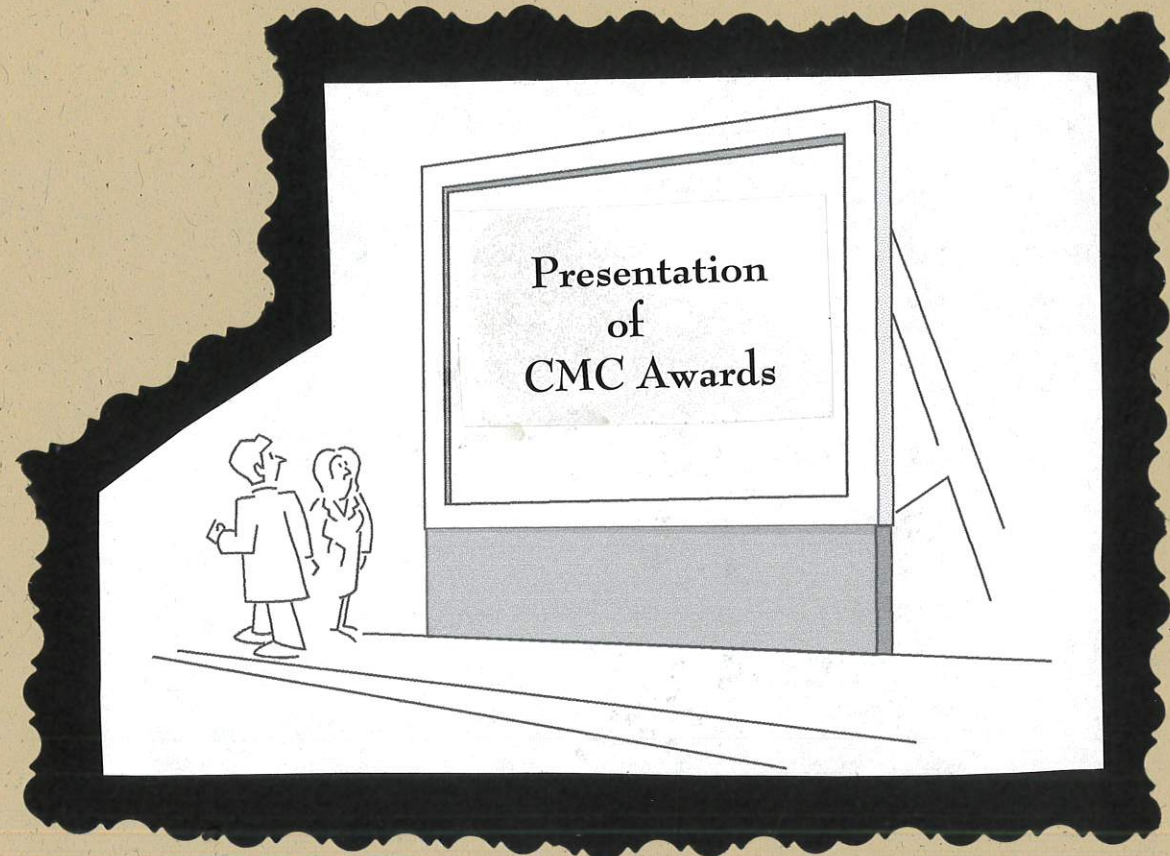


Governor Leavitt proclaims the first week of May, 1996 as *Municipal Clerk's Week* in the State of Utah...





Chris Meeker - Salt Lake City
May, 1996



Karen Berry - Ivins
December, 1996



March 1996

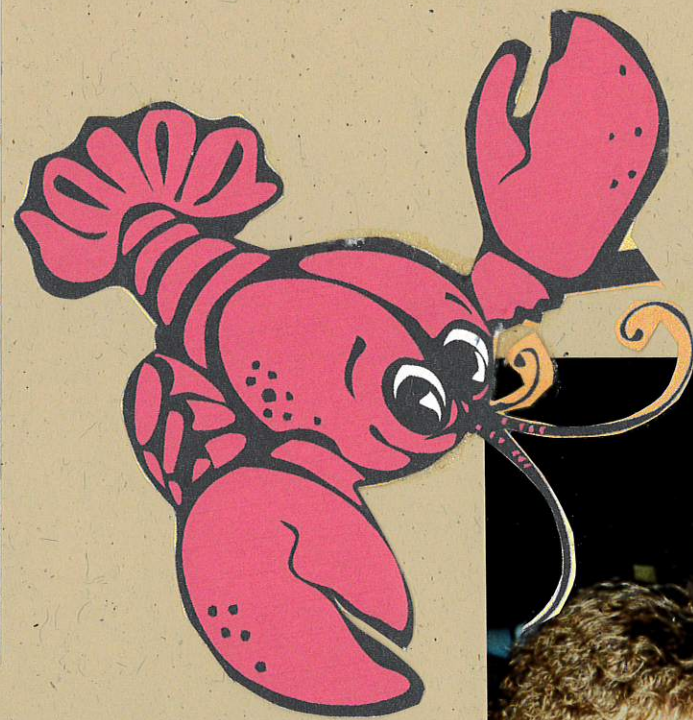
1996 Spring Conference
Logan, Utah



Mayor Darla Clarke presenting...



Town Clerks/City Recordors enjoying snacks during Spring Conference break...

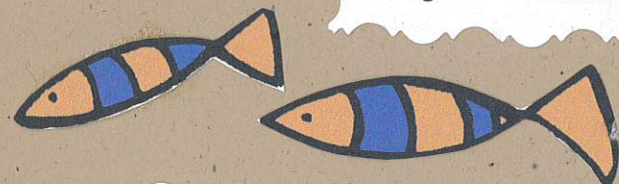




Jerry Medina and Valorie Topham register recorders for Spring Conference.



Centennial Display



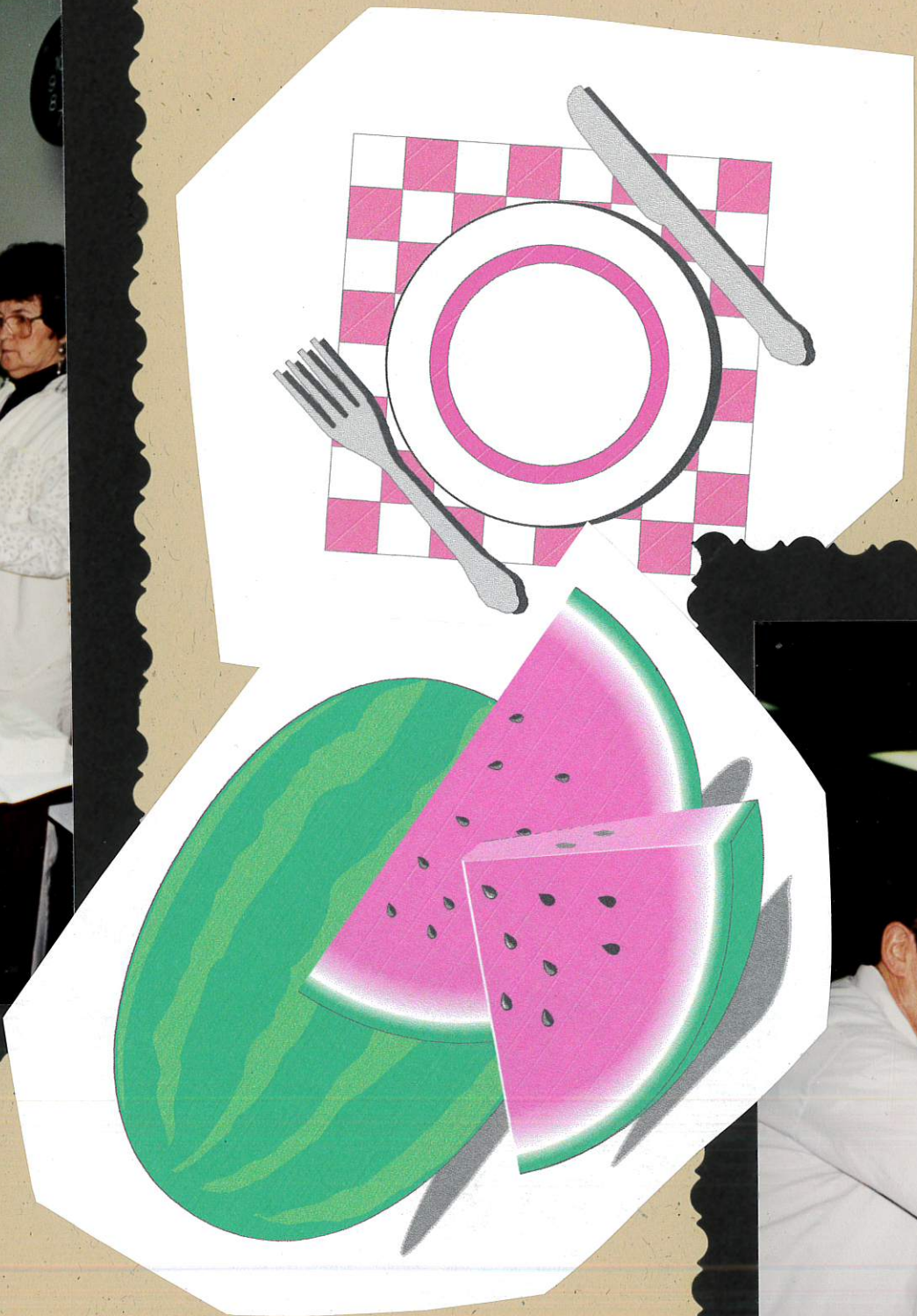
Door Prize Drawing, Pam Rogers drawing. Prize donated by Ray Brown of the Utah Local Government Trust.



Hi Gayle!!!

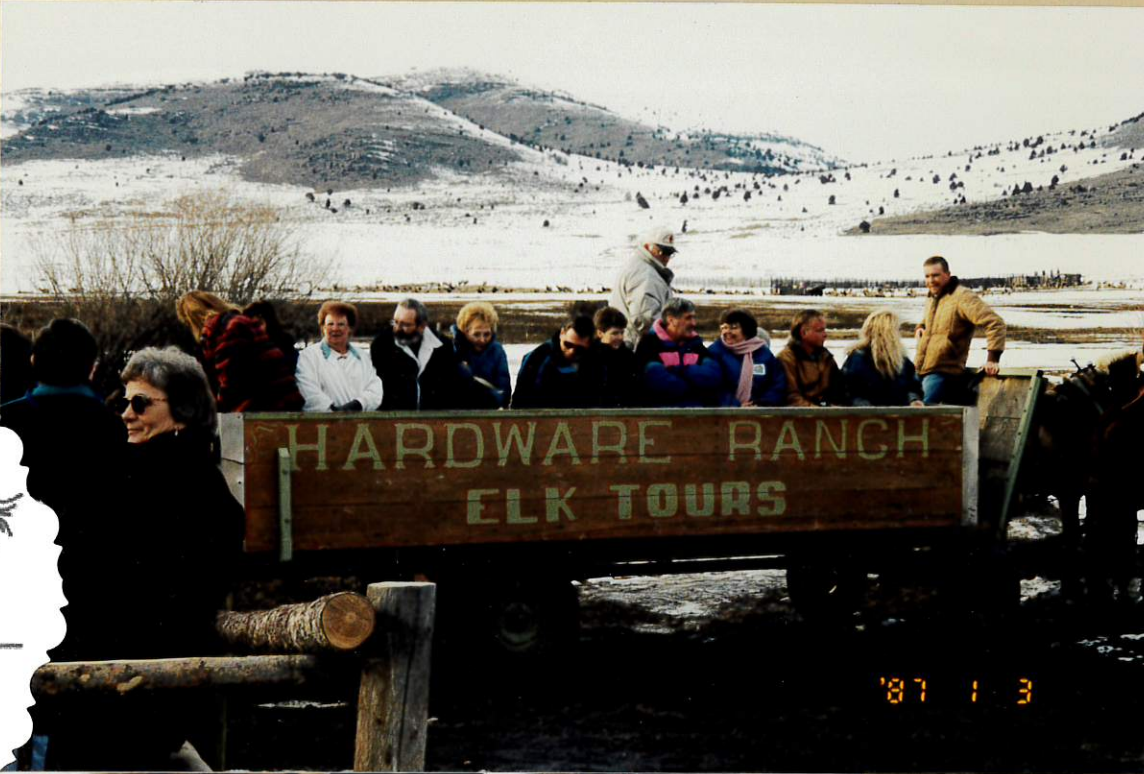


(retired Enterprise City Recorder)





Hardware Ranch "Elk Tours"

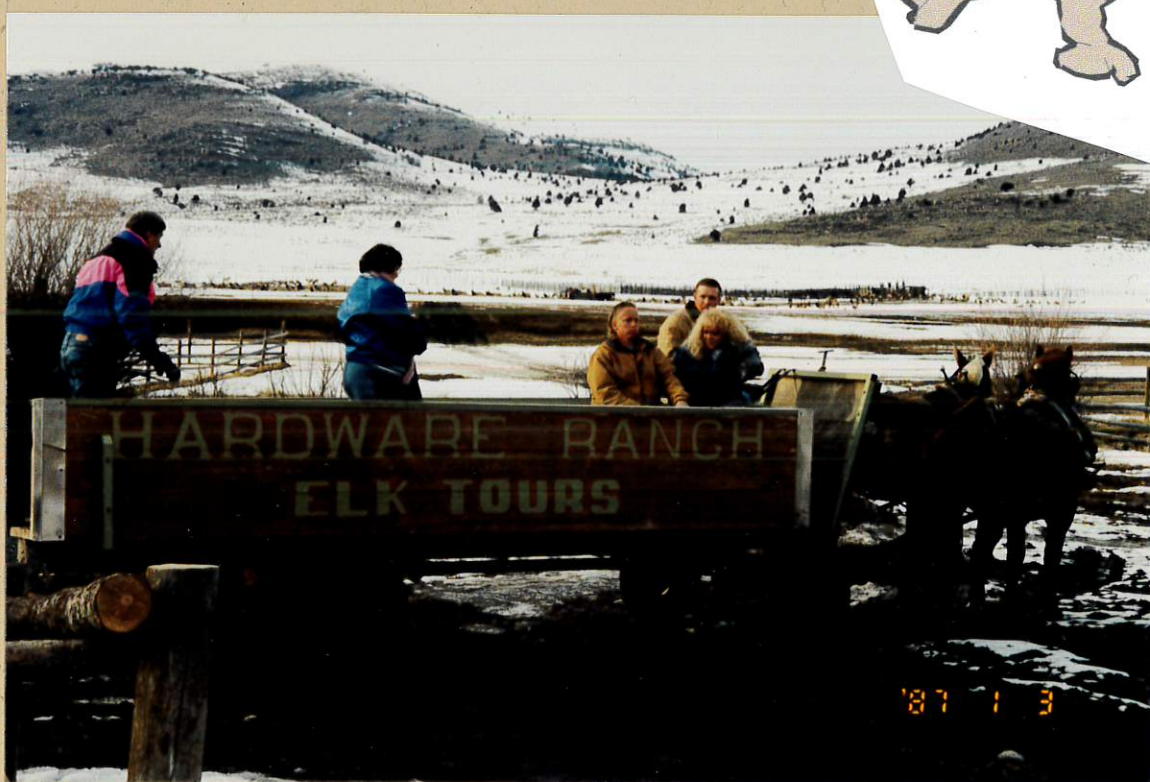
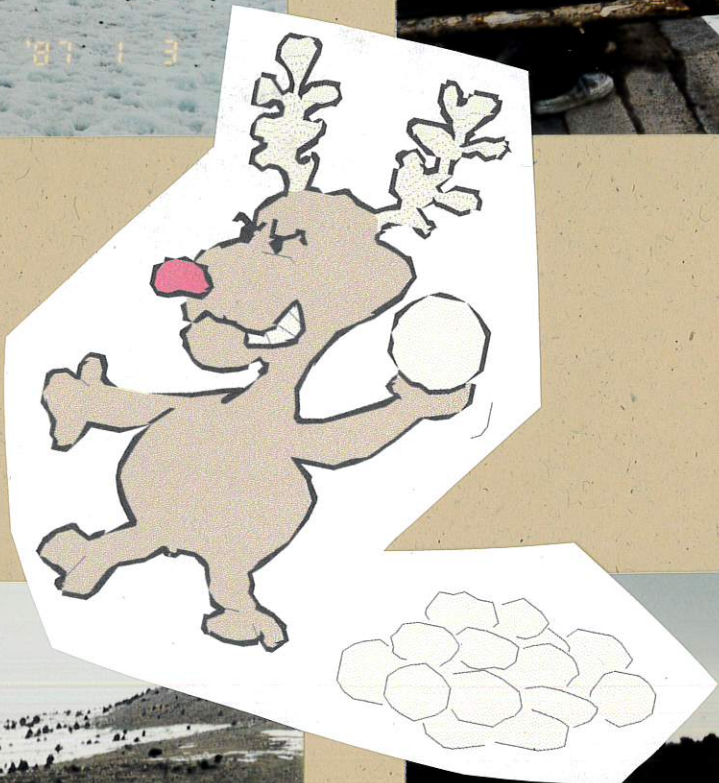


Hey Bonnie, nice hat!!!

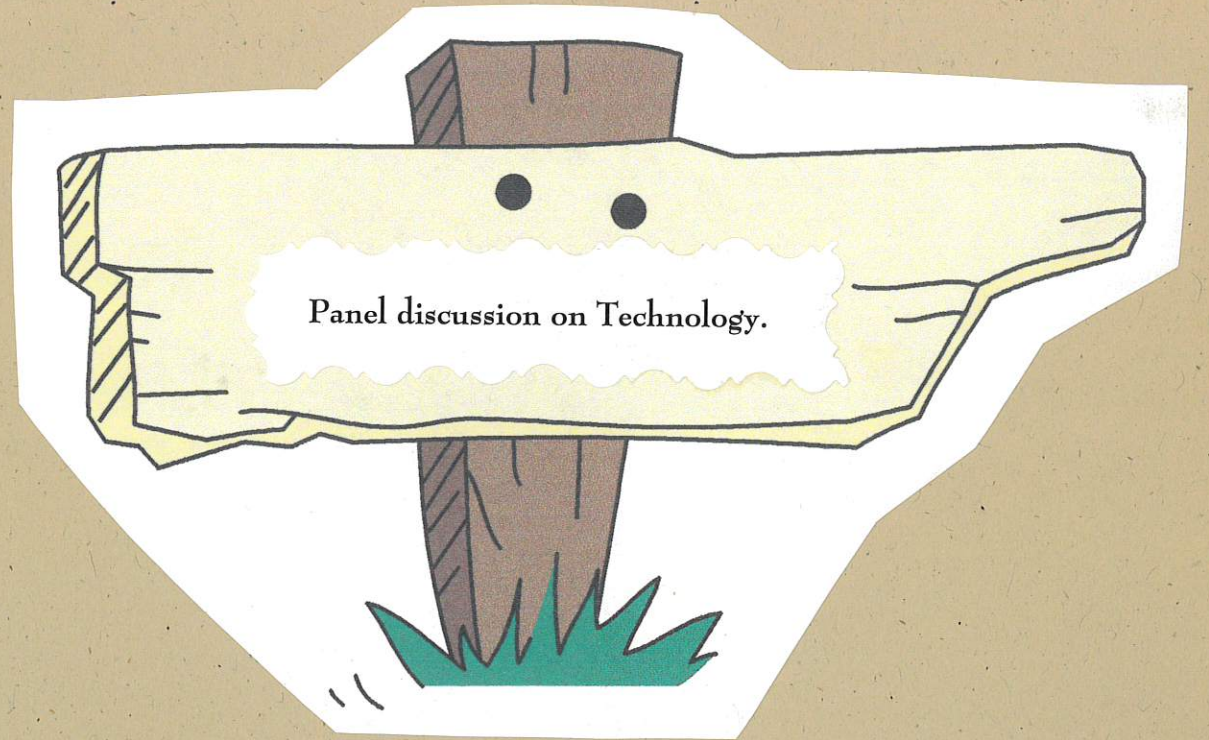
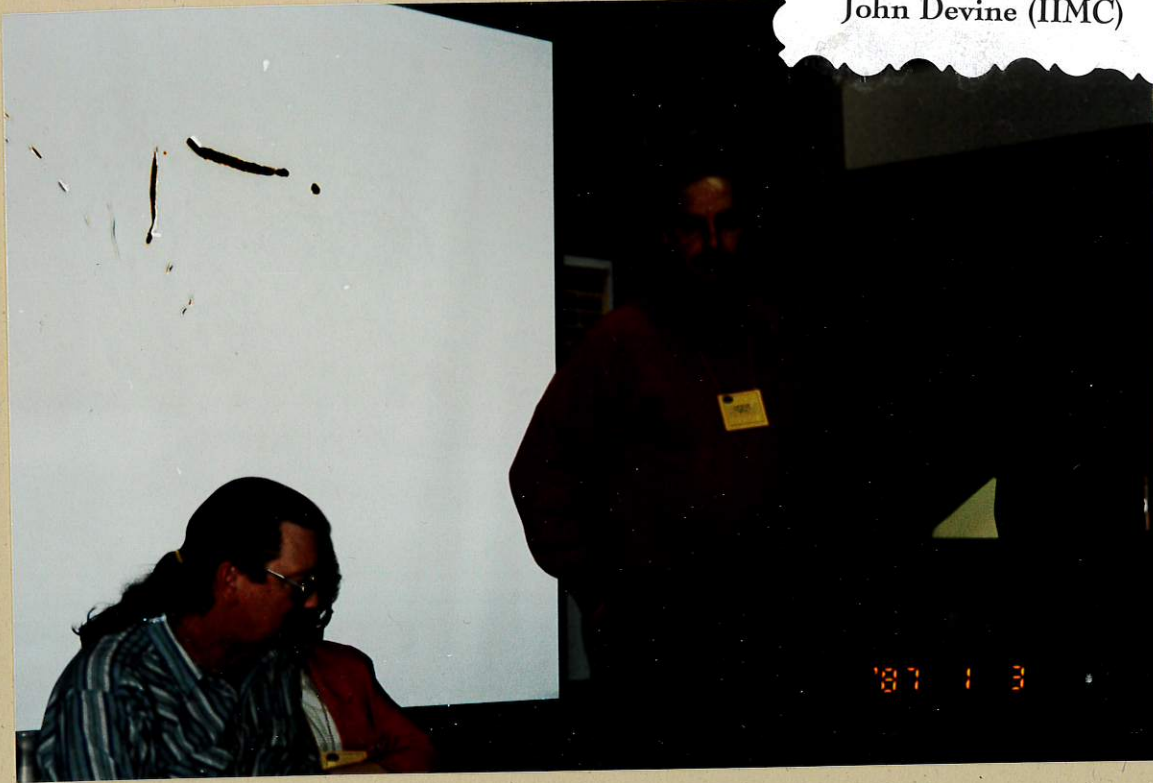




Brrrrr...It's soooooo cold!



John Devine (IIMC)



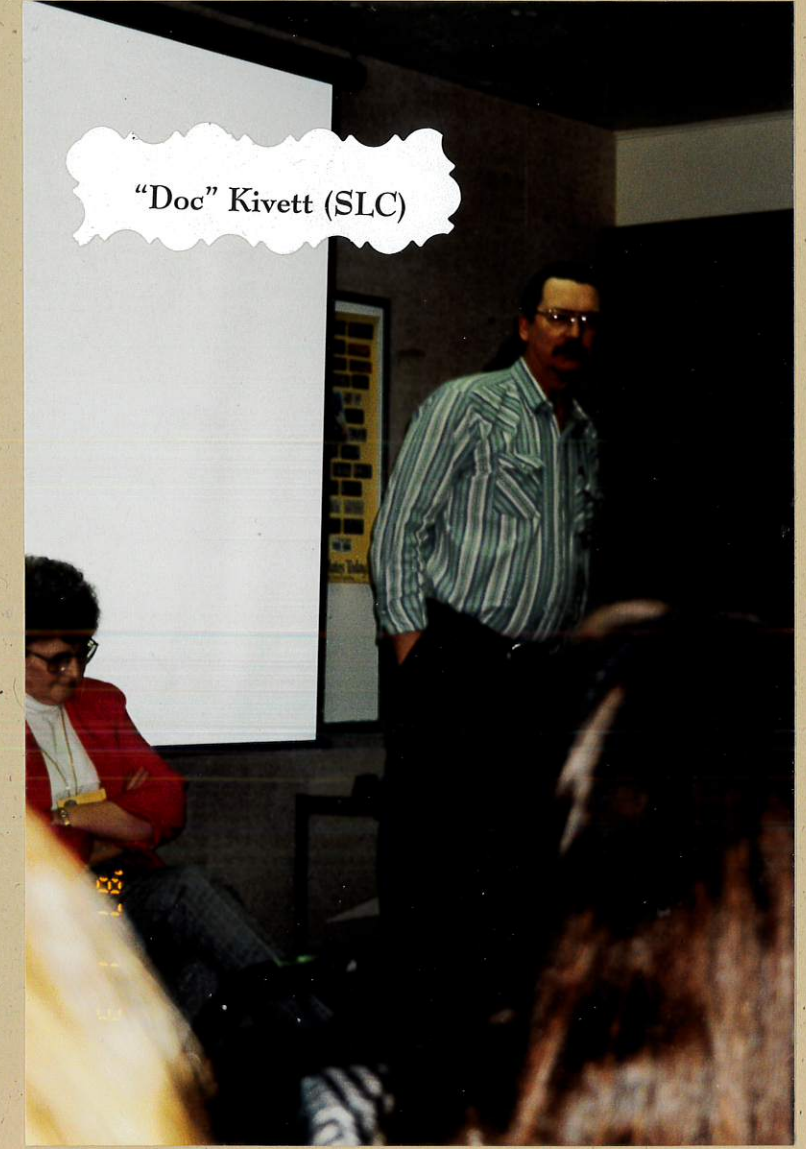
Gloria Berrett (Ogden)



Melody Downey (Orem)



"Doc" Kivett (SLC)

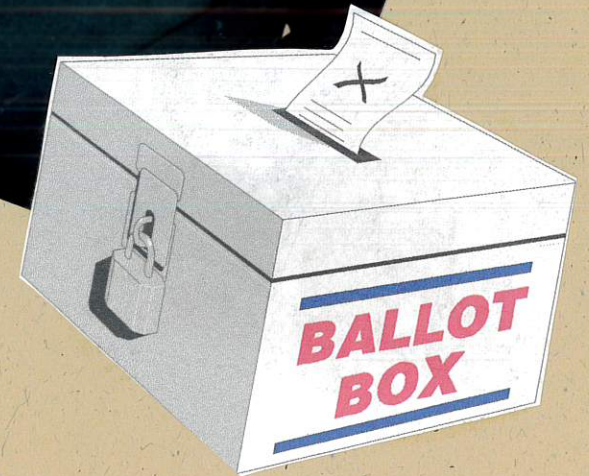
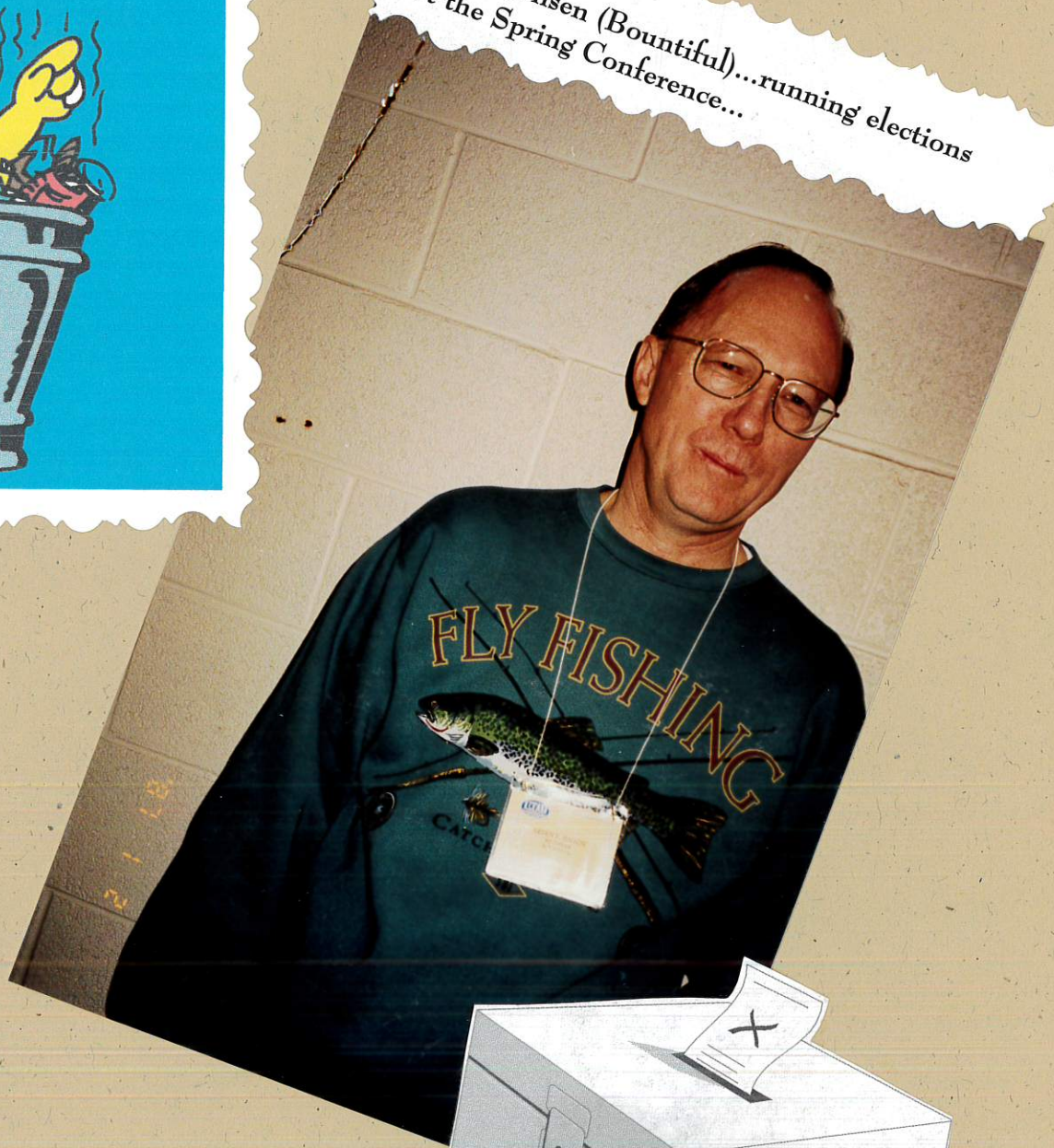




Emalee Curtis (Monroe) presents on Technology.



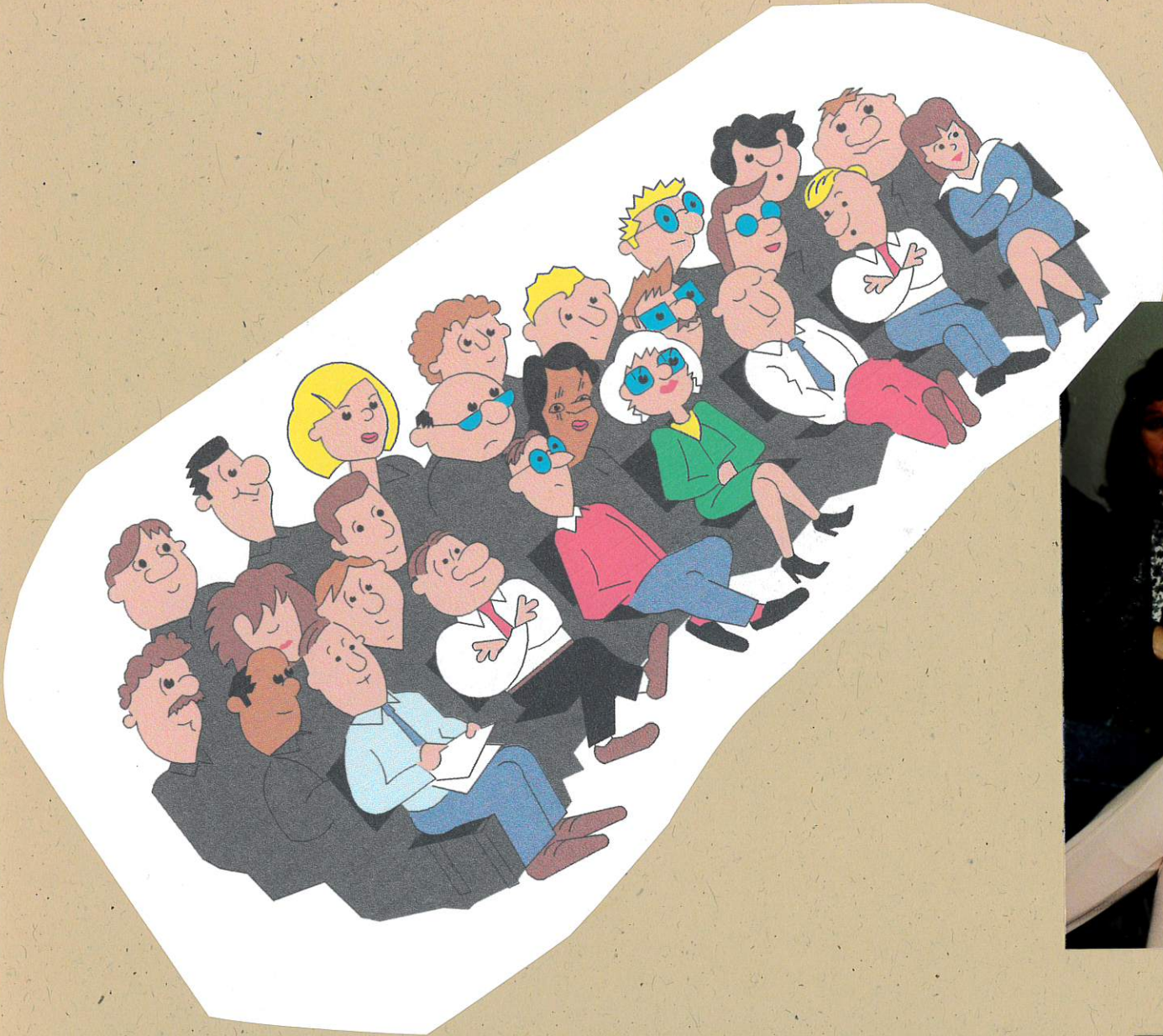
Arden Jensen (Bountiful)...running elections at the Spring Conference...

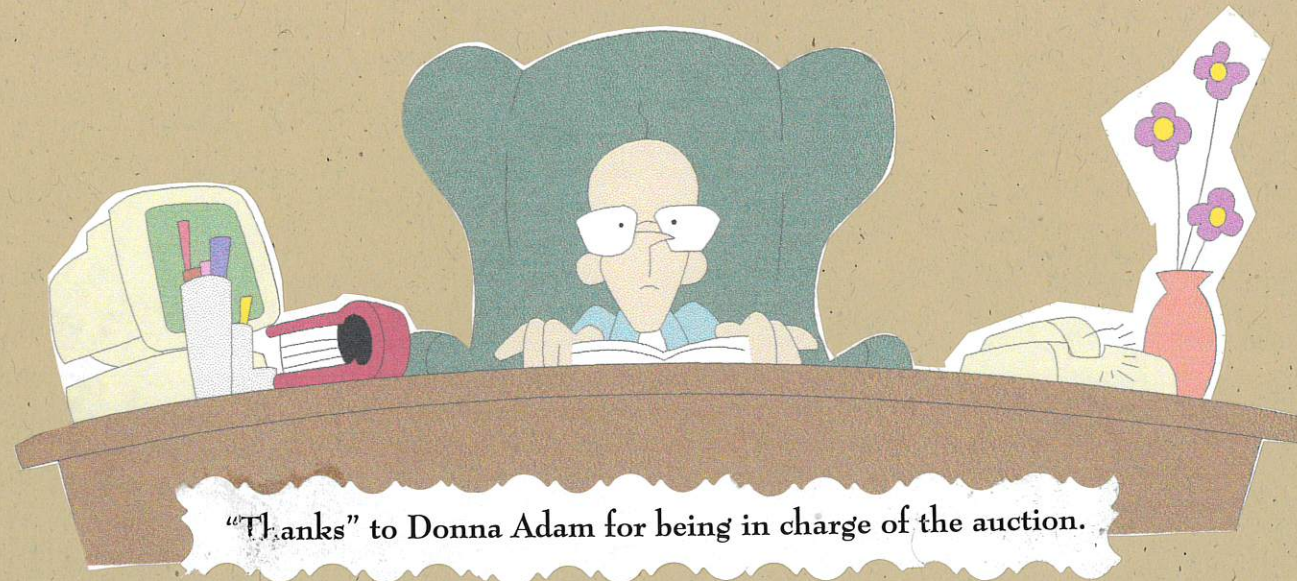




Spring Conference Activity...Dinner, hayride to view the elk, and Traditional Indian Dancer at Hardware Ranch Lodge for entertainment.

Clerks attend educational sessions...





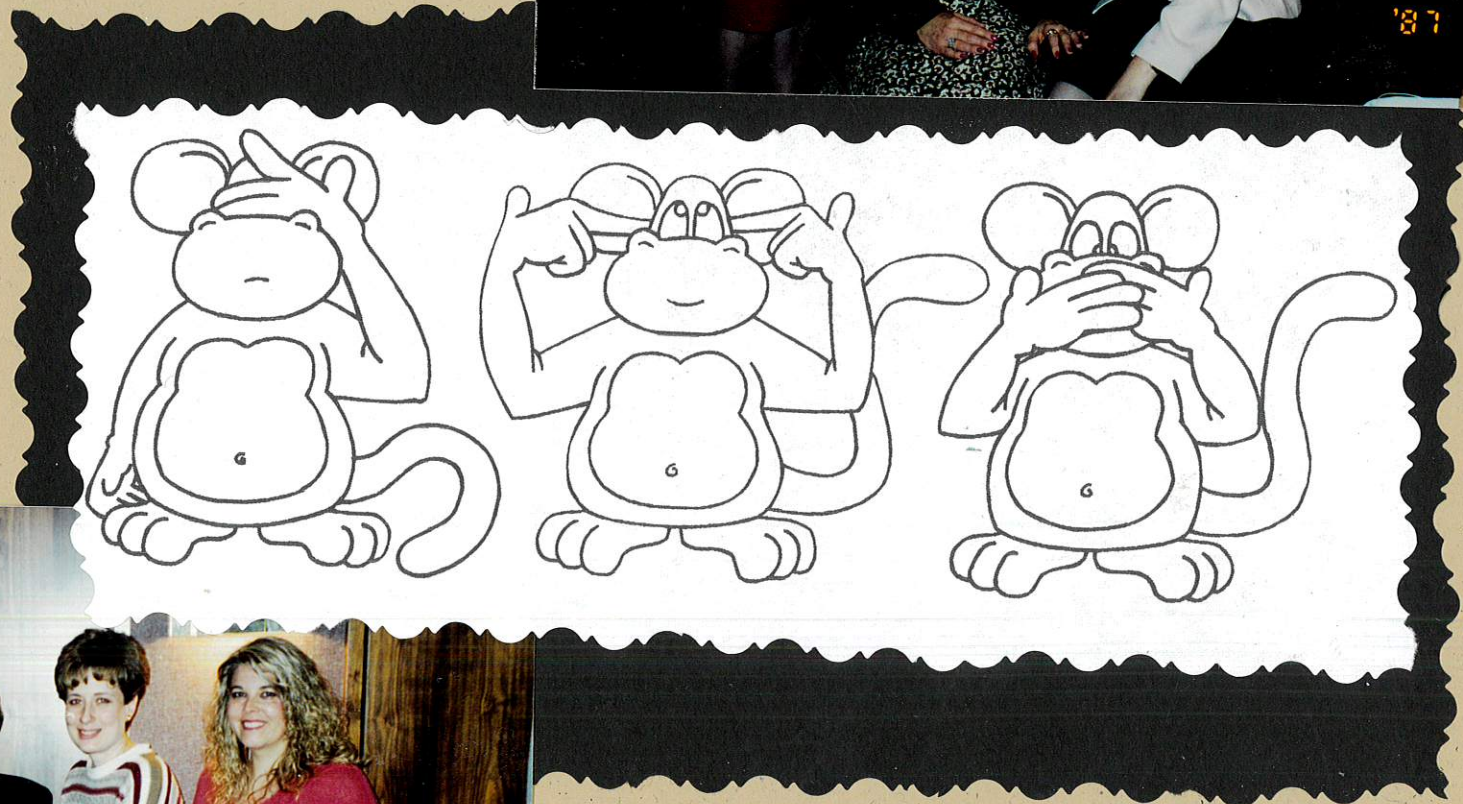
"Thanks" to Donna Adam for being in charge of the auction.

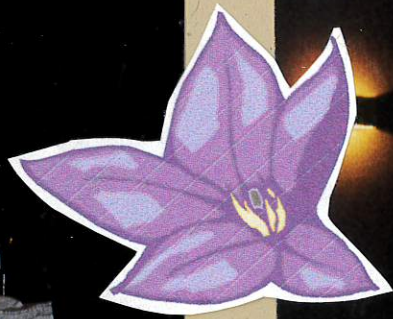


Recorders bidding on silent auction items at Spring Conference.



UMCA Board Members present at Spring Conference.

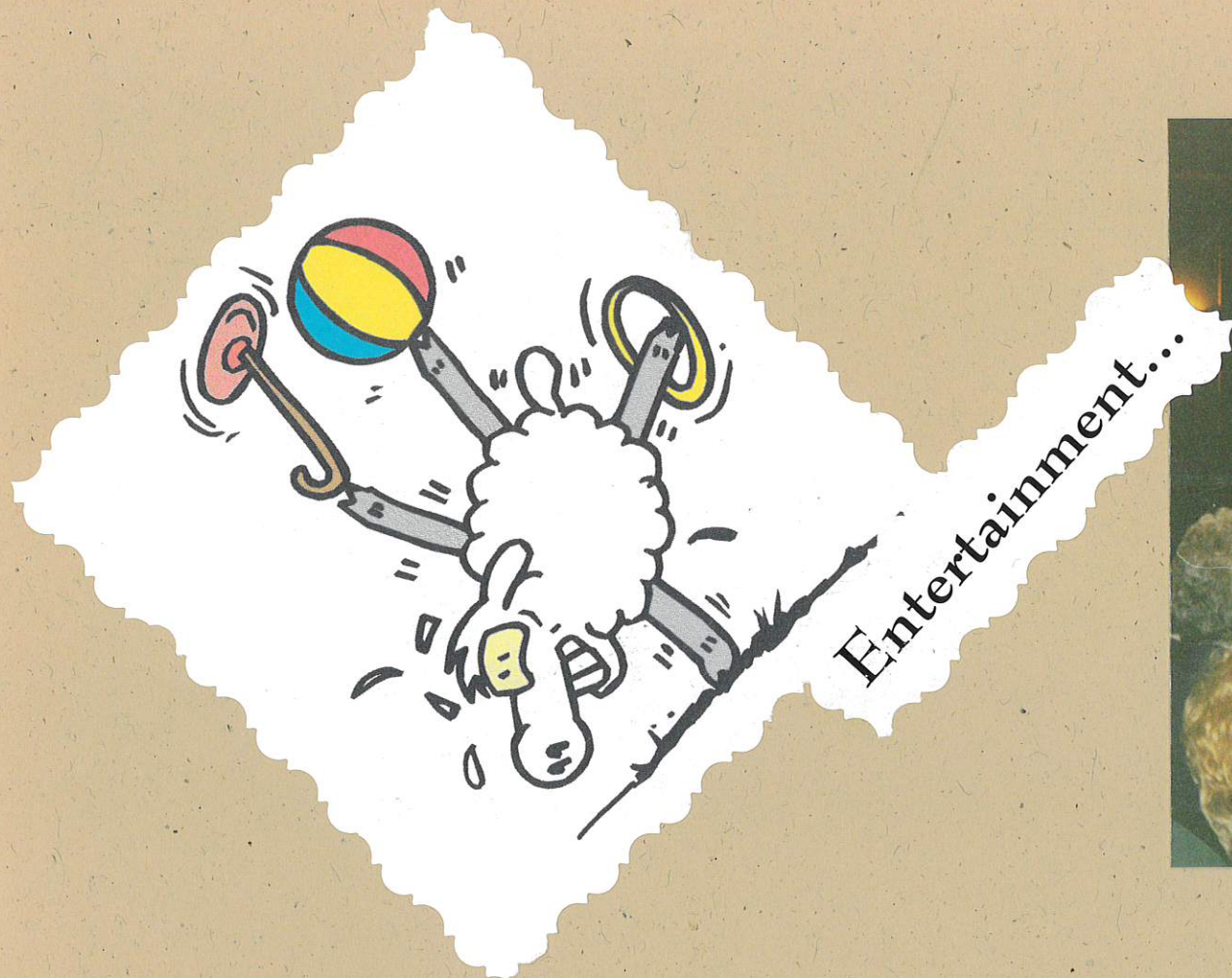




Spring Conference

Closing Banquet





Honoring the Recorder of the Year
Gloria J. Berrett





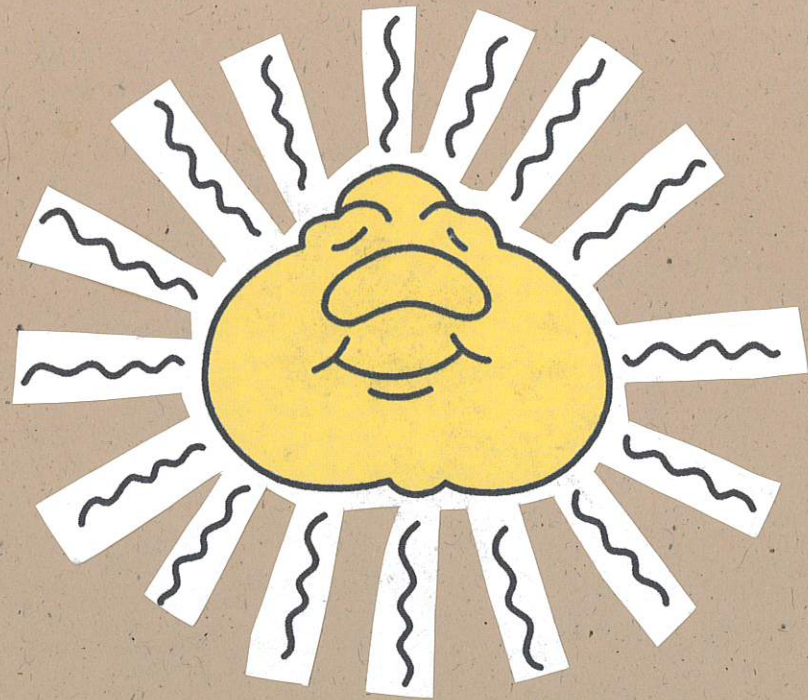
May 1996



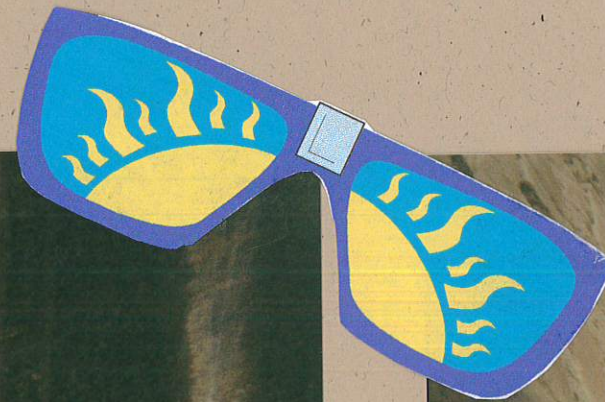
Annual IIMC Conference

Albuquerque, New Mexico





Clerks returning from Albuquerque Conference

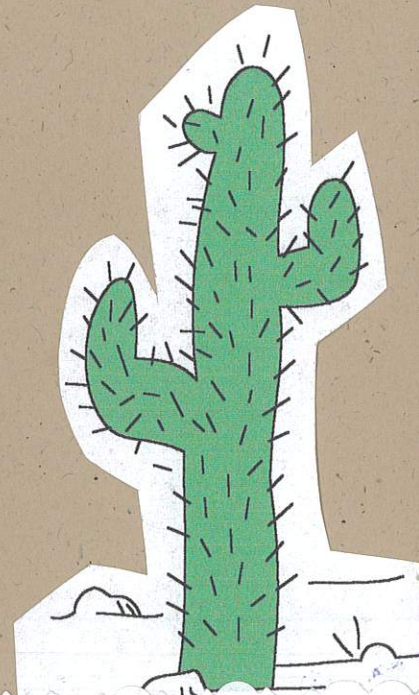
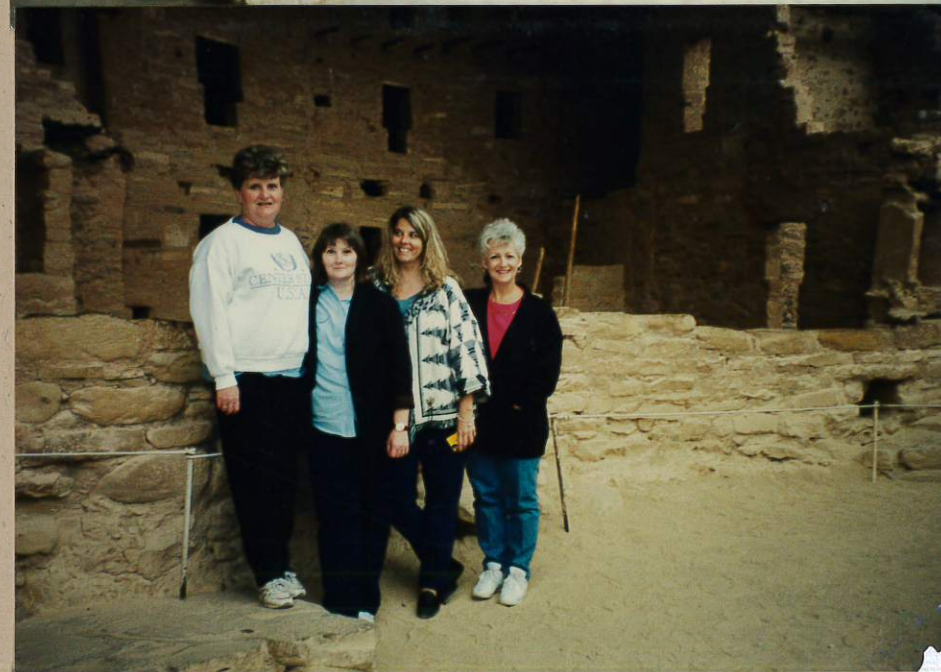




Valorie

Connie

Gloria



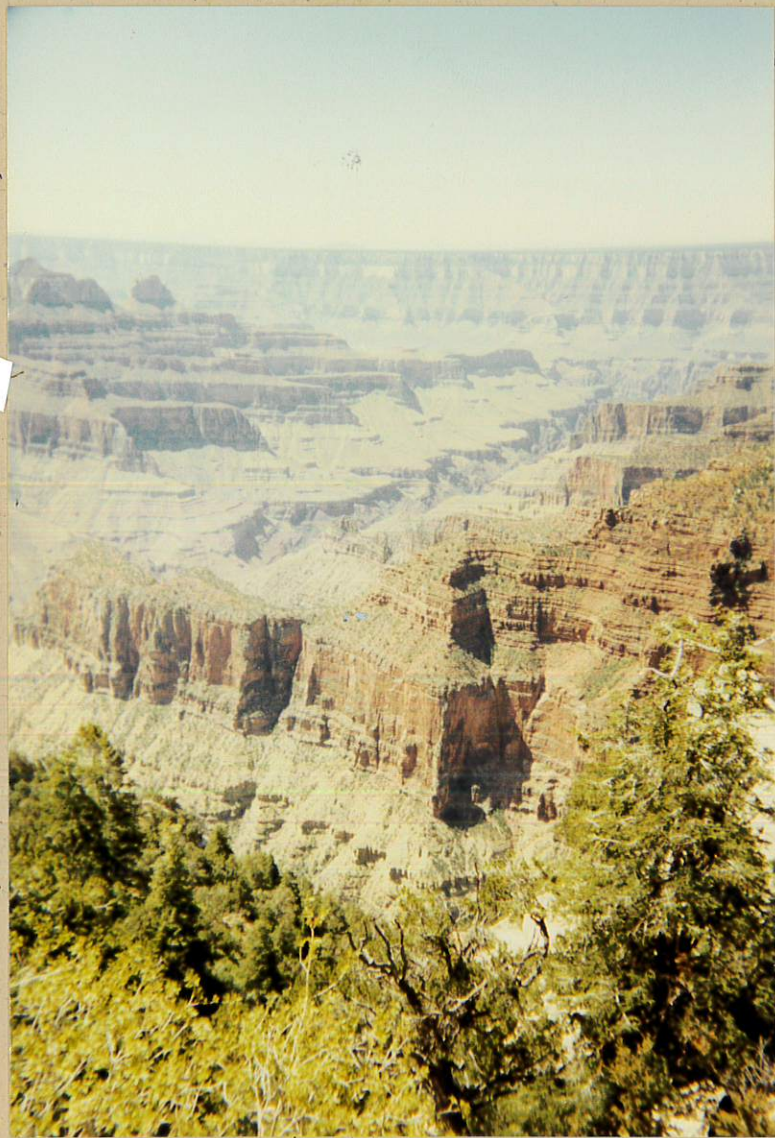
Mesa Verde, Colorado

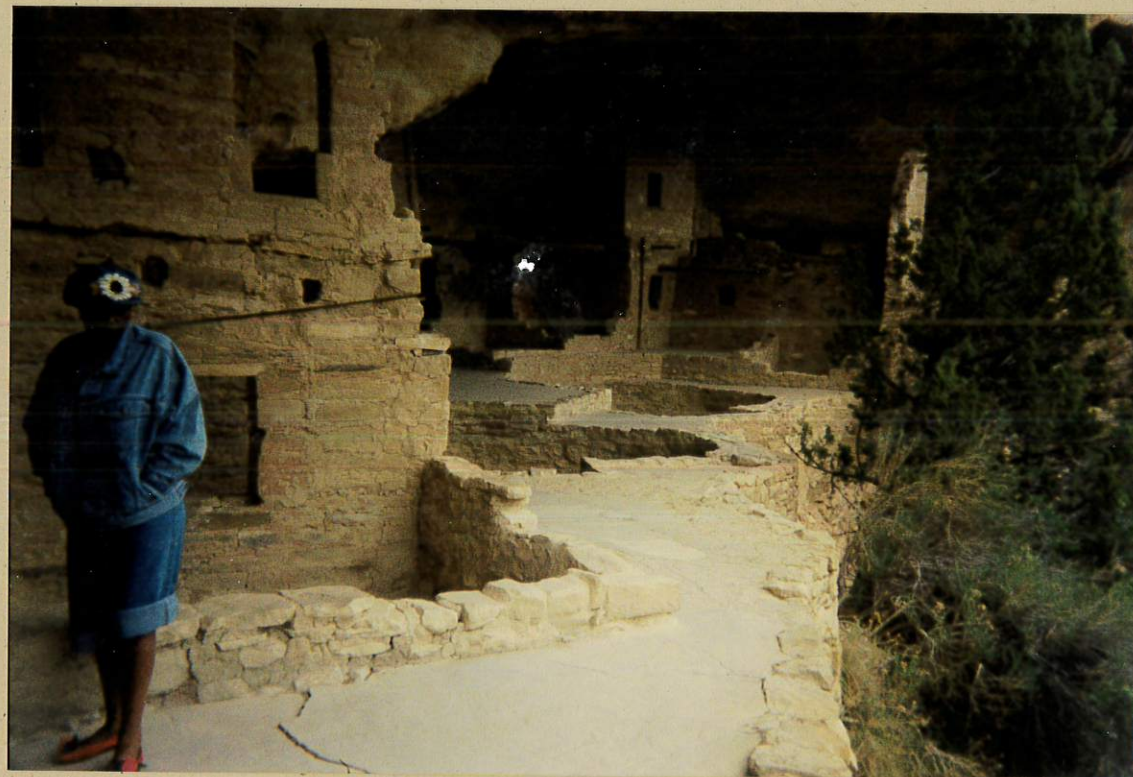
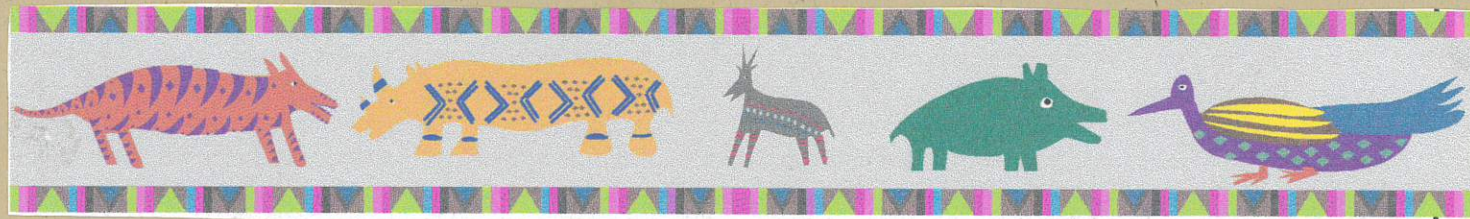
Jeanette

and

Bonnie







UMCA Institute and Academy in Ogden

August 12-16, 1996



Frank Adshead and those who worked closely on the program.

Some of those (the ones they "caught" on film) who completed the three years of Institute.





Pam Rogers of Weber State University Continuing Education.





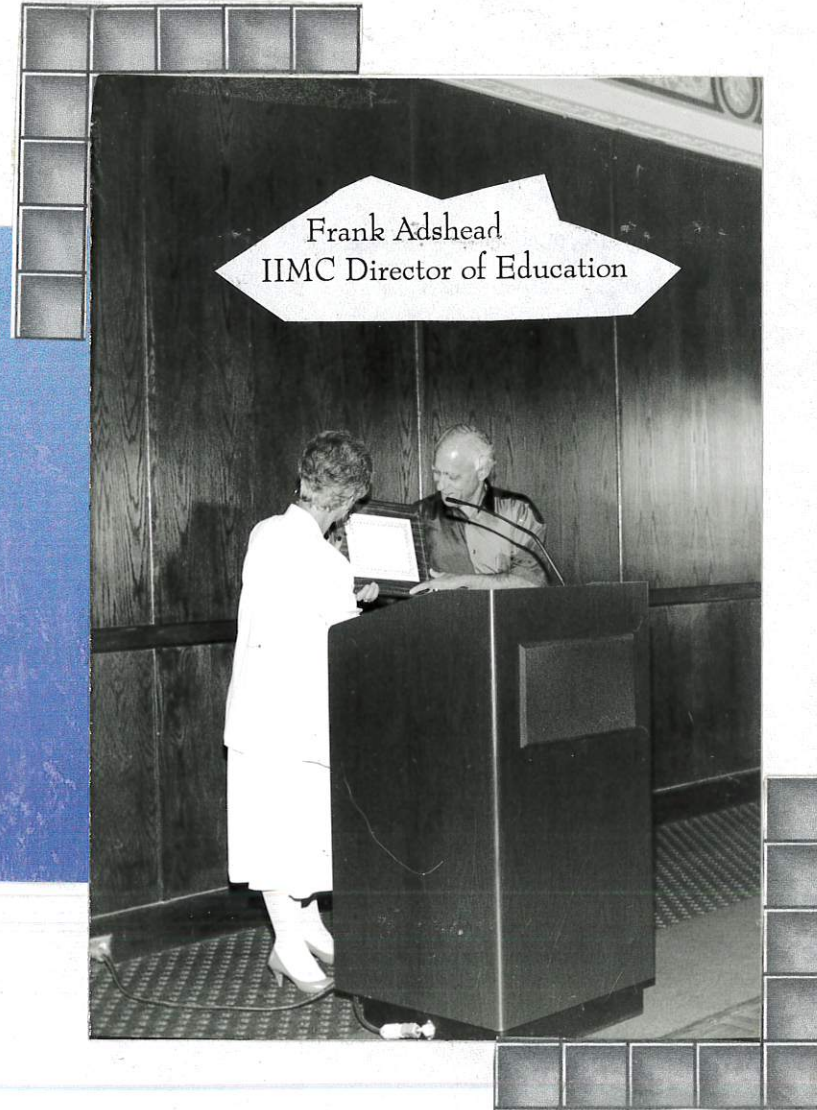
Bonnie presents laser pointer to Pamela Rogers.



Bonnie - conducting

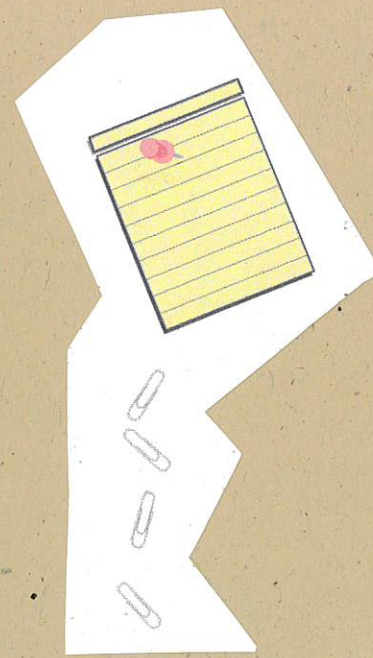


Frank Adshead
IIMC Director of Education

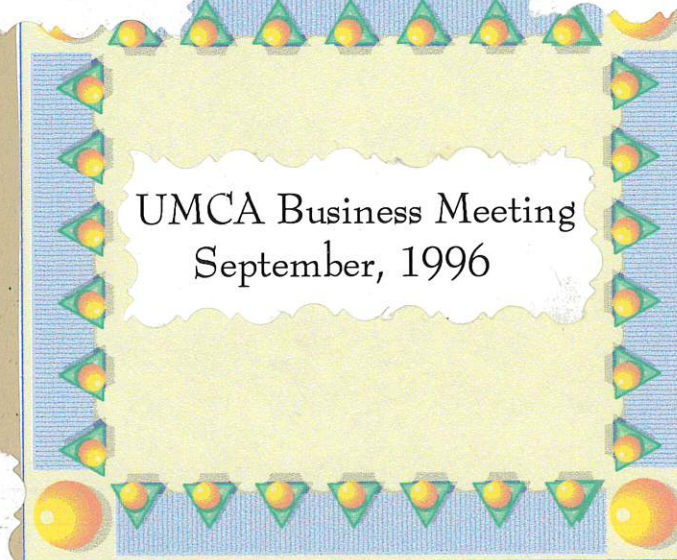




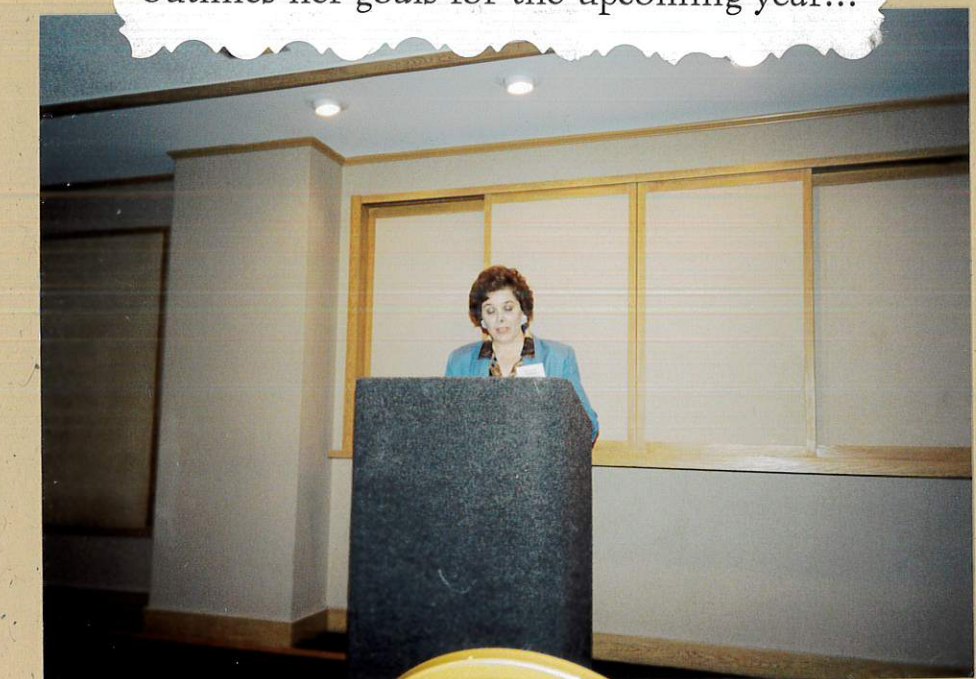
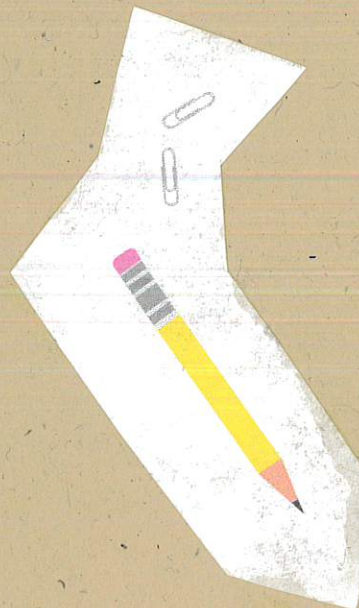
Jerry Medina, Board Member, gives committee report...



Valorie Topham, Secretary/Treasurer, gives financial report...



Bonnie Moritz expresses appreciation for serving as 1995-96 President...



Marilyn Holje, newly installed President, outlines her goals for the upcoming year...



Newly installed UMCA Board for 1996-97

Front row (left to right): Marilyn Holje, President
 Valorie Topham, Secretary/Treasurer
 Second row:
 Bonnie Moritz, Past-President
 Ginger Miller, 1st Vice-President
 Nancy Lemon, Board Member
 Julie Lee, Board Member
 Jeannette Gerrard, Board Member
 Jerry Medina, 2nd Vice-President

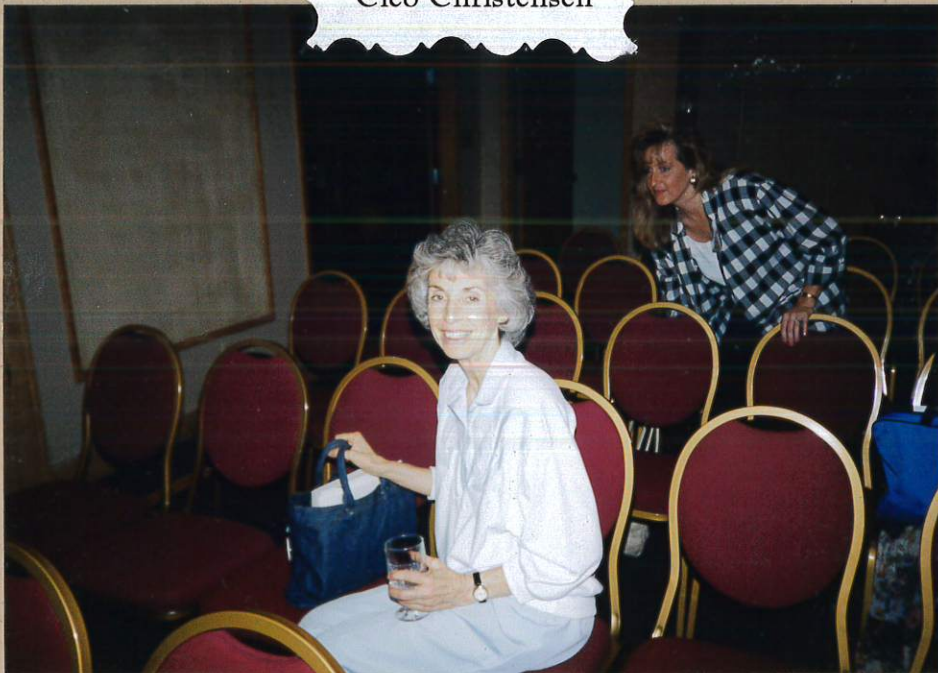
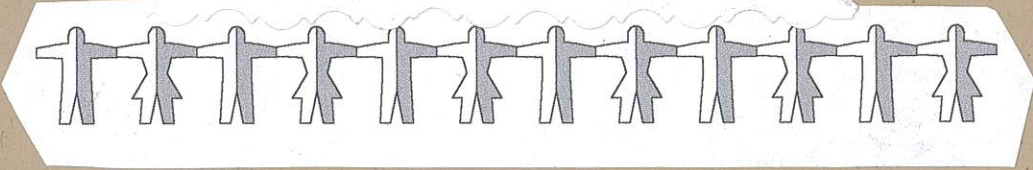


Marsha Morrow



Diane Taylor

Utah League of Cities & Towns
September, 1996

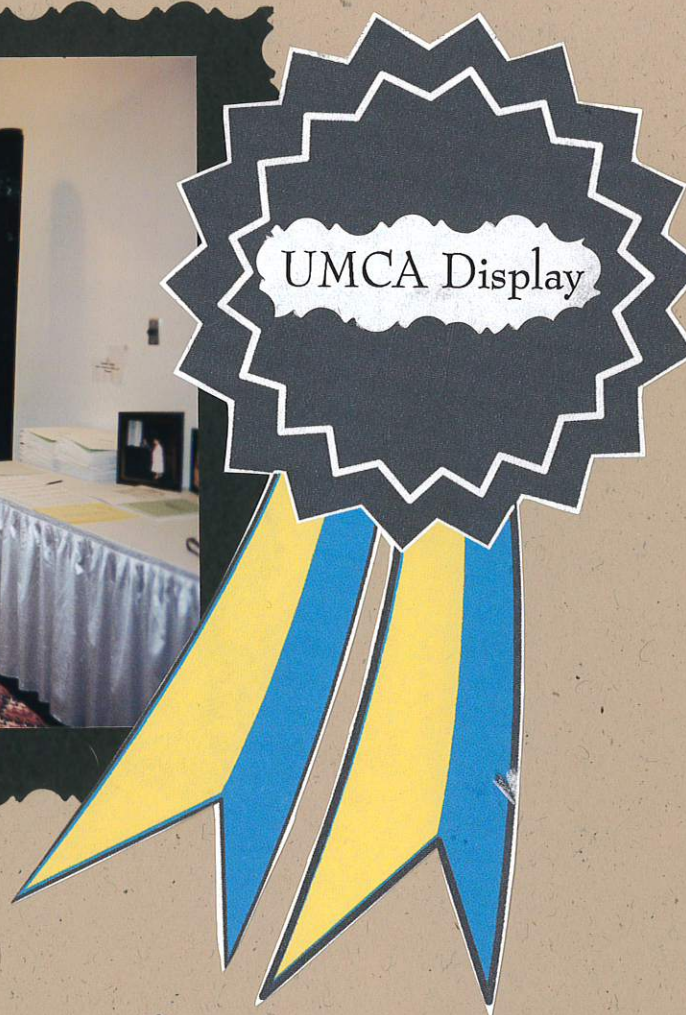


Cleo Christensen

UMCA Training Meeting held during League Conference.



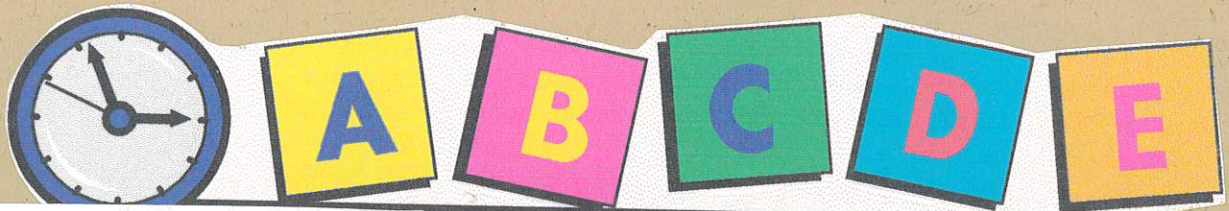
Special thanks to Jerry Medina, Chair of Display Committee



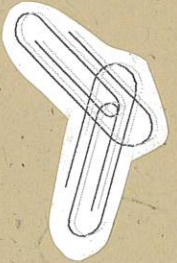
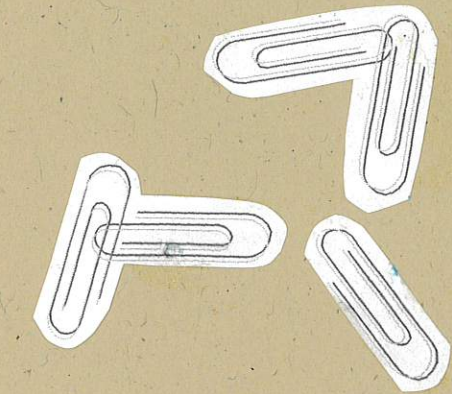
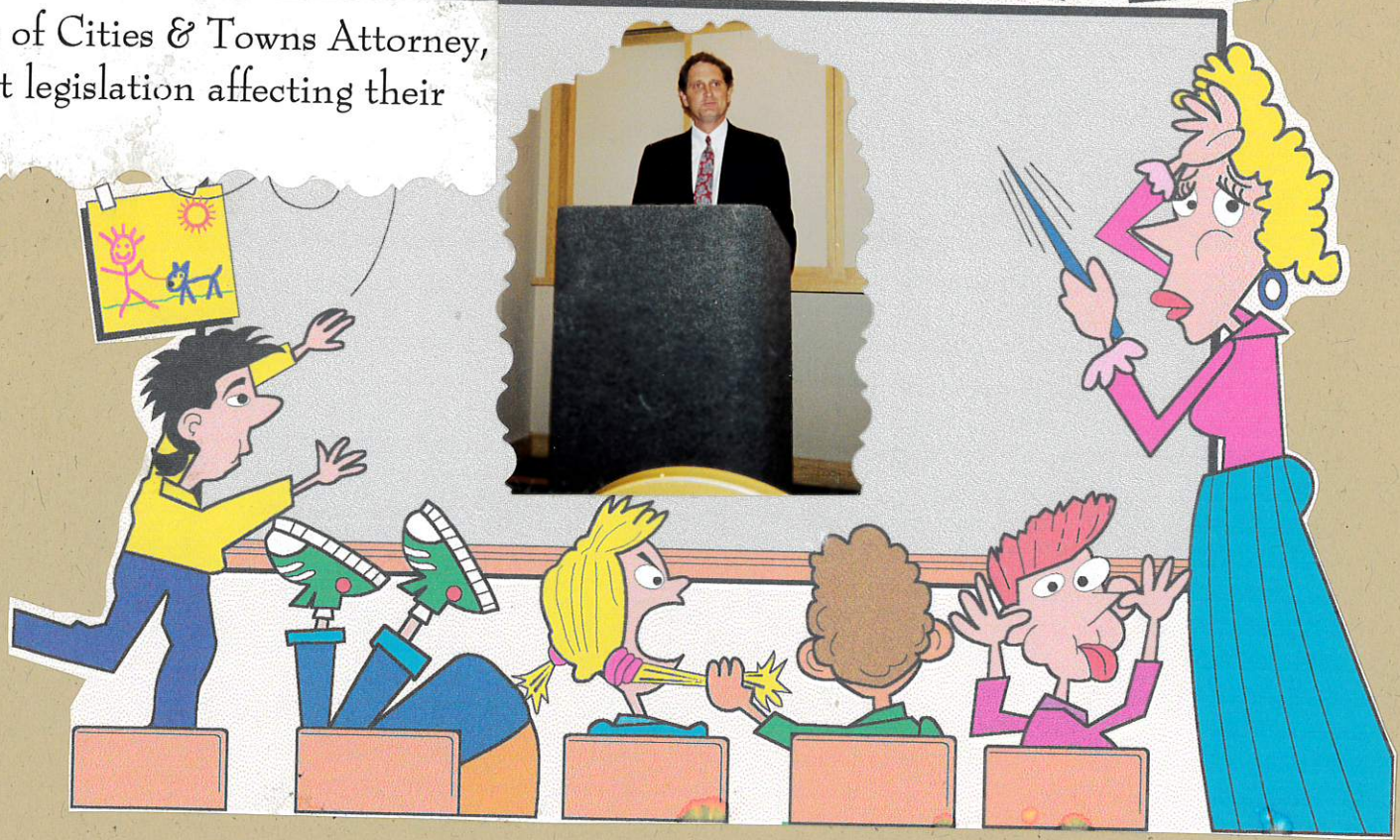
Briefcase given away at drawing!!!



History book for Centennial Membership Packets.



Dave Church, Utah League of Cities & Towns Attorney, updates the Clerks on recent legislation affecting their profession.



Kelleen Potter, Election Officer from the Lt. Governor's Office, gives update on legislation affecting Municipal Elections.



Oops...May, 1996



Annual IIMC Conference
Albuquerque, New Mexico

Flag Ceremony
Go Bonnie!



HELLO!
My Name Is

Sherry McKendrick of West Valley City
Receiving her CMC - October 3, 1996



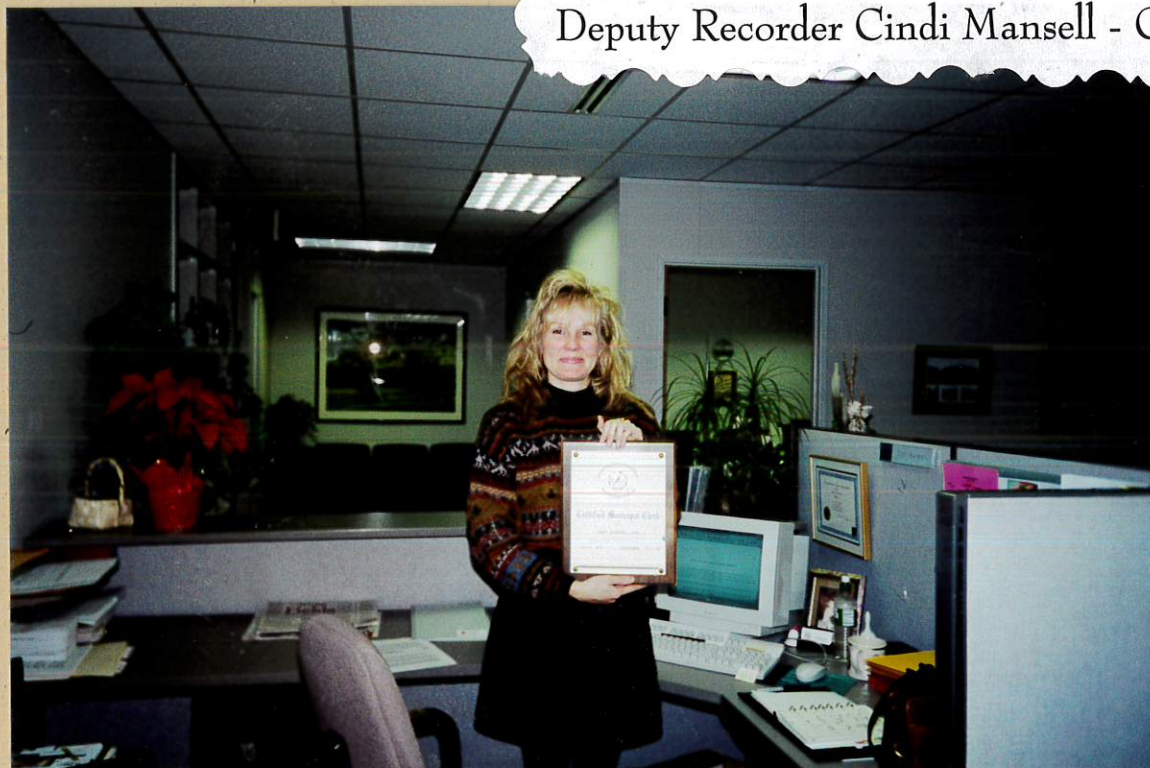
December 3, 1996 - Jerry Medina presents awards at Ogden City...



Recorder Gloria J. Berrett - AAE



Deputy Recorder Cindi Mansell - CMC





May, 1997 - West Valley City

Honoring Karen Leftwich upon her retirement...She "served" 17 years...



Administrator a fund-saver for Sunset

By Lynn Arave
Deseret News staff writer

SUNSET — Gail J. Hill, the city's new administrator/recorder, has already saved the city at least \$50,000 — more than her annual salary — thanks to some clever, cost-efficient changes in city management.

Since becoming the daily city administrator in mid-February, Hill, 41, has made the city's computer system a network instead of individual stations. She has also cross-referenced city ordinances and has fine-tuned many other city operations.

Sunset, the second-smallest city in Davis County with a population of 5,500 and a full-time city staff of 19, is the last city in the area to hire a full-time city administrator.

In Davis County, South Weber has a woman administrator. Centerville also has a female mayor. Sunset has both.

Mayor Carol Bellmon said she worked hard to convince the City Council that a city administrator was needed. Sunset briefly hired a city administrator a few years ago, but the position didn't work out. Some say it was because the city selected the wrong person for the job.

It looks as if Hill may be the right person for the job.

"She's very talented," Bellmon said. "She's been a real life-saver."

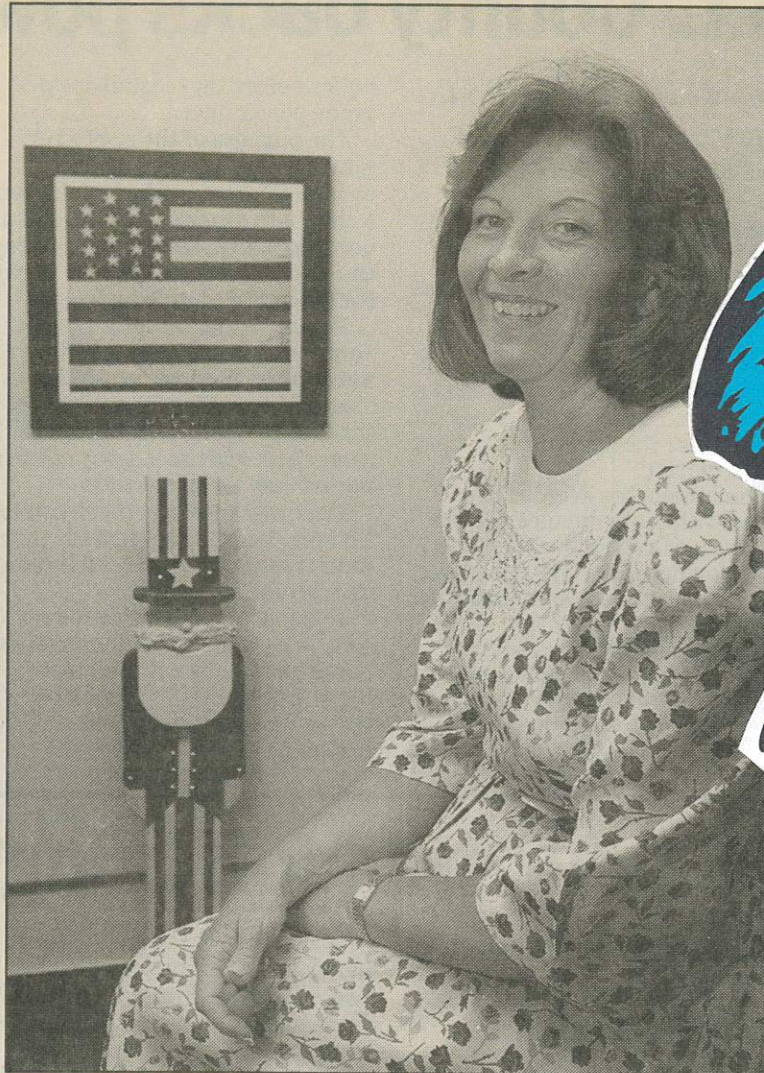
Bellmon said she was warned by critics that it was political suicide for her to push for a city administrator.

She believes a mayor should do what's best for the city and if that means not being re-elected, so be it. She thought Sunset desperately needed someone who could handle the city's day-to-day operations.

Also, when the mayor is late or unable to attend a city meeting, Hill is there and able to step right in and conduct the business.

Sunset hired Hill as city recorder a year ago. She still maintains those duties but added the expanded duties two months ago.

Unlike the majority of city administrators, Hill has earned her "degree" on the job. She didn't get a college education.



Gail Hill, Sunset administrator/recorder, has saved the city at least \$50,000 in the short time since she took over the duties of her post.

After graduating from Roy High School in 1974, Hill admits she was foolish not to have taken an academic scholarship based on her 3.97 grade point average.

Today, she has 17 years of city government experience and all of it seems geared to having prepared her to be a city manager.

She worked for Syracuse and Centerville for nine years as a recorder and also with the police and courts department there. More recently, she spent eight years as the Roy finance director.

"It has worked out . . . I worked my way up," Hill said.

In one sense, it's no surprise Hill ended up in city government. Her father was a police officer. Her mother was employed in city government. Her husband is a captain in the West Valley City Fire Department.

Hill has taken some accounting classes over the years, and

they've come in very handy.

At Roy, she received the prestigious Certificate for Achievement in Financial Recording for four consecutive years. She's using her accounting talents to revamp the Sunset budget into a comprehensive, long-range plan.

"All the department heads are very supportive. This is a wonderful city," she said. "People in the community are so open, down to earth and friendly. (City) employees are the same way."

Hill and her husband, James, have three children.

She takes care of the finances in her family. Hill said her husband is thankful of that because it's a job he dreaded doing.

"I have to have my family budget down to the penny," Hill said.

Just like her detailed city budget.

Every Utahn has a story to tell. Each week the Deseret News features one Utahn's story.



GARRY BRYANT, DESERET NEWS

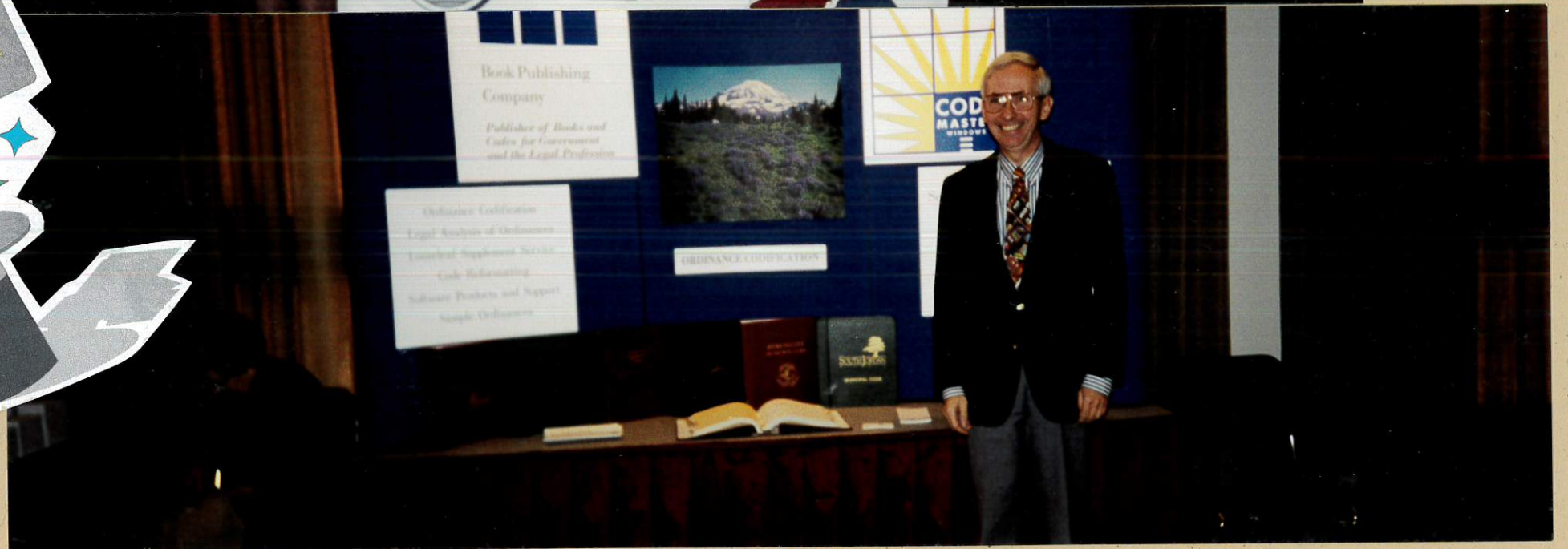
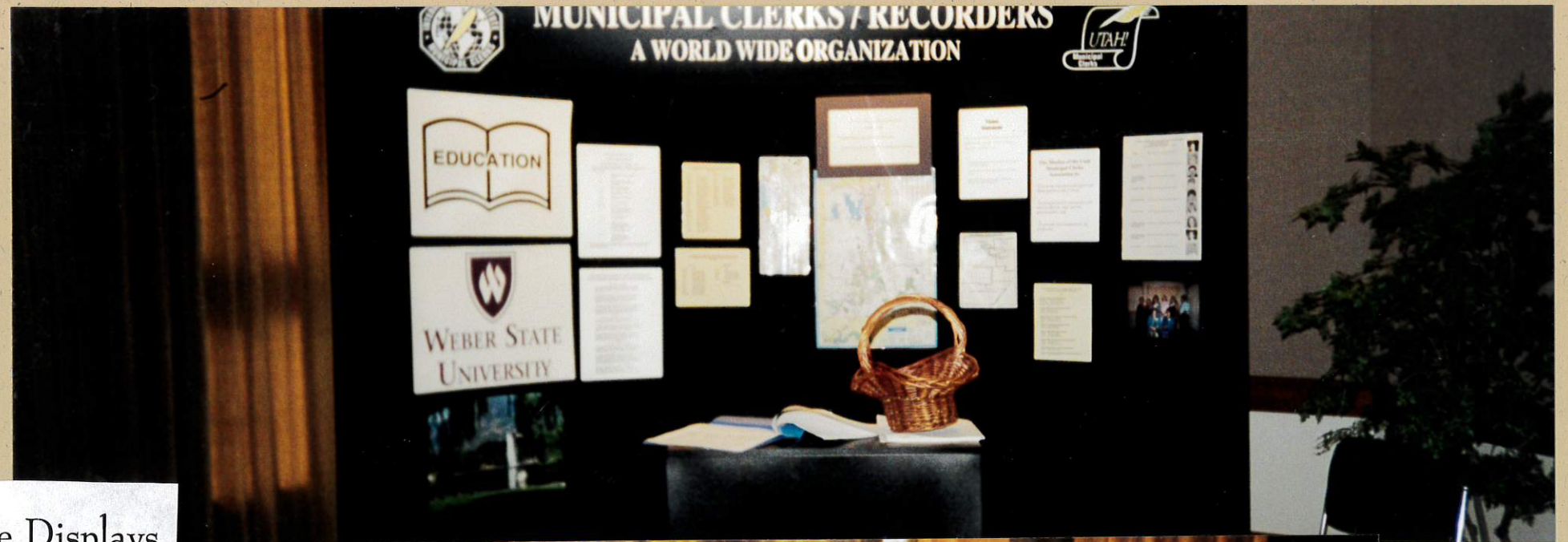
*Presenting...
1997 Activities*

April 16-18, 1997



"Excellence for the next 100 years"

Spring Conference Displays

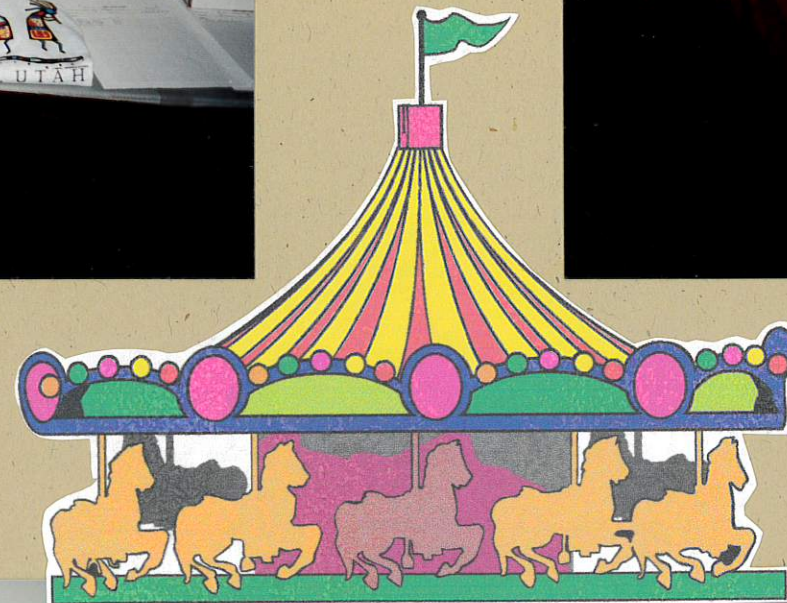




It's Tradition...



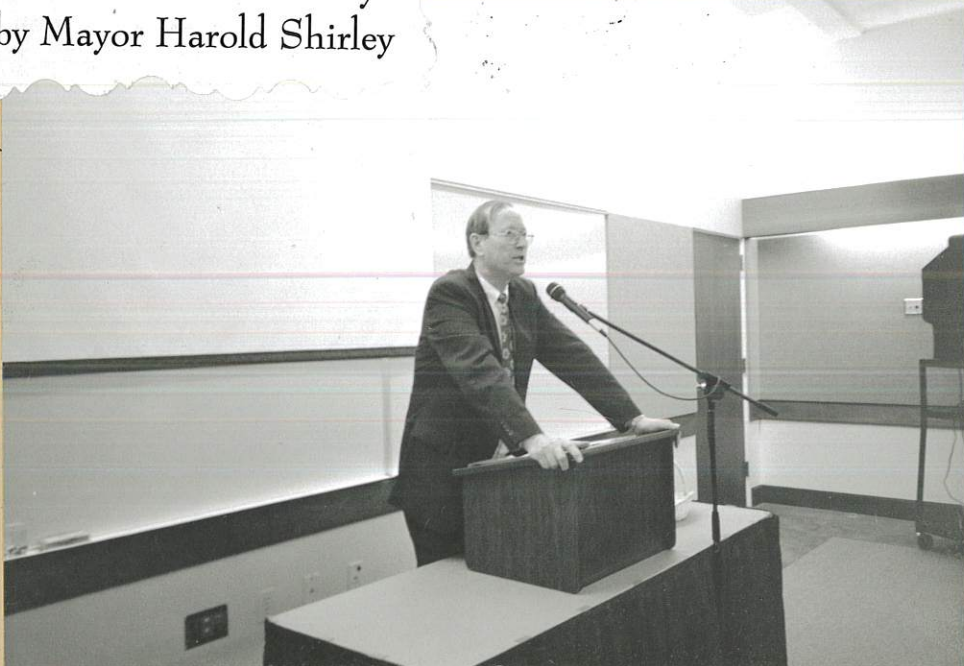
Silent Auction Items



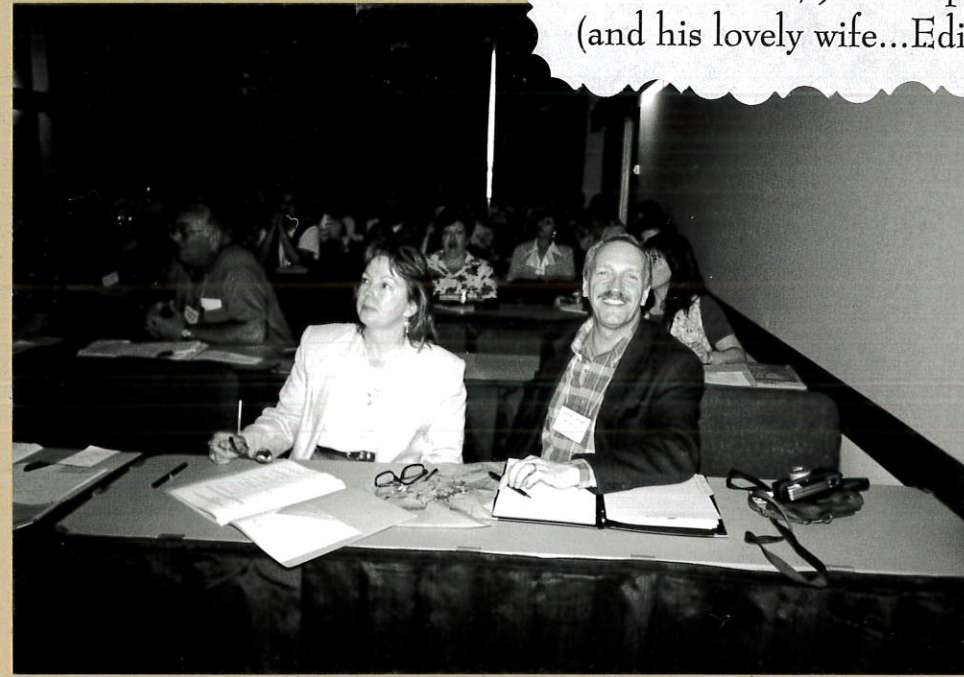
UMCA SPRING CONFERENCE



"Welcome to Cedar City" by Mayor Harold Shirley



IIMC President, Jack Copeland (and his lovely wife...Edie)



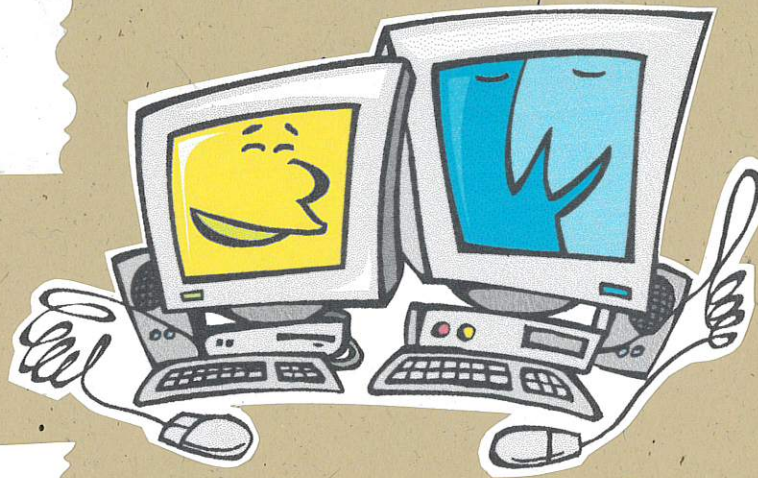


"Certification Requirement Changes"

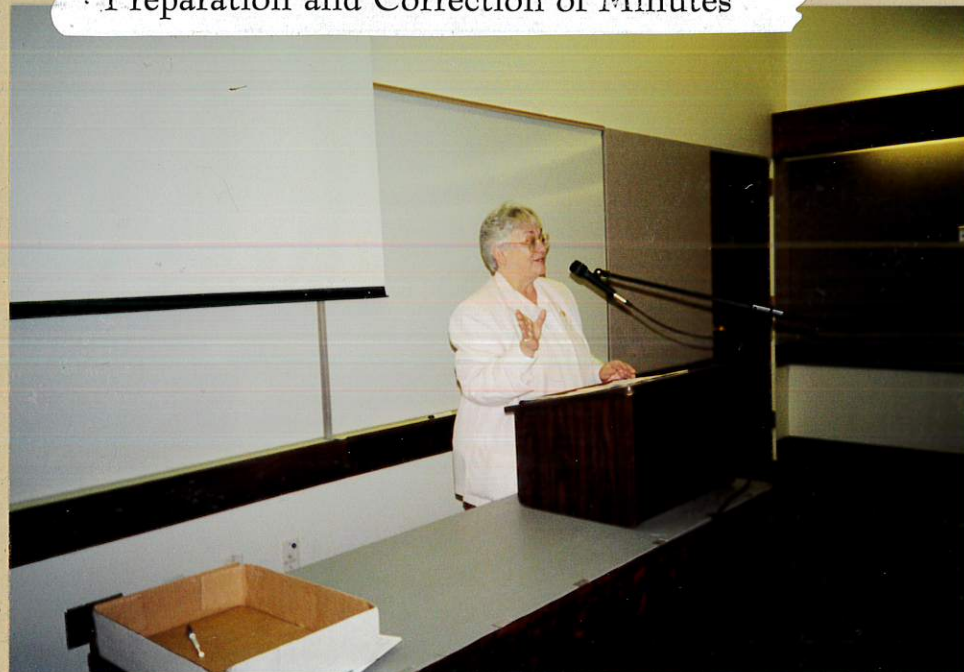
Pam Rogers, WSU
"Update on Institute, 1996 & 1997"



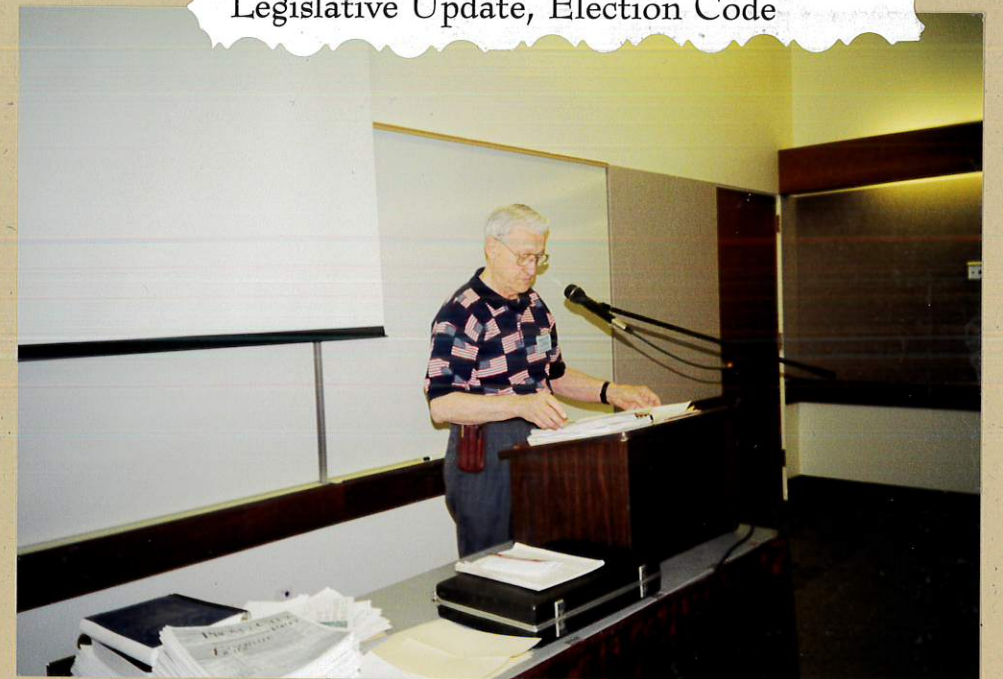
Tim Few, Gov. Records Archivist
"Records Management - State Archives"



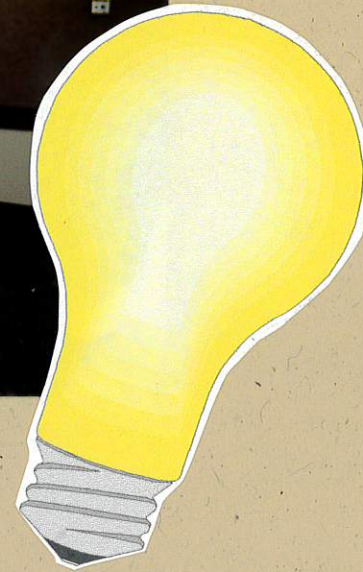
Karen Berry, Ivins Deputy Recorder
"Preparation and Correction of Minutes"



Vernon Carr, Carr Printing
"Legislative Update, Election Code"

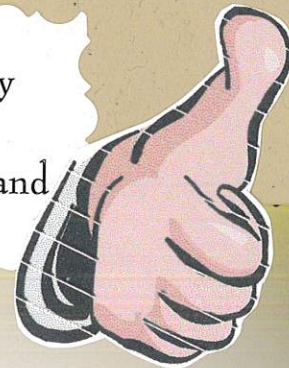


Marilyn T. Perry, Provo City Recorder
"The Municipal Election Process & Judges Training"



Arden Jensen, Bountiful City Recorder
"Ethics and the Municipal Clerk"

Paul Morris, West Valley City Attorney
"Telecommunications Act,
Sales Use-vs-Franchise Tax Changes; and
SOB Regulations"

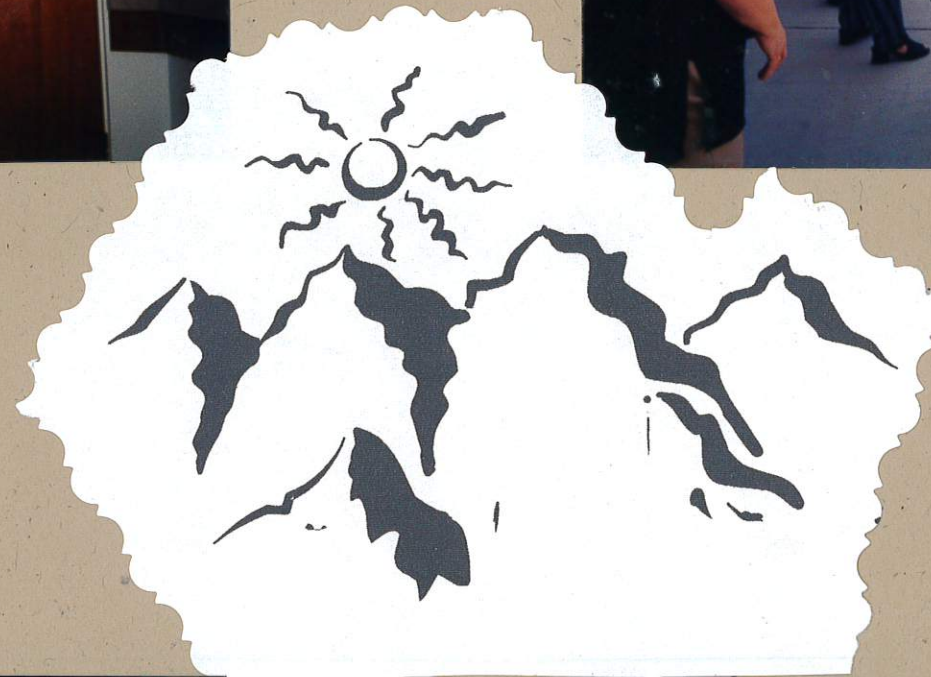




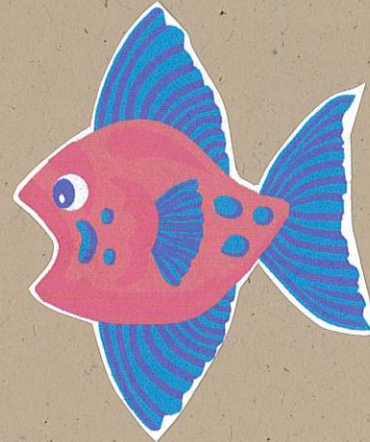
Kelli Livermore, Soaring Eagle Institute
"Innovation - Thinking Outside the Box"

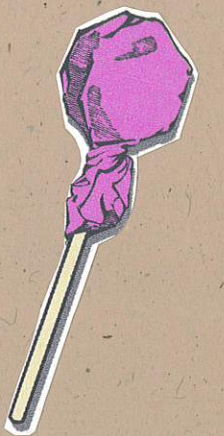


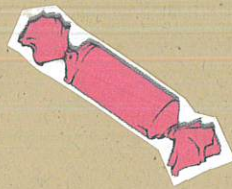
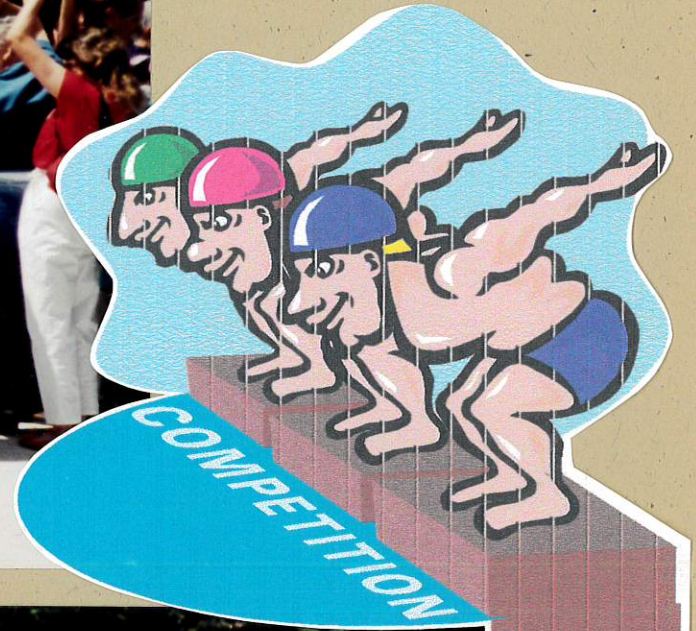
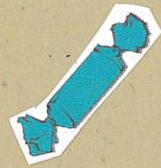
We played all sorts of games!













 Bonnie...keeper of the prizes!



 Learning is sooooo much fun!

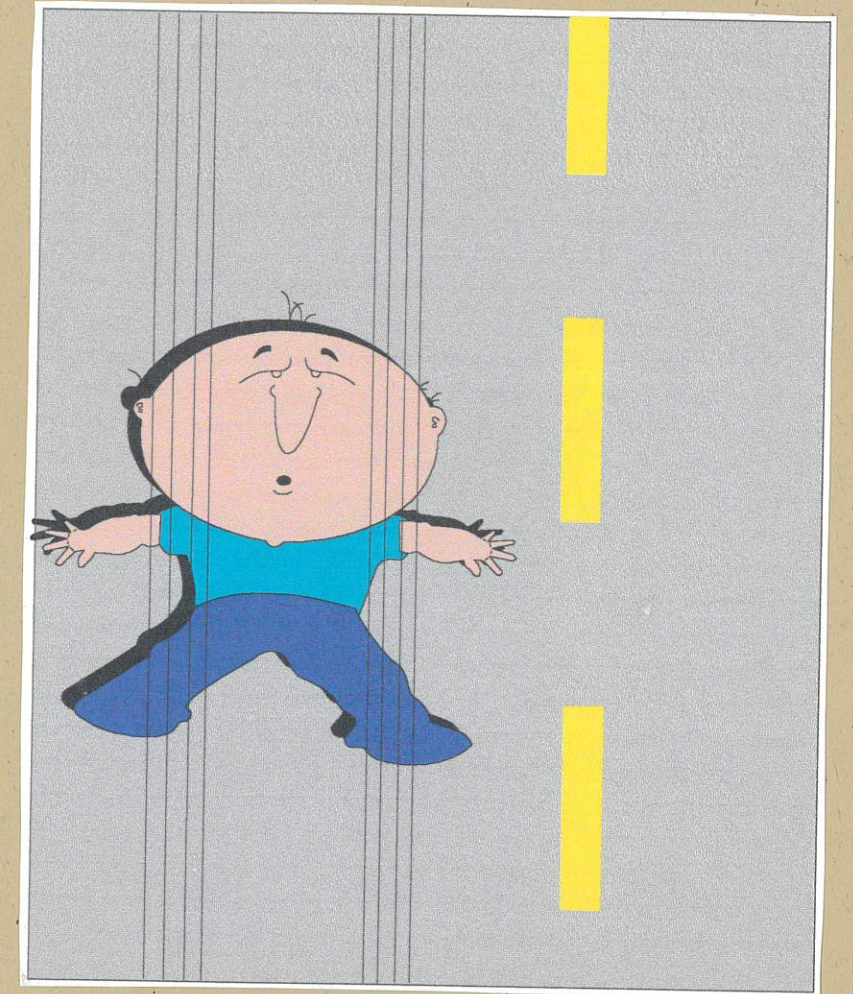


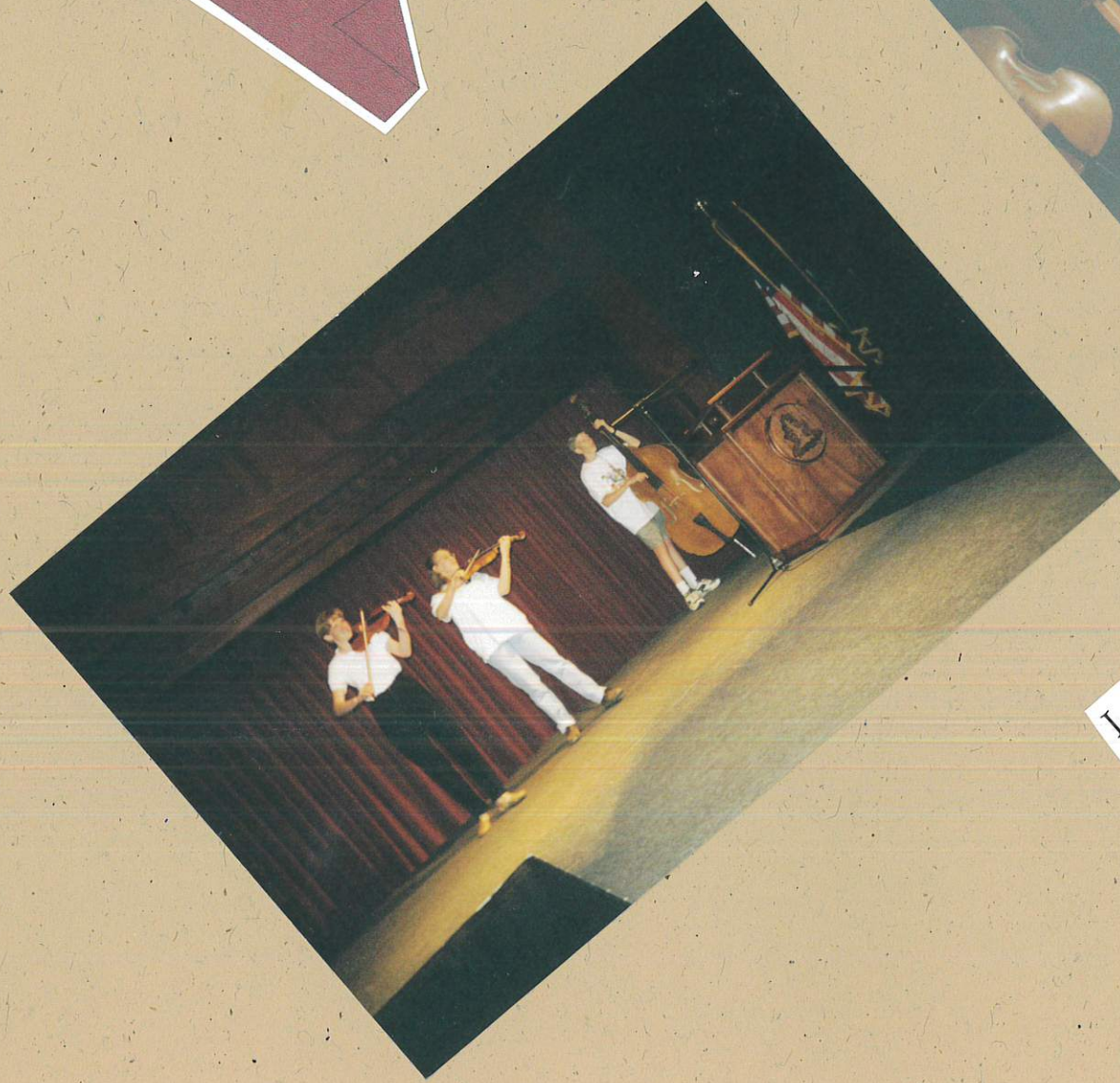
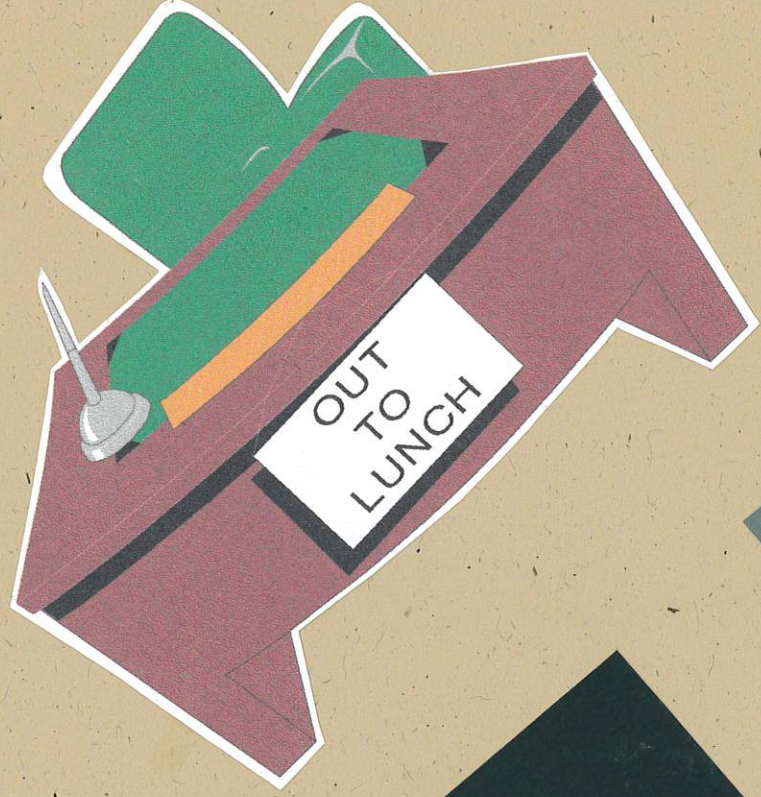
Open Panel Discussion



“What you always wanted to know about Recorders duties, but were afraid to ask...”

*Kent Clark, Spanish Fork City Recorder
Christine Meeker, Salt Lake City
Ellen Montague, Stocktown Town Clerk
Gerald Jones, Enterprise City Recorder*



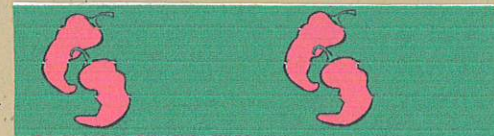


Lunch...Entertainment provided by...The
Country Fiddlers, Cedar City High School

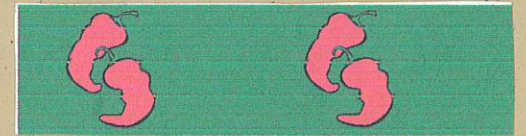
*Annual "Bard" Banquet and
"The Age of Elizabeth" style show..*



This was a unique experience for all that attended! Set in a setting similar to that of medieval England, a huge seven-course meal was served from pewter - and eaten with our hands!

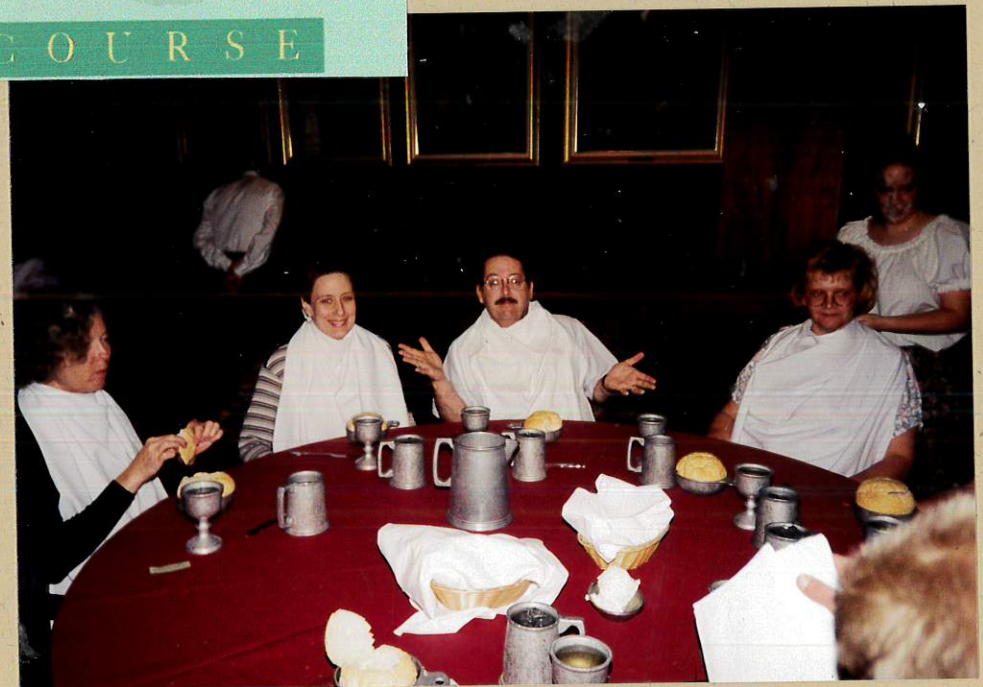
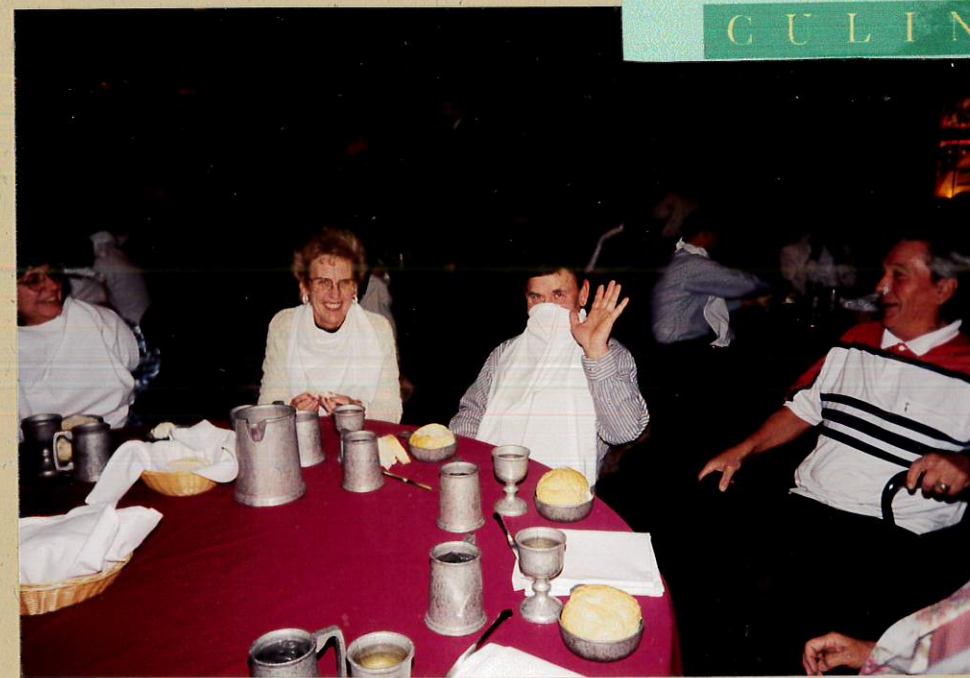


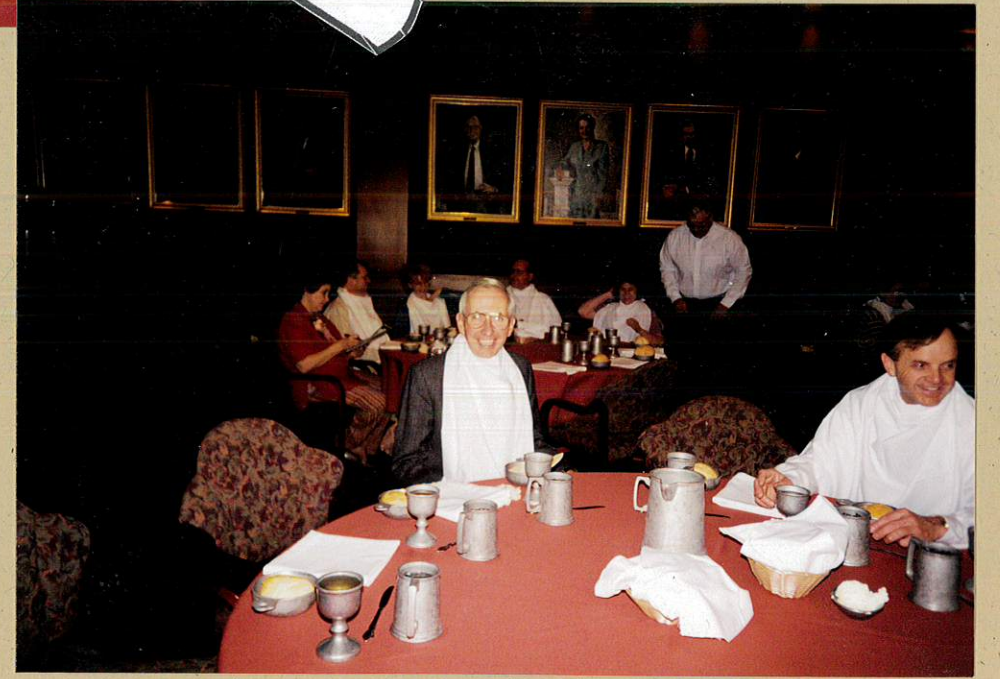
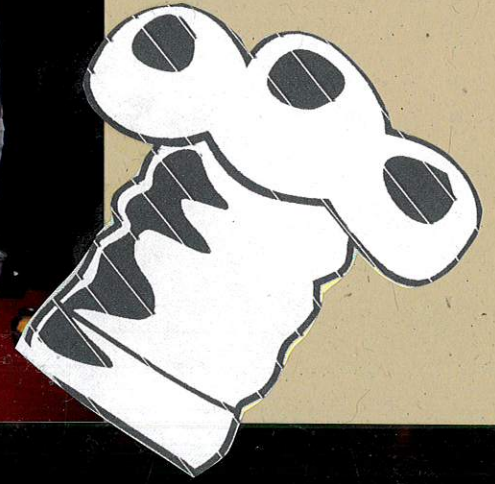
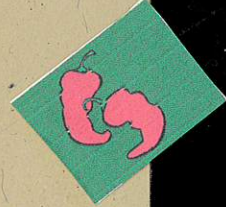
Thank goodness bibs were provided!!!

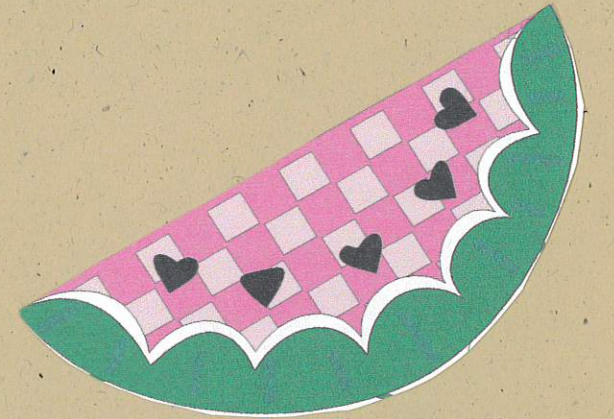
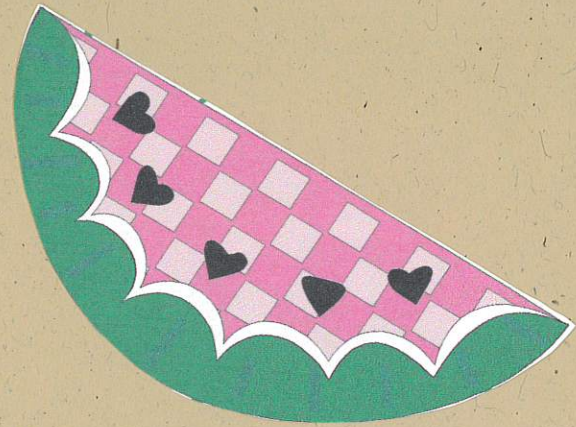


DIPLOMA

CULINARY COURSE

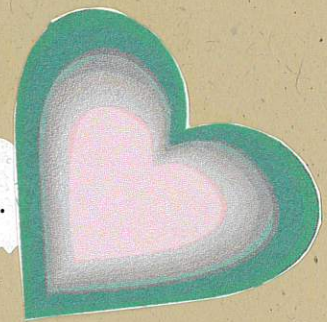






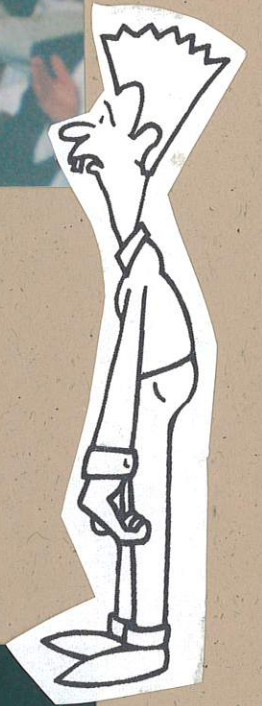


Constant merriment accompanied the meal, followed by a style show of Queen Elizabeth's gowns.





"SEXY LEGS" Contest...



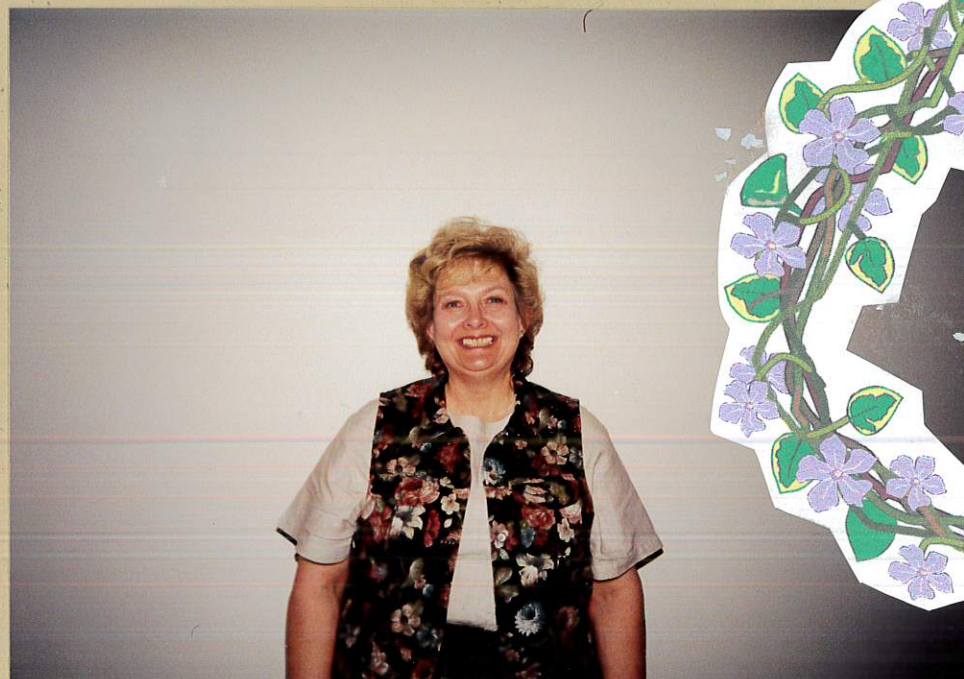
Presentation.... "Recorder of the Year Awards"

Just one couldn't be chosen - so we chose two!!!

Congratulations to...

Emily Curtis, Monroe City

Diane Moss, West Point City



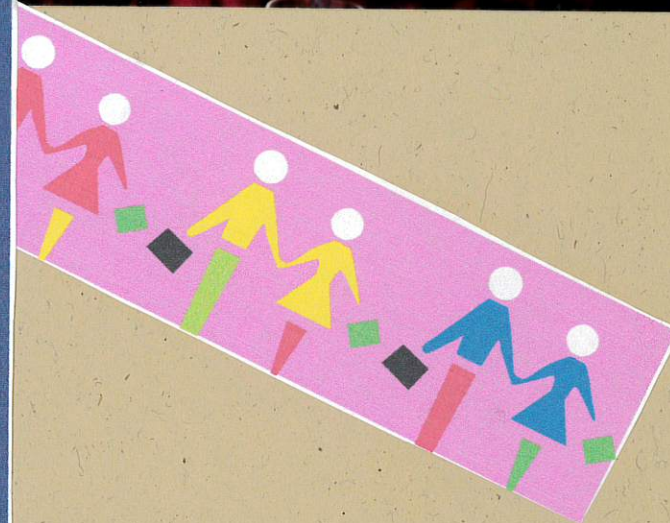


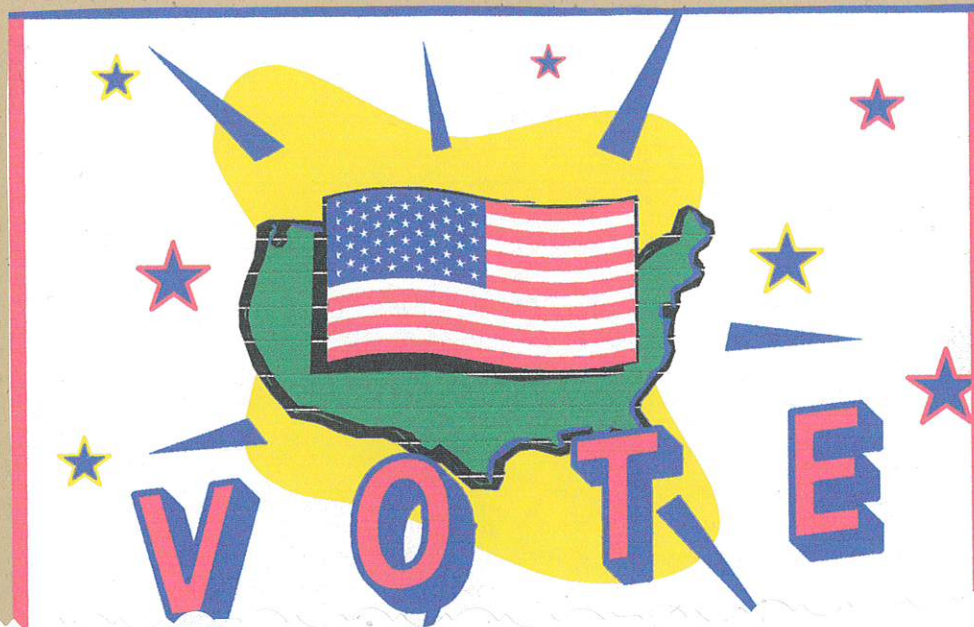
Awarding IIMC President Jack Copeland with an
"Honorary UMCA Membership"





UMCA Business Meeting
(this is serious stuff!)





Tabulation of UMCA Board Election Results

Congratulations to Nancy Lemon, Gunnison, and Noreen Rawlings, Tremonton, who were elected to serve two-year terms. Also, Julie Lee, Morgan, was elected as 2nd Vice-President, and Valorie Topham of Parowan as Secretary-Treasurer.



With Julie moving into the 2nd V.P. spot in September, a vacancy will be left for the second year of her Director term. After reviewing the letters of application received by the Board to fill the remainder of Julie's current term, Rori Andreason from West Jordan was selected to serve on the Board of a Director for 1997-98.

Thanks to all of you who were willing to be considered!

Honoring Julie Lee and Spencer Snow for their heroic rescue efforts...

On Wednesday, April 16th during the opening session of the Utah Municipal Clerks Association, a medical emergency occurred. As the first speaker, Richard Moon, from the Utah State Auditor's Office was getting ready for his presentation, he leaned forward in his chair for a moment and then fell backward onto the floor.

Julie Lee, Morgan City Recorder, was called from the registration booth to come, which she immediately did and proceeded to take Richard's vital signs. At the same time 911 was called. As Richard did not have any vital signs, Julie opened his shirt and called for scissors. Another City Recorder, Spencer Snow from Moab had come forward in the meantime and together they started giving CPR. They continued CPR while the paramedics were on their way. Kingsley Nelson, Glendale Town Clerk, also assisted with the CPR. Julie called and spoke to the paramedics on a cellular phone, giving vital medical information while CPR was being administered.

After the paramedics took Mr. Moon in the ambulance to a nearby medical clinic, Julie and several other UMCA Board members drove to the clinic to give further information and wait to hear about Richard's condition.

Later that afternoon, Richard was life flown by helicopter to LDS Hospital in Salt Lake City where he was kept on life support. He regained consciousness the following afternoon. It was touch and go for a while, but Richard is now doing much better! He was later diagnosed with Tachycardia, a racing of the heart. His heart had beat so rapidly that it stopped and he went into cardiac arrest. Several days later, two surgeries were performed and a defibrillator was installed in Richard's chest cavity to regulate the beating of his heart. Richard says he has no memory of what happened and, in fact, there is a three day period he can't account for.

As a special guest at the Davis, Morgan, Weber Recorders Association Luncheon held on May 7th at the Centerville City Hall to celebrate Municipal Clerks Week, Richard expressed his appreciation to the Association and especially to those who worked on him and to all those who have asked about him.





May, 1997

**Governor signing Proclamation
declaring *Municipal Clerk's Week***



Special Thanks.....to our photographer
Gloria Berrett
(we finally got her photo!)

