



# OREGON ASSOCIATION OF MUNICIPAL RECORDERS

## Newsletter

Volume 41, Fall 2021

WWW.OAMR.ORG

### President's Message

Cathy Nelson, CMC, Deputy City Recorder, Harrisburg



As we look back at the last year and all its ups and downs, I want to make sure we focus on the ups. We have grown in membership, we have become experts on virtual meetings, and we have made moves towards becoming a digital force when it comes to permits, records retention requests, and document storage. I know that life has thrown a few punches, and yes some of them hurt, but we have continued to fight back and have become stronger as individuals and as an organization.

The Conference Committee worked diligently to plan this year's conference. Unfortunately, at the last minute, as you all know, Covid had other ideas. I want to thank each one of you for all the hard work you have done. I also want to encourage all the OAMR Membership to start thinking about what role you can fill. We have been struggling for a few years to get enough candidates for the Executive Board. Trust me, if I can do this, ANY of you can do this. Take a step of faith in yourself and become a Committee Chair, or run for Region Director, or better yet, 2<sup>nd</sup> Vice President.

I started this journey as the City Recorder of one of the smallest cities in Oregon. I worked at Waterloo for over 15 years. If it was not for OAMR and the great education and networking that you provide, I would not have been able to learn, perform, and excel in my career. The scholarships that we provide are so essential to small towns like Waterloo. It was an honor to be able to create a budget that increased the scholarship amounts and allows for others to receive the training that I had the honor of receiving. The City Council of Waterloo supported my decision to run for 2<sup>nd</sup> Vice President and give back to this great organization, and for that I am thankful and humbled.

Before I was sworn into office, I started working for the City of Harrisburg, with my mentor Michele Eldridge, and I was fast-tracked to the 1<sup>st</sup> Vice President position due to vacancies on the Executive Board. I want to thank Michele, and the entire staff at Harrisburg, for supporting me through this roller-coaster year. Michele has been an ear, a shoulder, and a wise counsel for when we needed to make quick and hard decisions that would affect the entire membership. Thank you for believing in me, supporting me, and lighting the path when it got dark around us.

I am hoping to make some changes to OAMR that we have been talking about for a while. It is time to move forward. So be on the lookout for new and exciting things coming. We will be discussing rebranding OAMR, how to reach more of the membership, and creating an ad-hoc Conference Committee. And as we look to 2022, get ready to Rock 2.0!

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Our next Board meeting will be on Wednesday, November 10, 2021 at 11:00 a.m. via zoom, following the Special Projects/Fundraising and Conference Committee Meetings. I encourage everyone to participate. You do not need to be on the Board to attend. We will be discussing several issues that will affect members of OAMR and your voice is important. Be on the lookout for the agenda and zoom link.

I will be attending the Alaska Association of Municipal Clerks (AAMC) conference in mid-November. I am honored to be able to represent OAMR. I plan on gleaned as much information from our regional organizations to help us move forward with creating a stand-alone conference committee and how to empower our members to step into leadership in their careers and in our organization.

Thank you for all your support and encouragement. I am looking forward to SEEING you in April for our Mid-Year Academy, Athenian Dialogue, and Board Meeting.

*Cathy*

[cnelson@ci.harrisburg.or.us](mailto:cnelson@ci.harrisburg.or.us)



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MEMBERS**

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Review the committees at <https://www.oamr.org/committees/> and email President Cathy Nelson at [cnelson@ci.harrisburg.or.us](mailto:cnelson@ci.harrisburg.or.us) with which committee(s) you would like to join.



**UPCOMING MEETINGS:**  
**Wednesday, November 10, 2021**  
**(via Zoom)**

**9:00 a.m. Special Projects/  
Fundraising Committee**

**10:00 a.m. Conference Committee**

**11:00 a.m. Board Meeting - ALL  
OAMR MEMBERS  
ENCOURAGED TO  
ATTEND**

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## IIMC REGION IX NEWS

*From your Region IX Directors Scott Passey, MMC and Ruth Post, MMC*

Happy Fall from your IIMC Region IX Directors!

Thank you, OAMR, for the opportunity to make a quick report at the annual business meeting. As a recap, here are the highlights of the recent IIMC Zoom Board meeting and a preview of the upcoming Mid-Year meetings later this month. Let's get right down to it!

**IIMC Little Rock Conference Registration Fee:** The IIMC Board held a Zoom meeting on September 13 to discuss registration fees for the 2022 conference in Little Rock, Arkansas. The last fee increase was five years ago, and the Board agreed to the recommendation to increase it by \$25. If you're planning to go to Little Rock, be sure to grab the early bird discount to get your registration for \$625.

**Registration process changes:** Speaking of registration, the timeline is going to look different this year. In November, the hotel reservation information will be released for attendees to get rooms reserved; but there won't be a preliminary program sent out. Watch your IIMC weekly news emails for the hotel information. It sounds like the host hotel should accommodate everyone, but it's good to get reservations made early.

In January, the full conference schedule will be released online but registration won't begin for a couple of weeks. During that time, IIMC staff will conduct several Zoom sessions to bring everyone up-to-speed on the online registration process. In addition to registering for the conference online, attendees will also be selecting the sessions they want to attend. This will guarantee your seat at the sessions you want, and the IIMC app will update with your personal schedule.

**IIMC Conference scholarship deadlines:** Another change to pay attention to is applying for scholarships from the IIMC Foundation. The deadline to apply for the conference registration scholarship for IIMC Little Rock is December 1, 2021. That's coming up fast! Each region receives two registration scholarships and we can't consider your application if you don't apply. Don't miss out!!

**IIMC Mid-Year Board meetings:** The Board will meet October 22 and 23 in Riverside, California, to address a full slate of business. The agenda includes a diversity, equity & inclusion report from staff with recommended actions, an update to the 2020-2023 Strategic Plan, a report on the Beyond the MMC education program, and selection of the 2026 annual conference site. The trip also includes the opportunity to visit the IIMC headquarters. It'll be a busy two days.

**Next IIMC Region IX Newsletter:** Look for the next IIMC Region IX newsletter to come out around the holidays.

Always remember, we're here to serve you; so please don't hesitate to reach out with questions or concerns. And until we get to see each other in person again, remember: **REGION IX ROCKS!**

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scottpassey@edmondswa.gov  
(707) 648-4528



Ruth Post, MMC  
Region IX Director  
ruth.post@philomathoregon.gov  
(541) 929-6148



The most current IIMC Region IX Report is available online at

<https://www.iimc.com/102/Region-IX>.



## Quarterly Webinars

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**Is your photo and CMC or MMC designation included on the OAMR website [Member Roster](#)?**

If not, please log in to the website and edit your profile to include your photo and designation, if applicable. These are very helpful for the Historical Preservation Committee and the Newsletter Committee.

## RECORDER OF THE YEAR

### Nanci Sandoval, Umatilla

Angie Lanter, MMC, Immediate Past President, City Recorder, Banks



The 2021 Recorder of the Year Award was presented to Nanci Sandoval, City of Umatilla. The guidelines for Recorder of the Year state any OAMR member, City Manager, or Mayor may submit a confidential nomination to acknowledge recorders and recognize their excellence and professional accomplishments. The nominee must have made an outstanding contribution or performed outstanding service to OAMR, to the profession of Municipal Recorder, or to an individual city during the Association fiscal year. This award recognizes outstanding service and performance over and above the person's job description. Some possible strengths might include areas such as public relations, records management, legislative or council procedures, or even a special project.

Nanci is a relatively new member of OAMR. A quote from the nomination submitted by her City Manager stated, "As every organization can attest, the past year was a trying and difficult year. As our State and Country were necessarily required to transition to remote services, gaps in how services were delivered and how we were able to ensure that the public was informed, engaged, and active in their community became ever more prevalent. Our City was no exception. What was an exception, however, are the incredible achievements lead by our city recorder during this time to strengthen public relations and our new integrated technology systems."

A few of her other accomplishments this past year include:

- Incorporated new technology projects for the city.
- Oversaw the installation of cameras in the council chambers, to allow recording and livestreaming of all council meetings.
- Managed the installation of a new digital phone system for the City to combine four systems into one, providing direct connectivity to all departments.
- Implemented a new public relations philosophy and policy.
- Created and manages her City's social media accounts, a new electronic newsletter, and uploads of recorded meetings to the City website for increased access to and transparency to the community.
- Became one of the City's official translators taking on the task of translating all of her city's social media posts, newsletters, and other media materials into the Spanish language.

Nanci's City Manager closed his nomination letter by saying, "At a time when the world was experiencing a pandemic that has caused measurable and immeasurable hardship, she was not only dealing with that, but also two of the worst tragedies a family should never experience in their lifetime. Rather than retreat into a much deserved and understandable secluded shelter, she found solace in her dedication to our community and thrived in implementing enhancements in public relations, technology, and transparency. I stand amazed and count myself privileged to have Nanci on our staff. The City of Umatilla is beyond lucky to have her."

*Congratulations!*

## PRESIDENT'S AWARD OF DISTINCTION

### Peggy Hawker, MMC, Newport

Angie Lanter, MMC, Immediate Past President, City Recorder, Banks



The 2021 President's Award of Distinction was presented to Peggy Hawker, MMC, City of Newport. This award is given to an OAMR member who has contributed greatly to a committee of OAMR or has performed exceptional work for OAMR.

Peggy is one of OAMR's biggest supporters and advocates. She is a wealth of knowledge, always willing to share her experiences, advice, and guidance. She is willing to jump in whenever and wherever needed to make things happen, such as the transition to a virtual conference, which she did while on vacation, and has likely served on or chaired every committee in OAMR, and quite possibly IIMC at least once. She is a strong advocate of education and works diligently to build a portfolio of presenters to draw from for our Annual Mid-Year Academy and Annual Conference. While she will be retiring in a few months, OAMR is very fortunate that she will continue as an active member. Angie is very thankful for Peggy's willingness and desire to still be involved, and for taking on the challenge to mentor her as she transitions into the chair of the education committee.



*Congratulations!*



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## 2021-22 OAMR Board



Row 1 L-R: Treasurer Melissa Thompson-Kiefer, CMC; Immediate Past President Angie Lanter, MMC; Region III Director Carla Holzworth  
 Row 2 L-R: Region I Director Stephanie Borst, CMC; Region II Director Scott Stauffer, CMC; President Cathy Nelson, CMC  
 Row 3 L-R: Secretary Kimberly Wollenburg; Region VI Director Kayla Duddy, CMC; Region V Director Melissa Huhtala  
 Not pictured: Region IV Director Kitty Vodrup, MMC & Region VII Director Donna Biggerstaff, CMC

## Past Presidents



Row 1 L-R: Angie Lanter, MMC, Banks, 2020-2021; Karin Johnson, MMC, Independence, 2010-2011; Tori Barnett, MMC, Ontario, 2011-2012  
 Row 2 L-R: Kathy Payne, MMC, St. Helens, 2019-2020; Peggy Hawker, MMC, Newport, 2005-2006; Ruth Post, MMC, Philomath, 2009-2010  
 Row 3 L-R: ; Tracy Davis, MMC, Keizer, 2002-2003; Amy Sowa, MMC, Roseburg, 2014-2015; Michele Eldridge, CMC, Harrisburg, 2015-2016

OAMR Region Photos from the 2021 Virtual Conference



Row 1 L-R: Kathy Payne, MMC, St. Helens; Lisa Scholl, MMC, St. Helens; Melissa Thompson-Kiefer, CMC, Nehalem  
 Row 2 L-R: Whitney Johnson, Nehalem & Stephanie Borst, CMC, Vernonia



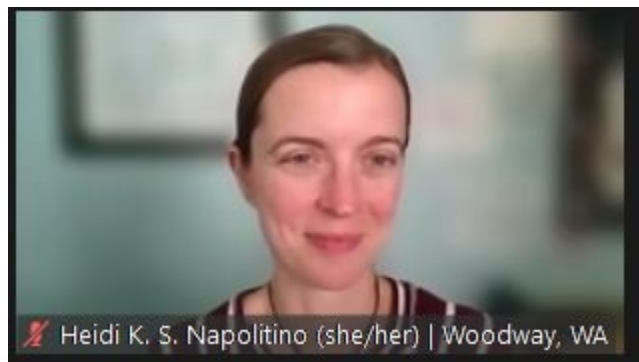
Row 1 L-R: Scott Stauffer, CMC, Milwaukie; Claudia Cisneros, McMinnville; Christie Teets, Molalla  
 Row 2 L-R: Lori Lesmeister, North Plains; Angie Lanter, MMC, Banks; Jakob Wiley, Oregon City  
 Row 3 L-R: Natasha Johnson, Amity

OAMR Region Photos from the 2021 Virtual Conference

Region III



Row 1 L-R: Cathy Nelson, CMC, Harrisburg; Karin Johnson, MMC, Independence; Wendy Woody, Waterloo; Ruth Post, MMC, Philomath  
Row 2 L-R: Tracy Davis, MMC, Keizer; Phyllis Bolman, MMC, Monmouth; Carla Holzworth, Corvallis; Debbie Lockhart, MMC, Keizer  
Row 3 L-R: Linda Galeazzi, CMC, Salem Area Mass Transit District; Lori Ross, Harrisburg; Peggy Hawker, MMC, Newport



Our visiting WMCA friend: Heidi K.S. Napolitano, Woodway, Washington

OAMR Region Photos from the 2021 Virtual Conference

# Region IV



Row 1 L-R: Joanna Bilbrey, Myrtle Creek; Roberta Tharp, CMC, Creswell; David Grabicki, Veneta  
Row 2 L-R: Melanie Masterfield, Sutherlin; Diane Harris, CMC, Sutherlin; Amy Sowa, MMC, Roseburg  
Row 3: Kitty Vodrup, MMC, Junction City

# Region V



L-R: Melissa Huhtala, Ashland; Rachel Neuenschwander, Central Point; Deanna Casey, MMC, Central Point

OAMR Region Photos from the 2021 Virtual Conference

### Region VI



Row 1 L-R: Marilyn Place, Cascade Locks; Kayla Duddy, CMC, Bend  
Row 2: Jennifer Gray, Hood River

### Region VII



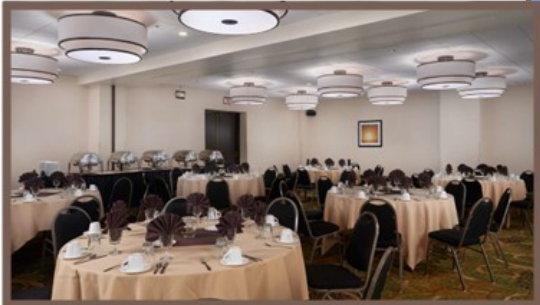
Row 1 L-R: Teri Bacus, CMC, Pilot Rock; Tori Barnett, MMC, Ontario  
Row 2: Nanci Sandoval, Umatilla

# SAVE THE DATE

You are invited to the  
**2022 OAMR CONFERENCE v. 2.0**  
in Newport, Oregon

**Mid-Year Academy**  
**April 14 - 15, 2022**

**Annual Academy  
and Conference**  
  
**September  
28 - 30, 2022**



Be sure to reserve your room for the Annual Academy and Conference by calling the Best Western Plus Agate Beach Inn in Newport, (541) 265-9411 and also be sure to mention you are with OAMR.





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## **Gloria Tucker, Administrative Assistant, Port of Newport Earns CMC**

*By Susan Reeves, MMC, City Recorder, Scappoose*

Gloria worked for the City of Newport as the Deputy City Recorder for four years. She recently started a new position as the Administrative Assistant for the Port of Newport.

She is active on the OAMR Education, Historical Preservation (chair), and Conference Committees.

Gloria's advice to other recorders on certification: She has learned a lot by going through the Professional Development (I,II,III) program. She can't recommend PD I enough. She has also thoroughly enjoyed Athenian Dialogues. They are a great way to meet new people and gain exposure to books you may not normally read. The IIMC Conference is an amazing opportunity to learn from diverse presenters on a wide variety of topics. If you can afford it, go to one. Ask IIMC questions about filing your CMC application. They are very responsive and helpful. Try for scholarships! They are not as far out of reach as they may seem. Also, she has learned from others that if you need a few extra points, check out the online certified courses. They'll get you to the finish line. Lastly, the certification is worth the time and effort. You can start out knowing nothing about the profession, as she did, and by the end, you are confident in your skills.



Gloria's goals are to continue her education.

Outside of OAMR and work, Gloria enjoys reading, writing, and traveling abroad.

## **Congratulations, Gloria!**

If you would like to view photos/screenshots from the 2021 Annual Academies, ALD, or Business Meeting, please [click here](#).

To share photos you captured, please email them to Historical Preservation Committee Chair Gloria Tucker at [g.tucker@newportoregon.gov](mailto:g.tucker@newportoregon.gov).

She will upload them to the photo album for all members to enjoy.

## **Kayla Duddy, Deputy City Recorder, Bend Earns CMC**

*By Lisa Scholl, MMC, Deputy City Recorder, St. Helens*



I am happy to announce that Kayla Duddy has earned her CMC! She has worked for the City of Bend for four years this month.

Kayla is active on the Conference Committee by serving as Co-Chair of the Sponsorship Subcommittee. This subcommittee is extremely important as the first contact with our amazing and supportive sponsors as vendors. She also serves as Chair of the Internet Committee, which is another important committee that provides helpful information for all members. As if chairing and co-chairing these vital committees was not enough, Kayla was elected as Region VI Director this month. OAMR cannot run without people like Kayla who take on these leadership roles.

Her advice to other recorders working on their certification is to jump at every education opportunity, even if it feels like it's still far away. OAMR is a great organization for networking, but she says it's also, "a great place to meet new people and make new friends and family." I agree, Kayla!

Kayla's goals are to work towards earning her MMC and to become a Region VI Director (she can check that one off her list now) . She is proud to have reached the achievement of earning her CMC.

Outside of OAMR and work, Kayla loves to sing, travel, and spend time with her husband, Dan, and two pugs, Willard and Finn. If you attended the virtual conference, you may remember seeing her cute little pugs pop in and out of camera on occasion.



## **Congratulations, Kayla!**



## **Katie Corgan, Records Technician, Sherwood Earns CMC**

*By Lisa Scholl, MMC, Deputy City Recorder, St. Helens*



I am happy to announce that Katie Corgan has earned her CMC! She has worked for the City of Sherwood for nearly three years. Katie has not had the opportunity to join any of our committees yet, but hopes to soon.

Her advice to other recorders working on their certification is to take advantage of all the available free trainings. They are fantastic, informative, and perfect for municipalities with smaller budgets. She also recommends tracking everything with an Excel spreadsheet. It will help keep past and upcoming trainings organized for easy tracking and planning.

Katie encourages members to utilize the OAMR Listserv, saying it is, “one of the most valuable tools at your disposal.” It is full of interesting questions and insight, ranging from routine recorder questions to bizarre questions that may only come up once in your career.

Katie’s goals are to continue to add to her knowledge base and municipal clerk skillset by utilizing training opportunities and workplace experiences. She is proud to have digitized and uploaded the entirety of her City’s Council meeting records, legislation, and Urban Renewal Agency records from 1983 – 2020 into their public portal.

In her free time, Katie enjoys knitting, playing video and board games with her husband, and getting bossed around by their two cats, Watson and Violet.

## **Congratulations, Katie!**



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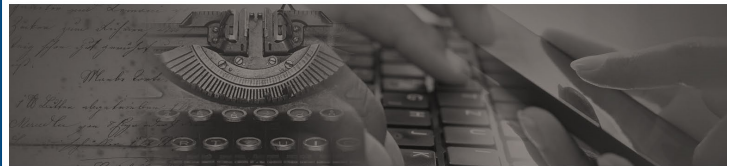
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# Region I News

*Stephanie Borst, CMC, City Recorder, Vernonia, Region I Director*

## **News from Scappoose**

Scappoose celebrated 100-years and what a celebration it was! The two days of celebration included eight musical acts, over 100 vendors, a run commemorating and celebrating the life of Neil Hoffman, an opening ceremony including a live rendition of the National Anthem and three cannon shots, a parade highlighted by multiple flyovers from a local formation flying group, local celebrities, and so much more. This truly was the one-of-a-kind event that our community deserves. View the Scappoose 100-Year Video on our YouTube Channel, or follow this link:

<https://youtu.be/NVv2RCq4xKg>



Continued on next page...



### News from St. Helens

Disney's first Halloweentown movie was filmed in St. Helens. All month long in October, and this year included the last two weeks of September, the Plaza in front of the historic courthouse transforms into Spirt of Halloweentown. Visitors from all over Oregon, the United States, and beyond venture to St. Helens for the opportunity to visit Halloweentown, take part in numerous photo ops, participate in meet-in-greets with celebrity characters from Halloweentown, Twilight, and other movies, visit the haunted house, and more. Are you a fan of the Halloweentown movies? You can find more information about events here <https://spiritofhalloweentown.com>.



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The new online LOC Interim City Staff Candidate Registry is free for both candidates and employers. Cities seeking to fill interim positions can easily search candidate bios by location, position type and by keyword.

View the Interim City Staff Registry on the LOC website: [www.orcities.org](http://www.orcities.org)

### What happened? What did they decide?

Have you ever wondered what your OAMR Board does during their meetings? Well, the minutes of all their meetings, including their e-meetings, are posted on the OAMR website...

<http://www.oamr.org/board-agendas-and-minutes>.

You must login to view these documents. If you have any questions, contact Secretary Kim Wollenburg at [kwollenb@cityofmillersburg.org](mailto:kwollenb@cityofmillersburg.org).



## Region II News

*Scott Stauffer, CMC, City Recorder, Milwaukie, Region II Director*

Fall has arrived in the greater Portland area – that means Friday night football, leaves, Pumpkin Spice, the fall television line up (Ted Lasso!), and rain – glorious soggy rain. The air is cooler and it’s a good time to take a deep breath.

It seems the primary theme at many city halls (Milwaukie included) these last few months has been dealing with the Great Resignation of 2021. Life at home during a pandemic and with extremely limited social interactions has led many to think about where they want to be. With lots of folks moving on there has been much to do for those of us still at city hall – change is a natural and often welcome part of life, but it has certainly been happening a lot lately. There are a number of positions open – best of luck to the hiring managers and candidates – we look forward to seeing new faces at OAMR conferences and events!

Besides all there is to do at each of our desks, Region II worked hard gathering items for their conference raffle basket. We were bummed we had to switch to a virtual conference again, but given the late summer COVID surge it sadly made sense.

We hope the season finds you in good spirits. Be well, neighbors!

### **Welcome New Neighbors!**

Since our last report, Region II has welcomed a few new folks. Welcome to Zaira Muniz at Newberg, Bridget Meneley at Willamina, and Grace Jelks at Gresham.

### **NEWS NEEDED!**

Calling all members ~  
Send us your news for the Recorder’s World section. Update your OAMR family on what is happening in your life professionally or personally. Tell on yourself or tell on a friend.



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# Region III News

*Carla Holzworth, City Recorder, Corvallis, Region III Director*

## **Congrats, Kelly Galbraith!**

Kelly Galbraith from Detroit was recognized on the 2021 IIMC Foundation Hall of Honor for her extraordinary efforts after the destruction of her city in last year’s fires. Kelly had only been City Recorder for a few months and has worked so hard to get the City of Detroit up and running again. Well-deserved honor, Kelly!



## **News from Toledo**

The City of Toledo was chosen by T-Mobile as one of the 25 small towns, and one of only three in Oregon, winning Hometown Grants to jumpstart vital community development projects to re-energize the towns and build upon what makes them unique. A short ceremony for presentation of the \$23,500 check was held on Wednesday, October 6 in front of City Hall with the public invited.

City Manager Judy Richter explained that T-Mobile chose Toledo, based on its plan to transform rural Toledo’s Main Street through business beautification projects and murals, leading to a vibrant economically resilient downtown corridor. This art project, ‘ART Toledo,’ involving resident artists and high school students has been going on all summer.



## **News from Albany**

City Clerk Mary Dibble, MMC, has stepped into the position of Central Administrative Officer for Albany. This is an exciting move for her, with new opportunities – working with the same people and with the same types of documents, but in a different capacity. Deputy City Clerk Allison Liesse, CMC, is moving up to Clerk, and Albany will hire a Deputy. Allison is enjoying new challenges as well, overseeing council meetings and processes, archiving, codification, and all the other normal duties of a clerk on her own.

By the time this goes to press, the clerk’s office will be fully staffed again with a Deputy, and we’ll be ready to forge ahead. The last two years have seen constant change in the job duties and the way we carry them out. We’re looking forward to adding someone to our clerk team who can complement what we do and bring some new ideas, too.

*Continued on next page...*

**News from Corvallis**

**Annexation**

In September, the City Council approved the Marys annexation, adding 118 acres into the southwest area of the city. The land currently has no dwellings, but the owner plans to build perhaps as many as 1,000 housing units on the relatively flat property. Corvallis needs housing and approval of this annexation will help meet the need. It will probably take several years to develop the property, but you have to start somewhere, right?



**Pedestrian Safety**



The City of Corvallis and ODOT have partnered to offer free yard signs to promote pedestrian safety. The *Slow Your Roll* campaign reminds drivers that pedestrians are apt to be everywhere both day and night!

For more information on ODOT’s Pedestrian and Bicycle program visit [www.Oregonwalkbike.org](http://www.Oregonwalkbike.org). You can also download the *Oregonians Stand Out Safety Campaign* toolkits in [English](#) and [Spanish](#) to help get the word out on pedestrian safety.

**Task Force to Examine Compensation for Mayor and Council**

The Council convened a task force to examine the issue of compensation for Corvallis’ mayor and city councilors. Currently these positions are nonpaid, but there is interest on the Council in examining possible compensation models. The task force is comprised of nine citizen volunteers who also serve on the Budget Commission.

The task force is expected to meet several times over the next few months, and then deliver a final report in November.





# Region IV News

*Kitty Vodrup, MMC, City Recorder, Junction City, Region IV Director*



## Word of Thanks

Thank you to Sammy Egbert, City of Coburg, for her five years of service as Region IV Director. We appreciate all your hard work and contributions to our region and to OAMR!

## Welcome New Member

Region IV is happy to welcome new member Rhonda Rasmussen from the City of Yoncalla. Welcome, Rhonda!

## Region IV Members

Be on the lookout for more information on these incredible region members in future newsletters!

- City of Canyonville – Dawn Bennet
- City of Coburg – Sammy Egbert
- City of Cottage Grove – Trudy Borrevik
- City of Creswell – Wendy Smith
- City of Creswell – Roberta Tharp
- City of Drain – Grace McNeil
- City of Eugene – Julie Adams
- City of Eugene – Beth Forrest
- City of Eugene – Mary Feldman (retired)
- City of Eugene – Karen Goldman (retired)
- City of Florence – Kelli Weese
- City of Florence – Lindsey White
- City of Glendale – Dawn Russ
- City of Junction City – Tere Andrews
- City of Junction City – Kitty Vodrup
- City of Myrtle Creek – Joanna Bilbrey
- City of Oakland – Terri Long
- City of Oakridge – Jackie Sims
- City of Reedsport – Courteney Halstead
- City of Reedsport – Deanna Schafer
- City of Roseburg – Amy Sowa
- City of Roseburg – Korre Tate
- City of Roseburg – Sheila Cox (retired)
- City of Springfield – AJ Nytes
- City of Sutherlin – Debbie Hamilton (retired)
- City of Sutherlin – Diane Harris
- City of Sutherlin – Melanie Masterfield
- City of Veneta – David Grabicki
- City of Veneta – Darci Henneman
- City of Westfir – Nicole Tritten
- City of Yoncalla – Rhonda Rasmussen





# Region VI News

*Izetta Grossman, CMC, City Recorder, The Dalles, Region VI Director*

## **News from Sisters**

Kerry Prosser, CMC, reports...

Sisters is celebrating our 75<sup>th</sup> anniversary this year, we were incorporated in 1946. We had a new historic mural installation go up, and developed a walking tour map of our historic building sites. This link will take you to the 75<sup>th</sup> Anniversary page. <https://www.ci.sisters.or.us/community/page/sisters-celebrates-75-years-2021>



## **The Dalles**

Izetta Grossman, CMC, reports...

This is my final OAMR Newsletter as Region VI Director. First and foremost, THANK YOU to everyone who has helped me along my way as a City Clerk; you are many, and you are dearly loved.

## **Exciting Things have been Happening at City Hall**

Through a grant and COVID-19 funding we were able to upgrade the Upstairs Conference room with teleconferencing equipment. We were also able to upgrade our live streaming sound system in the Council Chambers, making it compatible with Zoom.

Both of these items were essential due to closed offices and remote working during the earliest days of the pandemic. City staff worked hard to provide citizens access to information and public meetings. As a community we have proven to be agile and forward thinking, overall everyone has been understanding and patient through all the changes over the last 19 months.

The City seized the opportunity to update the Council Chambers. At the start of the pandemic, the Court Room was moved into the Council Chambers, creating a perfect time for updating the room. Funding had been set aside years ago for remodeling of City Hall, the Council Chambers was one of the last areas to be updated.

The new look in the Council Chambers/Court Room serves both the public meeting needs of the municipality, and the needs of Judge Jason Corey as a Court Room.

COVID-19 mandates mean the City will continue to hold public meetings via Zoom. We wanted to take this opportunity to share the transformation of the space from 1960 paneling to 2021 modern, professional, and current. If anyone is interested in what vendor we used, or wants to come by to see how it all works let me know, [igrossman@ci.the-dalles.or.us](mailto:igrossman@ci.the-dalles.or.us)

*Continued on next page...*



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## Internet Committee Report

*Kayla Duddy, CMC, Deputy City Recorder, Bend*

Thanks to all of the hard work from the Internet Committee members Christie Teets, Molalla; Lisa Figueroa, CMC, Toledo; Kathy Payne, MMC, St. Helens; Susan Reeves, MMC, Scappoose; Debby Roth, MMC, Cornelius; Melissa Thompson-Kiefer, CMC, Nehalem; and Hannah Wells, Milwaukie.

Recommendations from the Internet Committee:

- Could members please login and update or add their profile picture. This helps people identify you, especially with the newsletters and scrapbooks.
- Request for the Jobs Link: Once the position has been filled, please email Christie Teets at [cteets@cityofmolalla.com](mailto:cteets@cityofmolalla.com) to remove the posting.

The Internet Committee finished appointing liaisons for the OAMR website for members to reach out with any questions.

OAMR website liaisons:

- Home Page – Kayla Duddy
- About OAMR – Lisa Figueroa
- Board – Kayla Duddy
- Conference – Susan Reeves and Debby Roth
- Resources – Christie Teets
- Scholarships – Lisa Figueroa
- Membership – Melissa Thompson-Kiefer and Hannah Wells
- Document Center – Kathy Payne
- Events Registration – Melissa Thompson-Kiefer

If you need technical assistance with the online membership renewal, please email Melissa at [mthompson@nehalem.org](mailto:mthompson@nehalem.org) or call (503)368-5627.

If you need technical assistance with the OAMR website, please email Kayla at [kduddy@bendoregon.gov](mailto:kduddy@bendoregon.gov) or call (541) 388-5505.





**HAPPY 10<sup>TH</sup> BIRTHDAY - OREGON RECORDS MANAGEMENT SOLUTION**



We are pleased to announce the Oregon Records Management Solution is celebrating its' 10<sup>th</sup> birthday December 8, 2020.

- Currently 92 entities throughout the State of Oregon are subscribing to ORMS to electronically manage their public information.

For more information about this public / private partnership, please contact:

Karen Kolb-Schoeningh  
ORMS Project Manager  
541-523-1029 X451  
[karen@chavesconsulting.com](mailto:karen@chavesconsulting.com)



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# Membership Committee Report

Phyllis Bolman, MMC, City Recorder, Monmouth



On behalf of the Membership Committee, please join us in extending a warm welcome to our new members.

## **REGION I**

**Rebecca Sprenger, Deputy City Recorder, Warrenton.** Rebecca previously held the position as a Patron Relations Specialist for a park and recreation special district. Rebecca says she wants to learn about resources for records management and public meetings.

She said that being part of OAMR has provided her with helpful resources. Rebecca was born in Clatsop County, Oregon but lived in Minnesota for six years as a child. She says she does not miss the snow – “give me all the coastal rain!” Rebecca has several hobbies including pottery, crocheting and knitting, which are her favorites. She enjoys spending time outside hiking, longboarding, and lake fishing.

## **REGION II**

**Zaira Robles Muniz, Administrative Assistant/Court Clerk, City of Newberg.** Zaira has worked for the City of Newberg for over a year but is new to the Administrative Assistant position. She is from California and worked in e-commerce prior to working in local government. Zaira learned about OAMR from Sue Ryan and is grateful that Sue is training her and answering her questions. She enjoys watching Disc Golf.

## **REGION III**

**Jamie Young, City Recorder, City of Lincoln City**

**Lori Ross, City Recorder/Municipal Court Clerk, City of Harrisburg.** Lori has worked for the City of Harrisburg for 15 years as Utility Billing Supervisor/Court Clerk/Code Enforcement and Library Supervisor. She moved into her new position three months ago (and in her spare time, still supervises the Library). Lori says she needs the most help with records management, retention schedules, and an effective filing system. She was born and raised in Oregon and has lived in Harrisburg for 27 years. Lori is married, has two sons, two cats, and a grand dog.

**Melissa Molek, City Recorder, City of Silverton.** Melissa came from a background of library work. She has been in her current position since July. The City Manager encouraged her to join OAMR. Melissa is excited to pursue her CMC. She would like to be more familiar with records retention rules and processes. Melissa recently moved to Oregon from Southern California and says she loves the weather in the Pacific Northwest. She enjoys hiking, reading, traveling, and exploring new things.

## **REGION IV**

**Koree Tate, Management Assistant, City of Roseburg.** Koree has been in her position for 14 years. Prior to that she worked in the medical field.

Koree learned about OAMR from Sheila Cox and Amy Sowa. She says it would be most beneficial having access to informational websites, being part of the listserv, and learning more from management in her office.

She is a native Oregonian and has a Bachelor’s Degree in Business Administration. Koree loves to explore the outdoors and has a public Facebook page, Koree Tate’s Outdoor Adventures and Photos, to share outdoor adventures with others to provide instructions and photos. She loves animals and is on the Umpqua Valley Police K9 Program Board. Koree loves taking photos and many of her photos have been used professionally.

**Lindsey White, City Recorder, City of Florence**

## **REGION V**

**Isaac Nunn, City Recorder, City of Malin**

## **REGION VI**

**Tasha Alegre, City Recorder, City of Metolius**

## **REGION VII**

**Dallas Brockett, City Recorder, City of Baker City**





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# Mentoring Committee

*Sylvia Murphy, MMC, City Recorder, Sherwood*

## **COMMITTEE MEMBERS**

Donna Biggerstaff, CMC, Pendleton; Phyllis Bolman, MMC, Monmouth; Stephanie Borst, CMC, Vernonia; Deanna Casey, MMC, Central Point; Sammy Egbert, Coburg; Peggy Hawker, MMC, Newport; Carla Holzworth, Corvallis; Karen Howton, CMC, Island City; Angie Lanter, MMC, Banks; Amber Mathiesen, CMC, Mid-Willamette Valley Council of Governments; Nicole Morris, MMC, Tualatin; Cathy Nelson, CMC, Harrisburg; Susan Reeves, MMC, Scappoose; Amy Sowa, MMC, Roseburg; Kitty Vodrup, MMC, Junction City; and Carol Weir, MMC, Rogue River.

## **COMMITTEE ACTIVITY**

To date, the Committee has received eight requests for mentors. This is an increase of three since the 2021 spring newsletter. Within less than a week of receiving a request for a mentor, mentors have been assigned, with the exception of one which is pending OAMR membership. Many thanks to the Committee members for their dedication and support, and for stepping up to the plate to embrace a mentee and fellow OAMR member.

### **Mentee**

Yuriy Ukhach, City Recorder, City of Tillamook  
Linda Hansen, City Clerk, City of Turner  
Barbara Chestler, City Recorder, City of Depoe Bay  
Heather Berglund, City Manager-Recorder, City of Imbler  
Courteney Davis, Deputy City Recorder, City of Reedsport  
David Grabicki, City Recorder, City of Veneta  
Melissa Molek, Asst. to City Mgr./City Clerk, City of Silverton

### **Mentor**

Deanna Casey  
Amber Mathiesen  
Peggy Hawker  
Karen Howton  
Deanna Casey  
Amy Sowa  
Amber Mathiesen

The Committee is currently seeking membership to build on having representation from all Oregon counties with the goal of supporting mentees with elections expertise. If you have knowledge to share with a mentee, please consider being part of the Mentoring Committee.

If you seek support in your position, do not hesitate to reach out to the Committee by contacting me, Sylvia Murphy, Mentoring Committee Chair, at [Murphys@Sherwoodoregon.gov](mailto:Murphys@Sherwoodoregon.gov). There will always be something we encounter that is new to us, and there is no need to do it alone. OAMR is a great team, and the membership is unsurpassed.

We look forward to continuing to provide support and expertise to our OAMR family. Wishing everyone a healthy and safe fall season!



## Northwest Clerks Institute Education Committee Report

*Karin Johnson, MMC, City Recorder, Independence*

Due to COVID-19, the 2021 Institute had a modified program this year. Classes were held virtually; PD I, PD II, and PD III extended over a two-week period, with three 4-hour days per week. PD IV consisted of three 4-hour days. The virtual summer institute was record setting, with 239 registered and 233 attending:

PD I 65 registered, with 61 attending  
 PD II 60 registered, with 59 attending  
 PD III 60 registered, with 60 attending  
 PD IV 54 registered, with 53 attending

The comments from participants were mostly on the very favorable side. Trainers were rated at an overall high, with some specific feedback provided where improvements could be made. Feedback will be shared so adjustments can be made by trainers for future programs.

## City Recorder's Procedure Manual Committee Report

*Lori Lesmeister, City Recorder, North Plains*

The Committee recently selected four sections of the City Recorder's Procedure Manual that they felt needed to be reviewed and possibly updated. The four chapters reviewed were:

- Chapter 1.10 – Multiple Roles of the Recorder
- Chapters 3.02 and 3.04 – Records Management Requirements
- Chapter 4.08 – Elections
- Chapter 7.04 – Recorder's Personal Resource Network

There were minor additions/changes to each of the chapters above. Chair Lori Lesmeister is investigating the process for making changes to the manual.

## Professional Growth & Leadership Development Committee Report

*Karin Johnson, MMC, City Recorder, Independence*

Professional Growth & Leadership Development Committee. Wow, quite a mouthful, huh? Well, just think of it as the 'helper' committee. We are here to help you – Oregon Recorders/Clerks – in getting information on things career-related, such as, "Why is getting certification important?"; "What is involved in taking on a Chair role for one of the OAMR committees?"; or, "...a Board position?"

If there's one thing COVID taught us, it's how to get together virtually. So, we will begin holding regular "Lunch and Learn" Zoom meetings – a time where everyone can bring lunches, close their doors and visit with members of the PG&LD Committee, past presidents, or recent certification recipients on topics that could help you decide your next steps.

As soon as we come up with a regular date (2<sup>nd</sup> Wednesdays? Last Fridays?), we will send out a "Save the Date" on the listserv. Hope to 'see' you there!

## 2021-2022 OAMR BOARD

President	<b>Cathy Nelson, CMC</b> City of Harrisburg PO Box 378 Harrisburg, OR 97446	541.995.2211 cnelson@ci.harrisburg.or.us
First Vice President	<b>Karin Johnson, MMC</b> City of Independence PO Box 7 Independence, OR 97351	503.837.1127 kjohnson@ci.independence.or.us
Second Vice President	Pending	
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Immediate Past President	<b>Angie Lanter, MMC</b> City of Banks 13680 NW Main Street Banks, OR 97106	503.324.5112 alanter@cityofbanks.org 503.201.0967 Cell
Region I Director	<b>Stephanie Borst, CMC</b> City of Vernonia 1001 Bridge Street Vernonia, OR 97064	503.429.5291 x106 sborst@vernonia-or.gov
Region II Director	<b>Scott Stauffer, CMC</b> City of Milwaukie 10722 SE Main Street Milwaukie, OR 97222	503.786.7502 stauffers@milwaukieoregon.gov
Region III Director	<b>Carla Holzworth</b> City of Corvallis PO Box 1083 Corvallis, OR 97333	541.766.6901 x5075 carla.holzworth@corvallisoregon.gov
Region IV Director	<b>Kitty Vodrup, MMC</b> City of Junction City PO Box 250 Junction City, OR 97448	541.998.2153 kvodrup@ci.junction-city.or.us
Region V Director	<b>Melissa Huhtala</b> City of Ashland 20 East Main Street Ashland, OR 97520	541.488.5307 melissa.huhtala@ashland.or.us
Region VI Director	<b>Kayla Duddy, CMC</b> City of Bend 710 NW Wall Street Bend, OR 97703	541.323.7164 kduddy@bendoregon.gov
Region VII Director	<b>Donna Biggerstaff, CMC</b> City of Pendleton 500 SW Dorion Avenue Pendleton, OR 97801	541.966.0220 donna.biggerstaff@ci.pendleton.or.us

## 2021-2022 OAMR COMMITTEE CHAIRS

Audit	<b>Linda Galeazzi, CMC</b> Salem Mass Transit 555 Court Street NE, Suite 5230 Salem, OR 97301-3980	503.361.7535 linda.galeazzi@cherriots.org
Bylaws	<b>Anna Ruggles, CMC</b> City of Forest Grove PO Box 326 Forest Grove, OR 97116-0326	503.992.3235 aruggles@forestgrove-or.gov
City Recorder's Procedure Manual	<b>Lori Lesmeister</b> City of North Plains 31360 NW Commercial Street North Plains, OR 97133	503.647.5555 lori.lesmeister@northplains.org
Conference	<b>Karin Johnson, MMC</b> City of Independence PO Box 7 Independence, OR 97351	503.837.1127 kjohnson@ci.independence.or.us
Education	<b>Peggy Hawker, MMC</b> City of Newport 169 SW Coast Highway Newport, OR 97365  <b>Angie Lanter, MMC</b> City of Banks 13680 NW Main Street Banks, OR 97106	541.574.0613 p.hawker@newportoregon.gov 541.992.4858 Cell  503.324.5112 alanter@cityofbanks.org 503.201.0967 Cell
Historical Preservation	<b>Gloria Tucker, CMC</b> Port of Newport 600 SE Bay Blvd. Newport, OR 97365	541.265.7758 gtucker@portofnewport.com
Internet	<b>Kayla Duddy, CMC</b> City of Bend 710 NW Wall Street Bend, OR 97703	541.388.5505 kduddy@bendoregon.gov
Legislative	<b>Sue Ryan, CMC</b> City of Newberg PO Box 970 Newberg, OR 97132  <b>Scott Stauffer, CMC</b> City of Milwaukie 10722 SE Main Street Milwaukie, OR 97222	503.537.1283 sue.ryan@newbergoregon.gov  503.786.7502 stauffers@milwaukieoregon.gov
Membership	<b>Phyllis Bolman, MMC</b> City of Monmouth 151 W Main Street Monmouth, OR 97361	503.751.0145 pbolman@ci.monmouth.or.us
Mentoring	<b>Sylvia Murphy, MMC</b> City of Sherwood 22560 SW Pine Street Sherwood, OR 97140	503.625.4246 murphys@sherwoodoregon.gov
Newsletter	<b>Lisa Scholl, MMC</b> City of St. Helens 265 Strand Street St. Helens, OR 97051	503.366.8216 lscholl@sthelensoregon.gov

Nominating	<b>Christie Teets</b> City of Molalla PO Box 248 Molalla, OR 97038	503.759.0285 cteets@cityofmolalla.com
Northwest Clerks Institute Education	<b>Karin Johnson, MMC</b> City of Independence <b>Peggy Hawker, MMC</b> City of Newport <b>Ruth Post, MMC</b> City of Philomath <b>Angie Lanter, MMC</b> City of Banks	503.837.1127 kjohnson@ci.independence.or.us 541.574.0613 p.hawker@newportoregon.gov 541.929.6148 ruth.post@ci.philomath.or.us 503.324.5112 alanter@cityofbanks.org
Professional Growth and Leadership Development	<b>Karin Johnson, MMC</b> City of Independence PO Box 7 Independence, OR 97351	503.837.1127 kjohnson@ci.independence.or.us
Records Management	<b>Sue Ryan, CMC</b> City of Newberg PO Box 970 Newberg, OR 97132	503.537.1283 sue.ryan@newbergoregon.gov
Retired Clerks	<b>Diane Harris, CMC</b> City of Sutherlin 126 E. Central Sutherlin, OR 97479  <b>Melanie Masterfield</b> City of Sutherlin 126 E. Central Sutherlin, OR 97479	541.459.2856 x207 d.harris@ci.sutherlin.or.us  541.459.2856 x208 m.masterfield@ci.sutherlin.or.us
Scholarship	<b>Courtney Davis</b> City of Reedsport 451 Winchester Avenue Reedsport, OR 97467	541.271.3603 x1005 cdavis@cityofreedsport.org
Special Projects/Fundraising	Pending	



## 2021-2022 OAMR COMMITTEES

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Kevin Moss, Washington County

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Nicole Morris, MMC, Tualatin

**MENTORING COMMITTEE continued...**

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Peggy Hawker, MMC, Newport  
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Angie Lanter, MMC, Banks  
Kevin Moss, Washington County  
Cathy Nelson, CMC, Harrisburg  
Ruth Post, MMC, Philomath  
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Laural Casey, Oak Lodge Water Services District  
Claudia Cisneros, McMinnville  
Linda Galeazzi, CMC, Salem Mass Transit  
Amy Johnson, Salem  
Sam Kaufmann, Dallas  
Kara Kerpan, CMC, Happy Valley  
Allison Liesse, CMC, Albany  
Debbie Lockhart, MMC, Keizer  
Debbie Manning, MMC, Tigard  
Amber Mathiesen, CMC, Mid-Willamette Valley COG  
Sylvia Murphy, MMC, Sherwood  
Heather Pierson, CMC, Woodburn  
Kim Scheafer, MMC, Lebanon  
Lisa Scholl, MMC, St. Helens  
Amy Sowa, MMC, Roseburg  
Scott Stauffer, CMC, Milwaukie  
Donna Trippett, Lebanon  
Kimberly Veliz, CMC, Wilsonville

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**CO-CHAIR:** Melanie Masterfield, Sutherlin

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Kelly Morse, MMC, Redmond  
Cathy Nelson, CMC, Harrisburg  
Susan Reeves, MMC, Scappoose  
Anna Ruggles, CMC, Forest Grove  
Rebecca Sprengeler, Warrenton

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Wenonah Blanchette, Gaston  
Stacie Cook, MMC, Mill City  
Tracy Davis, MMC, Keizer  
Karin Johnson, MMC, Independence  
Natasha Johnson, Amity  
Angie Lanter, MMC, Banks  
Cathy Nelson, CMC, Harrisburg  
Ruth Post, MMC, Philomath  
Susan Reeves, MMC, Scappoose  
Amy Sowa, MMC, Roseburg





## IIMC REGION IX

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### IIMC REGION IX DIRECTORS

Scott Passey, MMC  
 City Clerk - City of Edmonds, WA  
 (425) 672-5754  
[scott.passey@edmondswa.gov](mailto:scott.passey@edmondswa.gov)  
 Term expires May 2022

Ruth Post, MMC  
 City Recorder - City of Philomath, OR  
 (541) 929-6148  
[ruth.post@philomathoregon.gov](mailto:ruth.post@philomathoregon.gov)  
 Term expires May 2024

### REGION IX STATE PRESIDENTS

#### Alaska Association of Municipal Clerks

Jamie Heinz, MMC  
 City Clerk - City of Kenai  
 (907) 283-8231  
[jheinz@kenai.city](mailto:jheinz@kenai.city)  
 Term: Nov. 2020 - Nov. 2021

#### City Clerks Association of California

Melissa Thurman, MMC  
 City Clerk - City of San Bruno  
 (650) 616-7070  
[mthurman@sanbruno.ca.gov](mailto:mthurman@sanbruno.ca.gov)  
 Term: Oct. 2021 - Oct. 2022

#### Oregon Association of Municipal Recorders

Cathy Nelson, CMC  
 Deputy City Recorder - City of Harrisburg  
 (503) 988-3277  
[cnelson@ci.harrisburg.or.us](mailto:cnelson@ci.harrisburg.or.us)  
 Term: Oct. 2021 - Sept. 2022

#### Washington Municipal Clerks Association

Susan Duncan, MMC  
 City Clerk - City of Ferndale  
 (360) 685-2354  
[susanduncan@cityofferndale.org](mailto:susanduncan@cityofferndale.org)  
 Term: Mar. 2021 - Mar. 2022

#### IIMC PRESIDENT

Sheri L. Pierce, MMC  
 City Clerk - City of Valdez, AK  
 (907) 834-3408  
[CovSheriPierce@gmail.com](mailto:CovSheriPierce@gmail.com)  
 Term: May 2021 - May 2022

### FIRST VICE PRESIDENTS

Brenda Ballou, MMC  
 City Clerk - City of Seward  
 (907) 224-4045  
[bballou@cityofseward.net](mailto:bballou@cityofseward.net)  
 Term: Nov. 2020 - Nov. 2021

Marc Donohue, MMC  
 City Clerk - City of Eastvale  
 (951) 703-4421  
[mdonohue@eastvaleca.gov](mailto:mdonohue@eastvaleca.gov)  
 Term: Oct. 2021 - Oct. 2022

Karin Johnson, MMC  
 City Recorder - City of Independence  
 (503) 837-1172  
[kjohnson@ci.independence.or.us](mailto:kjohnson@ci.independence.or.us)  
 Term: Oct. 2021 - Sept. 2022

Shawn Campbell, MMC  
 City Clerk - City of Auburn  
 (253) 931-3055  
[scampbell@auburnwa.gov](mailto:scampbell@auburnwa.gov)  
 Term: Mar. 2021 - Mar. 2022

#### IIMC PRESIDENT ELECT

Pamela Smith, MMC  
 District I Legislative Administrator - Lee County, FL  
 (239) 533-2224  
[psmith2@leegov.com](mailto:psmith2@leegov.com)  
 Term: May 2021 - May 2022



### **Mission Statement:**

**The mission of the Oregon Association of Municipal Recordors is to enhance the quality of our office and to encourage dedication to our profession, by providing educational experiences of the highest quality as well as promote the professionalism of the office of municipal recorder.**

#### **OAMR Newsletter Committee**

c/o Lisa Scholl, MMC, Chair  
265 Strand Street  
St. Helens, OR 97051  
lscholl@sthelensoregon.gov  
Phone: 503.366.8216

### **Newsletter Submission Deadlines**

Winter 2021—December 17, 2021

Spring 2022—March 18, 2022

Summer 2022—June 17, 2022

Fall 2022—October 7, 2022