

North Carolina Association of Municipal Clerks

Minute by Minute Newsletter

Spring 2024



Message from the President



Can you believe it is already May and summer is just around the corner? I am looking forward to warmer days, lots of sunshine, and beach time. As I enter into my last quarter as President, I cannot believe the year has gone by so fast. It has been a great year so far, and I'm looking forward to these last few months.

I was fortunate to attend the Region III Conference in Columbus, Georgia in February. The GMCA put on a great conference filled with informative sessions and a wonderful Roaring 20's party to cap it off. Mark your calendars and plan your budgets for February 2026 when the IIMC Region 3 will be right here on the coast of North Carolina!

I also attended the April 19 Eastern Regional Master Clerks' Academy in Morehead City. Cathy Campbell was a wonderful host and their City Hall is beautiful. After a great morning session, we had a delicious lunch at the beautiful Sanitary Fish Market and Restaurant on the water. Afternoon snack was provided by HappyCakes Cupcakery of Morehead City, and let me tell you, that was the BEST cupcake I have ever eaten!

During the week of April 22, I had the pleasure of attending the NCLM's CityVision in beautiful downtown Winston Salem. This was the first CityVision I have attended in more than 10 years and it did not disappoint. The NCLM put on a fantastic conference. There were many educational sessions to choose from for clerks, managers, and elected officials. There were 22 clerks registered for the conference. The food was excellent, and the hospitality was top notch. The NCAMC hosted a breakfast and information session on the Innovation Quarter on Wednesday, April 24. Fourteen clerks were in attendance.

I am excited to be attending the IIMC Conference in Calgary, Alberta, Canada May 19-22. This will be my first trip to Canada and I am really looking forward to it. There are quite a few NC Clerks planning to attend, and I know we will represent our state well. I look forward to meeting new clerks from all over and learning about the different responsibilities we all have. I am planning to stay a few extra days to visit the area and do some sightseeing.

As a reminder, there are two raffles going on to support IIMC Foundation. At the IIMC Conference in Calgary they will be giving away a week-long trip for two to Hawaii with airfare and hotel included. Visit <https://givebutter.com/Hawaii24> to purchase your tickets. They are also giving away a \$500 Amazon gift card on June 5, 2024. You can purchase tickets for the gift card here <https://givebutter.com/Zyrw1s>.

The 2024 NCAMC Summer Academy will be held at the Ballantyne Hotel in Charlotte, NC August 22 through August 24. Be on the lookout for registration information coming to your inbox soon!

I hope you all can enjoy some vacation time over the next few months and I look forward to seeing you soon!

All my best,

Sarah Radcliff, CMC, NCCMC
President, NCAMC

Grow Professionally and Network with
Some Awesome Clerks!

Join NCAMC

Know a clerk/deputy clerk who wants to join NCAMC?

For membership information email Committee Chair:

Wendy Martin

wendy.martin@thomasville-nc.gov or Co-Chair

Jamie Whitley



2024 Calendar of Events

May 13-17—Clerks Certification Institute, Session #2

May 19-22—International Institute of Municipal Clerks [IIMC] 78th Annual Conference
Alberta, Canada

June - Committee Meetings as scheduled by Chairpersons (virtual, TBD if also in person)

June 14 - Board of Directors Meeting, 11 am, at least virtual, TBD if also in person

August 22-24 - Summer Conference, Ballantyne Hotel, Charlotte, NC

IIMC Clerk Certifications

Master Municipal Clerks

Wendy L. Helms from the City of Claremont

Lynda Clayton from the City of Roxboro

Alissa Fender from the Town of Swansboro

Betsy Shores from the Town of Davidson

Certified Municipal Clerks

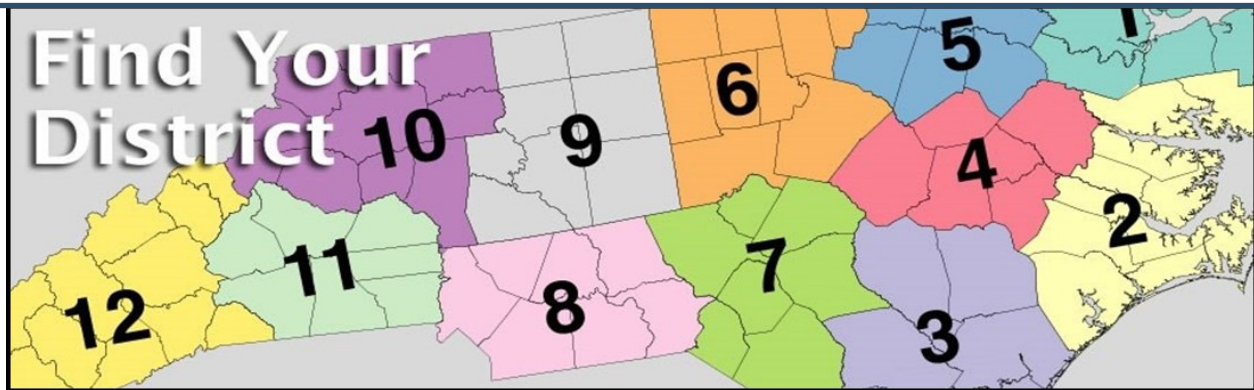
Amy Albright from the Town of Swepsonville

Noah Saldo from the Town of Boiling Springs

Katie Atkins from the Town of Sunset Beach

Lynda Clayton from the Town of Roxboro

*This listing should include all certifications since the Winter newsletter.
We apologize if we have missed anyone. Contact (twilliams@dunn-nc.org).*



NCAMC is divided into 12 Districts by County

Region 1

District I: Bertie, Camden, Chowan, Currituck, Dare, Gates, Hertford, Martin, Pasquotank, Perquimans, Tyrrell, and Washington

District II: Beaufort, Carteret, Craven, Hyde, Jones, Onslow and Pamlico

District III: Bladen, Brunswick, Columbus, Duplin, New Hanover, Pender, and Sampson

Region 2

District IV: Green, Johnston, Lenoir, Pitt, Wayne, and Wilson

District V: Edgecombe, Franklin, Halifax, Nash, Northampton and Warren

District VI: Alamance, Caswell, Chatham, Durham, Granville, Orange, Person, Vance, and Wake

Region 3

District VII: Cumberland, Harnett, Hoke, Lee, Moore, Robeson, and Scotland

District VIII: Anson, Cabarrus, Mecklenburg, Montgomery, Richmond, Stanly, and Union

District IX: Davidson, Davie, Forsyth, Guilford, Randolph, Rockingham, Rowan, and Stokes

Region 4

District X: Alexander, Alleghany, Ashe, Avery, Caldwell, Iredell, Surry, Watauga, Wilkes, and Yadkin

District XI: Burke, Catawba, Cleveland, Gaston, Lincoln, McDowell, and Rutherford

District XII: Buncombe, Cherokee, Clay, Graham, Haywood, Henderson, Jackson, Macon, Madison, Mitchell, Polk, Swain, Transylvania, and Yancey

2023-2024 Officers and Directors

Executive Committee

President

Sarah Radcliff, MMC, NCCMC, Town of Ayden

1st Vice President

Sabrena Reinhardt, CMC, NCCMC, Town of Leland

2nd Vice President

Linda Christopher, MMC, NCCMC, Whispering Pines

Recording Secretary

Laura Getz, MMC, NCCMC, City of Goldsboro

Immediate Past President

DiAnne Enoch-Yancey, CMC, NCCMC

At-Large Members

Secretary/Treasurer

Tom Carruthers, NC League of Municipalities

District Directors

Region 1

District I

Jamie Whitley, CMC, NCCMC, Manteo

District II

Rose Marshburn, CMC, NCCMC, Jacksonville

District III

Jackie Nicholson, MMC, NCCMC, Wallace

Region 2

District IV

Valerie Shiuwegar, CMC, Greenville

District V

Pamela Perry, CMC, NCCMC, Louisburg

District VI

Stella Gibson, CMC, NCCMC, Garner

Region 3

District VII

Linda Christopher, MMC, NCCMC, Whispering Pines

District VIII

Betsy Shores, MMC, NCCMC, Davidson

District IX

Keith Hooker, MMC, NCCMC, Kernersville

Region 4

District X

Hillary Gropp, CMC, NCCMC, Seven Devils

District XI

Stephanie Watson, CMC, NCCMC, Conover

District XII

Jill Murray, CMC, NCCMC, Hendersonville



WE NEED YOUR PICTURES!

Do you have any pictures from clerk workshops, meetings, or conferences? If you do, we need them! We would like to include more photos to show 'who we are' and 'what we do'! Send your pictures to: NCAMCScrapbook@gmail.com.

Celebrating the 55th Annual Professional Municipal Clerks Week

This year's Municipal Clerk Week was celebrated May 5 through May 11, 2024. Initiated in 1969 by IIMC and endorsed by all of its members throughout the United States, Canada and 15 other countries, the week is a time of celebration and reflection on the importance of the Clerk's office. In 1984, President Ronald Reagan signed a proclamation that officially declared Municipal Clerks Week the first full week of May. In 1994 and 1996, President Bill Clinton also signed proclamations confirming Municipal Clerks Week.

We hope you took the time to be celebrated.

Thank You for all you do!

Professional Municipal
**CLERKS
WEEK**



Gail Smith Named Honorary Member of NCAMC

CONGRATULATIONS

Sarah Radcliff, President, is shown presenting Gail Smith with the NCAMC Honorary Membership plaque at the March 15 NCAMC Board meeting. Gail retired as Raleigh's City Clerk on July 6, 2021 with 50 years of service. She was appointed as Deputy City Clerk on June 7, 1971 and appointed as City Clerk and Treasurer on January 7, 1974, serving the City through 26 City Councils, 12 Mayors, and more than 1,660 City Council meetings.

Ms. Smith was been a member of the International Institute of Municipal Clerks and served as President. She was also a member of the North Carolina Association of Municipal Clerks working as a committee member, working with both organizations to ensure standards and training for all members.

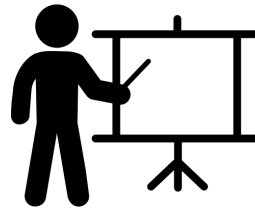
Photos from the Clerk's Academy in Beaufort



**Program & Education Committee
Report**

April 2024

By Brenda E. Blanco, P & E Chair



NCAMC Regional Workshops

More than 150 clerks participated in the March regional workshops. Topics included *Managing up and Serving at the Pleasure of the Board*, *Ethics and Conflicts*, *How a Bill Becomes a Law in NC*, and *Key Statutory Changes and Case Law Update*. Many thanks to the P&E Committee, hosts, and Kristina Wilson at the School of Government for putting in a lot of effort!

The virtual workshop was hosted by Stephanie Kelly, MBA, MMC, NCCMC, City Clerk for Charlotte.



Western Region Workshop
Hosted by
Renee Carswell
Executive Assistant/City Clerk
Morganton

April 5, 2024

Central Region Workshop
Hosted by
Betsy Shores, MMC, NCCMC
Town Clerk and Administrative
Services Coordinator
Davidson

April 12, 2024



Eastern Region Workshop
Hosted by
Cathy Campbell, CMC, NCCMC
City Clerk
Morehead City

April 19, 2024



If you missed the regional workshops, no worries! Plan to join us for the summer academy August 22-24 in Charlotte at The Ballantyne Hotel. Registration and information will be available in June or early July.

CityVision 2024

Roughly 25-30 clerks attended this year's CityVision Conference in Winston-Salem from April 23-25th. The clerk's breakfast meeting focused on Innovation Quarter, an amazing project in Winston-Salem that repurposed a stagnant area that was once strong and a leader in tobacco manufacturing. This was accomplished through public-private partnerships, TIF grants, and a lot of vision. CityVision 2025 will be held in Greenville, North Carolina. Put it on your list!



Clerk Breakfast Meeting

Find a group of people who challenge and inspire you, spend a lot of time with them, and it will change your life."

Amy Poehler

"Productivity is never an accident. It is always the result of a commitment to excellence, intelligent planning, and focused effort."
— Paul J. Meyer

FOR EVERY
minute
SPENT IN
ORGANIZING,
an hour
IS EARNED

—Benjamin Franklin

Clerk of the Year Nominations Deadline June 7

The North Carolina Association of Municipal Clerks is accepting nominations for the Clerk of the Year award, an annual award presented to an outstanding North Carolina Clerk or Deputy Clerk at the NCAMC Summer Academy in August. The award was given for the first time in 2011.

To be eligible for the award, the individual must meet certain criteria as follows:

- Active member of the NCAMC for at least four years
- Brings innovative ideas to the Association
- Active in municipal, state and national associations
- Demonstrates commitment to professional development
- Demonstrates commitment to community involvement
- Extraordinary individual job performance
- Positive on-the-job attitude



A completed nomination form should address the above criteria. You need not be a clerk to submit a nomination. Nominations are encouraged by and will be accepted from mayors, supervisors, managers, council members, board members, staff, etc.

If you would like to make a nomination for this prestigious award, please complete the [NOMINATION FORM](#) and [e-mail](#) by June 7, 2024 to: Kay Emanuel at kemanuel@ncmlm.org. or recipients of the award are not eligible. The Award has been received by Angela G. Stadler, Reidsville (2011), Sue Rowland, Cary (2012), Jenny Larson, Fairmont (2013), Dora Moore, Rural Hall (2014), Carmen K. Miracle, Jacksonville (2015), Betsey Richardson, Greensboro (2016), Sylvia J. Holleman, Wrightsville Beach (2017), Joyce M. Walker, Lewisville (2018), Susan Powell, Mills River (2019), Sabrena Reinhardt, Leland (2020), Brenda Blanco, New Bern (2021), Pamela Casey, Rocky Mount (2022) and James Byrd, Wilkesboro (2023).

Additionally, clerks currently serving as officers of the Association are not eligible. Those clerks are: Sarah Radcliff, Ayden (President), Sabrena Reinhardt, Leland (1st Vice-President), Linda Christopher, Whispering Pines (2nd Vice-President), Laura Getz, Goldsboro (Recording Secretary) and DiAnne Enoch-Yancey, (Immediate Past President).

There may be years in which there are no outstanding nominees. The decision of the selection panel is final.

Ethics for Elected Officials UNC-SCHOOL OF GOVERNMENT

This 2 hour online course will be held from 10:00am to noon on May 23, and will be recorded and available On-demand in late June.

Under North Carolina law, members of governing boards of cities, counties, local boards of education, unified governments, sanitary districts, and consolidated city-counties are required to receive at least two (2) clock hours of ethics training within twelve months after each election or appointment to office. The ethics training requirement is an ongoing obligation, triggered by each subsequent re-election or reappointment to office.

Resources at our fingertips

When not sure how to proceed or what to do, a quick help is not only available through the ListServ (which is an awesome resource), but don't forget to search the UNC-School of Gov't blogs. Many blogs include needed forms and templates.

News from the Legislative Committee April 2024



Trending Bills of Interest in 2023-24 Session

S667 Regulation of Short-Term Rentals

Enacts new GS 160A-499.6 prohibiting cities from adopting or enforcing ordinances, rules, or regulations that: (1) prohibit the use of residential property as a short-term rental; (2) prohibit the use of accessory dwelling units as short-term rentals; (3) limit the number of nights a property can be rented as a short-term rental; (4) require the owner of the short-term rental to occupy the property for any period of time during a rental to an occupant; (5) classify short-term rentals as a commercial use; or (6) limit the operation of a short-term rental marketplace. Allows a city to adopt an ordinance, rule, or regulation that regulates short-term rentals by: (1) requiring a lodging operator to obtain a permit to operate a short-term rental within the city's corporate limits and allows revocation of the permit for specified reason, and allows charging a permit fee; (2) as part of the lodging operator permitting process, limiting the number of occupants allowed to stay in a short-term rental; (3) as part of the lodging operator permitting process, restricting the number of occupant vehicles to one per bedroom; (4) restricting the location of short-term rentals to areas of the city zoned for residential use, and requiring that the property remains in compliance with residential zoning requirements; (5) requiring that short-term rentals comply with all applicable city ordinances and codes, including building codes and housing codes; (6) requiring that all contracts for short-term rentals include a copy of any city ordinances regulating noise, waste removal, and parking or, in the alternative, that the lodging operator provides to the occupants a written summary of those ordinances; (7) prohibiting the use of short-term rentals for any purpose other than that which is allowed in hotels, motels, and inns without the property owner's prior approval; or (8) requiring a lodging operator or authorized agent of a lodging operator be within a 50-mile radius of a short-term rental during the time that an occupant is staying in a short-term rental.

Defines short-term rental as all of the following that are offered to the public for a fee and for 90 days or less: (1) an individually or collectively owned single-family house or dwelling unit; (2) a unit in a condominium, timeshare, townhome, or accessory dwelling unit; and (3) an owner-occupied residential home. Also defines lodging operator and short-term rental marketplace.

S290 Short-Term Rentals

Amends GS 160D-1207 (pertaining to periodic inspections under minimum housing codes) to clarify that the nothing in that law will be deemed to prevent a local government from enforcing ordinances related to maximum occupancy, as that term is defined in the Vacation Rental Act (GS 42A-4) [VRA], for a vacation rental property that is subject to the provisions of the VRA.

Adds maximum occupancy as a definition in the VRA, defined as the maximum number of persons allowed in a vacation rental, measure as an amount not exceeding four persons per bedroom. Amends GS 42A-31 (pertaining to the landlord's obligation to provide fit premises for a vacation rental) to require the landlord to (1) comply with all current applicable local ordinances and codes; and (2) accurately represent the number of bedrooms and bathrooms on the property and prohibit the rental of the property to a tenant if the maximum occupancy will be exceeded. Sets forth specification on how to determine number of bedrooms and bathrooms on the property. Makes technical and conforming changes.

Makes conforming changes to GS 42A-32 (tenant's obligation to maintain dwelling unit under the VRA) and GS 42A-33 (responsibilities and liability of real estate broker under the VRA).

S675 Land Use Clarification and Changes

Amends GS 130A-317(d) and GS 143-215.1(f) by amending the definitions provided for extraterritorial jurisdiction by providing that it means the boundaries of the area over which a municipality was exercising extraterritorial planning jurisdiction under Article 19 or its successor GS Chapter 160D before the municipality's relinquishment of extraterritorial planning jurisdiction (was, relinquishment of jurisdiction) over the area, and specifies that this relinquishment is in accordance with the law.

Amends the effective date for Section 3.1 of the act to specify that it applies only to extraterritorial jurisdiction territory of a city located within counties meeting the specified criteria. Moves the provision repealing any provision in a local act that grants a city the power to exercise extraterritorial planning jurisdiction under Article 19 of GS Chapter 160A or its successor GS Chapter 160D from Section 3.2 of the act to Section 3.1, making it subject to Section 3.1's applicability provisions.

Removes Part IV of the act, which amended GS 160D-702, by adding the requirement that calculations of required open space include wetlands, stream buffers, and stormwater facilities as open space and that prohibited a zoning or development regulation from: (1) setting a minimum lot size greater than 8,700 square feet for structures subject to the North Carolina Residential Code for One- and Two-Family Dwellings and (2) limiting density in any district that allows for structures subject to the North Carolina Residential Code for One- and Two-Family Dwellings below five structures per acre.

H409 Regulation of Accessory Dwelling Units

House committee substitute to the 2nd edition makes the following changes. Amends GS 160D-917 (pertaining to accessory dwelling units [ADU]) as follows. Specifies that an ADU may be built or sited at any time before, concurrently, or after the primary detached dwelling (was, just primary dwelling) has been constructed or sited. Deletes provision barring local governments from requiring owner-occupancy of the primary single-family detached dwelling unit (now, only bars local governments from requiring owner-occupancy of ADU's). Prohibits local governments from prohibiting the connection of the ADU to existing utilities systems serving the primary single-family detached dwelling only if the utility service has the capacity to serve both dwellings. Specifies that new GS 160D-147 does not apply to properties located in a historic preservation district and properties designated as a National Historic Landmark by the US Department of Labor.

H252 Multijurisdictional Property

Amends GS 160D-203, which currently pertains to when a parcel of land lies within the planning and development regulation jurisdiction of more than one local government, as follows. Enacts new subsections GS 160D-203(b)-(d) as described below. Changes references in GS 160D-203(a) from "a parcel of land" to "land," so that the land would not have to be in one parcel in order for the provisions of that subsection to apply. Specifies that if local governments agree, with the consent of the landowner, to assign exclusive planning and development regulation, that includes all development phases on the land.

Specifies that if the local governments are unable to come to a mutual agreement as set forth above, the landowner may designate which local government's planning and development regulations apply to the land. Authorizes landowner to enter into agreements with one or more other local governments for any part of the development, including utilities, annexation for utility access, all development phases on the land (if applicable), and other services offered, after the designation is made. Requires the landowner to record all such agreements with the register of deeds in any county where the land is located within 14 days of the execution of the agreement. Specifies that GS 160D-203 is only applicable to planning and development regulations (currently, just development regulations). Specifies definition of *landowner* as all titleholders of record owning an interest in the land.

Makes organizational and conforming changes to account for new subsections.

H46 Eliminate Tax on Government Retirees (State, Federal, or Local Government Plans)

Amends GS 105-153.5(b)(5) setting forth allowed income tax deductions from adjusted gross income (AGI) to exempt from taxation funds received from State and local NC retirement plans and federal retirement plans. Deletes prior language limiting deductions for those same government retirement plans to the extent they were exempt from taxation under certain court cases.

Amends GS 105-153.5(b)(5a) to exempt from AGI all federal survivor benefits payments received under 10 USC § 1447 paid to a beneficiary of a retired member of the Armed Forces of the United States that either (1) served at least 20 years or (2) medically retired because of physical disability as set forth in 10 USC Chapter 61. Deletes language exempting retirement pay paid directly to the qualified military servicemember from AGI and prohibiting such payments from also being deducted under the subsection permitting deduction of funds received by federal retirement plans, set forth above. Deletes statutory language excluding severance pay due to separation from the armed forces from the exemption. Deletes language setting the applicable taxable years as on or after January 1, 2021, and before January 1, 2022.

Effective for taxable years beginning on or after January 1, 2024.

There were also three public records law changes that became law on October 3, 2023. For a summary of those changes, please refer to [Kristina Wilson's blog](#) on Coates' Canons.

Respectfully submitted,

Brenda Blanco

New Bern
Legislative Committee Chair

Note: Source for Summaries – UNC SOG