



# Minute-By-Minute

Minute-By-Minute is the Monthly Newsletter of the

March  
2017

North Carolina Association of Municipal Clerks



## President Moore's March Message:

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Wow! I can't believe it's already March! With March, comes the first day of Spring – a much anticipated weather change – at least for me. I LOVE warm weather and all the beauty spring and summer brings. I am definitely a barefoot, painted toes, feet in the sand girl! I love the smell of flowers, fresh cut grass and ocean air. To me, there is nothing like the feel of the sun. Just like the flowers, I come alive in the warm weather and want to hibernate when it's cold!

March also begins a busy season for NCAMC. The Program & Education Committee will begin in depth planning for the annual conference. The committee works diligently with Athena, John and Trey to ensure the conference meets the needs of the clerks. A lot of time and discussion goes into the topics. The duties of North Carolina municipal clerks vary with their jurisdiction. This poses a challenge in selecting topics but a challenge this committee has always met. From vendors to sessions to events to silent auction, this committee will be consumed for the next several months. I truly appreciate their endeavors and thankful for their dedication to NCAMC.

NCAMC Board of Director's meeting is **Friday, March 10<sup>th</sup> at 11 AM**. Meetings are held in the 2<sup>nd</sup> floor conference room of the NCLM building. We welcome you to join us. Since we'll be in the midst of ACC Tournament time and the beginning of March Madness, feel free to wear apparel or colors supporting your college team.

Recertification and certification for North Carolina Certified Municipal Clerk (NCCMC) is upon us. All applications must be postmarked **by March 31<sup>st</sup>**. Applications and the requirements are available at <http://www.ncamc.com/education/certification>. The fee for first-time certification is \$100 and the fee for recertification is \$50. This is the first recertification year so be sure to get your information into Kelly Baker, State Certification Committee Chair. Remember, one of the requirements for certification is NCAMC membership for at least 2 years.

Continued on Page 2—President's message

Regional meeting dates and locations have been set. Thank you to all of the host clerks for opening your communities to us. Please consider attending one of these sessions. If you are unable to attend the session in your region, feel free to attend one of the others.

March 24	Leland	Sabrena Reinhardt	Region 1
March 31	Wilson	Jamie Batts	Region 2
April 21	Cramerton	Wilene Cunningham	Region 4
April 28	High Point	Lisa Vierling	Region 3

A reminder to submit your applications for the Board of Directors and Officer position to [Jeanne.giblin@moreheadcitync.org](mailto:Jeanne.giblin@moreheadcitync.org) by **April 15<sup>th</sup>**. This year's Board openings are for Districts 2, 4, 6, 8, 10 and 12. The Officer positions for Recording Secretary and 2<sup>nd</sup> Vice President are also open. Remember, appointment as 2<sup>nd</sup> Vice President is automatic succession to 1<sup>st</sup> Vice President then, President. The Recording Secretary does not automatically succeed to 2<sup>nd</sup> Vice President.

Also, don't forget to submit your committee volunteer application by **April 28<sup>th</sup>**. Both new and veteran clerks are encouraged to submit their application to 1<sup>st</sup> Vice President Elaine Hunt at [efhunt@cityofclintonnc.us](mailto:efhunt@cityofclintonnc.us). Remember if you wish to continue serving on a committee, you must submit an application.

The January City-County Academy was absolutely wonderful. Trey and Carla do an amazing job with these sessions making sure they are beneficial to everyone. This is a tall order when you realize this academy caters to approximately 200 clerks! I am thankful for this annual opportunity to meet with our County friends. There is so much we learn from each other and it establishes the partnerships we need in our profession.

I look forward to seeing you in the next few weeks at the regional meetings!

*What I need is the dandelion in the spring. The bright yellow that means rebirth instead of destruction. The promise that life can go on no matter how bad our losses. ~Unknown*

Dora Moore, MMC, NCCMC  
NCAMC President  
We Are Family



# City of Fayetteville North Carolina

## Some Things About the City of Fayetteville, NC — NCAMC District 7

Fayetteville is a city in Cumberland County, North Carolina, United States. It is the county seat of Cumberland County and is best known as the home of Fort Bragg, a major U.S. Army installation northwest of the city.

Fayetteville has received the All-America City Award from the National Civic League three times. As of the 2010 census it had a population of 200,564, with an estimated population of 204,408 in 2013. It is the sixth-largest municipality in North Carolina. Fayetteville is in the Sandhills in the western part of the Coastal Plain region, on the Cape Fear River.

The City Council consists of a Mayor and nine City Council Members. All nine members are elected from single member districts, and only citizens residing within each district may vote for each district seat, the Mayor is elected at large. All members of the Fayetteville City Council serve concurrent two year terms (no term limits). The City Council has oversight of 23 Boards and Commissions.

The City of Fayetteville employs 1,616 people, and has an annual operating budget of approximately \$225,843,701 (excludes funds managed by the Public Works Commission).

There are some multi-million dollar big ticket items the City Council are working on this year.

**Parks Bond:** Fayetteville voters last year passed a \$35 million bond issues and property tax hike for new parks and other recreational amenities. The first two Splash Pads projects are scheduled to open this summer.

**Multi-Modal Transit Center:** The city's \$12.6 million construction of a modern transfer station downtown will improve ridership and public transportation, it is scheduled to open in May of this year.

**Baseball Stadium:** Capped at \$33 million, the stadium in the downtown area will be largest public investment downtown in decades, ushering in minor league baseball by 2019. The city will be hiring a construction manager at risk later this month, who will be responsible for building the stadium on time and within budget. The City plans to break ground this summer.



**Pamela Megill, MMC**  
City Clerk, City of Fayetteville  
NCAMC District 7 Director



Visit the City of Fayetteville online at: [www.FayettevilleNC.gov](http://www.FayettevilleNC.gov)



# Leggins





## WORKING TOGETHER



## FOR A COMMON CAUSE

### **The North Carolina Association of Municipal Clerks Needs You!!!!**

In this issue of MINUTE-BY-MINUTE, you will find the 2017-18 Committee Volunteer Form. If you are interested in serving on any of the Association's committees, please complete the form and return it to me at the address shown on the bottom of the form. *If you are currently on a committee and wish to be reappointed, please resubmit an application expressing your interest.*

Committees are the backbone of our Association and the Board of Directors depends on recommendations from the committees for many of their decisions. Service to the Association helps make NCAMC stronger and better. For those earning points toward Certified Municipal Clerk or Master Municipal Clerk certification, active committee work counts.

Many of the committees meet by e-mail and/or phone and do not require out of office travel. If you have any questions regarding the duties and responsibilities of any of the committees, information is available on the NCAMC website, [www.ncamc.com](http://www.ncamc.com), under the Leadership tab or contact me at 910/592-1961 or [efhunt@cityofclintonnc.us](mailto:efhunt@cityofclintonnc.us).

In addition to the NCAMC Committees, you can volunteer to serve on one of the North Carolina League of Municipality Committees: Tax & Finance Legislative Action Committee, Planning & Environment Legislative Action Committee, General Government Legislative Action Committee and Regulatory Advisory Committee. Serving on any of these committees also contributes points towards Clerk certifications. Information on these committees can be found on the League's website at [www.ncilm.org](http://www.ncilm.org). Under the Legislative Advocacy drop down box, click on "Get Involved," Policy Committees.

My desire is that you who are currently on a committee will continue to serve and you who have not served previously, will consider serving. Our Association needs EVERYBODY!! Applications need to be submitted to me by April 28<sup>th</sup>. The 2017-18 volunteer application is also available on our website. I look forward to hearing from you soon and thank you for your willingness to make our Association the best it can be!

Elaine F. Hunt, First Vice President



# North Carolina Association of Municipal Clerks Committee Volunteer Form

WORKING TOGETHER



FOR A COMMON CAUSE

Please submit the volunteer form to First Vice President Elaine F. Hunt at the contact information listed below. *If you are currently serving on a committee and wish to be considered for reappointment, please resubmit an application.*  
The deadline for submitting applications is April 28, 2017.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Municipality: \_\_\_\_\_ Address: \_\_\_\_\_ District: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Years as a Municipal Clerk: \_\_\_\_\_ Deputy Clerk: \_\_\_\_\_ Certifications: CMC [ ☐ ] MMC [ ☐ ] NCCMC [ ☐ ]

I am interested in serving on the following committee[s]. Please list in order of preference:

1] \_\_\_\_\_ 2] \_\_\_\_\_

3] \_\_\_\_\_ 4] \_\_\_\_\_

Have you ever served on a NCAMC Committee[s]? If so, please list them: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Choose from the following list of NCAMC Committees\*

Finance Committee	Leaving a Green Legacy Committee
Legislative Committee	Membership Committee
Program and Education Committee	State Certification Committee
We Share Our Services [WSOS] Committee	Web Site Committee
Site Selection Committee for 2020 <u>[only volunteers from Coastal Area of N.C.]</u>	
Publicity Committee [Includes Newsletter Coordinator, News Release Coordinator, Birthday/Events Calendar Coordinator, Annual Report Coordinator, and Scrapbook Coordinator]	

\*For detailed information about the committees, please visit our website at [www.ncamc.com](http://www.ncamc.com). Click on Leadership tab, then click committees.

## North Carolina League of Municipalities [NCLM] Committees

NCLM has transitioned to three [3] Legislative Committees and one [1] Regulatory Advisory Committee. These seats are appointed by the NCLM President. If you are interested in serving on one of these Committees, please indicate your interest below. You may check more than one. Your interest in serving will be provided to the NCAMC Board of Directors when these seats are available for appointment.

- [ ☐ ] Tax & Finance Legislative Action Committee
- [ ☐ ] Planning & Environment Legislative Action Committee
- [ ☐ ] General Government Legislative Action Committee
- [ ☐ ] Regulatory Advisory Committee

Please submit your completed form to First Vice President Elaine F. Hunt. You may mail, fax, or email the form to Elaine, City of Clinton, P. O. Box 199, Clinton, NC 28329; FAX 910/590-3127; Email: [efhunt@cityofclintonnc.us](mailto:efhunt@cityofclintonnc.us).

Call Elaine at 910/592-1961 with any questions.





# Association News

- ◆ Congratulations to **Genie M. Russell** on her retirement from the City of Mount Airy!
- ◆ Congratulations are also in order for **Gwendolyn Swinney** on her retirement from the City of Rockingham.

## Newsletter Submissions

If you would like to submit an article of interest for the newsletter, email committee chair Tammy Hatley, MMC, NCCMC of King at the following address:

[thatley@ci.king.nc.us](mailto:thatley@ci.king.nc.us)

## Join NCAMC

Know a clerk or deputy clerk who wants to join NCAMC? For membership information, email committee chair Deeda Harris of Wake Forest at the following address:

[dharris@wakeforestnc.gov](mailto:dharris@wakeforestnc.gov)

## Now, join IIMC

If you have joined the North Carolina Association of Municipal Clerks and are wondering what else you can do to grow in your profession, you definitely need to consider joining the International Institute of Municipal Clerks. IIMC is the certifying arm for clerks worldwide. For more information go to the website:

[www.iimc.com](http://www.iimc.com)

## Applications now being accepted for NCAMC Board of Directors & Officers

“The Nominating Committee is looking for a few good individuals to serve on the Board of Directors. To be considered for the Office of Second Vice President or the Office of Recording Secretary, the Association’s Constitution requires that you be an active member of the Association for at least five [5] years and that you have served one [1] full term on the Board of Directors. It is desirable, but not required, that you have achieved CMC or NCCMC designation.

Candidates for the Board of Directors [District Directors] shall have been active members of the Association for at least three [3] years. This office is a two [2] year term and it is for Districts 2, 4, 6, 8, 10 and 12. It is desirable, but not required, that you have achieved CMC or NCCMC designation. Please consider serving your fellow clerks by becoming a Board of Directors Member. Jeanne M. Giblin, MMC, NCCMC, Chair, Nominating Committee”



**NORTH CAROLINA ASSOCIATION OF MUNICIPAL CLERKS  
DIRECTOR AND OFFICER APPLICATION 2017/2018 FORM**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Municipality: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

NCAMC District Number [Districts 2, 4, 6, 8, 10, 12]: \_\_\_\_\_ CMC? \_\_\_\_\_ MMC? \_\_\_\_\_

Years as a Municipal Clerk: \_\_\_\_\_ Years as a NCAMC Member: \_\_\_\_\_

Activities in which you have been involved in NCAMC [Committees, Legislative Action Groups, etc.]:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I am interested in serving in the following capacity [Check all that apply]:

Second Vice President: \_\_\_\_\_ Recording Secretary: \_\_\_\_\_ District Director: \_\_\_\_\_

If interested in serving as an **Officer** [Second Vice President or Recording Secretary], the NCAMC Constitution requires that you be an active member of the Association for at least five [5] years and that you have served one [1] full term on the Board of Directors. It is desirable, but not required, that candidates for the aforementioned offices have achieved CMC or NCCMC designation. List years you have served in this capacity: 2015/2016

Candidates for the **Board of Directors** shall have been active members of the Association for at least three [3] years. It is desirable, but not required, that candidates for the Board of Directors have achieved CMC or NCCMC designation.

I feel that I am qualified to serve in this office because: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Send completed form by **April 15, 2017** to:

Jeanne M. Giblin, MMC, NCCMC  
Town of Morehead City  
706 Arendell Street  
Morehead City, N.C. 28557  
[Jeanne.giblin@moreheadcitync.org](mailto:Jeanne.giblin@moreheadcitync.org)  
Fax: 252-222-3082  
Phone: 252-726-6848, Ext. 139

## COLLEGE SCHOLARSHIP INFORMATION SHEET

### *North Carolina Association of Municipal Clerks (NCAMC) Scholarship Fund*

#### SCHOLARSHIP

1. The scholarship is sponsored by the North Carolina Association of Municipal Clerks (NCAMC).
2. The scholarship shall be for attendance at any recognized college, university or trade school.
3. The amount of the scholarship is \$1,500.00

#### APPLICANT ELIGIBILITY REQUIREMENTS

1. The applicant shall maintain a grade average consistent with good standing in high school and with expectations of admission to a recognized institution (or, if already attending a recognized institution of higher education, with good standing at that institution.) The current Committee will decide their rating scale for the GPA.
2. Participation in extracurricular activities (school and community and church).
3. Good character. The current Committee will decide their rating scale.
4. The applicant must have been accepted for admission at the institution of choice for the academic year for which the scholarship application is submitted.
5. Submission of completed application to the North Carolina Association of Municipal Clerks, giving complete information as requested, and must be remitted or postmarked on or before April 15 of any year.
6. The scholarship is open to anyone pursuing a higher education and is not restricted to relatives of members of the North Carolina Association of Municipal Clerks.

#### APPLICATION

1. Data to be submitted with application:  
  
A high school or college transcript, whichever is applicable. (High school transcript should include first semester senior grades, SAT and/or ACT scores, and cumulative numerical academic average.)  
Name, phone number and address of one personal reference.  
Name, phone number and address of one faculty reference.  
A listing of activities and/or honors in school, community and church.  
Letter from applicant stating plans, career goals, and reasons for wanting this scholarship.
2. Application and information can be obtained by writing to or calling the following address:  
  
North Carolina Association of Municipal Clerks  
Scholarship Fund Committee  
215 N. Dawson Street  
Raleigh, NC 27603
3. Deadline for submission: Remitted or postmarked on or before April 15 of any year.
4. Applications will be reviewed by the NCAMC Scholarship Fund Committee, and award will be made by the end of June each year. Check will be payable to the scholarship recipient, issued in the month of August.



**COLLEGE SCHOLARSHIP APPLICATION**  
**NORTH CAROLINA ASSOCIATION OF MUNICIPAL CLERKS**  
**(NCAMC)**

Applicant's Name
Phone:
Email:
Address:
Parent/Guardian's Name:
Parent/Guardian's Place of Employment:
Institutions to which you have applied for admission (if already attending the institution, please indicate):
First Choice:
Accepted:    Yes _____    No _____
Second Choice:
Accepted    Yes _____    No _____
Expected Major/Concentration:
If referred by a Clerk, Please list name of the Clerk and how you know the Clerk:

Each applicant should attach the following:

- A high school or college transcript, whichever is applicable. (High school transcript should include first semester senior grades, SAT and/or ACT scores, and cumulative numerical academic average.)
- Name, phone number, email and address of one personal reference.
- Name, phone number and, email and address of one faculty reference.
- A listing of activities and/or honors in school, community and church.
- Letter from applicant stating plans, career goals, and reasons for wanting this scholarship.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Application to be submitted and postmarked on or before April 15 of any year to:

North Carolina Association of Municipal Clerks  
Scholarship Fund Committee  
308 West Jones Street  
Raleigh, NC 27603

# Happy Birthday!

## March

- 16 Kelly Richmond  
Shelia Vince
- 17 St. Patrick's Day
- 18 Kendra Martin  
Brenda Robbins  
Karen Wingo
- 19 Robin Keller  
Melody Shuler
- 20 Donna Strickland
- 22 Michelyn Alston  
Jennifer Fortin
- 23 Dawn Sparks
- 24 Jannie Burnette  
Beverly Smith
- 25 Donna Alwine  
Lisa Kivett
- 26 Carolyn Morris



## April

- 2 Debbie Talbert
- 3 Lettie Navarrette
- 6 Sharon Vick
- 8 Yolanda Prince  
Penelope Spicer-Sidbury
- 9 Ann Sessom
- 10 Carmen Miracle
- 11 Kathleen McCorkle
- 12 Robin Reif  
Thelda Rhoney  
Sarah Terwilliger
- 13 Nancy Huntley  
Mary Magee
- 15 Debra McNeill

Send birthday updates to Karen:  
[kwingo@TownofWingateNC.gov](mailto:kwingo@TownofWingateNC.gov)





## NOMINATIONS SOUGHT FOR 2017 CLERK OF THE YEAR

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.

To be eligible, the nominee must meet the following criteria:

- 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.

You do not have to be a Clerk to submit a nomination. Nominations will be accepted and encouraged from Mayors, Supervisors, Presidents, Managers, Council members, Board members, staff, etc.

Submissions must be made and mailed or e-mailed by June 1, 2017 to:

John Phelps  
NCAMC  
308 West Jones Street  
Raleigh, NC 27603  
Or  
[jphelps@ncim.org](mailto:jphelps@ncim.org)



## CLERK OF THE YEAR AWARD NOMINATION FORM

Nominee: \_\_\_\_\_

Title: \_\_\_\_\_

Municipality: \_\_\_\_\_

Nominee must have at least four years of active membership in the NCAMC. Nominee has been an active member of the NCAMC for \_\_\_\_\_ Years.

### **Nomination:**

The nomination is based on significant contributions or outstanding service made by the Nominee in all of the following areas:

- 1) Leadership (leadership roles in the NCAMC, profession and/or community)
- 2) Involvement in Professional Associations (contributions made for the betterment of the professional association [NCAMC, municipal, state and/or national association], positions held, committee involvement, newsletter contributions, etc.)
- 3) Innovation (unique initiative to enhance NCAMC, municipality, profession or community)
- 4) Community Relations (includes involvement in civic, charitable, and church organizations, positions held, community projects, etc.)

### **Supporting Statements:**

List other significant offices, honors, and awards Nominee has received.\*

Include two (2) letters of support limited to two (2) double-spaced, typed pages.



\* Participation on NCAMC committees is maintained by the clerk. Information about a clerk's NCAMC involvement *may* be found on the NCAMC website, Minute-by-Minute Newsletter, and/or by contacting a neighboring clerk.

**Nomination prepared and submitted by:**

Name:	Signature
Title:	Municipality:
Mailing Address:	Submittal Deadline: June 1 <sup>st</sup>

Return Nomination Form and all supporting documentation to:

John M. Phelps, II  
NCAMC Secretary/Treasurer  
308 West Jones Street  
Raleigh, North Carolina 27603  
[jphelps@ncclm.org](mailto:jphelps@ncclm.org)



# Blueberry Spinach Salad



## INGREDIENTS

### FOR THE SALAD:

4 oz fresh baby spinach  
1/2 cup chopped broccoli  
1/2 a ripe avocado  
1/4 cup blueberries  
1/4 cup crumbled feta cheese  
2-4 TBSP dried cranberries  
2-4 TBSP roasted sunflower seeds  
black pepper, to taste (optional)

## INGREDIENTS

### POPPYSEED RANCH DRESSING:

1/2 cup of plain greek yogurt or sour cream  
1/4 cup of buttermilk  
1/4 cup good quality mayonnaise  
1 clove garlic  
1/2 tsp lemon juice or white vinegar  
1 tsp poppy seeds  
1/2 tsp dried parsley  
1/2 tsp dried dill  
1/4 tsp onion powder  
1/4 tsp paprika  
1/8-1/4 tsp garlic powder, to taste  
1/8 tsp sea salt  
1/8 tsp black pepper

## DIRECTIONS

1. Start with the dressing (skip if using premade)
2. Ranch dressing always tastes it's absolute best made ahead of time. Whisk and chill for a few hours before serving or make things simple by tossing it together the night before.
3. Peel 1 clove of garlic, then smash and mince it into a paste.
4. Season with salt.
5. Combine salted garlic paste with remaining dressing ingredients and whisk well.
6. Pop in the fridge to chill for a few hours for flavors to set.
7. Wash + dry spinach.
8. Combine with broccoli, blueberries, dried cranberries, avocado, feta cheese, and sunflower seeds.
9. Toss with dressing and serve.
10. Season with black pepper, to taste.



## SIMPLE SPRING SMOOTHIES!

On March 20<sup>th</sup>, celebrate the first day of spring and welcome the warmth by making one of our 5 simple, 5-ingredient spring smoothies.

With flavor combinations like carrot and mango, matcha and avocado, and tropical pineapple you'll forget winter ever even existed.





# ST. PATRICK'S DAY POT OF GOLD



## Materials:

Mini Terracotta Pot	Gold Glitter
Black Paint	Shamrock Sticker or Vinyl
Sponge Brush	Rolo Candies
Mod Podge	

## Directions:

1. Paint the terracotta pot black on the outside. Let Dry
2. Apply a thin layer of Mod Podge along the rim of the pot. Roll in glitter.
3. Apply Mod Podge to inside the shamrock cut out. Sprinkle with glitter, remove sticker.
4. Fill with Rolo candies.



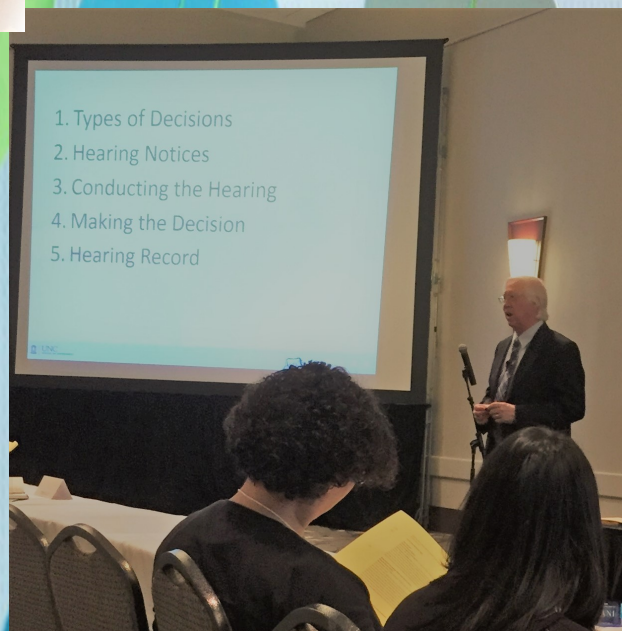
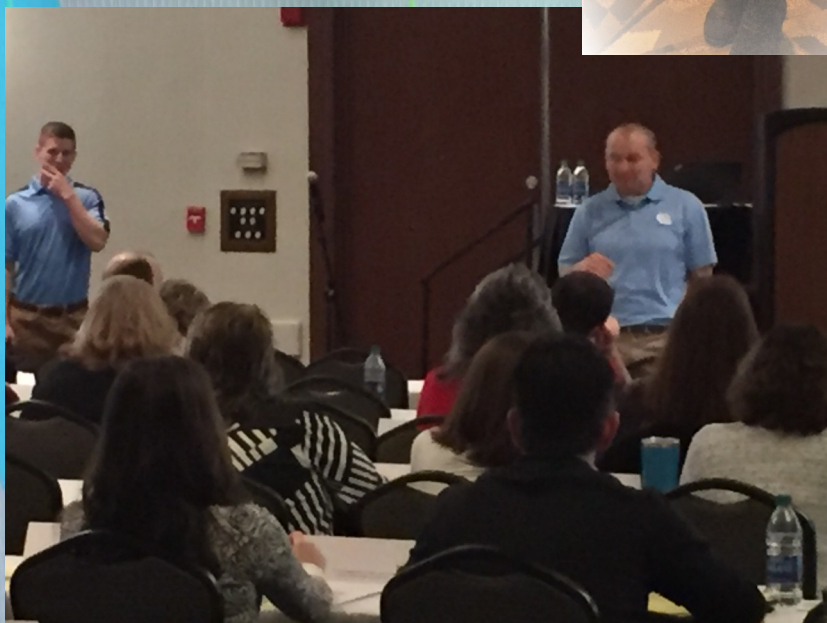


## *2017 New Clerks with Professors Trey Allen & Fleming Bell*



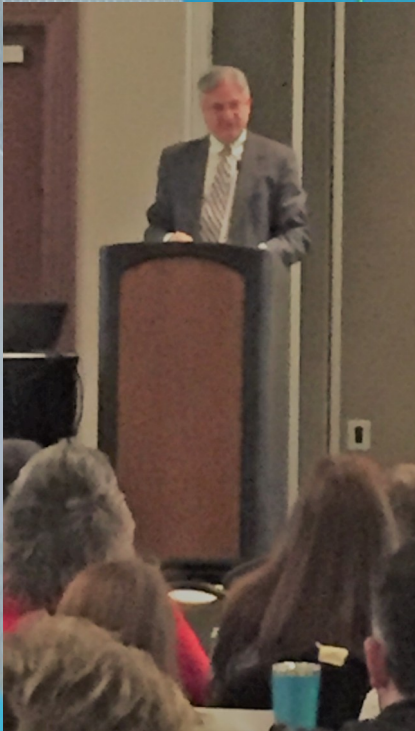


# 2017 January Academy

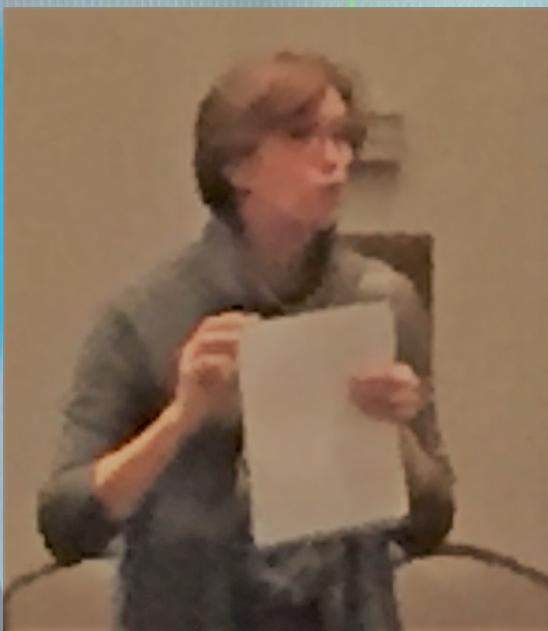
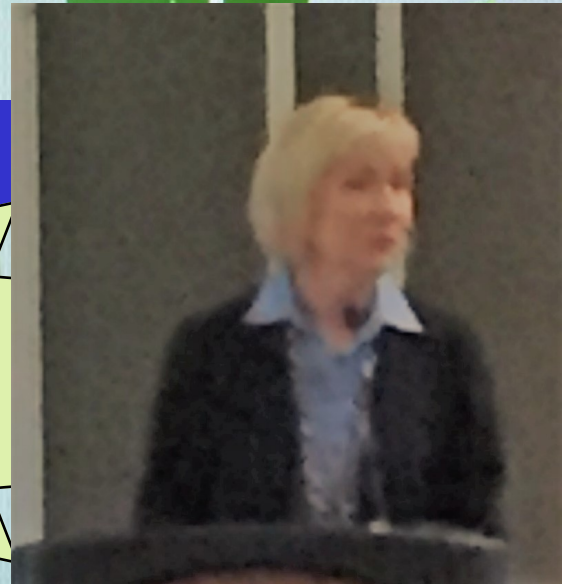


1. Types of Decisions
2. Hearing Notices
3. Conducting the Hearing
4. Making the Decision
5. Hearing Record



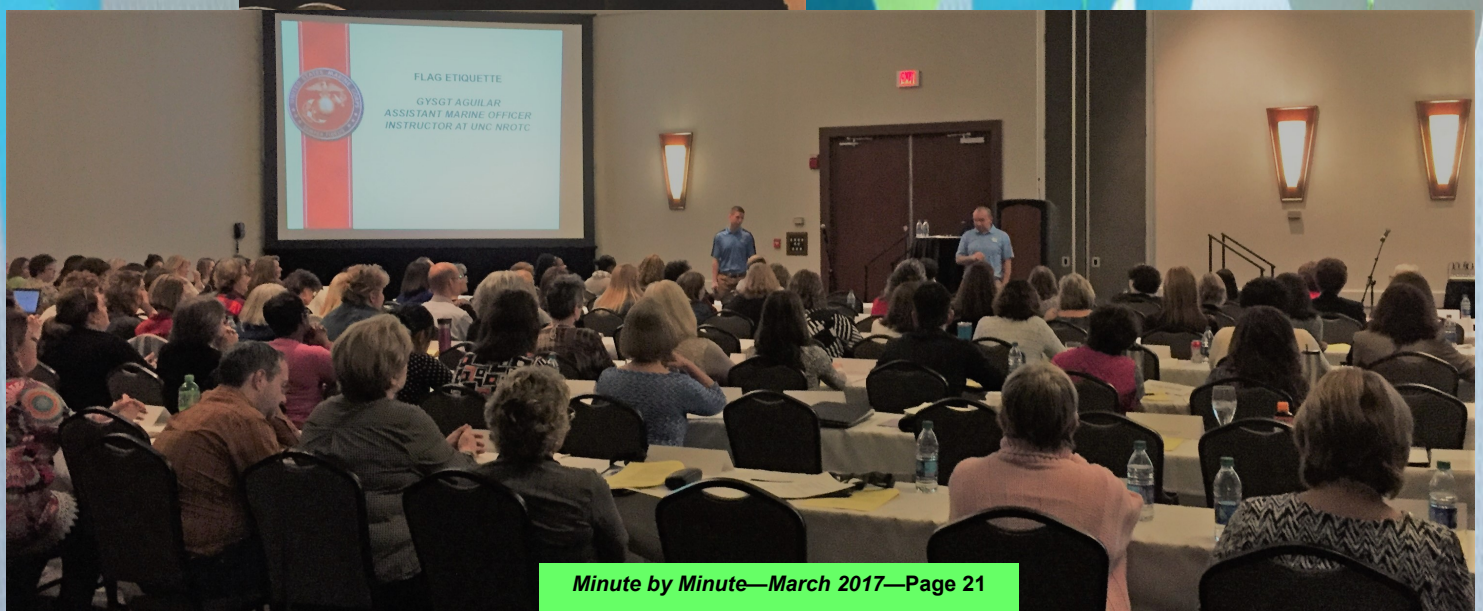
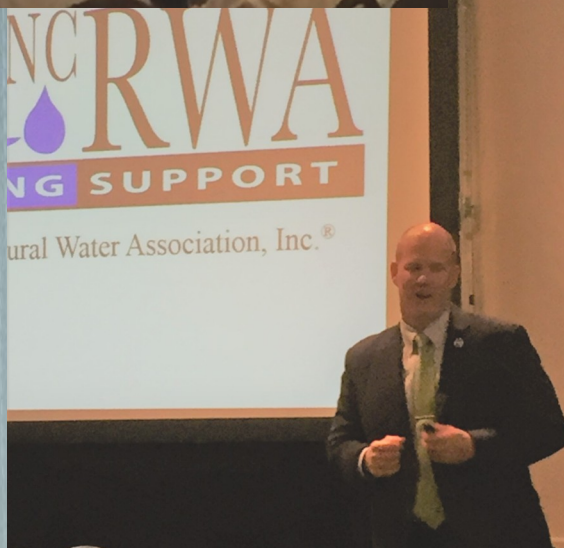
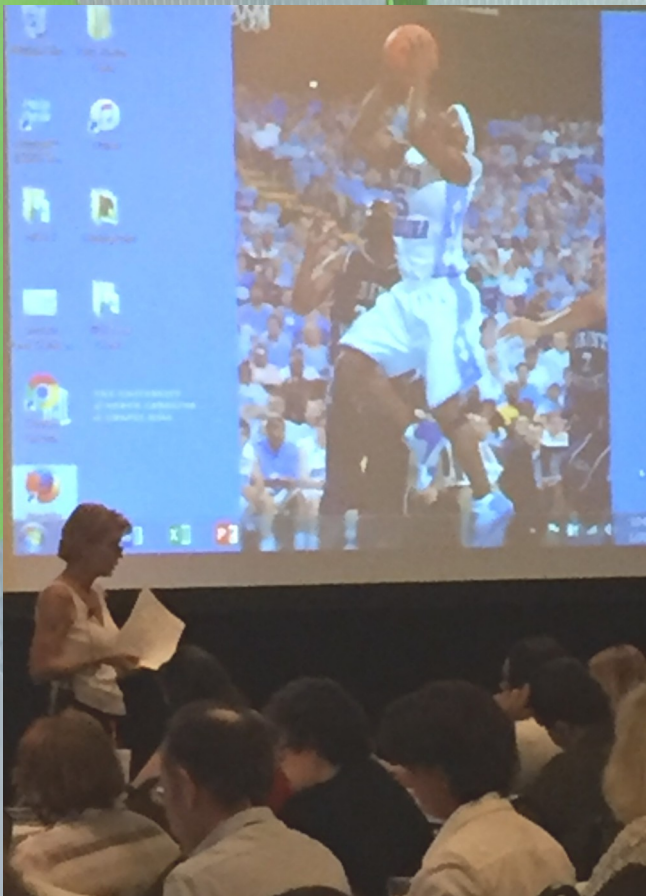


## 2017 January Academy





# 2017 January Academy





# Cookie Break



The LAST  
Cookie!

