



Town of Mars Hill

MAYOR AND BOARD OF ALDERMEN

John L. Chandler
Mayor
Nicholas A. Honeycutt
Vice-Mayor
Robert W. Zink
Treasurer
Stuart L. Jolley
Clerk
Larry H. Davis
Secretary

MINUTES SPECIAL MEETING Mars Hill Town Hall – Conference Room June 24, 2025 at 5:00 p.m.

The Town of Mars Hill Mayor and Board of Aldermen met in special session on Tuesday, June 24, 2025, at 5:00 p.m. in the Mars Hill Town Hall. The meeting was held in accordance with public notice given pursuant to N.C.G.S. 160A-71 and 143-318.12(b)(2), and announced to the public at the June 2, 2025, regular meeting. (Attachment A)

MEMBERS PRESENT: Mayor John Chandler; Aldermen Larry Davis, Nicholas Honeycutt, Stuart Jolley, and Robert W. (Bob) Zink

STAFF PRESENT: Nathan R. Bennett, Town Manager; Larry Leake, Town Attorney

OTHERS PRESENT: None

Call to Order

The meeting was called to order by Mayor John Chandler. Mayor Chandler welcomed those in attendance.

Approval of the Agenda

Mayor Chandler then asked the Board to review the proposed agenda for approval. Upon review of the agenda, Mayor Chandler called for a motion. **Alderman Bob Zink made a motion that the agenda be approved as presented.** Alderman Stuart Jolley seconded the motion. Upon a call for a vote on the motion by the Mayor, the agenda was unanimously approved. (Attachment B)

Fiscal Year 2025-2026 Budget – Budget Work Session

Mayor Chandler then moved to address the FY 2025-2026 Budget Work Session. Town Manager Nathan Bennett advised the Board that the FY 2025-2026 budget ordinance was adopted at the June 2, 2025, meeting and that no modifications or additional work is necessary at this time.

Fiscal Year 2024-2025 – Budget Amendments

ORDINANCE – Budget Amendments – FY 2024-2025

Mayor Chandler then moved to consider proposed budget amendments to the current year budget. Mr. Bennett presented a summary of proposed FY 2024-2025 Budget Ordinance Amendment – FY 2025-04. Mr. Bennett explained the amendment recognizes the receipt of unexpected revenues in the general fund – \$216,316 in FEMA Public Assistant Grant and NC Department of Commerce Grant reimbursements and \$58,000 in Fire Tax – and allocates those funds into the FY 25 budget. The amendment increases certain department line items to ensure budgetary compliance. Mr. Bennett specifically identified the allocation in the fire department for purchase of the replacement first responder vehicle authorized at the June 2nd regular meeting, as well as other salary and related

personnel line items to account for overtime costs related to Helene response. The second amendment, FY 2025-05, recognizes \$70,000 in additional revenues received from investment/interest earned income. The amendment increases certain line items to ensure budgetary compliance with auto repair, training, and the capital purchase of a service truck for the water department. Upon completion of discussion, Mayor Chandler called for a motion. **Alderman Nicholas Honeycutt made a motion to approve “FY 2024-2025 Budget Ordinance Amendment – FY 2025-04, and FY 2024-2025 Budget Ordinance Amendment – FY 2025-05” as presented.** Alderman Jolley seconded the motion. Upon a call for a vote by the Mayor, the motion was approved unanimously. (Attachment C & D respectively)

2025 Municipal Elections – Agreement to Conduct Municipal Elections

Mayor Chandler then recognized Mr. Bennett to present information to the Board concerning the 2025 Municipal Election. Mr. Bennett explained that he had received a packet of election materials on June 9, 2025, from the Madison County Board of Elections (BOE) concerning the administration of the November 2025 municipal election. Mr. Bennett advised that the office of Mayor, currently held by Mayor Chandler, and two Board member seats, currently held by Aldermen Honeycutt and Zink, are subject to election at the November 4, 2025, general election. Mr. Bennett summarized the subject Agreement to Conduct Municipal Elections as prepared by the Madison County Board of Elections (BOE). Madison County BOE has for many years conducted all aspects of the municipal election pursuant to the agreement with the Town. This agreement remains vastly the same as previous years and requires the BOE to conduct the election pursuant to state law as applicable. Mr. Bennett pointed out that at that the election will be conducted pursuant to the partisan method as required by HB 264 approved by the N.C. General Assembly in 2023. Upon completing discussion of the matter by the Board, Mayor Chandler called for a motion. **Alderman Zink made a motion to approve “AGREEMENT TO CONDUCT MUNICIPAL ELECTIONS, dated June 7, 2025,” as presented.** Alderman Larry Davis seconded the motion. Upon a call for a vote by the Mayor, the motion was approved unanimously. (Attachment E)

Other Budget and End of Fiscal Year Related Discussion


Bailey Mountain/Bone Camp Road Proposed Acquisition

Mr. Bennett discussed budgetary considerations regarding the proposed Bailey Mountain/Bone Camp Road proposed property acquisition that has been discussed with the Board at previous meetings by the Madison County Conservancy and the Trust for Public Land. Mr. Bennett recommended the Board consider participating in the project but make publicly clear the Town’s position in the matter. Board members reiterated issues of concern and identified potential solutions to address those concerns. Town Attorney Larry Leake advised the Board that he is able and willing to draft an agreement for the Board’s consideration that will clearly state the Town position, what the Town can and cannot do, and further enumerate certain conditions required for Town participate, including no financial obligation to the Town for purchase and/or transfer of the property and other operational, maintenance and liability exposure relief. Upon completion of discussion, by consensus the Board directed the Town Manager and Town Attorney to proceed with development of a proposed memorandum of understanding or other appropriate document authorizing Town of Mars Hill participation in the Bailey Mountain/Bone Camp Road property acquisition project for the Board’s consideration at the August regular meeting.

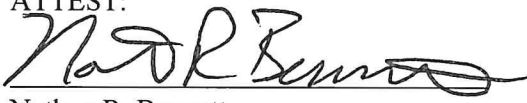
Adjourn

There being no further business before the Board, Mayor Chandler called for a motion to adjourn. **Alderman Zink made a motion to adjourn.** Alderman Jolley seconded the motion. Upon a call for a vote on the motion by the Mayor, the motion to adjourn was unanimously approved.

Approved and authenticated this the 4th day of August, 2025.


John L. Chandler, Mayor

ATTEST:


Nathan R. Bennett,
Town Manager





ATTACHMENT A

Town of Mars Hill

MAYOR AND BOARD OF ALDERMEN

John L. Chandler

Mayor

Nicholas A. Honeycutt

Vice-Mayor

Robert W. Zink

Treasurer

Stuart L. Jolley

Clerk

Larry H. Davis

Secretary

AGENDA

SPECIAL MEETING

Mars Hill Town Hall Conference Room

June 24, 2025 at 5:00 p.m.

1. Call to Order – Mayor John L. Chandler
2. Approval of Agenda
3. Fiscal Year 2025-2026 – Budget Work Session
4. Fiscal Year 2024-2025 – Budget Amendments
5. 2025 Municipal Elections
 - a. **Agreement to Conduct Municipal Elections** – Madison County Board of Elections
6. Other Budget and End of Fiscal Year Related Discussion
7. Adjourn

Mars Hill Town Hall

280 North Main Street • P.O. Box 368

Mars Hill, North Carolina 28754

Phone: (828) 689-2301 • Fax: (828) 689-3333



Notice of Special Meeting of the
Town of Mars Hill
Mayor and Board of Aldermen
Scheduled for 24 June 2025

PLEASE TAKE NOTICE that the Mars Hill Mayor and Board of Aldermen shall, pursuant to NC Gen. Stat. 160A-71 and NC Gen. Stat. 143-318.12(b)(2), hold a special meeting at the following designated place and time:

Date of Meeting: Tuesday, 24 June 2025

Time of Meeting: 5:00 p.m.

Place of Meeting: Mars Hill Town Hall
Large Conference Room
280 North Main Street
Mars Hill, North Carolina

Purpose of Meeting: Budget Work Session for Town of Mars Hill Fiscal Year 2025-2026. Consideration of Fiscal Year 2024-2025 Budget Amendments. Discussion and consideration of 2025 Municipal Election, including Agreement to Conduct Municipal Election by Madison County Board of Elections, et al, and other end of fiscal year business items.

This the 10th day of June 2025.

_____/s/
John L. Chandler, Mayor

Posted as required by NC Gen. Stat. 160A-71 and NC Gen. Stat. 143-318.12(b)(2) on this 10th day of June, 2025 at 12:00 o'clock p.m.



Nathan R. Bennett, Town Manager

TOWN OF MARS HILL

ATTACHMENT C

2024 – 2025 Fiscal Year

BUDGET ORDINANCE AMENDMENT FY 2025-04

ORDINANCE #: 299

The purpose of this budget amendment is to update the FY 2024-25 **GENERAL FUND** budget as follows:

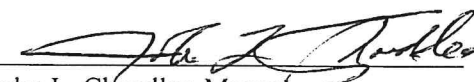
Budget Code	Description	Expenditures	Revenues
10-3491-0000	State Grants <i>DPS/FEMA Helene & NCDoc RTGP</i>	\$	\$ 216,316
10-3680-0000	Special Fire Tax	\$	\$ 58,000
10-4200-1100	Telephone & Postage	\$ 3,000	\$
10-4200-4500	Contracted Services	\$ 10,000	\$
10-4200-7400	Capital Outlay – Equipment	\$ 12,000	\$
10-5000-1300	Utilities	\$ 1,000	\$
10-5000-1500	Maintenance-Bldgs & Grounds	\$ 10,000	\$
10-5100-7400	Capital Outlay – Equipment	\$ 18,000	\$
10-5100-7800	Non Capital Outlay/Equipment	\$ 3,000	\$
10-5300-0200	Salaries & Wages	\$ 26,000	\$
10-5300-0600	FICA Tax Expense	\$ 2,000	\$
10-5300-0700	Retirement Expense	\$ 3,000	\$
10-5300-7400	Capital Outlay – Equipment <i>(Purchase of new FD first responder truck)</i>	\$ 58,000	\$
10-5300-7800	Non Capital Outlay – Equipment	\$ 2,000	\$
10-5600-0200	Salaries & Wages	\$ 2,000	\$
10-5600-1700	Maintenance – Autos	\$ 3,000	\$
10-5600-7900	Christmas Parade & Other Town Events	\$ 10,000	\$
10-5800-0200	Salaries & Wages	\$ 12,000	\$
10-5800-1700	Maintenance – Autos	\$ 3,000	\$
10-5800-3100	Automotive Supplies	\$ 2,500	\$
10-5800-7400	Capital Outlay – Equipment	\$ 3,500	\$
10-6200-1500	Maintenance – Bldgs & Grounds	\$ 12,000	\$
10-6200-3300	Supplies and Materials	\$ 4,000	\$
10-6200-7500	Capital Outlay/Constr. In Progress	\$ 28,316	\$
10-6300-1500	Maintenance – Bldgs & Grounds	\$ 6,000	\$
10-9020-9900	Other Fin. Sources/Uses-Transfer Out	\$ 40,000	\$
TOTAL ADDITIONAL EXPENSES AUTHORIZED		\$ 274,316	\$
TOTAL ADDITIONAL REVENUES ANTICIPATED		\$	\$ 274,316

This budget amendment is hereby **ADOPTED** and incorporated into the FY 2024-25 Budget Ordinance by the Mars Hill Mayor and Board of Aldermen meeting in special session on this the 24th day of June, 2025.

ATTEST:


Stuart L. Jolley, Clerk




John L. Chandler, Mayor

BUDGET ORDINANCE AMENDMENT

FY 2025-04

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TOWN OF MARS HILL

ATTACHMENT D

2024 – 2025 Fiscal Year


BUDGET ORDINANCE AMENDMENT FY 2025-05

ORDINANCE #: 300


The purpose of this budget amendment is to update the FY 2024-25 **WATER & SEWER FUND** budget as follows:

Budget Code	Description	Expenditures	Revenues
30-3290-0000	Int. earned – Investment	\$	\$ 70,000
30-7200-1700	Maintenance - Autos	\$ 7,000	\$
30-7200-3100	Automotive Supplies	\$ 3,000	\$
30-7200-3400	Training	\$ 2,000	\$
30-8100-3300	System Supplies & Materials	\$ 7,000	\$
30-8100-7400	Capital Outlay – Equipment	\$ 51,000	\$
	TOTAL ADDITIONAL EXPENSES AUTHORIZED	\$ 70,000	\$
	TOTAL ADDITIONAL REVENUES ANTICIPATED	\$	\$ 70,000

This budget amendment is hereby **ADOPTED** and incorporated into the FY 2024-25 Budget Ordinance by the Mars Hill Mayor and Board of Aldermen meeting in special session on this the 24th day of June, 2025.


John L. Chandler, Mayor

ATTEST:


Stuart L. Jolley, Clerk





Madison County Board of Elections
5707 US 25-70 HWY Suite E Room 16
P. O. Box 142
Marshall, North Carolina 28753
Phone (828) 649-0731 Fax (828) 649-0187

Jerry R. Wallin, Chair,
Dyatt F. Smathers, Secretary
Ray Lewis, Member
D. Brian Ball, Member
Deborah Ponder, Member

Jacob P. Ray, Director of Elections
Kathy Ray, Senior Election Specialist

June 7, 2025

AGREEMENT TO CONDUCT MUNICIPAL ELECTIONS

THIS AGREEMENT made and entered into by and between the Town of Mars Hill, a municipal corporation hereinafter referred to as "Municipality" and the Madison County Board of Elections hereinafter referred to as "Board of Elections."

WITNESSETH

THAT, WHEREAS, the above named Municipality will continue its agreement with the Board of Elections to conduct its future municipal elections; and

WHEREAS, the Board of Elections will conduct said municipal elections upon proper execution of this agreement, and

WHEREAS, parties to this agreement acknowledge that fair and accurate elections cannot take place without the Board of Elections receiving accurate and complete voting district and voting schedule information from the Municipality sufficiently in advance of the election to assign voters properly; and

WHEREAS, when contracting with the county Board of Elections for the conduct of its elections, a municipality is required to pay the actual cost of conducting said elections however, the Board of Elections understands that it would benefit municipal officials to have the most accurate estimate of costs possible for allocation of budget revenues.

Barring new laws, annexations, districting, redistricting, ward changes, any other changes by the Municipality and other variables, the Board of Elections will notify the Municipality if it anticipates the cost of the next election to increase by more than ten percent when compared with the most recent odd-numbered-year election billing.

NOW, THEREFORE, IT IS MUTUALLY UNDERSTOOD AND AGREED BETWEEN THE PARTIES HERETO THAT:

The Board of Elections shall conduct all elections required by law or duly called by said Municipality, all as by law provided.

It is the responsibility of the Municipality to provide the Board of Elections with clear and accurate maps, districts, municipal lines, government changes and proof of preclearance. The Board of Elections cannot assure voters are properly assigned to districts without accurate information to all facts necessary to conduct an election, promptly but in no event less than 90 days before filing begins. A form provided by the Board of Elections will be sent to the Municipality in advance of the filing date giving all information as to the form of government, the offices to be elected and all other dates and relevant election information. This form must be signed by the mayor, city or town manager, or other designated official and returned to the Board of Elections 30 days before filing begins.

The Municipality shall pay to the Board of Elections the actual cost of conducting an election within thirty days of receipt of billing, subject to the setoff of retained filing fees. Actual costs of an election shall include, but is not limited to all expenses, travel, actions and labor in preparation for and conduct of all primaries, runoffs, and elections. Actual costs shall also include expenses, transportation, and labor costs for election protests, petition examination, and petition certification that may arise from the elections.

The Board of Elections shall not be responsible for any expenses arising from litigation from a municipal election, except as to allegations that the Board of Elections failed to follow the instructions of the Municipality as to the election or was negligent in the conduct of the election. In addition, if the municipality requires annexation activation, ward defining, districting, or redistricting work, actual costs will be charged by the Board of Elections to the Municipality in the year of municipal elections. Reference should be made to previous billings for estimated cost of such work that may include mailing of annexation notifications, required overtime of staff, and related cost of supplies. The Municipality shall be entitled to a detailed billing for actual incurred costs.

If the Board of Elections conducts an election for said Municipality simultaneously with a countywide election, all actual expenses incurred for conducting the municipal election in excess of the cost for the countywide election shall be reimbursed by said Municipality to the Board of Elections.

The number of and compensation for poll workers and voting machine technicians, along with election preparations and training and programming of voting machines, as well as other matters directly related to any election, shall be determined according to federal election laws, North Carolina Administrative Code and General Statutes of North Carolina by the North Carolina State Board of Elections and the Madison County Board of Elections.

The North Carolina State Board of Elections and Madison County Board of Elections have jurisdiction over election matters. Therefore, any questions or problems concerning elections, including billing, should be brought directly to the Madison County Board of Elections for resolution.

All municipal filing fees paid to the Board of Elections shall be deposited to the account of Madison County and deducted from the Municipality's election costs. The Municipality will be provided exact written information as to the fees collected.

The term of this Agreement shall be for a two-year period, commencing on the first day of July 2025 and terminating on June 30, 2027. The term of this Agreement shall be automatically extended for successive two (2) year periods unless either party provides verified hand-delivered notice to the other party of its intent to terminate the agreement no later than the first day of May of the year the termination is to be effective.

If the Municipality desires to allow absentee voting in its elections or to eliminate absentee ballots, it shall be the responsibility of the Municipality to comply with the provisions of General Statute 163-302.

IN TESTIMONY WHEREOF, said Municipality has caused this instrument to be executed in its corporate name by its Mayor, its Official Seal to be affixed and attested by its Clerk, and the Madison County Board of Elections has caused this instrument to be executed in its name by all members and attested by its Director in duplicate originals, the day and year first above written; one duplicate original to be retained by each of the parties hereto.

THIS, THE 24th DAY OF JUNE, 2025

BY 
JOHN L. CHANDLER, MAYOR

ATTEST


STUART L. COLLEY, CLERK

(Municipal Seal)

