



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 REGULAR MEETING Mars Hill Town Hall – Conference Room September 11, 2023 at 6:00 p.m.

The Town of Mars Hill Mayor and Board of Aldermen met in regular session on Monday, September 11, 2023, at 6:00 p.m. in the Mars Hill Town Hall pursuant to action taken at the August 7, 2023, regular meeting, and subsequent published notice given as required by NC Gen. Stat. 160A-71 and NC Gen. Stat. 143-318.12(b)(2). (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; Jamie Stokes, Town Attorney; Stephanie Payne, Shawna Fowler and Jessica Honeycutt, Town Hall staff; Police Cpt. Chad Wilson.

OTHERS PRESENT: Family of town staffer Joanne Rice: David Rice, Kendall Worley, Kasie Chandler, Josiah Chandler, and Davis Chandler. Others: Johnny Casey, Madison News-Record & Sentinel; Stephanie Phillips, and other members of the public.

Call to Order

The meeting was called to order by Mayor John Chandler. Mayor Chandler welcomed those in attendance. Mayor Chandler gave a special welcome to the family of Joanne Rice, a long-time Town employee who passed away August 16, 2023. Mayor Chandler asked for an observation of a moment of silence in memory of Joanne Rice.

Approval of the Agenda

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

Approval of Minutes

Mayor Chandler then asked the Board to review the minutes of the regular and special meetings held on August 7, 2023. There being no modifications to the minutes, **Alderman Honeycutt made a motion that the minutes for the regular and special meetings of August 7, 2023, be approved as presented by management.** Alderman

Larry Davis seconded the motion. Upon a call for a vote on the motion by the Mayor, the minutes were approved unanimously.

SPECIAL RECOGNITION – PROCLAMATION IN MEMORIAM OF JOANNE RICE

Mayor Chandler welcomed the family of town employee Joanne Rice, who passed away on August 16, 2023. Mrs. Rice was a current employee of the town, who retired from full-time service in 2014, but immediately returned to part-time employment as a finance and administrative assistant at Town Hall. Mayor Chandler offered words of appreciation for the 49 years of dedicated service Mrs. Rice provided to the Town. He also offered condolences to her husband, David Rice, her daughter, Kendall Worley, and her granddaughter Kasie Chandler, all of whom were in attendance. Mayor Chandler then recognized Town Manager Nathan Bennett to read a special proclamation in honor of Mrs. Joanne Rice. Mr. Bennett provided additional comments in tribute to Mrs. Rice. Mr. Bennett stated that Mrs. Rice came to work for the Town in 1974, working for seven mayors and numerous aldermen during that time. She loved her job and the opportunity it gave her to help every person who came to Town Hall. Mr. Bennett stated a lot of things changed over her years with the Town – the faces of employees and citizens, processes, and technology advances – but one thing remained constant and that was the dedication of Mrs. Rice to the Town of Mars Hill and its’ people. Mr. Bennett then read aloud the “PROCLAMATION HONORING IN MEMORIAM – JOANNE RICE.” The resolution proclaims the following: thanks to Mrs. Rice from the Mayor and Board of Aldermen for the 49 years of exceptional service and commitment to the citizens of the Town; thanks from the Board to her family for sharing Mrs. Rice with the Town for all these years; and, proclaims April 1, 2024 as “Joanne Rice Day” in the Town of Mars Hill and orders the flag at all Town facilities shall be flown at half-staff in her honor and memory. Upon completion of the reading of the proclamation, Mayor Chandler called for a motion. **Alderman Honeycutt made a motion to approve the “PROCLAMATION HONORING IN MEMORIAM – JOANNE RICE,” as presented.** Alderman Jolley seconded the motion. Upon a call for a vote by the Mayor, the motion was approved unanimously. The Proclamation is incorporated as a part of these minutes. (Attachment C)

Alderman Jolley made comments in tribute to Mrs. Rice and read a poem of encouragement he hoped would help the family, and all of us, during this time of grief. Alderman Honeycutt made comments in tribute to Mrs. Rice stating that Mrs. Rice was a special person and he always heard words of praise for her work and the way she could help citizens through uncomfortable situations.

The Mayor presented a framed commemorative copy of the proclamation to her family: David Rice, husband, Kendall Worley, daughter, and Kasie Chandler, granddaughter. David and the family expressed their appreciation to the Mayor and Board of Aldermen for this recognition of Mrs. Rice and thanked them for all the Town has done for them during this time.

Old Business

Mayor Chandler then moved to address old business. There was no old business.

New Business

Mayor Chandler then moved to address new business.

Woodhaven Wastewater Lift Station Improvements Project

Mayor Chandler recognized Town Manager Nathan Bennett to provide information regarding the proposed Woodhaven Wastewater Lift Station Improvements Project. Mr. Bennett reported on the progress made regarding the two lift stations in the Woodhaven community that provide wastewater service to residents along South Main Street to the Woodhaven subdivision and other areas in the vicinity. Mr. Bennett stated that the two lift stations

are in close proximity of one another and are known as the “Tilley” and “Reed” stations. These facilities are getting some age and are in need of improvements to keep them functioning at expected levels. Mr. Bennett reminded the Board of prior discussions regarding the project that proposes a complete replacement of the existing Tilley station with a new station on the same site with added security and backup power measures, and the Reed station will be completely rehabilitated on the same site with added security and backup power measures. These improvements are a priority in the system capital improvement plan. Mr. Bennett advised the Board that the Town will utilize the funding received from the American Rescue Plan Act to pay for this project.

Notice to Proceed

Mr. Bennett advised the Board that McGill Associates completed the engineering work under previous authorization from the Board and the project was released for bidding in early August. He notified the Board that those bids were received and opened at a public bid opening at Town Hall on August 29, 2023. Three bids were received in response to the full project bid request as follows: T.P. Howard’s Plumbing Co., Inc., at \$561,000.00; Buckeye Bridge, LLC at \$651,724.00; and, Brushy Mountain Builders, Inc. at \$710,000.00. McGill Associates has provided the Town a letter dated September 5, 2023, with a recommendation of award and the certified bid tabulation for consideration by the Board. McGill Associates recommends that the Town of Mars Hill award the construction contract to T.P. Howard’s Plumbing Co., Inc for a total base bid amount of \$561,000.00. Mr. Bennett recommended the Board accept the McGill recommendation and approve awarding the construction contract to T.P. Howards’ Plumbing Co., and authorize the issuance of a notice to proceed. Upon completion of discussion, Mayor Chandler called for a motion. **Alderman Honeycutt made a motion to accept the recommendation of McGill Associates and the Town Manager to award the construction contract and issue notice to proceed for the Woodhaven Wastewater Lift Station Improvements Project to T.P. Howard’s Plumbing Co., Inc. as presented by management.** Alderman Davis seconded the motion. Upon a call for a vote by the Mayor, the motion was approved unanimously.

NC Commerce – Rural Transformation Grant – North Main Street Small Area Plan

Mayor Chandler then recognized Mr. Bennett to provide information regarding the NC Commerce Rural Transformation Grant (RTG) recently received by the Town to complete a small area plan for the North Main Street area. Mr. Bennett advised the Board that the Town has received a grant for \$49,999 from the NC Commerce RTG program to develop a small area plan to include streetscape improvements, pedestrian connections, parking options and public space activation for the area of Town from North Main Street east to include the area encompassed by Mountain View Road, Anderson Street, and Ivey Street. The plan will be developed utilizing public involvement meetings, one-on-one stakeholder meetings which will provide an assessment of opportunities and cost estimates for potential development in the plan area. The estimated time to complete the planning project is seven months.

Interlocal Memorandum of Agreement – Land of Sky Regional Council – Technical Assistance

Mr. Bennett advised the Board he has contacted consultants who do this scope of work and recommends the Board authorize entering into an interlocal memorandum of agreement with Land of Sky Regional Council to provide the technical assistance to complete this project for the grant amount of \$49,999. Upon completion of discussion, Mayor Chandler called for a motion. **Alderman Jolley made a motion to accept the Interlocal Memorandum of Agreement from Land of Sky Regional Council and authorize the Town Manager to execute said agreement as presented by management.** Alderman Davis seconded the motion. Upon a call for a vote by the Mayor, the motion was approved unanimously.

Town of Mars Hill Planning and Zoning Board – RESOLUTION – Appointment of Certain Members

Mayor Chandler then recognized Mr. Bennett to provide information regarding town planning and zoning board member appointments. Mr. Bennett advised the Mayor and Board that the terms of members of the Town Planning and Zoning Board have recently expired and are subject to reappointment by this Board at their discretion. Mr. Bennett also advised the Board that one planning board member, Mrs. Jeanne Hoffman, submitted her resignation from the planning board on September 1, 2023, due to medical reasons. Mr. Bennett recommended the reappointment of Tommy Justus to a current term set to expire on June 30, 2024; the reappointment of Bernard Briggs, Augusta Jenkins-Gladding, and Bruce Murray to a new term set to expire on June 30, 2025. Mr. Bennett advised the Board that the vacancy of Mrs. Hoffman seat was subject for consideration. The consensus of the Board was to appoint Kelly Evans to complete the term of Mrs. Hoffman set to expire on June 30, 2024. Mr. Bennett advised the Board that he has prepared a resolution consistent with the aforementioned planning board member appointments and submits the resolution for consideration of approval by the Board. Upon completion of discussion, Mayor Chandler called for a motion. **Alderman Honeycutt made a motion to adopt the “RESOLUTION – APPOINTING MEMBERS OF THE PLANNING AND ZONING BOARD FOR THE TOWN OF MARS HILL” as presented.** Alderman Jolley seconded the motion. Upon a call for a vote by the Mayor, the motion was approved unanimously. (Attachment D)

OnSolve CodeRED – Citizen Notification Solution – Proposal for Service

Mayor Chandler then recognized Mr. Bennett to provide information regarding the OnSolve CodeRED Citizen Notification Solution. Mr. Bennett explained that the need for the Town to have the ability to communicate quickly with community members became readily apparent during the recent carjacking and assault of a postal employee in our community last week. Mr. Bennett provided the Board information regarding the CodeRED Citizen Notification Solution that is a cloud-based system used to provide real-time communications to citizens and stakeholders in case of an emergency due to man-made and natural disasters or other threat, or simply part of daily operators to deliver general information such as street closures, utility advisories, rescheduled trash pick-up, or weather-related office/services closures or delays. This system is one of several similar products on the market but this one is recommended and used by some nearby towns and counties such as Black Mountain and Buncombe County. Alerts can be sent to landline and cellular phones, text, email, and app notifications. Mr. Bennett advised that participation in the notification system is voluntary. Once the system is operational, the Town will provide information to the community regarding how to register phone numbers or email addresses to subscribe to the service through water bill inserts, town newsletter, social media, and other community outreach initiatives. Mr. Bennett advised the Board that the cost of the product is \$2,038.00 per year (plus a one-time set-up fee of \$300.00) with an initial commitment of three years. Upon completion of discussion, Mayor Chandler called for a motion. **Alderman Davis made a motion to accept the Proposal for Service with OnSolve CodRED Notication Solution, as presented.** Alderman Jolley seconded the motion. Upon a call for a vote by the Mayor, the motion was approved unanimously.

Town Manager Report – Nathan Bennett, Town Manager

Mayor Chandler then recognized Mr. Bennett to provide the Town Manager Report. Mr. Bennett provided a general update on Town operations and projects.

General Update

Mr. Bennett then reported that the Town’s independent auditing firm, Gould Killian CPA Group, was onsite the week of August 21, 2023, to complete field work review for the 2023 fiscal year audit. That work went well and the audit firm is working to complete the audit submit to the N.C. Local Government Commission no later than October 31, 2023. Mr. Bennett reported that the Town has contracted with DH Griffin to clear the basement and Main Street levels of 9 and 11 South Main town-owned building. The contractor advised this afternoon the work

is complete, and a walkthrough inspection is scheduled for Tuesday afternoon to confirm acceptance of the work by DH Griffin. Mr. Bennett advised he hopes to bring a draft request for proposals to the Board in October regarding the next steps to reclaim and rehabilitate the building for future use. Mr. Bennett advised the Christmas Parade will be held in conjunction with the December First Friday event on Friday, December 1, 2023. The parade will begin at 6:00 p.m. and follow the same route as prior years. Parade participant entry applications are available in the Town Hall administration office and on the Town website. Mr. Bennett advised the Board that several employees have completed certain state certification training and are eligible for training certification pay increases. Those employees are Adam Mace – Grade 2 WW Collections Operator (\$1,200), Clint English – Grade 2 WW Collections Operator (\$1,200), Nathan Waldrup – Fire Officer Level II (\$1,200), Bryon Burleson – Technical Rescuer (\$600) and Child Passenger Safety Technician (\$600), Chandler Hensley – Child Passenger Safety Technician (\$600), and Tristan Edwards – Child Passenger Safety Technician (\$600). Upon completion of discussion, Mayor Chandler called for a motion. **Alderman Honeycutt made a motion to approve the training certification pay increases as presented.** Alderman Davis seconded the motion. Upon a call for a vote by the Mayor, the motion was approved unanimously. Mr. Bennett also provided information on other items of interest to the Board.

Public Comment

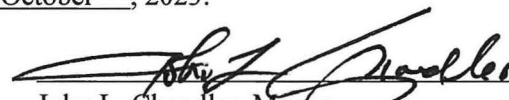
Mayor Chandler then moved to public comment. Mayor Chandler recognized Stephanie Phillips who provided comments regarding a confrontation she had with local police officers several years ago, resulting in her being physically restrained, taken to a hospital to be treated but was released in the middle of the night with no transportation home. Ms. Phillips also discussed her ancestry in Madison County and the ancestral property, and her national security clearance, the pledge of allegiance, and other items of concern to her. Ms. Phillips appreciated being heard, and asked any comments the Board may have to direct them to her husband.

There being no additional public comments, Mayor Chandler closed public comment.

Adjourn

There being no further business before the Board, Mayor Chandler called for a motion to adjourn. **Alderman Jolley made a motion to adjourn.** Alderman Honeycutt 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 2nd day of October, 2023.


John L. Chandler, Mayor

ATTEST:



Nathan R. Bennett,
Town Manager





Notice of Special Meeting of the
Town of Mars Hill
Mayor and Board of Aldermen
Scheduled for 11 September 2023

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: Monday, 11 September 2023

Time of Meeting: 6:00 p.m.


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

Purpose of Meeting: Conduct the regular business meeting agenda for the month of September 2023, and conduct other items of business as appropriate. The September regular meeting date coincides with the observance of the official Labor Day holiday requiring this rescheduled meeting pursuant to official action taken by the Board at their regular meeting on August 7, 2023.

This the 14th day of August 2023.

/s/
John L. Chandler, Mayor

Posted as required by NC Gen. Stat. 153A-40(b) and NC Gen. Stat. 143-318.12(b)(2) on this 14th day of August, 2023 at 1:00 o'clock p.m.



Nathan R. Bennett, Town Manager



ATTACHMENT B

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

REGULAR MEETING

Mars Hill Town Hall Conference Room

September 11, 2023 at 6:00 p.m.

1. Call to Order – *Mayor John L. Chandler*
2. Approval of Agenda
3. Approval of Minutes: August 7, 2023 Regular & Special Meeting
4. **SPECIAL RECOGNITION – PROCLAMATION IN MEMORIAM OF JOANNE RICE**
5. Old Business
6. New Business
 - a. Woodhaven Wastewater Lift Station Improvements Project
 - i. **Notice to Proceed**
 - b. NC Commerce – Rural Transformation Grant – North Main Street Small Area Plan
 - i. **Interlocal Memorandum of Agreement** – Land of Sky Regional Council – Technical Assistance
 - c. Town of Mars Hill Planning and Zoning Board
 - i. **RESOLUTION** – Appointment/Reappointment of Certain Members
 - d. OnSolve CodeRED – Citizen Notification Solution
 - i. **Proposal for Service**
7. Town Manager Report – Nathan Bennett, Town Manager
 - a. General Update
8. Public Comment

[Policy: Each speaker shall be limited to a maximum of three (3) minutes. The public comment period is not intended to require the Board of Aldermen or staff to answer any impromptu questions. The Board will not take action on an item presented during the public comment period. The Board may refer inquiries made during the public comment period to the Town Manager to address as appropriate. If necessary, the item may be placed on the agenda of a future meeting.]
9. Closed Session (*Pursuant to N.C.G.S. 143-318.11 – if needed*)
10. 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



Town of Mars Hill

PROCLAMATION HONORING IN MEMORIAM JOANNE RICE

WHEREAS, Mrs. Joanne Rice began full-time employment with the Town of Mars Hill, N.C. on April 1, 1974, as the office manager, administrative assistant, and tax collector in Town Hall operations; and

WHEREAS, Joanne Rice retired from full-time service on July 1, 2014, with 40 years of dedicated service, and then returned immediately to a part-time capacity continuing her service to the Town until her passing, accumulating forty-nine total years of service to the citizens of the Town of Mars Hill; and

WHEREAS, Joanne Rice was a diligent worker with a kind heart, devoted to the providing the highest standard of professional and excellent service to the citizens of the Town of Mars Hill; and

WHEREAS, Joanne Rice was a dependable and trustworthy co-worker, colleague, and friend to all of those who had the privilege to know her; and

WHEREAS, Joanne Rice passed away on August 16, 2023; and

WHEREAS, because she was a valued and important member of the Town of Mars Hill family, Joanne Rice is deserving of special recognition.

NOW, THEREFORE, by the Mayor and Board of Aldermen for the Town of Mars Hill, North Carolina, **IT IS PROCLAIMED:**

- Section 1.** That on behalf of the citizens of the Town of Mars Hill, this Board posthumously recognizes and thanks Mrs. Joanne Rice for her 49 years of exceptional service and commitment to the citizens of the Town of Mars Hill.
- Section 2.** That on behalf of the citizens of the Town of Mars Hill, this Board offers a heart-felt thank you to her family for sharing her with us all these years and offers our most sincere condolences on the loss of our dear friend, Mrs. Joanne Rice.
- Section 3.** That April 1, 2024, is hereby proclaimed "JOANNE RICE DAY" in the Town of Mars Hill, North Carolina and on that day the flag at all Town facilities shall be flown at half-staff in her honor and memory.
- Section 4.** This Proclamation shall be effective immediately.

ADOPTED this 11th day of September 2023, by the Mayor and Board of Aldermen for the Town of Mars Hill, North Carolina.


JOHN L. CHANDLER, Mayor


STUART L. JOLLEY, Clerk


LARRY H. DAVIS, Secretary




NICHOLAS A. HONEYCUTT, Vice-Mayor


ROBERT W. ZINK, Treasurer


NATHAN R. BENNETT, Town Manager



Town of Mars Hill Mayor and Board of Aldermen

RESOLUTION APPOINTING MEMBERS OF THE PLANNING AND ZONING BOARD FOR THE TOWN OF MARS HILL

WHEREAS, the Town of Mars Hill Mayor and Board of Aldermen adopted a new Zoning Ordinance for the Town of Mars Hill on June 7, 2021, as required by statewide planning and zoning legislation, that being N.C.G.S. 160D, enacted by the North Carolina General Assembly; and

WHEREAS, that Zoning Ordinance provides for the appointment of a Planning and Zoning Board to be consistent with the provisions of N.C.G.S. 160D and the needs of the Town; and

WHEREAS, the Planning and Zoning Board shall consist of five (5) members who reside within the Town and shall be appointed by the Mayor and Board of Aldermen to staggered two (2) year terms as defined in the Zoning Ordinance; and

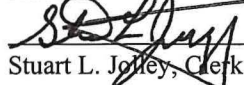
WHEREAS, the Mayor and Board of Aldermen, by resolution dated August 2, 2021, appointed certain members to the Planning and Zoning Board.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Board of Aldermen of the Town of Mars Hill, North Carolina:

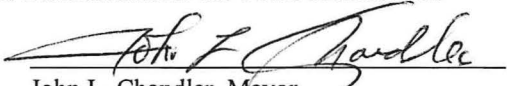
- Section 1. The Mayor and Board of Aldermen hereby appoint and reappoint members of the Town of Mars Hill Planning and Zoning Board as set forth in the following sections of this resolution consistent with N.C.G.S. 160D and the Zoning Ordinance for the Town of Mars Hill, and all prior actions of said Board are hereby ratified.
- Section 2. The following individuals are reappointed as members of the Planning and Zoning Board, consistent with the provisions of the Zoning Ordinance, for the remainder of the terms that were set to expire June 30, 2022 with members continuing in office for the current term until June 30, 2024: Tommy Justus is reappointed to complete the current term set to expire June 30, 2024; and, Kelly Evans is appointed to complete the term of Mrs. Jeanne Hoffman, who resigned her appointment effective September 1, 2023, set to expire June 30, 2024.
- Section 3. The following individuals are reappointed as members of the Planning and Zoning Board, consistent with the provisions of the Zoning Ordinance, for the established terms set to expire June 30, 2023, to a full two (2) year term effective immediately and shall expire on June 30, 2025: Bernard Briggs, Augusta Jenkins-Gladding, and Bruce Murray.
- Section 4. This resolution shall be effective immediately upon adoption.

ADOPTED this 11th day of September 2023, by the Mayor and Board of Aldermen for the Town of Mars Hill.

Attest:


Stuart L. Jolley, Clerk




John L. Chandler, Mayor