

**Special Call Meeting/Budget Session**

**Minutes**

**Town of Marshall Board of Alderman**

**Monday, March 18<sup>th</sup>, 2019**

**5:00pm**

In attendance were Mayor Jack Wallin, Alderman Aileen Payne, Alderman Billie Jean Haynie, Alderman Dr. Christiaan Ramsey, Alderman Laura Ponder Smith, Alderman Thomas Jablonski, Town Clerk Nancy Allen, Deputy Town Clerk Michelle Massey, Maintenance Supervisor Jamie Chandler, and Town Attorney Jamie Stokes.

Meeting was called to order at 5:00pm by Mayor Jack Wallin.

Items presented in the budget session were as follows:

Elections Requests for Fiscal Year 2019-2020

Planning and Zoning Requests for Fiscal Year 2019-2020

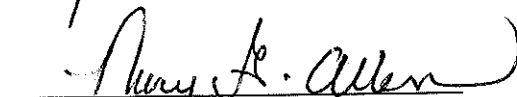
Streets Requests for Fiscal Year 2019-2020

Recreation Requests for Fiscal Year 2019-2020

Mayor Jack Wallin adjourned the meeting at 6:00pm.



Jack Wallin, Mayor



Nancy Allen, Town Clerk

**MINUTES**  
**Town of Marshall Board of Alderman**  
**Regular Meeting**  
March 18th, 2019  
6:00pm

Alderman in attendance were Billie Jean Haynie, Aileen Payne, Thomas Jablonski, Laura Ponder Smith, Dr. Christiaan Ramsey, Town Administrator Nancy Allen, and Town Attorney Jamie Stokes.

Mayor Jack Wallin called the regular monthly board meeting to order at 6:02pm.

Item 1

Mayor Jack Wallin asked Nancy Allen for any changes to the agenda. Two additional items need to be added to the agenda as follows: 7a. Adopt-a-Street and 8g. Change date for Town of Marshall Board of Alderman meeting for April 2019. Mayor Jack Wallin called for a motion to approve the agenda. Alderman Thomas Jablonski made the motion and Alderman Billie Jean Haynie seconded the motion. Motion approved.

Item 2

Mayor Jack Wallin called for a motion to approve the minutes from February 18<sup>th</sup>, 2019 Monthly Board Meeting and Budget Work Session. Alderman Aileen Payne made the motion and Alderman Dr. Christiaan Ramsey seconded the motion. Motion approved.

Item 3

Sara Nichols for Mary Roderick, Land of Sky Grant Administrator, presented information on the Final Closeout of the CDBG Phase II Waterline Replacement Project from 2014. Completed the construction phase. Mary Roderick has all the final reports filed with the state. Final payments and invoices are being secured. The Town of Marshall are waiting for final as built from McGill & Associates. In regards of the NC Commerce Grant, the grant still has a balance of \$3500.00. Public Hearing for the CDBG Closeout is scheduled for Friday, April 5<sup>th</sup> at noon with a Special Call Board of Alderman Meeting immediately following the Public Hearing.

Item 4

No representation from McGill and Associates.

Item 5

Don Byers, Byers Environmental Inc., presented information concerning project updates in regards of the USDA Wastewater Grant. The Board of Alderman received a copy of the Sanitary Survey Summary letter from William P. Conner, PE Assistant Regional Engineer NC Public Water Supply Section.

The Water/Sewer Report for the month of February 2019 was presented to the Board of Alderman. Don Byers explained monthly operating reports for treatment facility and gave unaccountable water loss is 25.6% for the month. Water quality reports were presented to the board.

Don Byers presented information with cost amounts pertaining to the relocation of the reservoir level control valve control panel on US Hwy 25/70. Estimated amount with breakdown totals were presented to the Board of Alderman in letter format.

Item 6

Pat Franklin presented information concerning the remodeling of public bathrooms, the music room, kitchen area, and refinishing the main floor at the Marshall Depot. Larry Jarvis has joined the Depot Board. Planning to reopen the Depot on Friday, April 5<sup>th</sup>, 2019.

Item 7

Rhesa Edwards, Downtown Marshall Association, gave update on upcoming events in the Town of Marshall. Successful Marshall Gras, next event scheduled is the Mermaid Event in June 8<sup>th</sup>, 2019.

Item 7a

Vivian Long requested the Board of Alderman to consider the Adopt-a-Street program for certain streets in our town. She has currently been involved with trash pick-up on Hill Street with a group of volunteers estimating 500 lbs. as of date. Dr. Lisa Pantzer also stated Sustainable Madison is interested in South Main Street. Nancy Allen, Town Administrator, will consult with appropriate agencies and Chief Boone for regulations pertaining to Adopt-a-Street Program.

Item 8

Nancy Allen, Town Administrator, presented administrator's report for the month of February 2019 which included briefing the Board of Alderman of meetings, events, and monthly administrator calendar. Tax Collection and Water/Sewer Collection Report was presented for February 2019.

Nancy Allen, Town Administrator, had received two requests pertaining reconnecting two streets lights that in previous years were disconnected. Location of street lights were given to the board. Motion was made by Alderman Dr. Christiaan Ramsey and seconded by Alderman Thomas Jablonski to turn these two lights back on with the recommendation for Jamie Chandler, Maintenance Supervisor, and Nancy Allen, Town Administrator, to conduct an assessment of all existing street lights for further evaluation with replacement of LED lights. Motion approved.

Nancy Allen, Town Administrator, requested for Jamie Chandler, Maintenance Supervisor, to present island stage flooring update. Estimate for different types of flooring was highlighted by Jamie Chandler, Maintenance Supervisor, from Keith Rice Welding. After discussion, Mayor Jack Wallin, called for a motion to approve composite decking boards for the price of \$15,500.00. Motion made by Alderman Laura Ponder Smith and seconded by Alderman Dr. Christiaan Ramsey. Motion approved. Information for Flood Inspection and Fortner Hollow has not been obtained for tonight's meeting.

Nancy Allen, Town Administrator, and Jack Wallin, Mayor, presented the Board of Alderman with the announcement that Marshall has been selected to receive services through the Downtown Strong Initiative. This initiative will involve an onsite assistance assessment which will include a two-day priority setting and implementation strategy workshop. This event is planned for Thursday, April 4<sup>th</sup>, 2019 through Friday, April 5<sup>th</sup>, 2019.

Agreement to Conduct Municipal Elections from the Madison County Board of Elections was presented to the Board of Alderman by Nancy Allen, Town Administrator with the Municipal Election 2019 Estimate for Election Services. Motion was made by Alderman Laura Ponder Smith and seconded by Alderman Dr. Christiaan Ramsey to enter into the agreement presented. Motion approved.

Nancy Allen, Town Administrator, requested the Board of Alderman to consider moving the Budget Work Session and Regular Monthly Board Meeting to Monday, April 22<sup>nd</sup> beginning 5:00pm with Budget Work Session and 6:00pm Regular Monthly Board Meeting. Mayor Jack Wallin called for a motion to change the date. Motion was made by Alderman Dr. Christiaan Ramsey and seconded by Alderman Laura Ponder Smith. Motion approved.

## Boards Reports

**Board of Adjustment** – Board of Adjustment met on March 4, 2019.

**Planning Board** – Planning Board met on March 5<sup>th</sup>, 2019. Reviewed 4 permit applications and Training Opportunities.

Planning Board and Board of Adjustment Members attended a training session on Wednesday, March 6<sup>th</sup>, 2019 in Marion, NC on “The Essentials of Economic Development”. The following members attended: Betty Hurst, Ben Smith, Ken Ray and Nancy Allen. Betty Hurst attended on March 13<sup>th</sup>, 2019 “Practical Analytical Methods” for Local Governments. Additional training will be on April 23<sup>rd</sup>, 2019.

**Parks and Recreation** – Parks and Recreation Board met on Wednesday, March 6<sup>th</sup>, 2019. Earth Day Update and Recreational Facility.

## Department Reports

**Fire Department** – Report is in packet. Fire Chief Regina Bishop presented monies for fireworks for the 4<sup>th</sup> of July celebration in Marshall. Mayor Jack Wallin called for a motion to approve Budget Amendment #2019-004 in the amount \$4,400.00 to allocate monies to be paid to the Marshall Volunteer Fire Department from Appropriated Fund Balance to Governing Body: Donations. Motion was made by Alderman Laura Ponder Smith and seconded by Alderman Thomas Jablonski. Motion approved.

**Police Department** – Report is in packet. Chief Boone highlighted his report.

**Water Department** – Report is in packet.

**Maintenance Department** – Report is in packet. Jamie Chandler, Maintenance Director addressed a concern from a property owner in regards to an issue next to the river on Redmon Road. Board of Alderman recommended for property owner to be contacted and present the concern at the next board meeting. Bathrooms on the island are scheduled to be completed soon.

**Zoning Department** – Report was presented in the administrator’s report.

**Finance Department** - Report is in packet. Motion was made to approve Budget Amendment #2019-005 to allocate monies to relocate the Hwy 25/70 Reservoir Level Control Value control panel that was part of the Phase II Waterline Replacement Project from Appropriated Funds Balance to Water/Sewer Capital Outlay of \$5,000.00. Motion was made by Alderman Aileen Payne and seconded by Alderman Dr. Christiaan Ramsey. Alderman Billie Jean Haynie abstained. Motion approved.

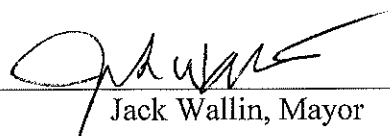
## Public Comment-No Public Comment

Mayor Jack Wallin introduced New County Economic Development Director for Madison County, Mrs. Terry Bellamy.

Mayor Jack Wallin call for a motion for Closed Session for Legal Matters and Personnel. Motion was made by Alderman Billie Jean Haynie and seconded by Alderman Thomas Jablonski. Motion approved.

Alderman Dr. Christiaan Ramsey made a motion to return to open session and Alderman Billie Jean Haynie seconded the motion. Motion approved.

Alderman Dr. Christiaan Ramsey made the motion to adjourn the meeting and Alderman Billie Jean Haynie seconded the motion. Motion approved. Meeting adjourned at 8:04pm.

  
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Jack Wallin, Mayor

  
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Nancy G. Allen, Town Clerk