

**Special Call Meeting/Budget Session**

**Minutes**

**Town of Marshall Board of Alderman**

**Wednesday, May 8<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, and Marshall Police Chief Mike Boone.

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

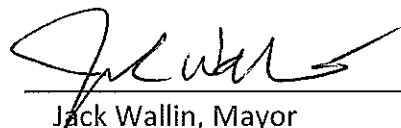
Items presented in the budget session were as follows:

All Departments Proposed/Draft Budget for Fiscal Year 2019-2020

Projected 3% Salary Raise and Discussion of Positions 2019-2020

Proposed Water and Sewer Rates for Fiscal Year 2019-2020

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

  
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Jack Wallin, Mayor

  
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Nancy Allen, Town Clerk

**MINUTES**  
**Town of Marshall Board of Alderman**  
**Regular Meeting**  
**May 20<sup>th</sup>, 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 called for a motion to approve the agenda. Alderman Laura Ponder Smith 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 Special Call Budget Work Session, Monday, April 22<sup>nd</sup>, 2019, Regular Monthly Board of Alderman Meeting, Monday, April 22<sup>nd</sup>, 2019, Special Call Budget Work Session, Wednesday, May 8<sup>th</sup>, 2019, Amended Minutes for Public Hearing for Closeout of the 2014 Community Development Grant Infrastructure Project, Grant 14-1-2659, Phase II Water System Improvements, Friday, April 5<sup>th</sup>, 2019. Alderman Dr. Christiaan Ramsey made the motion and Alderman Thomas Jablonski seconded the motion. Motion approved.

Item 3

The Water/Sewer Report for the month of April 2019 was presented to the Board of Alderman. Town Administrator Nancy Allen explained monthly operating reports for treatment facility and gave unaccountable water loss is 24.2% for the month. Water quality reports were presented to the board.

Item 4

Stephen Sparks, P.E., North Carolina Department of Transportation Division 13, presented a PowerPoint presentation "How a Transportation Project Gets Funded: NCDOT's STI Prioritization and Programming Process."

Item 5

Hollie West, Downtown Marshall Association, gave update on upcoming events in the Town of Marshall. Dr. Lisa Pantzer gave information for preparation of the Mermaid Festival and Parade on June 8<sup>th</sup>, 2019 and volunteers are needed. Plans are being made for the Fourth of July 2019 in Marshall.

Item 6

Nancy Allen, Town Administrator, presented administrator's report for the month of April 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 April 2019.

Nancy Allen, Town Administrator reported Request for Qualifications (RFQ) for Professional Engineering Services had been advertised properly and all proposals needed to be submitted to Town of Marshall by May 24<sup>th</sup>, 2019 no later than 4:00pm. Nancy Allen, Town Administrator, requested for a committee be appointed to review the information received and qualifications of the proposals submitted. Alderman Billie Jean Haynie, Maintenance Director Jamie Chandler and Town Administrator Nancy Allen were appointed. Reviewed of the proposals will be Tuesday, May 28<sup>th</sup>, 2019.

Recommendation from the review committee will be presented to the Board of Alderman at the June 17<sup>th</sup>, 2019 regular scheduled meeting.

Nancy Allen, Town Administrator, requested for Jamie Chandler, Maintenance Supervisor, to present and update on April 19<sup>th</sup> flood damage areas of Rollins, Island Status and Fencing Needs. Nancy Allen, Town Administrator, presented the amount of expenditures for flood repairs as of date that cannot be reimbursed by the state as a disaster recovery item. Estimated proposal from Asheville Fence for repairing fence at Wastewater Treatment Plant cost is \$2,218.86 and Playground at Rollins fence cost is \$1,319.93. Quote was presented from Precision Laser and Fabrication Company for the amount of \$454.75 to replace the logo/gate for the outdoor stage on the island. Motion was made by Alderman Thomas Jablonski and seconded by Alderman Laura Ponder Smith to approve Precision Laser and Fabrication Company for the logo/gate replacement. Motion approved. Nancy Allen, Town Administrator, reported Garry Moore, Vaughn & Melton Engineering Services, had inspected the walking trail bridge and the fishing pier located on Blannahasset Island. Both public areas have passed inspection for public use. Garry Moore stated small repairs needed but none that would close the area. Total flood event expenditures have totaled as of date \$14,0296.61. We will need to do a budget amendment at our next meeting concerning this matter.

Nancy Allen, Town Administrator, presented information concerning the Memorial Day Program scheduled for Monday, May 27<sup>th</sup> at 9:00am in the front of the Madison County Courthouse. Also included in the administrator's report Marshall Downtown Strong Priority Work Plan for the Town of Marshall and the Town of Marshall has received a North Carolina Department of Commerce Rural Economic Development Division Local Capacity Grant Project in the amount of \$25,000.00 for Downtown Lighting Plan and Implementation.

The Town Board of Alderman requested to schedule another budget work session for fiscal year 2019-2020 for May 31<sup>st</sup>, 2019 at noon. Submission of proposed budget and set public hearing date for Fiscal Year 2019-2020 will be on Monday, June 17<sup>th</sup>, 2019 at 5:30pm.

Nancy Allen, Town Administrator, submitted to the Board of Alderman the Road Closure Ordinance for the Mermaid Festival and Parade scheduled for Saturday, June 8<sup>th</sup>, 2019. Jack Wallin, Mayor, called for a motion to approve the Ordinance Declaring a Road Closure for Mermaids in Marshall Special Event. Alderman Thomas Jablonski made the motion. Alderman Laura Ponder Smith seconded the motion. Motion approved.

Jack Wallin, Mayor, called for a motion to approve 4 Picnic Tables built by Keith Rice Welding for the Pavilion Area on the island at the cost of \$1,800.00. Alderman Thomas Jablonski made the motion. Alderman Dr. Christiaan Ramsey seconded the motion. Motion approved. In addition to the Pavilion Picnic Tables, Jack Wallin, Mayor called for a motion to approve 6 metal picnic tables for island stage from Lowe's at the price of \$188.88 each. Motion was made by Alderman Laura Ponder Smith. Alderman Billie Jean Haynie seconded the motion. Motion approved. Alderman Laura Ponder Smith amended the motion to change the number of metal picnic tables to 4 metal picnic tables. Alderman Billie Jean Haynie seconded the motion. Motion approved.

Jamie Chandler, Maintenance Director, also reminded the Board of Alderman of the Liquid Smoke Test that will be occurring tomorrow Tuesday, May 21<sup>st</sup>, 2019 on Rollins, South Main Street and Hayes Run Road. Jamie Chandler, Maintenance Director, also reported to the Board of Alderman that he had been receiving paving quotes on town streets and roads that are need of repair.

## **Boards Reports**

**Board of Adjustment – No Meeting.**

**Planning Board – Planning Board met on May 14th, 2019. Reviewed 6 permit applications.**

**Parks and Recreation – No Meeting.**

## Department Reports

**Fire Department** – Report is in packet. Regina Bishop reported 15 calls and 3,000 gallons used.

**Police Department** – Report is in packet. Chief Boone briefed the Board of Alderman purchase of a 2011 Ford Crown Victoria Police Car.

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

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

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

**Finance Department** - Report is in packet.

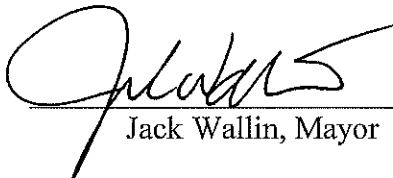
## Public Comment


Justin Holt expressed interest with harvesting the kudzu at the Recreational Park Area located on Skyway Drive. Discussion for the Town of Marshall to participate in the Farmer Partner Grant with the NC State University. Pre-proposal would be sent to the Mayor and Town Attorney.

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

Alderman Dr. Christiaan Ramsey made a motion to return to open session and Alderman Laura Ponder Smith seconded the motion. Motion approved.

Alderman Billie Jean Haynie made the motion to adjourn the meeting and Alderman Dr. Christiaan Ramsey seconded the motion. Motion approved. Meeting adjourned at 8:20pm.

  
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Jack Wallin, Mayor

  
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Nancy G. Allen, Town Clerk

**Special Call Meeting/Budget Session**

**Minutes**

**Town of Marshall Board of Alderman**

**Friday, May 31st, 2019**

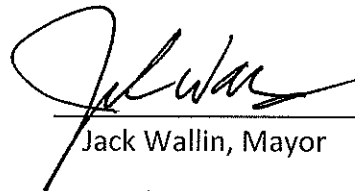
**12:00pm**

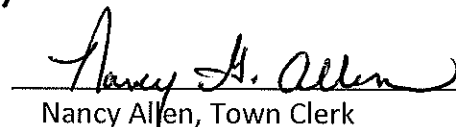
In attendance were Mayor Jack Wallin, Alderman Aileen Payne, Alderman Billie Jean Haynie, Alderman Dr. Christiaan Ramsey, Alderman Laura Ponder Smith, Alderman Thomas Jablonski, Town Clerk Nancy Allen, Deputy Town Clerk Michelle Massey, and Maintenance Director Jamie Chandler.

Meeting was called to order at 12:00pm by Mayor Jack Wallin.

Items presented in the budget session were as follows:  
All Departments Proposed/Draft Budget for Fiscal Year 2019-2020  
Reviewed Paving Requests for Fiscal Year 2019-2020

Mayor Jack Wallin adjourned the meeting at 1:30pm.

  
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Jack Wallin, Mayor

  
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Nancy Allen, Town Clerk