

**MINUTES**  
**Town of Marshall Board of Aldermen**  
**Regular Meeting**  
March 18, 2024  
6:00 p.m.

In attendance were Mayor Aaron Haynie, Aldermen Billie Jean Haynie, Aileen Payne, Christiaan Ramsey and Laura Ponder Smith. Also in attendance were Town Administrator Forrest Gilliam and Attorney Allie Leake.

Mayor Haynie called the meeting to order at 6:01 p.m.

Item 1

Upon motion by Alderman Smith, seconded by Alderman Ramsey, the Board voted 4-0 to approve the agenda with the deletion of items 5(b) (Tax Releases) and 5(e) (Budget Amendment) as requested by the Town Administrator.

Item 2

Upon motion by Alderman Haynie, seconded by Alderman Payne, the Board voted 4-0 to approve the minutes from the February 19, 2024 Regular Meeting.

Item 3

Discussion took place regarding parking regulations in the Central Business District and different approaches to enforcement that balance the needs of downtown property owners, businesses, residents, employees, and visitors.

Further discussion took place regarding the fine level for violations of the parking ordinance in comparison to surrounding municipalities.

Upon motion by Alderman Haynie, seconded by Alderman Payne, the Board voted 4-0 to increase the fine for violating the maximum time in a two-hour parking space from the previous rate of \$15.00 to the new rate of \$30.00, effective April 1.

Discussion took place regarding the differing parking rules currently in place in different sections of downtown. Two-hour weekday parking limits currently apply on North and South Main Street between 101/76 North Main and 202 South Main, leaving additional spaces on North Main and South Main beyond those points where parking is currently not subject to a time limit. The street spaces on Bailey's Branch and Bridge Street are also currently not subject to a time limit.

Upon motion by alderman Payne, seconded by Alderman Smith, the Board voted 4-0 to make all on-street parking spaces in the Central Business District subject to a time limit of two-hours, each Monday through Friday, from 9:00 a.m. until 6:00 p.m., effective April 1.

Item 4

Forrest Gilliam, Town Administrator, provided updates on the 213 emergency waterline interconnection with Mars Hill. Design has been submitted to the North Carolina Department of Environmental Quality and the Town is waiting to hear back. Depending on the response time to the design and permit application, the project should be ready for bid in July. Mr. Gilliam also provided updates on planning with the County for use of the State Appropriation received in 2023 for

sewer projects. The County will be issuing a Request for Qualifications for engineering, with responses requested for work on projects in both Marshall and Mars Hill. The County will consult with each Town prior to selecting the engineer for design of projects in the respective Town. Once the County awards the engineering contract, the firm selected will move forward with planning and design for a project or projects in each town. Marshall's top priority is Phase 1 improvements to the Wastewater Treatment Plant.

#### Item 5

A report the Tax Collection and Water/Sewer collection rates for the month of February was presented to the Board.

The financial report for the month of February was presented to the Board.

The Board reviewed a tentative schedule for budget workshops for development of the Town's budget for fiscal year 2024-2025. The first two budget workshops are tentatively scheduled for Thursday, April 4 and Thursday, April 25. Both meetings will take place at 5:30 p.m. Following those meetings an additional two meetings will be scheduled for May, with the budget proposal being submitted to the Board by June 1 and considered for adoption after a public hearing during the June 17<sup>th</sup> regular monthly meeting.

### **Reports from Boards and Community Organizations**

**Downtown Marshall Association** – Hollie West, President, provided updates on the association's planning for upcoming events.

**Board of Adjustment** – No meeting.

**Planning Board** – Met March 4. Recommended two rezonings for proposed residential projects. Both will be scheduled for a public hearing during the April 15 regular monthly meeting of the Board of Aldermen.

**Parks and Recreation** – No March meeting. Will meet April 10.

### **Department Reports**

**Fire Department** – Report in packet

**Police Department** – Chief Mike Boone referred to his written monthly report in board member packets.

**Public Works Department** – Jamie Chandler referred to his written monthly report in board member packets. The Maintenance crew is continuing its work to find water leaks in the system that have increased during the winter months.

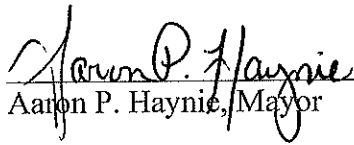
**Public Comment** – No one signed up for public comment.

Upon motion by Alderman Smith, seconded by Alderman Ramsey, the Board voted 4-0 to enter into closed session for the purposes of attorney-client privilege, personnel, and property.

Upon motion by Alderman Haynie, seconded by Alderman Ramsey, the Board voted 4-0 to return to open session.

Upon motion by Alderman Haynie, seconded by Alderman Smith, the Board voted 4-0 to increase the rate of pay for off-duty Town employees who work private events on public property to \$40.00 per hour, with a minimum shift of four hours.

Upon motion by Alderman Ramsey, seconded by Alderman Haynie, the Board voted 4-0 to adjourn at 7:47 p.m.

  
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Aaron P. Haynie, Mayor

  
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Forrest Gilliam, Town Administrator