



Spruce Pine Town Council Meeting
Town Hall
11050 S. Highway 226
Spruce Pine, NC 29777
Monday, August 11, 2025
5:30 PM



AGENDA

I. CALL TO ORDER – MAYOR PHILLIP HISE

- A. Roll Call
- B. Notification and Posting of the Agenda
- C. Pledge of Allegiance (Councilwoman Holmes)
- D. Invocation (Councilman Peight)
- E. Approval of Minutes (7/28)

II. PUBLIC COMMENT

Public comment is limited to 3 minutes. This time is provided to share general thoughts with Town Council. Individuals who desire to make public comment, must complete the sign-in sheet made available at each meeting, and speak at the lecture (unless physically unable).

III. PRESENTATIONS (Dept Updates)

- A. Finance
- B. Police Dept
- C. Water and Sewer
- D. Public Works
- E. Main Street
- F. Parks and Rec

IV. ACTION ITEMS

- A. **SECOND READING - Compensation & Classification Study Results:** Discussion & approval of the Town of Spruce Pine Compensation & Classification Study Results as presented and provided by the North Carolina League of Municipalities Management and Personnel Services Group.
- B. **Resolution 2025.005** – A resolution for application to the North Carolina Department of Commerce Small Business Infrastructure Grant Program (SmBIZ), Rural Engagement & Investment Program, for a grant in the amount of one million dollars.



Spruce Pine Town Council Meeting
Town Hall
11050 S. Highway 226
Spruce Pine, NC 29777
Monday, August 11, 2025
5:30 PM



V. **MANAGERS REPORT**

VI. **MAYOR/COUNCIL REQUESTS OR COMMENTS**

VII. **EXECUTIVE SESSION – Pursuit to NCGS 143-318.11 (a)(3)(6)**

A. I move to go into closed session pursuant to NCGS 143-318.11(a)(1) and (3), to discuss confidential personnel information pursuant to NCGS 160A-168 and to consult with an attorney in order to preserve the attorney-client privilege.

VIII. **RECONVENE**

IX. **ITEMS REQUIRING A VOTE FOLLOWING EXECUTIVE SESSION**

X. **ADJOURNMENT**



Spruce Pine Town Council Meeting
Town Hall
11050 S. Highway 226
Spruce Pine, NC 29777
Monday, July 28, 2025
5:30PM



AGENDA

I. CALL TO ORDER – MAYOR PHILLIP HISE

- A. Roll Call
- B. Notification and Posting of the Agenda
- C. Pledge of Allegiance (Councilwoman Holmes)
- D. Invocation (Councilman Buchanan)
- E. Approval of Minutes (July 14, 2025)

II. GENERAL PUBLIC COMMENT

Public comment is limited to 3 minutes. This time is provided to share general thoughts with Town Council. Individuals who desire to make public comment, must complete the sign-in sheet made available at each meeting, and speak at the lecture (unless physically unable).

III. PRESENTATIONS

- A. North Carolina League of Municipalities Management and Personnel Services (MAPS Group) – Town of Spruce Pine Compensation and Classification Study Results: Rebecca L. Veazey

IV. ACTION ITEMS

- A. **FIRST READING - Compensation & Classification Study Results:** Discussion & approval of the Town of Spruce Pine Compensation & Classification Study Results as presented and provided by the North Carolina League of Municipalities Management and Personnel Services Group.
- B. **Resolution 2025.004** – A Resolution of Governing Body Recipient for the acceptance of State Reserve Funds from the Department of Environmental Quality Asset Inventory and Assessment (AIA) Grants for the purpose of conducting water and sewer studies and mapping in an amount of \$150,000 (each), \$300,000 total.
- C. **Appointments:** Discussion and appointment to a vacancy on the ABC Board.



Spruce Pine Town Council Meeting
Town Hall
11050 S. Highway 226
Spruce Pine, NC 29777
Monday, July 28, 2025
5:30PM



AGENDA

- D. MANAGERS REPORT
- E. MAYOR/COUNCIL REQUESTS OR COMMENTS
- F. ADJOURNMENT



Spruce Pine Town Council Meeting
Town Hall
11050 S. Highway 226
Spruce Pine, NC 28777
Monday July 28, 2025



MINUTES

I. CALL TO ORDER:

Mayor Hise called the meeting to order at 5:30 pm

A. Roll Call:

Mayor Hise requested a roll call. Marsha Hoilman, Town Clerk, conducted the roll call for Councilmembers Buchanan, Holmes, Rensink, and Mayor Hise. Councilman Peight was not present.

B. Notification and Posting of the Agenda:

Mayor Hise requested that Action Item C to be removed from the agenda. Proper notification and posting of the agenda were acknowledged. Councilman Buchanan motioned to approve the agenda, and Councilwoman Rensink seconded it; the council then adopted the agenda. Motion passed 4/0.

C. Pledge of Allegiance:

Councilwoman Holmes led the Pledge of Allegiance.

D. Invocation:

Councilman Buchanan led the Invocation.

E. Approval of Minutes (July 14, 2025)

The council reviewed the minutes as presented. Councilman Buchanan motioned to approve, and Councilwoman Holmes seconded. Motion approved and motion passed 4/0.

II. PUBLIC COMMENT:

Public comments are limited to 3 minutes. This time is provided to share general thoughts with the Town Council. Individuals who desire to make a public comment must complete the sign-in sheet made available at each meeting and speak at the lecture (unless physically unable).



Spruce Pine Town Council Meeting
Town Hall
11050 S. Highway 226
Spruce Pine, NC 28777
Monday July 28, 2025



MINUTES

Eddie Gouge with the Mitchell County Democratic Party spoke on a Resolution supporting the Blue Ridge Regional Hospital in Spruce Pine. He had a dual purpose of speaking tonight.

He wants to encourage the council to adopt a resolution in support of our local hospital and for all citizens to communicate their support for the hospital to their state and federal elected officials.

It is crucial to give this support to our local hospital. Not having a hospital in this area will mean life or death to many of our families, friends, neighbors, and visitors.

The Blue Ridge Regional Hospital is a medical lifeline to the people living here as well as an economic engine and catalyst for this region. It is an essential part of our community.

Mr. Gouge also shared a copy of the resolution, which was adopted by the Mitchell County Democratic Party in support of the Blue Ridge Regional Hospital, and he respectfully requests that it be made part of tonight's meeting. He gave all council members, the Town Manager, Town Attorney, and me, the Town Clerk, a copy of the resolution.

There is a copy attached to the minutes.

III. PRESENTATIONS:

- A. North Carolina League of Municipalities Management and Personnel Services (MAPS Group)- Town of Spruce Pine Compensation and Classification Study Results.

Town Manager Daniel Stines gave the following overview and introduced Becky to the Council. The Town contracted with the North Carolina League of Municipalities' Management and Personnel Services Group (MAPS) to perform a market research Analysis for Compensation and classification of the Town.



Spruce Pine Town Council Meeting
Town Hall
11050 S. Highway 226
Spruce Pine, NC 28777
Monday July 28, 2025



MINUTES

Town Manager Daniel Stines stated if anyone has any questions related to personnel performance or specific staff, they could have a closed session meeting at another time.

These studies are recommended by the North Carolina League of Municipalities every five years to ensure job compensation, classification, and duties are consistent with the surrounding market. These efforts help maintain the Town as a competitive employer in the job market and are designed to reduce liability, turnover, and low performance.

The MAPS group will provide all documents generated in the study, and will present the items, answer any questions, and provide their overall recommendations.

Becky Veazey presented a detailed presentation for the Town of Spruce Pine Compensation and Classification Study. Attached, you will find the presentation included as part of the minutes. She also passed out binders of the study to the Town Council, the Town Manager, and the Town Clerk.

When Becky asked if there were any questions, Mayor Hise said he would have questions once he reviewed the results.

Town Attorney Chad Donnahoo asks about the Grades and how she derived at the market value. She explained as she gave a quick run-through. He also asked about Grade 5 because our Town doesn't have grades. She explains that the Grades provide ranges which are average or entry-level positions, for instance, seasonal workers. The Grades give a place to do that. She uses a custodian as an example. There are more details involved for Management positions, therefore warrant a higher grade, like 12 or 14.

Mayor Hise asks if the town needs to pay 1-1 ½ % above market rate to catch up to the actual rate where the Town needs to be. She says it is a Phase-In Plan, which is 98% of the market versus the 100% plan. She also says this is called a catch-up to where the Town needs to be, rather than being called a raise. it doesn't take the place of merit or COLA. According to the Study, given the seniority of many Town employees, one would expect to see 1/2 of the Towns staff above their salary mid-point and 1/2 below, where currently most of the Towns employees are in the first 1/3 of their salary range, some still in their hiring range.

Becky had numerous recommendations included in the study for the Council's review. These recommendations are specified in the binders that were given to all Town Council members, Town Manager, and Town Clerk for Review. She said that in the Binders, she highlighted the important parts of the study.



Spruce Pine Town Council Meeting
Town Hall
11050 S. Highway 226
Spruce Pine, NC 28777
Monday July 28, 2025



MINUTES

Councilman Buchanan asks if she reached out to our neighboring counties, Avery and Yancey. She reached out to Newland, Bakersville, and Mars Hill. Newland or Bakersville did not respond, and Mars Hill has no plan in place. She said she did not reach out to Yancey County.

Councilwoman Beth Holmes said the information and presentation were impressive.

IV. ACTION ITEMS:

A. FIRST READING- COMPENSATION & CLASSIFICATION STUDY

RESULTS: Discussion & Approval of the Town of Spruce Pine Compensation & classification study results as presented and provided by the North Carolina League of Municipalities Management and Services Group.

Daniel Stines, Town Manager, says that this will be treated as a budget-type reading. He requests that the council adopt this as a first reading. He says that this first reading allows the Council to have the information from the presentation with time to look it over, and hopefully use the 2nd reading to make changes that they feel are needed and adopt the new pay plan.

Attorney Chad Donnahoo told the Council to specify which market option they want and to request any changes they would like to be made.

Councilwoman Beth Holmes confirmed the total of \$108,534.51 was approved by the Council, along with the figure \$92,819.00 that it will take to implement the Compensation and Classification changes.

Town Manager Daniel Stines says the \$92,819.00 does not include a salary adjustment for himself. This figure also does not include the employee benefits. He says that he will negotiate his salary separately. He also says he is surprised by how compressed we are in these positions and that COLA and Merit were removed this year from the budget in lieu of the study to take place.

Councilman Buchanan says that salaries need to be raised, but he opposes the Compensation and Classification Study.

Mayor Hise wants the increases to be within what has been allocated to match the approved budget. He also says that with the 98% Phase In over a 3-year period, the Council can reassess every year to discuss if changes need to be made for the budget of the Town.



Spruce Pine Town Council Meeting
Town Hall
11050 S. Highway 226
Spruce Pine, NC 28777
Monday July 28, 2025



MINUTES

Town Manager Daniel Stines said he intended to bring something to the Council that is within the approved budget without any amendments. Town Manager Daniel Stines wants the council to be aware that the employees normally receive COLA in July, and part of the funding approved in the budget for the study was from the COLA adjustment. He says the longer we put it off, the worse it gets. He intended to bring something to the council for approval within the budget. He hopes that a 2nd Reading can be done for the next scheduled meeting

Becky, the MAPS presenter, suggests separating the policy and the pay plan for review. She told the Council that she would be happy to answer any questions they may have today and that she would come back if need be.

Councilwoman Holmes motioned to adopt as a first reading, seconded by Councilwoman Rensink. 3/1. Councilman Buchanan opposed. He would like to discuss this with his colleagues in Avery and Yancey counties.

B. Resolution 2025.004- A resolution of the Governing Body Recipient for the acceptance of State Reserve Funds from the Department of Environmental Quality Asset Inventory and Assessment (AIA) Grants for the purpose of conducting water and sewer studies and mapping in an amount of \$150,000 (each), \$300,00 total.

The Town applied for and has received two Asset Inventory Assessment (AIA) grants for both water line assessment and mapping, and sewer assessment and mapping. Attached in the minutes you will find a copy of the Resolution for acceptance of the grants.

The Resolution provides Town Administration authority to execute all necessary matters related to fulfilling the project scope and grant requirements.

After this project, the Town will have a detailed inventory, type, and condition of all the water lines that the Town services and manages. Additionally, the inventory will be integrated into GIS.

Resolutions for these 2 grants are attached and part of the minutes of this meeting.



Spruce Pine Town Council Meeting
Town Hall
11050 S. Highway 226
Spruce Pine, NC 28777
Monday July 28, 2025



MINUTES

Councilwoman Rensink motioned to approve, Councilman Buchanan seconded the motion.
Motion passed 4/0.

C. APPOINTMENTS:

Discussion and appointment to a vacancy on the ABC Board.

This appointment and discussion were stricken from the agenda.

MANAGER'S REPORT:

Town Manager Daniel Stines says that he doesn't have any new updates to discuss from the last meeting.

MAYOR/COUNCIL REQUESTS OR COMMENTS:

Councilman Buchanan asks Town Manager Daniel Stines about Elm and Reservoir Streets. He talks about spraying the library rocks and repairing the big hole in the street.

Town Manager Daniel Stines says that Phillips Grading is waiting for funding to complete the work behind Mitchell Lumber and the Spruce Pine Tire. He says that the FEMA projects have been a challenge and are a slow process.

A. ADJOURNMENT:

Mayor Hise motioned for Adjournment at 6:16 pm. Councilwoman Rensink seconded the motion. Motion passed 4/0.



Spruce Pine Town Council Meeting
Town Hall
11050 S. Highway 226
Spruce Pine, NC 28777
Monday July 28, 2025



MINUTES

ATTEST:

Marsha Hoilman, Town Clerk

Phillip Hise, Mayor

Rocky Buchanan, Mayor Pro Tem

Beth Holmes, Council Member

Wayne Peight, Council Member

Jackie Rensink, Council Member

MAPS Group

□ ***Since 1983***

□ ***Services***

- ***Class & Pay Studies***
- ***Personnel Policy development***
- ***Council & Staff Retreats***
- ***Management & Supervisory Training***
- ***Team Building***
- ***Performance Evaluation and
Performance Pay System design***

MAPS Group

□ Services

- ***Assessment Centers***
- ***Selection Process Design***
- ***Organizational Development***
- ***Employee Engagement/Climate Surveys***
- ***Personnel Officer Circuit Rider***

Clients Include:

□ Municipalities

- ***Apex***
- ***Blowing Rock***
- ***Clayton***
- ***Clinton***
- ***Concord***
- ***Elon***
- ***Henderson***
- ***Ocean Isle Beach***
- ***Shallotte***
- ***Williamston***

□ Counties

- ***Beaufort***
- ***Cherokee***
- ***Clay***
- ***Greene***
- ***Martin***
- ***Mitchell***
- ***Nash***
- ***Northampton***
- ***Rutherford***

Clients Include:

□ Other Agencies

- ***NCLM***
- ***School of Government***
- ***Land of Sky Regional Council***
- ***Central Carolina Council***
- ***Eastern Carolina Council***

□ Non-Profits

- ***Contentnea Metro Sewerage District***
- ***Benson Housing Authority***
- ***Wayne Water***
- ***Davidson Water***
- ***South Granville***
- ***W& S Authority***

Why Have Class & Pay Plan & Update it?

- ***Recruit & Retain Employees***
- ***Internal Equity***
- ***Equal Pay for Equal Work***
- ***Maximize Cost Effectiveness***
- ***Defensible System***

Classification & Range Revisions

□ Why Do Studies?

- ***Jobs Change***
 - ***New Technology; Growth; New Regulations***
 - ***New Services; Reorganizations***
- ***Market Changes at different rates for different jobs (not just COLA)***
- ***Study updates and adjusts both classifications and salary ranges***

Steps in Class/Pay Study

- ***Identify Need***
- ***Employee Orientation***
- ***Questionnaires***
- ***Interviews***
- ***Analysis***
- ***Salary Survey***
- ***Complete Analysis & Write Report***
- ***Report Draft Review***
- ***Finalize Report***
- ***Present to Council/Board***

Methodology: Position Classification - Terminology

- ***Classification***
- ***Position***
- ***Class Specification***
- ***Employee***

These are not classification factors:

- ❑ ***Volume of Work***
- ❑ ***Length of Service***
- ❑ ***Employee Qualifications***
- ❑ ***Employee Work Performance***

Classification Factors

- ***Difficulty, Complexity & Variety of Work***
- ***Public Contact***
- ***Education & Experience Requirements***
- ***Work Environment & Hazards***
- ***Physical Effort***
- ***Supervision Given***
- ***Supervision Received***

Compensation System Components

- ***Class & Range Revisions***
- ***Annual Market Adjustment***
- ***Range Movement (Merit /
Performance Pay)***
- ***Longevity Pay***

I. Class and Market Changes

□ Jobs change:

- Reorganizations***
- New services***
- New technology***
- New regulations***
- Growth***

□ Market Changes at different rate for different jobs

□ Study updates classifications and market

II. Annual Market Adjustment

- ***Cost of Living***
- ***Includes***
 - ***Consumer Price Index (CPI)***
 - ***Cost of Living in the local area***
- ***Moves hiring rate and maximum so the pay plan stays competitive***
- ***Helps avoid the cost of turnover***
(estimated at 66% to 125% of annual salary by US Chamber of Commerce)

III. Range Movement/ Merit/Performance Pay

□ Purpose

- Reward High Performance***
- Move Salaries Across the Range***
- Address Compression***

□ Trend

- Many Local Jurisdictions emphasize pay for performance***
- Emphasis on valid performance evaluation criteria, training supervisors, and focusing on improvement, not just judging performance***

IV. Longevity Pay

- ***Rewards & Recognizes Employees Length of Service***
 - ***Lump Sum***
 - ***Fourth Priority in Pay Plan based on positive organizational impact***
 - ***Merit / Performance - versus Seniority***

- ***Trend***
 - ***Set Dollar vs Percentage***

**RESOLUTION BY GOVERNING BODY OF RECIPIENT
AIA-D-0283 and AIA-W-0284**

WHEREAS, the North Carolina General Statutes Chapter 159G has created Asset Inventory and Assessment (AIA) grants to assist eligible units of government with meeting their water infrastructure needs; and

WHEREAS, the North Carolina Department of Environmental Quality has offered a State Reserve Grant in the amount of \$150,000 each (total of \$300,000) to perform Asset Inventory and Assessment studies for both water and sewer systems detailed in the submitted applications ("Projects"); and

WHEREAS, the Town of Spruce Pine intends to perform said Projects in accordance with the agreed scopes of work.

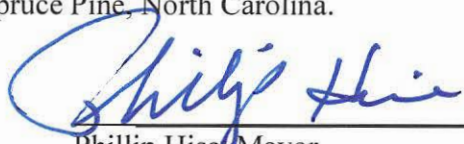
NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF SPRUCE PINE:

That the Town of Spruce Pine does hereby accept the State Reserve Grant offers of \$150,000 for the water system and \$150,000 for the sewer system;

That the Town of Spruce Pine does hereby give assurance to the North Carolina Department of Environmental Quality that any Conditions or Assurances contained in the Award Offers will be adhered to;

That Daniel Stines, Town Manager, and Christy Young, Finance Officer, and successors so titled, are hereby authorized and directed as the Town of Spruce Pine's Authorized Representatives to furnish such information as the appropriate State agency may request in connection with the Projects.

Adopted this the 28th of July 2025 at Spruce Pine, North Carolina.



Phillip Hise, Mayor

July 28, 2025



Spruce Pine Town Council Meeting
Town Hall
11050 S. Highway 226
Spruce Pine, NC 29777



MEMOS

To: Mayor & Town Council
From: Town Manager
Date: 8/11/2025
Subject: Compensation & Classification Study (Second Reading)

The Town contracted with The North Carolina League of Municipalities; Management and Personnel Services Group (MAPS), to perform a market research analysis for Compensation and Classification (pay study) for the Town.

Becky Veazey presented Council with a comprehensive presentation, outlining the methodology, results and recommendations of the study based on market research. Council was presented with a binder of the documents presented for further review.

The process has been divided into two separate Council meetings in order for Council to receive the information, study it and have a final opportunity to approve, deny or amend the study as presented.

For the Second and Final Reading, the request is for Council to approve or deny the revised pay plan at the 98% market study, as presented.

Respectfully,

Daniel Stines
Town Manager



Spruce Pine Town Council Meeting
Town Hall
11050 S. Highway 226
Spruce Pine, NC 29777



MEMOS

To: Mayor & Town Council
From: Town Manager
Date: 8/11/2025
Subject: Resolution for SmBIZ Grant

Staff wishes to apply for a North Carolina Department of Commerce Small Business Infrastructure Program (SmBIZ), Rural Engagement & Investment Program Grant.

The amount of the grant is for 1 million dollars. The project for the installation of a storm management drainage system and resurfacing of Sycamore Alley. The project will also include the installation of a new gravity sewer line with necessary manholes or cleanouts.

The attached Resolution is a necessary step in applying for the grant, there is not a commitment for match.

Respectfully,

Daniel Stines
Town Manager

Town of Spruce Pine Resolution
Application for North Carolina Department of Commerce
Small Business Infrastructure Grant Program (SmbIZ)
Rural Engagement & Investment Program
Downtown Stormwater Management

WHEREAS, Spruce Pine’s Town Council had indicated its desire to assist in Hurricane Helene recovery efforts within Spruce Pine; and,

WHEREAS, the Council fully supports the proposed project- Downtown Stormwater Management- which will result in the repair of infrastructure to support small businesses at Oak Avenue and Locust Street; and,

WHEREAS, the Council wished to pursue a formal application in the amount of \$1.0 million from the North Carolina Department of Commerce, Small Business Infrastructure Grant Program (SmbIZ) Rural Engagement & Investment Program and,

NOW, THEREFORE, BE IT RESOLVED, by the Spruce Pine Town Council:

THAT the Town of Spruce Pine is authorized to submit a formal application to the North Carolina Department of Commerce, Rural Engagement & Investment Program in order to provide assistance to benefit the Downtown Stormwater Management Project.

That this Resolution shall take effect immediately upon its adoption.

Adopted this the 11th day, August, 2025 in Spruce Pine, North Carolina.

ATTEST:

(Seal or Signature)

(signature)