



Spruce Pine Town Council Meeting
Town Hall
11050 S. Highway 226
Spruce Pine, NC 28777
Monday, March 23th, 2026
5:30 PM



AGENDA

I. CALL TO ORDER – MAYOR BETH HOLMES:

- A. Roll Call
- B. Notification and Posting of the Agenda
- C. Pledge of Allegiance (Councilman McKinney)
- D. Invocation (Councilwoman Holmes)
- E. Approval of Minutes (3/09/2026) & (3/17/2026 Special Called)

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).

III. ACTION ITEMS

- A. **RFQ – Burlson Hill (Hwy 226) Water Pump Station:** Discussion and approval to give the Manager authority to enter into a contract with Bolten and Menk and or Thrasher Group as an alternate, for architectural and engineering services of a new and upgraded water pump station.
- B. **Resolution 2026.006:** Discussion and approval of a resolution to approve a 3 year services contract with Hardings Landscaping for the mowing and landscaping services of Town properties.
- C. **Resolution 2026.007:** Discussion and approval of a resolution in support of a local act removing the percentage area cap on satellite annexation for the Town of Spruce Pine.

IV. DISCUSSION

- A. **2026/2027 Spruce Pine Action Plan:** Discussion and Work Session Related to the 2026/2027 Spruce Pine Action Plan.

V. MANAGER'S REPORT

VI. MAYOR/COUNCIL REQUESTS OR COMMENT



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AGENDA

VII. CLOSED SESSION

"Pursuant to NCGS 143-318.11(a)(1) and (3), I move to go into closed session to discuss confidential personnel items pursuant to NCGS 160A-168 and to discuss matters related to the attorney-client privilege."

"Pursuant to NCGS 143-318.11(a)(1) and (5), I move to go into closed session to discuss confidential personnel items pursuant to NCGS 160A-168 and for the Town Council to establish or to instruct the Town's staff or negotiating agents concerning the position to be taken by the Town Council in negotiating the price and other material terms of a contract or proposed contract for the acquisition by purchase of the following real properties owned by Yancey Timber Resources LLC, TimberJack, LLC and Phillips Timber Resources, LLC for future potential development: Parcel Nos.: 0890-17-21-3082; 0890-18-21-6153; 0890-18-21-7194; 0890-18-21-5269; 0890-18-21-9671; 0890-18-31-3909; 0890-18-21-5836; and 0890-17-21-4690"

VIII. ADJOURNMENT



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I. **CALL TO ORDER:**

Mayor Pro Tem, Rocky Buchanan called the meeting to order at 5:30 pm

A. Roll Call:

Mayor Pro Tem Rocky Buchanan requested a roll call. Marsha Hoilman, Town Clerk, was absent. Marie Murphy conducted roll call for Councilmembers Peight, Buchanan, and Taylor. Councilman McKinney and Mayor Holmes were absent.

B. Notification and Posting of the Agenda:

Mayor Pro Tem Rocky Buchanan asked Town Manager Daniel Stines if Proper notification and posting of the agenda were acknowledged. He confirmed that it was.

C. Pledge of Allegiance:

Councilwoman Taylor led the Pledge of Allegiance.

D. Invocation:

Councilman Peight led the Invocation.

E. Approval of Minutes (2/26/2026 Special Called) & (2/09/2026 Regular)

The council reviewed the minutes of February 26, 2026, Special Called meeting as presented. Councilman Peight motioned to approve, and Councilwoman Taylor seconded. Motion approved, and motion passed 3/0

The council reviewed the minutes of February 9, 2026, Regular meeting as presented. Councilman Peight motioned to approve, and councilwoman Taylor seconded the motion. Motion approved 3/0.

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.



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Chris Burns from Congressman Edwards office spoke. He gave the following updates:

- 21-mile markers on the Blue Ridge Parkway were open before leaf season and 24-mile markers will be open before the end of 2026.
- There was a mistake in the awarded amount. It was \$2.25 million rather than \$4 million

Cami Leisk spoke about Parks, Recreation and Tourism. She wants to know why are they being combined? She asks if the town can offer support? Will there be volunteers? Still a 3rd Thursday being offered?

III. PRESENTATIONS:

A. **Department Head Updates:**

a. **Finance:**

Brian Hobson, Town Finance states that everything is trending as it should. Brian and Town Manager Daniel Stines have been working on the Budget and it's coming along nicely. He states that everyone is running where they should be but Public Works Department is running slightly high but a lot of it will be offset by FEMA.

b. **Public Services:**

Travis Phillips, Public Services Director, gave the following work summary and updates:

- Work Orders and meter reading as normal.
- 740' of 8" pipe has been installed from Pine Branch to Sullins Branch so far. Meeting with the state this week hopefully to discuss crossing Sullins Branch Rd due to a couple of obstacles in the way. We are working hard to get this line put in.
- Withers Ravenel is working on mapping AIA Grant. They have completed the water and have now moved on to the sewer manhole mapping.
- We had our distribution system inspection with NCDEQ. Several small items are listed to be corrected and a few larger projects but hopefully most of it can be corrected before they send us the report back.
- Amethyst, Pine, and Spruce Street areas that have had ongoing water pressure issues, part of the problem has been fixed while the other



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houses have less pressure now. We are also working hard to try to fix this problem and get everyone the water pressure that they want to have.

c. Police Department:

Chief of Police, Kasey Cook gave the following updates:

The department has continued to focus on public safety, professional conduct, and accountability while maintaining daily law enforcement services to the community. During the reporting period, the department maintained routine coverage, responded to calls of service, and addressed public safety concerns within the town limits. Officers continued to perform their duties in accordance with departmental policy and applicable laws.

Key Operational areas included:

- Patrol and traffic enforcement
- Response to calls for service
- Community presence and visibility
- Drug Enforcement is still the top priority

Personnel & Staffing:

We are down a Reserve Officer. We are looking into adding 2-3 Reserve positions. It's tough to keep a full staff with vacations and training of staff.

d. Parks, Recreation & Tourism:

Spencer Bost, Director, gave the following updates:

Over the past month, the Town has implemented organizational changes establishing the Parks, Recreation, and Tourism Department and I have transitioned into the role of the Director. This report serves as the first departmental update outlining operational work, planning initiatives, and upcoming programs.

Park Maintenance and Improvements:

Town Staff have continued routine maintenance and facility improvements across our park system.

Work completed over the past month includes:

- Ongoing maintenance work around the tennis courts and baseball field



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- Clean-up and maintenance at the Pocket Park
- Installation of a new hose bib near the main playground, completed by the maintenance team
- Repair of a water leak serving the pool and office building
- Removal of several trees that had become uprooted and were leaning toward the Greens, addressing a safety concern

These efforts help maintain safe and functional recreational spaces for residents and visitors.

Brad Ragan Park and Pool Preparation:

Preparation is underway for the upcoming pool season and additional planning for Brad Ragan Park.

Key updates include:

- Paperwork is currently being finalized for the state pool inspection
- Michael has completed his renewal training for the Pool Operator certification, ensuring compliance for the upcoming season
- We have begun hiring for seasonal positions at Brad Ragan Park, which will be posted soon on the Town website and social media.

Additionally, I met with the Appalachian Design Center to discuss potential design planning options for Brad Ragan Park. This conversation explored opportunities for long-term improvements and thoughtful planning for the park's future.

Recreation and Tourism Initiatives:

Several initiatives are underway to strengthen Spruce Pine's recreation economy and regional partnerships.

We held our introductory call for the Recreation Economy for Rural Communities program, which will help guide strategies for outdoor recreation development. A larger committee meeting is anticipated in October to continue this work.

I attended the Western North Carolina Regional Trails Meeting in Hendersonville, where outdoor recreation leaders and partners discussed



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collaborative efforts and how communities can contribute to the broader Western North Carolina trail and recreation vision.

These partnerships help ensure Spruce Pine remains connected to regional Outdoor recreation planning and funding opportunities.

Events and Programming:

Planning continues for upcoming events.

Fire on the Mountain Blacksmithing Festival planning is well underway. Designs for T-shirts and posters have been finalized and will be sent to print soon.

This event continues to be an important opportunity to celebrate the regions' blacksmithing heritage and attract visitors to downtown.

Department Operations:

Administrative work continues as the department becomes fully operational. We are currently working with Spectrum to resolve issues related to restoring the Parks and Recreation phone line and securing the department's previous phone number. Efforts are ongoing to bring the system fully back online.

Conferences and Regional Engagement:

Participation in professional conferences and regional meetings continues to support networking, program development, and tourism promotion.

Upcoming events include:

- North Carolina Main Street Conference- New Bern (this week)
- Visit North Carolina Conference- Asheville (next week)
- Mitchell County Tourism Summit- March 19

These events provide opportunities to connect with statewide partners, learn best practices, and continue promoting Spruce Pine as a destination for recreation and tourism.

e. **Water and Wastewater:**

Water System: Compliance and Operations



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Project Leader, Darrell Graham gave the following updates:

All water treatment plant components, including pump stations and both wells, Maintained full compliance with all State and Federal regulations throughout the reporting period.

Compliance efforts encompassed the collection of six bacteriological samples from the distribution system, all of which yielded satisfactory results.

All required quarterly compliance samples were collected.

The monthly state reports have been completed and submitted. The Tier 2 report was completed and submitted to the state regulatory authority on schedule.

A routine safety inspection was formally conducted.

Maintenance and Repairs:

The Beaver Creek transfer pumps experienced a loss of prime, resulting in a cessation of pumping operations. This issue was resolved by securing all pipe connections and performing air bleed on the lines, thereby restoring proper functionality. Air was also vented from the finished water sample pump to ensure optimal operational performance.

Wastewater: Operations Summary

Wastewater treatment plant and all lift stations maintained a high level of operational efficiency throughout the month.

Compliance and Sampling:

We are now using the composite sampling method required by our NPDES Permit. Influent and effluent samples collected and analyzed in-house three times per week now. All sample results are satisfactory.

All quarterly compliance samples were collected. Required monthly state reports have been completed and submitted.

Industry samples were collected at BRP. Inc. per the Town's pretreatment program. The (PAR) pretreatment annual report was completed and submitted to the state.

The Annual information update form to the state was completed and submitted.



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February 2026 Monthly Summary of Maintenance and Repairs:

Electrical and Instrumentation:

Power supply was reinstated to the effluent flow meter and both composite samplers.

The level indicator at the Carter's Ridge lift station was cleaned and recalibrated.

Piping and Freezing Issues:

A frozen water line in the belt press building was repaired.

A frozen two-inch ball valve on the teacup grit removal system was repaired.

The heat tape on the discharge line at the Duncan Street lift station failed, resulting in the line freezing. The heat tape was subsequently rewrapped and replaced.

Equipment Repair/Replacement:

The discharge chute on the bar screen froze, causing the shearing of the compactor pin. Manual cleaning of the discharge compactor is currently being utilized, and the repair is scheduled.

The sludge transfer pump experienced a burnout and is scheduled to be removed for replacement or repair.

All employee safety training is up to date.

IV. ACTION ITEMS:

A. Resolution 2026.003: A resolution to adopt the Toe River Hazard Mitigation Plan.

In response to natural disaster Helene, an initiative was enacted under several state and federal statutes to update and revise the regional Hazard Mitigation Plan. The 2026 Toe River Hazard Mitigation Plan will replace the previous plan dated 2005.

The efforts of revising and creating the 2026 mitigation plan have been led by ESP Associates and have included all state and local emergency management and



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administrative leaders. The plan has been reviewed and approved by North Carolina Emergency Management and is under final review with the Federal Emergency Management Agency.

For the final process and adoption of the 2026 Toe River Hazard Mitigation Plan- each individual County and Town will need to adopt the plan by resolution.

Councilwoman Taylor motioned to approve the resolution to adopt the Toe River Mitigation Plan, and Councilman Peight seconded the motion. Motion approved 3/0.

- B. Resolution 2026.004:** Discussion and approval for Council to authorize Town Manager to sign Axon Taser Agreement upon review and approval by Town Attorney.

Town Manager, Daniel Stines, says the police department needs new tasers and training. The tasers they currently have are old and outdated. There is money in the budget to purchase new tasers for the department.

Councilman Peight motioned to approve Town manager to sign Axon Taser Agreement upon review and approval by Town Attorney. Councilwoman Taylor seconded the motion to approve. Motion approved 3/0.

- C. Resolution 2026.005:** Discussion and approval for Council to authorize the Town Manager to execute a contract for detail maintenance of Town Fleet.

In February 2026, the Town, through a Request for Proposals, solicited bids for a three-year contract for cleaning, detailing and waxing services for the Town's fleet vehicles.

Councilman Peight motioned to approve contract for detail maintenance of the Town Fleet. Councilwoman Taylor seconded the motion to approve. Motion approved 3/0.

- D. Budget Retreat:**

Discussion and Approval of a new date.

The Budget Retreat will be on Thursday, March 17, 2026 @ 5pm at Spring Maid.



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V. DISCUSSION:

- A. 2026/ 2027 Spruce Pine Action Plan: Discussion and Work Session Related to the 2026/2027 Spruce Pine Action Plan.

January 26, 2026, Town Council Meeting, Town Council was presented with a Draft Spruce Pine Action Plan by the High-Country Council of Governments.

This initial draft was based on internal staff discussions, previously adopted plans and conversations with Town Council. The intent was for the HCCOG to present a working document with baseline initiatives to provoke thoughts on what the top priorities Council would like the Town and Administration to focus on.

The Action Plan is designed to be reviewed annually during budget planning and to be Updated or amended accordingly.

Staff will provide additional feedback to the HCCOG for a more final version, to be Presented and considered for adoption further into the budget planning process.

Mayor Pro Tem Buchanan requests Spruce Pine Action Plan 2026/2027 be tabled Until all council members are present.

Councilwoman Taylor motioned to table to 2026/2027 Action Plan until all council members are present. Councilman Peight seconded the motion. Motion approved 3/0.

VI. MANAGERS' REPORT:

Town Manager Daniel Stines gave the following updates:

Administratively, you were made aware of the Grant change. After hearing the news, we elected to move forward and applied for the remaining EDA department of commerce SmallBiz funds that were made available. There was a total of 4 million dollars available. We applied for 1 million for the Sycamore Alley project. We applied and received 2 million more, which is for the burial of utility lines on Locust Avenue. We will bury what we can on the adjoining side streets.

These projects will be long-term projects. In 2-5 years, downtown Spruce Pine will look remarkably different.

Daniel thanks the staff for all their hard work and keeping things together during his absence.



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VII. MAYOR/COUNCIL REQUESTS OR COMMENTS:

Mayor Pro Tem Buchanan speaks of High-Country Council of Government (HCCOG) and what a great Resource they are for our Town. Town Manager Daniel Stines agrees what a great Asset they have been for us.

Community Trash pick-up March 21, 2026 @10am

VIII. CLOSED SESSION:

“Pursuant to NCGS 143-318.11 (a) (1) and (3), I move to go into closed session to discuss confidential personnel items pursuant to NCGS 160A-168 and to discuss matters related to the attorney- client privilege.”

Came out of closed session at 6:33pm. No action was taken.

IX. ADJOURNMENT:

Councilman Peight motioned to adjourn at 6:34pm, Councilwoman Taylor seconded the motion.



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ATTEST:

Marsha Hoilman, Town Clerk

Beth Holmes, Mayor

Rocky Buchanan, Mayor Pro Tem

Larry McKinney, Council Member

Wayne Peight, Council Member

Tessa Taylor, Council Member



Spruce Pine Town Council
BUDGET RETREAT
Spring Maid Mountain Resort
2171 Henredon Road
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I. CALL TO ORDER – MAYOR BETH HOLMES

Mayor Holmes spoke of her love of St. Patrick's Day, this town and the Parks. She has numerous memories from her childhood that she spoke of. She brought out some fun facts that we at Town Hall know and shared with everyone.

II. DINNER:

A. Dinner Invocation: Councilman Buchanan

III. Department Budget Discussions:

A. Public Services:

Public Works Director Travis Phillip gave the following PRIORITY list items as items his department needs to do their jobs.

- Priority #1: 2 Steel Trench Boxes for water/sewer projects:
Cost: \$8,112.54 NEW
- Priority #2: Boom Truck- will save money to buy instead of renting over 5 years
Cost: \$219,900.00 NEW
- Priority #3: F150 to Replace Salt truck
Cost: \$48,325.00 REPLACEMENT
- Priority #4: Dump Truck (Small) to replace 5500, can move 5500 to replace Parks and Rec vehicle
Cost: \$90,990.00 REPLACEMENT
- Priority#5: Dump Truck (Large) needed for large hauling projects
Cost: \$95,000.00 New (Used 2015)
- Priority #6: Trailer- Trail King Tilt Trailer for heavy machinery
Cost: \$50,465.54 NEW
- Priority #7: CAT 315GC Excavator, will save money to buy instead of renting over 5 years
Cost: \$244,645.32 NEW



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B. Water/ Wastewater:

Project Leader Darrell Graham gave the following PRIORITY List of things needed for the plants to run efficiently.

- Priority #1: Miscellaneous Equipment (Pumps & Pipes)
Cost: \$60,000.00 NEW
- Priority #2: Beaver Creek Raw Water Flow Meter, old meter doesn't work
Cost: \$10,233.70 REPLACEMENT
- Priority #3: Idexx Sealer Plus
Cost: \$ 7,721.00 REPLACEMENT

C. Police Department:

Chief of Police Kasey Cook gave the following PRIORITY List of things needed for the department.

- Priority #1: Police Car
Cost: \$75,000.00 REPLACEMENT
- Priority #2: Building Expansion- desperately needing holding cell and evidence and Training/Meeting room (may be deferred to future budget-not currently allocated)
- Priority #3: Miscellaneous Equipment -Placeholder in case Grant is not allocated
Cost: \$80,000.00 NEW

D. Finance:

Finance Officer Brian Hobson stated that there isn't anything needed for Finance. He said a few items were added to the budget. For instance, Uniform allowance for Town Admin Employees to better represent our Town. Increased the Training Budget and there will be a 4% COLA for employees in July.



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E. Parks, Recreation and Tourism:

Executive Director Spence Bost and Manager Mike Wood gave the following PRIORITY List of things needed for the Parks to be able to do their jobs more efficiently.

- Priority #1: TORO4000 HDX PRO XL 60in. They need a bigger mower, and the Bobcat will soon need to be replaced.
Cost: \$15,584.43 REPLACEMENT
TORO Grandstand 48 in. The Husqvarna needs replaced to mow banks and hills
Cost: \$ 13,235.93 REPLACEMENT
- Priority #2: Utility Trailer 6.3 ft x 12 ft, this will haul two mowers at the same time.
Cost: \$2,998.00 REPLACEMENT
- Priority #3: Bear Proof Single Trash Receptacles, wildlife (bears, racoons, crows, etc.) keep getting into the cans
Cost: \$ 1,679.00 REPLACEMENT
- Priority #4: Badboy Mower 4025 w/ loader to help with tasks at the parks (sand, gravel, mulch and snow etc.)
Cost: \$30,000.00 NEW
- Priority #5: F550 4wd Godwin dump truck. This will help haul our own mulch, gravel, sand, brush, etc.
Cost: \$86,888.00 NEW

F. Administration:

Town Manager Daniel Stines states that Administration doesn't need any priority items added to the budget. He discussed and explained any and all questions asked.



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IV. Mayor/Council Discussion:

Councilman Buchanan was asking about cameras being put in the area going towards the funeral home. Trash has been thrown out on the ground all over the place and he would like that to be prevented. It makes the area look bad.

He asks if it could be posted in the paper or on social media about fines to ward this behavior off.

Chief of Police Kasey Cook said it wouldn't be a problem to put cameras out there and putting fines in place like the citations are done wouldn't be an issue.

Town Manager Daniel Stines said there may need to be an ordinance put in place.

A. ADJOURNMENT:

Mayor Holmes asked for a motion for Adjournment at 7:20pm. Councilman Peight made a motion: Councilwoman Taylor seconded the motion.



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ATTEST:

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Tessa Taylor, Council Member



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MEMOS

To: Mayor & Town Council
From: Town Manager
Date: 03/23/2026
Subject: **Burleson Hill A&E Services Contract**

The Town received a grant from Appalachian Region Commission (ARC) for the replacement and upgrade of the Burleson Hill Water Pump Station Fall 2025. The Town solicited invitations to bid for Architectural & Engineering (A&E) Services via BidNet on January 28, 2026 with a closing date of March 4, 2026.

The Town received two (2) responses to bid. One from Bolten and Menk Engineering and one from The Thrasher Group of North Carolina.

After careful review, staff recommends Council give authorization to the Town Manager to enter into contractual negotiations and finalization of a contract with Bolten and Menk Engineers with The Thrasher Group of North Carolina as an alternate should a successful contractual agreement not be reached with Bolten and Menk.

Respectfully,

Daniel Stines
Town Manager



Real People. Real Solutions.

March 4, 2026

Contact:

Jason Boyd, PE

980-867-3354

jason.boyd@bolton-menk.com

Location:

1801 North Graham Street

Suite 320

Charlotte, NC 28206

Bolton-Menk.com

Town of Spruce Pine

11050 South Hwy 226

Spruce Pine, NC 28777

RE: Proposal for Highway 226 Water Pump Station Replacement

HIGHWAY 226 WATER PUMP STATION REPLACEMENT

TOWN OF SPRUCE PINE, NC | MARCH 4, 2026



Dear Daniel:

The Town of Spruce Pine has initiated the Highway 226 Water Pump Station Replacement project to fully replace and modernize its existing water pump station, ensuring reliable service delivery and long term infrastructure resilience. This project will require detailed planning and schematic design, development of accurate construction cost estimates, and comprehensive construction administration to guide the Town through bidding, contracting, and final project closeout. Like you, Bolton & Menk, Inc. takes great pride in designing and managing projects that are safe, sustainable, and functional. We understand what needs to be accomplished for the successful completion of the Highway 226 Water Pump Station Replacement project.

EXPERIENCE IN SPRUCE PINE AND MITCHELL COUNTY

Our team is already deeply engaged in Spruce Pine and throughout Mitchell County, providing ongoing support and building strong working relationships with local stakeholders. Specifically, we believe there may be parallels between the active work occurring for Mitchell County, helping to identify potential areas to be served for future housing development. Because we are already here, we bring continuity, familiarity, and a proven understanding of the community’s infrastructure needs. This effort will not introduce any new faces—the Town will continue working with the same trusted team they know. Our established presence allows us to seamlessly integrate this project into existing efforts while maintaining consistency and responsiveness.

PROVEN DEDICATION AND PRIORITIZATION OF SPRUCE PINE

Our team has consistently prioritized Spruce Pine, demonstrating a long-standing commitment to serving the community with responsiveness and reliability. We’ve already supported multiple efforts in the area, showing that Spruce Pine is not just another project location—it’s a community we have invested in and will continue to invest in. This history of partnership reinforces our dedication to delivering high quality, right sized solutions tailored to their needs. The Town of Spruce Pine can trust that our focus and follow through will remain unwavering throughout this project.



PUMP STATION EXPERIENCE

Our team brings deep, hands on experience with pump station projects of all sizes, from straightforward pump replacements, to water system modeling, to complex, multi-disciplinary upgrades. We understand the structural, mechanical, electrical, and operational considerations that drive successful pump station performance. This proven expertise ensures we can deliver reliable, efficient solutions tailored to the specific needs of Spruce Pine's system.

Bolton & Menk is authorized to practice engineering and land surveying in the State of North Carolina under the provisions of Chapter 89C and Chapter 55B of the North Carolina General Statutes. This authorization was issued by the North Carolina Board of Examiners on July 10, 2025, and is renewed annually, with the current authorization expiring June 30, 2026. Bolton & Menk operates under License Number F-1409 and maintains compliance with all applicable state statutes and professional requirements.

Our team recognizes the importance of our client relationships and is committed to working with all our clients to minimize actual or perceived conflicts. We do not believe an actual or perceived conflict of interested associated with this project exists at this time.

In continued service to the Town of Spruce Pine, we are excited at the opportunity to complete the Engineering Services for Highway 226 Water Pump Station Replacement project. I will serve as your lead client contact and project manager. I am deeply committed to client service, priding myself on responding to client inquiries within six to eight business hours to ensure timely communication and consistent support. Please contact me at Jason.Boyd@bolton-menk.com or 980-867-3354 if you have any questions regarding our proposal.

Respectfully submitted,
Bolton & Menk, Inc.

Jason Boyd, PE
Project Manager

EVALUATION FACTORS

WHY OUR TEAM

BOLTON & MENK

Our commitment to communities began in 1949, serving the needs of municipal clients. As we continue to grow in both numbers and experience, our dedication to building trust and ensuring a true partnership with our clients remains the same. Today, Bolton & Menk has more than 1,200 multiregional employees including professional staff of more than 400 engineers, planners, landscape architects, and surveyors.

Our dedication to our clients shines through in the work we provide. We are committed to cultivating and delivering exceptional community infrastructure solutions. From advocating for our communities to designing their dreams to finding funding; we take pride in our work because we live here too. We believe in the power of face-to-face meetings, friendly conversations, and collaborative decision-making to keep your projects on schedule, within budget, and focused on real, workable solutions.

REECE, NOLAND & McELRATH, INC. (RN&M)

RN&M is a full-service engineering firm founded in 1960 that supports educational, medical, industrial, institutional, and commercial building projects. The firm offers services spanning feasibility studies, design, construction administration, and commissioning. With an 18-person staff, the firm combines personalized project attention with the capacity to scale resources as needed.

PROJECT APPROACH

PROJECT SCOPING

Upon receiving a Notice of Award from the Town, communication will be initiated with Town staff to set up a project scoping meeting. One of the primary items for discussion at this meeting will be to determine what, if any, hydraulic analysis has been completed to date, or if any preliminary information collected as part of the Town's application is available for review.

Following the scoping meeting, our project manager will include the appropriate team members on a site visit (with Town staff) to photo document the project area and collect any other information that may be helpful during scope development. This may include:

- Paint, markers, and flagging from existing buried utilities located (designated) previously
- Asphalt road cuts and patches from previous utility repairs
- Recent above grade infrastructure improvements to the right-of-way (ROW) (sidewalks, curb, striping, etc.)
- Valve tags indicating the sizes of existing utilities
- If safe and feasible, observing inside existing manholes to verify invert sizes
- Existing dead-end/blow-off assemblies
- Traffic Control conditions
- Water bodies or other considerations for erosion and sedimentation control
- Condition and size of existing stormwater structures
- Condition of existing sidewalks and pavement
- General disposition of existing site grading

We have found that these early project discussions and field visits will help us develop a scope of services that truly meets the Town's needs, rather than including services that are not needed or having to add services at a later date.

INITIAL DATA COLLECTION AND PROJECT KICK-OFF MEETING

Upon receiving a Notice to Proceed from the Town, a design kick-off meeting will be conducted by our team, at which key design team members will meet with Town staff to establish:

- Lines of communication between Town staff and the Bolton & Menk team
- Project budgets and schedule
- Town preferences with respect to brand and type of new equipment (particularly pumps, pumps starters/drives, and emergency back-up power)
- Appropriate standard details and specifications to be utilized
- Property description/boundary for Town-owned pump station site
- Any updates to the Town's project schedule and budget, particularly as they may apply to funding from the Appalachian Regional Commission



PRELIMINARY DESIGN

We will mobilize the following team members to perform preliminary investigations:

- Survey and SUE to document existing site conditions and determine the locations of any subsurface utilities, including the locations of the Town's existing water distribution infrastructure for connection
- RN&M to perform site investigations needed to select equipment

Preliminary investigations will lead to a preliminary design, which will be inclusive of initial hydraulic calculations (including water modeling as needed), primary equipment sizing (pumps, diesel generator, and drive's), and preliminary layout designs for electrical and SCADA. This information will represent a 30 percent level of design and will be documented in a technical memorandum for County review prior to beginning final design.

FINAL DESIGN

Following preliminary design, our team will develop 60 percent, 90 percent and final plan sets for the replacement pump station. With each stage of design, our team will prepare a formal submittal to the Town and conduct a review workshop with Town staff to solicit review comments. In addition, each submittal will undergo a formal QA/QC process from both a peer reviewer and constructibility reviewer who has not been directly involved in the design.



In addition to design plans, we will prepare front end (contract) and technical specifications that thoroughly cover all required aspects of the contracted work, including suggested construction sequencing (maintaining existing station operation during work is critical), scheduling, and other activities specific to the task assigned. Specifications will be submitted at the various design submissions, with completed sets (bid documents) sent to the County for review at the 90 percent and 100 percent completion stages.

We will also develop an Engineer's Opinion of Probable Costs, which will be updated and submitted with each submission.

PERMITTING

We have very recent experience permitting through NCDEQ and NCDOT, helping to advance the schedule and reduce a costly learning curve. We have secured an authorization to construct for similar water booster stations through NCDEQ, and understand what the reviewers will be looking for.

BID PHASE SERVICES

Bolton and Menk routinely assists our clients with advertising projects for competitive bidding and conducts formal bid/award conferences. We are familiar with current legal requirements for obtaining bids on publicly funded work in North Carolina. We also maintain relationships with a number of local and qualified contractors from both our experience working in the competitive bid environment, and as part of a team for projects completed through the design-build delivery process.

We know which contractors are well suited for the various types of work and will actively reach out to trustworthy contractors during both design and bid to solicit interest on behalf of the Town.

CONSTRUCTION PHASE SERVICES

Our in-house team has qualified staff dedicated specifically to construction services. These members are well qualified on both utility collection/distribution projects and water and wastewater treatment projects. The construction administrator and construction observer will keep in constant communication with the management team and the Engineer-of-Record. Our project manager, Jason Boyd, is also well experienced in construction administration. He will stay involved from start to finish to ensure continuity throughout the life of the project. We will endeavor to keep the County informed and fully engaged during the construction process.

FUNDING ASSISTANCE

Bolton & Menk has relevant experience working with multiple funding sources in western North Carolina, including the Appalachian Regional Commission. Recent local funding application efforts include multiple Hurricane Helene SRF work for Elk Park and Royal Gorge Water.

We produce all the required documentation necessary to position our clients to receive external funding and obtain the proper authorization from local, state and federal agencies. Throughout the course of a project, we coordinate closely with the client and agency representatives and prepare the necessary documentation to position them to meet the funding agency management and reporting requirements.

PREVIOUS DESIGN EXPERIENCE

Bolton & Menk has assembled an experienced team of professionals with a proven track record of delivering similar projects. We have highlighted several projects our team has delivered using a similar approach and/or with similar elements. We will draw upon this experience to benefit the Town of Spruce Pine. Additional project experience and references are available upon request.

SEWER IMPROVEMENTS

TOWN OF KINGSTOWN, NC

Bolton & Menk is providing funding support, preparation of a preliminary engineering report, design, and services through construction for improvements to the Kingstown Lift Station, Petty Road Lift Station, and Union School Lift Station. This includes building repairs, pump and piping replacements, electrical and control panel replacements, generator replacement, ultrasonic level sensors, and miscellaneous site improvements.

The project also includes replacement of 11 force main air release valves and a small section of gravity sewer along Macedonia Church Road. The project is grant-funded through the NCDEQ Viable Utility Reserve fund, with assistance by the Foothills Regional Commission.

ENGINE-DRIVEN EMERGENCY PUMP STATIONS

CITY OF MYRTLE BEACH, SC

The City of Myrtle Beach has more than 100 pumping stations and must keep all of them operational to avoid sanitary sewer service backups and convey wastewater to the treatment facility during times of power outages, inclement weather, or equipment failure.

This project involved the installation of a bypass backup pump at 16 existing wastewater pumping stations throughout the city and was funded via the SRF. The bypass pump at each station is an aboveground engine-drive, self-priming pump. The suction line of these pumps extends into the existing wet well, horizontal storage, or upstream manhole at each station. The pump discharge line connects to the existing forcemain leaving each station.

The bypass pump, suction line, and discharge line have been installed at each existing station sites, with exact layout depending on site details.

Bolton & Menk provided the surveying (site topographic survey) and civil engineering design services (preliminary engineering report, final design plans, regulatory permitting, and bidding assistance) to bid and construct the project. Construction services (construction observation and administration, NPDES) were performed throughout the project and record drawings were produced to finalize the project.

AMERICAN RESCUE PLAN ACT FUNDING (ARPA) PROGRAM SOUTH CAROLINA INFRASTRUCTURE AND INVESTMENT PROGRAM CITY OF MYRTLE BEACH, SC

A total of \$10 million was granted to the City of Myrtle Beach to construct a 42-inch water transmission main line running over half a mile and providing water services to the entire City of North Myrtle Beach and the northern half of Myrtle Beach, South Carolina. This funding addressed a critical multi-million dollar CIP improvement affecting a large region of the Grand Strand.

SOUTH MAIN STREET IMPROVEMENTS

TOWN OF BOILING SPRINGS, NC

Bolton & Menk is currently completing the final design and bidding phase services for a multidisciplinary traffic, utility, and streetscape project on South Main Street in Boiling Springs. The project includes replacement of the existing traffic signals at College Avenue with a new mast arm signal, water main and sidewalk replacement from College Avenue to Stadium Avenue, improved pedestrian crossings, streetscape improvements in the north block of Main Street, and the addition of a decorative courtyard, all leading to improved traffic mobility, pedestrian access, and public enjoyment in the town's downtown core. To accommodate the traffic signal upgrades, Bolton & Menk is also assisting with the coordination of private utility relocations through the intersection including overhead electric and communication lines.

ON-CALL PER SERVICES

SOUTHWESTERN COMMISSION COUNCIL OF GOVERNMENTS

The U.S. Economic Development Administration (EDA) FY 2025 Disaster Supplemental Grant Program is providing about \$1.45 billion in disaster recovery funding for areas affected by major natural disasters in 2023 and 2024, with applications requiring a formal preliminary engineer report (PER). Bolton & Menk is supporting the Southwestern Commission by preparing PERs for diverse projects, such as wastewater treatment plant expansions and new campus facilities. Their work includes developing cost estimates, conceptual drawings, identifying feasibility and permitting issues, and creating preliminary project schedules.

SUPPORTIVE INFORMATION

KEY PERSONNEL

Bolton & Menk understands the importance of developing design solutions that can be supported by stakeholders and implemented efficiently. We have provided a brief background and description of key individual roles. These individuals have track records of successful projects and, just as importantly, are enthusiastic and committed to meeting and exceeding your expectations. We can provide detailed résumés of all personnel upon request.



JASON BOYD, PE (NC - 036165)

PROJECT MANAGER

Jason will serve as your primary point of contact. He has unique qualifications, having worked as both a equipment vendor for water/wastewater applications and a project manager leading complicated design efforts. He has the experience, motivation, and work ethic to effectively manage and coordinate each project phase. Jason will be responsible for overall team management and all schedule, cost, public outreach, and scope management processes.

EXPERIENCE

- Molly's Backbone and Brown Chapel Lift Station Upgrades, Catawba County, NC
- Wastewater Redirect (via new pump stations and force mains), Marshville, NC
- Sewer Rehabilitation/Replacement (Braewick Road), Tryon, NC
- Rutherfordton Wastewater Treatment Plant Upgrades, Rutherfordton, NC
- Sewer Guidebook, Oconee Joint Regional Sewer Authority (OJRSA), SC

SUMMARY

Jason is a municipal senior project manager who began his career in 2001. His responsibilities include managing projects in the municipal sector, primarily focusing on water and wastewater. With an extensive background in project management and chemical process engineering, Jason has worked on many municipal, water and wastewater, and heavy industry projects. His expertise includes biosolids treatment technologies, wastewater disinfection, tertiary filtration, and process facets in heavy industry. Jason enjoys organizing and building things, as well as protecting the environment. The variety of roles he has experienced throughout his career have allowed him to pursue these passions and deliver solutions for clients and communities.

Location: Charlotte, NC

Availability: 45%



CHRIS ROSENBOOM, PE (NC - 046265)

CLIENT LIAISON

Chris will serve as the primary point of communication between the Town and the project team, ensuring clear coordination, timely information exchange, and consistent alignment with the Town's goals and expectations.

SUMMARY

Chris began his engineering career in 2003 and has expertise in the municipal utility sector including design, construction, and review roles. He is a water/wastewater senior project manager at Bolton & Menk who oversees project finances and schedules, as well as directly supervises construction teams. Additionally, Chris has experience managing large-scale design-build projects, serving both as a prime designer on contractor-led teams and as part of engineer-led initiatives.

Location: Charlotte, NC

Availability: 35%

EXPERIENCE

- Spruce Pine Wastewater Treatment Plant and Pump Station Emergency Repairs, Spruce Pine, NC
- South Main Street Improvements, Boiling Springs, NC
- East Side Pump Station Sizing and Design for Special Order of Consent Compliance, Dunn, NC
- Wolfsped Water Transmission Main, Asheboro, NC
- West Main Street Water Main Improvements, Elkin, NC



KEN ORIE, PE (NC - 046579)

QA/QC

Ken will provide quality control checks, ensuring all technical deliverables meet Spruce Pine's standards.

SUMMARY

Ken is a water/wastewater group leader at Bolton & Menk who began his career in 1998. He brings extensive leadership experience in the areas of water and wastewater treatment and conveyance, wet weather planning, SCADA system design and implementation, rehabilitation, hydrology, hydraulic modeling, stormwater low impact design, water quality and green infrastructure, regulations, and all aspects of municipal engineering. Ken's passion is working with municipalities to help them see the bigger picture and plan for the future.

Location: Holly Springs, NC

Availability: 30%

EXPERIENCE

- Wastewater Treatment Plant and Pump Station Emergency Repairs, Spruce Pine, NC
- Freedom Town Center Sewer Replacement, Fayetteville PWC Fayetteville, NC
- Wastewater Treatment Plant Improvements, NC
- System Wide Hydraulic Model and CIP, Goldsboro, NC
- Water Treatment Plant Expansion, Weaverville, NC



KIERI KARPA, EIT

DESIGN ASSISTANCE

Kieri will assist with the design development process.

SUMMARY

Kieri is a water/wastewater design engineer who began her career in 2023. Passionate about environmental protection and water quality, Kieri strives to deliver solutions that keep safe water flowing in every community. Her experience is diverse and includes completing design calculations and writing permitting reports, as well as conducting wetland delineations and stream surveys.

Location: Holly Springs, NC

Availability: 30%

EXPERIENCE

- Spruce Pine Wastewater Treatment Plant and Pump Station Emergency Repairs, Spruce Pine, NC
- Lead Service Line Inventory, Broad River Water Authority, NC
- Water Treatment Plant, Cheraw, SC



MIKE KALE

CONSTRUCTION MANAGER

Mike will lead all on site construction activities, ensuring the project is built according to design, schedule, budget, safety requirements, and quality standards.

SUMMARY

Mike is a construction manager who began his career in 1994. He has extensive experience in construction, specializing in water/wastewater infrastructure for 10 years. Mike has worked as a consultant and construction superintendent, handling 15 treatment plant projects, various pump station projects, and numerous linear water/wastewater installations. His lift station expertise includes VFD-driven pumps, odor control installations, and complex bypass pumping operations.

Location: Charlotte, NC

Availability: 60%

EXPERIENCE

- Site Investigation, American Foods
- Sturgeon Lift Station, Brunswick County, NC
- Brawley Road Water Main, Iredell Water Corporation
- Wastewater Regionalization, Foley, MN
- Feasibility Study, Iredell Water Corporation

CAPACITY

Bolton & Menk is committed to delivering the Highway 226 Water Pump Station Replacement project on time and within budget, supported by experienced technical and project management staff who provide creative and sustainable solutions. We have strong internal financial capacity, reliable lines of credit, and a proven ability to acquire specialized equipment, software, and expert support to meet project needs efficiently. Our rapid response and successful work on initial phases of the Spruce Pine Wastewater Treatment Plant rehab/replacement demonstrate our team’s commitment to the Town and our ability to mobilize resources quickly and meet aggressive schedules.

*****MUST BE SUBMITTED WITH RFQ RESPONSE*****

STATE OF NORTH CAROLINA

NON-COLLUSION AFFIDAVIT

COUNTY OF MITCHELL

_____ being first duly sworn, deposes and says that:

1. S/he is the _____ of _____, the respondent that has submitted the attached RFQ.
2. S/he is fully informed respecting the preparation and contents of the attached response to this RFQ.
3. Such response is genuine and is not collusive or sham response.
4. Neither said bidder nor any of its officers, partners, members, managers, representatives or employees, including this Affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly, with any other respondent, to submit a collusive or sham response in connection with the contract for which the attached response has been submitted

Signature of Affidavit: _____

Name of Affidavit: _____

Title of Affidavit: _____

State of North Carolina, County of _____

Subscribed and Sworn to before me this _____ day of _____ 20_____.

(Seal)

Notary Public: _____

Print: _____

My commission expires: _____



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



MEMOS

To: Mayor & Town Council
From: Town Manager
Date: 03/23/2026
Subject: **Mowing & Landscaping Contract**

The Town advertised for a request for proposals for the mowing and landscaping of certain municipal-owned properties in the Town, January 2026. Bids were accepted until February 27, 2026. The Town received two proposals. One proposal from Hardings Landscaping and one from BH Landscaping.

The lowest responsive bid came from Hardings Landscape. Attached within the packet is a resolution that includes the bid amounts of each proposal and the advertisement for the solicitation of bids.

Respectfully,

Daniel Stines
Town Manager



**RESOLUTION AUTHORIZING THE TOWN TO
ENTER INTO A SERVICE CONTRACT FOR MOWING
AND LANDSCAPING MAINTENANCE SERVICES**

NOW COMES the Town Council for the Town of Spruce Pine (“Town”), at a duly called meeting with a quorum established, and hereby adopts this Resolution as follows:

WITNESSETH:

WHEREAS, in February 2026, the Town, through a Request for Proposals (“RFP”), solicited bids for a three-year contract for mowing and landscaping maintenance services (“Project”);

WHEREAS, the Project requires the performance of services that are not subject to formal bidding requirements under North Carolina law; however, the Town did solicit bids through the RFP to secure the best possible vendors and prices for the Project;

WHEREAS, the Town received two (2) responsive bids for the RFP: Harding’s Landscaping & Maintenance Inc. and B.H. Graning Landscapes, Inc. (“B.H.”)

WHEREAS, Harding’s bid was \$95,745 per year (total amount of \$287,235.00 for the three-year term) and B.H.’s bid was \$94,880/Year 1, \$97,480/Year 2 and \$99,960/Year 3 (total amount of \$292,320 for the three-year term);

WHEREAS, Harding has performed this work for the Town for the last several years and Town Administrators have no complaints with Harding’s work; and

WHEREAS, given Harding’s satisfactory past performance and the fact that Harding is the lowest bidder, the Town Manager recommends that the Town award the contract for the Project to Harding (a copy of the proposed contract is attached hereto).

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN the following:

1. That Harding’s bid be selected as the winner for the RFP; and
2. That the Town Manager be authorized to enter the contract on the Town’s behalf with Harding for the Project.

READ AND APPROVED this 23rd day of March 2026.

TOWN OF SPRUCE PINE

Elizabeth Holmes
Mayor

Attest:

Marsha Hoilman
Town Clerk

MITCHELL NEWS-JOURNAL
Community Newspapers Inc
PO BOX 339
SPRUCE PINE NC 28777
(828)765-7169
Fax (828)765-1616

ORDER CONFIRMATION

Salesperson: LEGAL-MNJ Printed at 01/28/26 10:28 by lshaf-cn

Acct #: 9802 Ad #: 898332 Status: New

MITCHELL CO FINANCE OFFICE Start: 02/04/2026 Stop: 02/04/2026
26 CRIMSON LAUREL CIRCLE STE 3 Times Ord: 1 Times Run: ***
BAKERSVILLE NC 28705 FRLEG 1.00 X 6.19 Words: 199

Total FRLEG 6.19
Class: 1510 FRANKLIN LEGALS
Rate: LGLNC Cost: 71.90
Affidavits: 1

Contact: MAVIS PARSLEY Ad Descrpt: RFP MOW/LANDSCAPE 26-28
Phone: Descr Cont: PUBLIC NOTICE
Fax#: Given by: *
Email: P.O. #:
Agency: Created: lshaf 01/28/26 10:24
Last Changed: lshaf 01/28/26 10:28

URL: _____

Source: _____ Section: LEGALS Page: __
Camera Ready: N Group: _____ AdType: _____
Misc: _____
Proof: _____ Pickup Date: _____ Ad#: _____
Delivery Instr: _____ Pickup Src: _____
Changes: None __ Copy __ Art __ Size __ Copy Chg Every Run __
Coupon: __ Color: _____ Gang Ad #: _____
Ad Copy Method: _____
Special Instr: _____

PUB ZONE EDT TP RUN DATES
MNJ A 96 S 02/04

AUTHORIZATION

Under this agreement rates are subject to change with 30 days notice. In the event of a cancellation before schedule completion, I understand that the rate charged will be based upon the rate for the number of insertions used.

Name (print or type)

Name (signature)

(CONTINUED ON NEXT PAGE)

MITCHELL NEWS-JOURNAL
Community Newspapers Inc
PO BOX 339
SPRUCE PINE NC 28777
(828)765-7169
Fax (828)765-1616

ORDER CONFIRMATION (CONTINUED)

Salesperson: LEGAL-MNJ

Printed at 01/28/26 10:28 by lshaf-cn

Acct #: 9802

Ad #: 898332

Status: New

**Request for Proposals
Mowing & Landscaping**

The Town of Spruce Pine is requesting proposals for mowing of certain municipal-owned properties in town. The mowing season to be considered is April through November.

The contract will be in effect for three years: 2026, 2027 and 2028.

The proposal should also include landscape maintenance of certain municipal-owned properties in town. The landscaping season to be considered is April through November. The contract will be in effect for three years: 2026, 2027 and 2028.

The successful bidder is required to provide proof of Workers' Compensation, Commercial General Liability, and Comprehensive Automotive Liability insurances. Town shall be listed as additional insured and a certificate holder on the Contractor's CGL policy.

A detailed list of areas to be mowed and landscaped, as well as additional requirements can be found at www.townofsprucepine.com or you may request a copy at: dstines@sprucepine-nc.gov. Bids will be accepted through **February 27, 2026**. Please send to the attention of the Town Manager at PO Box 189, Spruce Pine, NC 28777, or email proposals to: dstines@sprucepine-nc.gov.

The Town reserves the right to reject all proposals. No agreement shall be reached until an executed contract is approved by the Town Council

#898332 02.04.2026



**A RESOLUTION IN SUPPORT OF A LOCAL ACT
REMOVING THE PERCENTAGE AREA CAP ON
SATELLITE ANNEXATION FOR THE
TOWN OF SPRUCE PINE**

NOW COMES the Town Council (“Council”) for the Town of Spruce Pine (“Town”), at a duly called public meeting with a quorum established and hereby adopts the following Resolution.

WHEREAS, the Town may only voluntarily annex real property located in areas within three (3) miles of, but not contiguous to, the Town’s primary corporate limits (“Satellite Areas”) by meeting the requirements codified in N.C.G.S. § 160A-58.1(b)(1)-(5);

WHEREAS, N.C.G.S. § 160A-58.1(b)(5) states: “[t]he area within the proposed satellite corporate limits, when added to the area within all other satellite corporate limits, may not exceed ten percent (10%) of the area within the primary corporate limits of the annexing city...” (“Percentage Area Cap”);

WHEREAS, the area within the Town’s primary corporate limits is approximately 2,619.76 acres; so, the Percentage Area Cap for Satellite Areas annexation is approximately 261.98 acres;

WHEREAS, as of the date of this Resolution, the Council has agreed to voluntarily annex into the Town’s corporate limits approximately 95 acres from Satellite Areas – meaning, under the current Percentage Area Cap, the Council may only annex no more than another approximate 166.98 acres from Satellite Areas;

WHEREAS, multiple property owners with real properties located in Satellite Areas, some desiring to develop commercial projects on large tracts, have expressed a desire to have the Council annex their real properties into the Town’s corporate limits;

WHEREAS, over one hundred (100) North Carolina municipalities, through local acts, are exempt from the Percentage Area Cap; and

WHEREAS, given the actual and anticipated population growth and business expansion in Satellite Areas, especially along the Highway 226S corridor in the Grassy Creek area, in order to continue economic growth, increase the Town’s property tax base, and provide requested municipal services to citizens and businesses who request such services, the Council desires for the Town to be exempted from the Percentage Area Cap.

NOW, THEREFORE, BE IT RESOLVED the following:

1. That the Town be exempted from the Percentage Area Cap in N.C.G.S. § 160A-58.1(b)(5);
2. That, during the 2026 short session of the General Assembly, the General Assembly adopt a local act exempting the Town from the Percentage Area Cap in N.C.G.S. § 160A-58.1(b)(5); and
3. That, upon execution hereof, a copy of this Resolution be provided to the offices of Senator Ralph Hise and Representative Dudley Greene requesting that they, on the Town's behalf, support the bill to adopt this local act exempting the Town from the Percentage Area Cap in N.C.G.S. § 160A-58.1(b)(5).

BE IT HEREBY RESOLVED, this 23rd day of March 2026

Elizabeth Holmes
Mayor

ATTEST:

Marsha Hoilman
Town Clerk



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



MEMOS

To: Mayor & Town Council
From: Town Manager
Date: 03/23/2026
Subject: **2026/2027 Spruce Pine Action Plan**

At the January 26, 2026 Town Council Meeting, Town Council was presented with a draft Spruce Pine Action Plan by the High Country Council of Governments.

This initial draft was based on internal staff discussions, previous adopted plans and conversations with Town Council. The intent was for the HCCOG to present a working document with baseline initiatives to provoke thoughts on what the top priorities Council would like the Town and Administration to focus on.

The Action Plan is designed to be reviewed annually during budget planning and to be updated or amended accordingly.

Enclosed in the packet is the draft Action Plan for further review. Staff will provide additional feedback to the HCCOG for a more final version, to be presented and considered for adoption further into the budget planning process.

Respectfully,

Daniel Stines
Town Manager

Spruce Pine 2026 Action Plan Items



The Spruce Pine Action Plan is a high-level planning document designed to inform and guide municipal decision-making. The plan identifies key community priorities and establishes both broad and specific goals to be pursued over the next 12–24 months.

The Action Plan is intended to be updated biennially to reflect changes in the town’s demographics, economy, and evolving priorities. Through this ongoing process, Spruce Pine will maintain a clear set of actionable items on which town leadership and the community can focus their efforts.

The following pages outline a series of priorities identified through discussions with Town Manager Stines. Each section includes a range of broad and targeted initiatives, projects, or focus areas. Space is also provided for Town Council members to propose additional initiatives, projects, or priorities for inclusion in the 2026 Action Plan.

Action Priority 1- Budgeting, Staffing, Administration

Action Items

This key area describes the Town's desire to create or overhaul budgetary and planning documents, as well as evaluate capacity for staffing expansion. These developments include:

1. Creating a Capital Improvement Plan (CIP)
2. Evaluating current staffing capacity and opportunities for expansion
 - a. Creating a dedicated Spruce Pine Fire Department
 - b. Creating a new department from municipal planning and zoning
3. Finalize overhauling the Town's zoning ordinance

Additional Items/Comments

Action Priority 2- Economic Development

Action Items

This key area describes the Town's desire to incentivize economic development through infrastructure investment, downtown beautification, and revitalization programs. These developments include:

1. A focus on revitalizing the downtown business area by addressing blight and implementing the Streetscape Master Plan
2. Bolster infrastructure along Highway 226 to promote it as the Town's primary commercial corridor
3. Champion the success of water supply projects set to take place in 2026, such as:
 - a. A new water tank in Grassy Creek
 - b. Water line expansions across the town
 - c. Cemetery Hill pump station

Additional Items/Comments

Action Priority 3- Housing

Action Items

This key area describes the Town’s desire to alleviate high housing costs by creating more workforce housing. These priorities include:

1. Developing more workforce housing through the proposals emphasized in the High Country Regional Housing Action Plan, to be published in 2026
2. Exemplify successful workforce housing developments, such as the Chief Cares Project

Additional Items/Comments

Action Priority 4- Helene Recovery

Action Items

This key area describes the Town's desire to continue recovery and resiliency work related to Hurricane Helene. These projects include:

1. Continued engagement in major FEMA projects, such as:
 - a. A wastewater treatment plant
 - b. The Riverside Park
 - c. The downtown pedestrian bridge
 - d. Overall road and street repairs
2. Engagement in non-FEMA projects, including:
 - a. The downtown stormwater project
 - b. The completion of a new Public Works facility

Additional Items/Comments



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



MEMOS

To: Mayor & Town Council
From: Town Manager
Date: 03/23/ 2026
Subject: **Managers Report (Reporting on February 2026)**

This months report is a summary of the Towns FEMA status as of the end of February. Since the composition of these task orders, the Town has received an additional +/- \$2 million obligated from FEMA, to be sent to the state for final disbursement. The Total FEMA estimated eligible is a moving target and staff and partners continue to solidify these numbers on a weekly basis. The range of estimated total damages is: \$80 to \$100 million.

High Level Financial Summary

Total Estimated FEMA Eligible	\$79,264,291	The total estimated value of all current and future FEMA grants, covering past cost and future cost.
Total FEMA Eligible, in development	\$59,647,392	A working total of cost in various stages of grant development. This includes the future cost of the bridge, parks, and wastewater plant, etc.
Total FEMA Eligible, in final review	\$3,363,807	Grants that have been submitted to FEMA, almost funded, in the last stages of review, future tasks are purely administrative.
Total FEMA Eligible, funded	\$16,253,092	Gross Total of all obligated FEMA grants, some have been paid, some are funded for future costs not yet incurred, e.g. the future public works facility
At State, available for future reimbursement, excludes pending payments below	\$2,087,460	Total of obligated large project funding where costs must be first spent then requested for reimbursement
At State, Payment pending	\$3,206,218	Funds in the last step to be sent to the Town, purely administrative steps remaining.
Paid by State	\$7,583,860	Funded, received by Town as cash advance or reimbursement



Spruce Pine Town Council Meeting
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Spruce Pine, NC 29777



Paid by Insurance - Flood	\$5,000,000	Funded, received by Town as cash advance or reimbursement
Paid by Insurance - Vehicles	\$334,596	Funded, received by Town as cash advance or reimbursement
Total Cash Received	\$12,583,860	
Helene Costs Incurred to date	\$11,390,799	
Cash Status	\$1,193,061	

Recent Accomplishments

- 815439 City Owned Water Plant (Submitted), EEI's completed - Cost Summary uploaded. Submitted. Waiting on Ann-Marie to review 2/17/26
- 949223 Henredon Lift Station (Submitted), Pending EHP Review 2/24/26
- 812601 - Beaver Creek Lift Station (Submitted), 2/9/26 Pending Scope & Cost Development (CRC)
- 812630 North Toe River Intake Crossing, Obligated, submitted cost for reimbursement
- 964108 Creed Pitman Road, waiting on FEMA EHP, HMP language modified and accepted
- 824272 Water Plant/Intake Temporary Repairs - 100% Cost Share (Submitted), Submitted. Waiting on Ann-Marie to review 2/10/26
- 799114 Citywide Water Line Damage (Treated Lines) 100% (Submitted), Submitted. Waiting on Ann-Marie to review 2/11/26
- 817489 Spruce Pine - Public Works/Maintenance Sewer Lift Station (Submitted), Submitted. Waiting on Ann-Marie to review 2/20/26
- 949083 Sunnybrook Drive Culvert 100% (Submitted), Pending EHP Review 2/24/26 DM has been withdrawn by FEMA
- 818221 Townwide EPM – Materials/Rentals/Consumables 100% Cost Share (Submitted & Obligated), Obligated 1/23/26, State payment pending
- 815339 Duncan Street-Landslide-90% (completed work with estimate of future work to be completed) (Submitted), 2/13/26 Pending Peer Review
- 824271 WWTP Temporary Belt Press System - 90% Cost Share, Pending Award since 2/4/26



Spruce Pine Town Council Meeting
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Spruce Pine, NC 29777



- 951072 City Owned Vehicles, project approved by FEMA included all actual costs for purchase of the street sweeper
- **FEMA Projects in progress**
 - 815169 Beaver Creek Reservoir Road Access, preparing SOW/DDD and estimate of future costs
 - 815434 Beaver Creek Sewer Line & Raw Water Line, preparing SOW/DDD and estimate of future costs
 - 766775 River Bend Park Damages, Waiting on engineer to supply land loss opinion, revise DDD with engineering opinion and then revise cost estimate
 - 796699 Spruce Pine Washout Roads, Waiting for FEMA to send back to applicant for approval. Confirm HMP.
 - 796697 Spruce Pine Damaged Roads and Small Bridge, final cost and grant in review with HGA
 - 814245 AltaPass Hwy Sewer Line, Send back, FEMA costs are too low for approval, Brian to review cost and revise CEF, suggest getting bids before accepting the grant.
 - 817495 Mitchell High Water Storage Tank, In EHP since 2/19, Check cost and verify the insurance reduction
 - 809004 RAPID - Spruce Pine Pedestrian Bridge, Waiting on engineer to finalize opinion of HGA cost estimate, and submit engineering costs for reimbursement
 - 1064847 Spruce Pine - Elm St, Revise cost estimate and get engineering certification, send to FEMA for obligation
 - 798111 RAPID - City of Spruce Pine Wastewater Treatment Plant, Cost estimate for relocation expected from B&M 2/27/26, review and send to FEMA. Submit B&M A&E costs to DPS for reimbursement.

For the last month, FEMA has only been able to assist with CAT-B (Emergency) projects. Until a federal budget is passed, and the Department of Homeland Security is funded our projects along with every FEMA project in the nation (aside from CAT-B) are on hold.

Respectfully,

Daniel Stines
Town Manager