May 12, 2025
City Council Meeting

Mayor David Moore
Mayor Pro-Tem Lauren Shoemaker
Councilman Ivory Craig
Councilwoman Phyllis Harris
Councilman Bryan Hough
Councilman Jeff Meadows
Councilman Kenneth Reeves
Marie M. Anders, City Attorney
Jonathan Blanton, City Manager

City of Mount Holly
City Council
Regular Meeting

May 12, 2025 | 7:00 PM
Municipal Complex - Council Chambers
400 East Central Avenue
Mount Holly, NC 28120

CALL TO ORDER

INVOCATION

PLEDGE OF ALLEGIANCE

SET THE AGENDA

CONSENT AGENDA

1. Call for a Public Hearing on the 2025-2026 Proposed Fiscal Year Budget and Fee Schedule for the June 9, 2025, Council Meeting.
2. Approval of an amendment to the Planning Commission/Board of Adjustment Rules of Procedure, regarding a formalized process for member vacancies.
3. Letter of Intent to Order a Fire Truck
4. Budget Amendment for the TDA
5. Proclamation for the 150th Anniversary of the Mount Holly Cotton Mill Building, currently Muddy River
6. Appointment for the Planning Commission
7. Approval of Minutes - City Council Work Session April 28, 2025

PRESENTATIONS

1. Downtown Parking Plan Update

Steven Haynie

PUBLIC HEARING

1. Public hearing for a proposed text amendment to amend Sections 153.083A & 153.084A of the Subdivision Ordinance to require water and sewer infrastructure to be installed, inspected, and approved before construction is permitted to begin. Case # TA-25-4.

Brandon Livingston

2. Public hearing for a proposed text amendment to amend 153.031-F & 153.086 of the City's Subdivision Ordinance to Update the Process for Receiving As-Builts. Case # TA-25-3.

Paul Lowe

PUBLIC COMMENT –Three (3) Minute Limit

City of Mount Holly
City Council
Regular Meeting

May 12, 2025 | 7:00 PM
Municipal Complex - Council Chambers
400 East Central Avenue
Mount Holly, NC 28120

NEW BUSINESS

1. Review of Bids for the Upfit of the Museum at the Municipal Complex

Jonathan Blanton

2. City Manager Report

Jonathan Blanton

CLOSED SESSION

1. Closed Session Pursuant to N.C.G.S 143-318.11(a) (3 and 5)

ADJOURN

Regular Meeting
Agenda Action Form

Meeting Date	From
May 12, 2025	Tara Douglas, City Clerk City Clerk

CONSENT AGENDA Item # 1

Call for a Public Hearing on the 2025-2026 Proposed Fiscal Year Budget and Fee Schedule for the June 9, 2025, Council Meeting.

Will this require a public hearing?

Yes

Background/Purpose of Request

The preliminary 2025-2026 budget will be given to the Council at the 5/12/2025 meeting. There will be a budget meeting on Monday, May 19, 2025, at 6:30 PM to discuss the proposed budget. The public hearing will be held at the June 9, 2025, City Council meeting.

Fiscal Impact

Will Item affect current budget?
Reviewed by Finance Director?
Preaudit Certification Required?
Capital Project Ordinance Required?
Budget Transfer Required?
Total City Dollars:
Budget Code:
Reviewed by City Attorney?

Manager/Staff Recommendation

Attachments

1. FY 2025-2026 Notice of Public Hearing

Notice of Public Hearing

Please take notice that the Mount Holly City Council will hold a public hearing on Monday, June 9, 2025 at 7 p.m. (or as soon thereafter as the matter may be heard.) The purpose of the hearing will be to take public comment concerning the proposed 2025-2026 fiscal year budget and fee schedule.

A copy of the proposed budget is located at the office of the City Clerk, Monday through Friday between the hours of 8:00 a.m. and 5:00 p.m.

The public hearing will be held in the Council Chambers on the first floor of the Mount Holly Municipal Complex, 400 East Central Avenue, Mount Holly, North Carolina.

All interested people will be given the opportunity to speak at the public hearing. The City's budget is subject to change based on comments received at the public hearing and the Council's subsequent discussion and consideration.

Anyone who would like to make written comments in advance of the hearing or would like more information concerning the subject of the hearing may contact Tara Douglas, City Clerk, 400 East Central Avenue, Post Office Box 406, Mount Holly, NC 28120, telephone (704) 822-2938.

Tara Douglas, CMC/NCCMC

City Clerk

Regular Meeting
Agenda Action Form

Meeting Date	From
May 12, 2025	Greg Beal, Planning Director Planning

CONSENT AGENDA Item # 2

Approval of an amendment to the Planning Commission/Board of Adjustment Rules of Procedure, regarding a formalized process for member vacancies.

Will this require a public hearing?

No

Background/Purpose of Request

At the April 28th Council work session, Council voted to approve the text changes to the Planning Commission's Rules and Procedures to formalize a process for the filling of vacancies on this board. This was a Council-directed initiative, as City Council has the authority to fill appointments to the Planning Commission. However, as a simple matter of protocol, staff took the proposed amendment for the filling of vacancies to the Planning Commission for formal recommendation to City Council. At the May 5th Planning Commission meeting, the Planning Commission recommended that these changes be formally adopted by City Council, and therefore, since Council has already seen the changes and voted unanimously to approve such, having this item on the consent agenda is an appropriate, final step in this amendment process.

Fiscal Impact

Will Item affect current budget?	N/A
Reviewed by Finance Director?	N/A
Preaudit Certification Required?	N/A
Capital Project Ordinance Required?	N/A
Budget Transfer Required?	N/A
Total City Dollars:	N/A
Budget Code:	N/A
Reviewed by City Attorney?	N/A

Manager/Staff Recommendation

The Planning Commission, by a unanimous vote at their May 5th meeting, as well as Planning staff, recommend adopting the amendment to the Planning Commission Rules and Procedures for the filling of vacancies on this board, as found in the attached document in red text on pages 1-2.

Attachments

1. PC Rules and Procuedures_Vacancy Appointments (4-29-25)

Rules of Procedure

Planning Commission & Board of Adjustment
City of Mount Holly

I. Authority

a. The Planning Commission and Board of Adjustment of the City of Mount Holly (hereinafter "City") shall be governed by North Carolina General Statute Sections 160D-109; -301; -302; -307; -308; -309; -310; -405; -406; -604; and -705; as amended and the Mount Holly Zoning Ordinance under Articles 12, 13, and 14.

b. The Planning Commission and Board of Adjustment are hereinafter referred to as "Commission" and "Board", respectively.

II. Officers and membership

a. Chair: The Chair of the Commission shall be the same as the Chair of the Board and this person shall be elected by a majority vote of the membership of the Board from among its members to serve a one-year term. The Chair shall be eligible for re-election for two additional one-year terms only and then shall be ineligible for re-election for a one-year period.

b. Vice-chair: The Vice-chair of the Commission shall be the same as the Vice-chair of the Board and this person shall be elected by a majority vote of the membership of the Board from among its members to serve a one-year term. The Vice-chair shall preside in the absence of the Chair, and at such times, shall have the same powers and duties as the Chair, and shall be eligible for re-election for two additional one-year terms only and then shall be ineligible for re-election for a one-year period.

c. The Commission shall consist of nine (9) regular members, all of whom shall reside within the Mount Holly City limits and shall serve three-year, staggered terms as determined by appointment to the Board as outlined in Section II(d) below. Prospective members shall apply for membership by completing the City's Planning Commission/Board of Adjustment application and submitting it to the Planning Department of the City. As vacancies in the Commission arise, the Commission shall review applications and recommend one applicant for each vacant seat to the Council for appointment. The filling of a vacant Planning Commission member-seat shall be as follows:

i. The advertisement for a vacant seat or vacant seats on the Planning Commission shall be handled by the Planning Department, in coordination with the City Clerk's Office.
ii. Upon the completion of the advertisement period for the vacant position, the Planning Department will review each prospective candidate to ensure compliance with the regulations set forth in § 160D-301. Planning boards. and the requirements set forth herein.
iii. At the next available Planning Commission meeting, Planning Department staff will bring forth candidates to be considered for each vacant seat.
iv. Planning Commission members will have an opportunity to interview each candidate.

v. Upon completion of the interview process, the Chair of the Planning Commission shall open the floor for nominations.
vi. Based on Robert's Rules of Order, any member of the current Planning Commission may nominate a candidate for each vacant seat.
vii. Once the Chair collects any and all nominations, the nomination process is ended.
viii. The Planning Commission may then discuss the nominations on the floor in open meeting.
ix. Once discussion, if any, has ended, the Chair shall entertain a motion for a recommendation to City Council for a candidate to fill each vacant seat. After a motion is made, the Chair shall call for a vote until a majority candidate is selected to be recommended for appointment to the Planning Commission by City Council.
x. The recommended candidate to fulfill each vacant seat on the Planning Commission shall be placed on the next available City Council agenda for consideration of the appointment for a full-three -year term, or a portion of the remaining term, if fulfilling a vacated seat, due to the resignation or removal of a Planning Commission member.

d. The Board shall consist of five (5) regular members and four (4) alternate members, each appointed by the Council for three-year terms. In appointing the original members or in the filling of vacancies caused by the expiration of the terms of existing members, the Council may appoint certain members for less than three years so that the terms of all the members shall not expire at the same time. The Council shall appoint five (5) regular members to the Board from the regular membership of the Commission and shall appoint four (4) alternate members from the remaining membership of the nine (9) member Commission. Alternate members may attend all meetings of the Board but shall serve, participate, and vote only in the absence of a regular member, due to the temporary disqualification in an individual case where the regular member has a conflict, or due to fill a vacancy on the Board pending appointment of a replacement member, except for procedural matters as described in the Rules of Procedure.

e. The term "member" shall hereinafter refer to a member of the Commission and/or Board.

III. Rules of Conduct for Members

a. Council may remove a member of the Commission and Board during the member's term of office for good cause, including but not limited to criminal misconduct in office, willful or intentional failure to discharge the duties of office, incapacities that preclude discharge of the member's duties, or persistent and substantial conflicts of interest. Technical or inconsequential violations of the law or disagreement with the substance of the member's decisions are not sufficient cause for removal during the member's term of office. Council shall give fourteen days' advance written notice of a hearing regarding proposed removal to the said member by hand delivery or by first class mail to the last known address on file with the Planning Department of the City, hold the hearing at a Council meeting, and shall decide the question of removal of the member by a majority vote.

b. For the purposes of this Section, some examples of when a member is subject to removal for willful or intentional failure to discharge the duties of office include, but are not limited to the following:

i. If, in a calendar year, he/she: (A)Is absent from three (3) consecutive regular meetings in a calendar year without a good and sufficient excuse, or (B) Has less than a 50% attendance record at regular meetings in a calendar year without a good and sufficient excuse, or

ii. If, each calendar year, he/she does not attend at least one training session for Boards of Adjustment as offered by the Planning Department of the City or as offered by the University of North Carolina School of Government OR certify that he/she has watched at least three different on-demand training modules produced by the North Carolina School of Government for Board of Adjustment training purposes. A regular member of the Board who shall fail to attend or watch training as described above in a calendar year shall be subject to re-assignment by the Council to be an alternate Board member and shall further be subject to removal if such member does not attend at least one training session within the first three months of the following calendar year.

c. Conflicts of Interest:

i. Members shall not vote on any advisory or legislative decision regarding a development regulation adopted pursuant to North Carolina General Statute 160D where the outcome of the matter being considered is reasonably likely to have a direct, substantial, and readily identifiable financial impact on the member. A member shall not vote on any zoning amendment of the landowner of the property subject to a rezoning petition or the applicant for a text amendment is a person with whom the member has a close familial, business, or other associational relationship. No member may vote on any matter involving an application or appeal unless the member attended the public hearing on that application or appeal.

ii. Quasi-Judicial Decisions. A member of the Board shall not participate in or vote on any quasi-judicial matter in a manner that would violate affected persons' constitutional rights to an impartial decision maker. Impermissible violations of due process include, but are not limited to, a member having a fixed opinion prior to hearing the matter that is not susceptible to change, undisclosed ex parte communications, a close familial, business, or other associational relationship with an affected person, or a financial interest in the outcome of the matter. Members of the Board shall refrain from discussing any case with any of the parties thereto and shall refrain from expressing individual opinions on the proper judgment of any case prior to the public hearing and the final determination of that case.

iii. Familial Relationship. For purposes of this section, a "close familial relationship" means a spouse, parent, child, brother, sister, grandparent, or grandchild. The term includes the step, half, and in-law relationships.

d. Ethics Statement read at the beginning of each meeting:

i. In accordance with the Rules of Procedure, it is the duty of every Planning Commission and Board of Adjustment member to avoid conflicts of interest. Does any member have any known conflict of interest with respect to any matters coming before the Planning Commission and Board of Adjustment today? If so, please identify the conflict and refrain from any participation in the particular matter involved.

IV. Meetings

a. Regular: Shall be held at the Municipal Complex in the Council Chambers, at 400 East Central Avenue, Mount Holly, NC at 6:30 PM on the first Monday of each month.
b. Special: Special meetings may be called at any time by the Chair or City staff provided public notice and notice to each member is given with at least 48 hours' advance notice.
c. Cancellation: Whenever there are no appeals, applications or other business before the Commission or Board, or whenever so many regular and alternate members notify of inability to attend, that a quorum will not be available, the meeting shall be cancelled.
d. Quorum:
i. For the purposes of the Commission, a majority of actual membership of the Commission, excluding vacant seats, shall constitute a quorum. A member who has withdrawn from a meeting without being excused by a majority vote of the remaining members present shall be counted as present for the purposes of determining whether a quorum is present.
ii. For the purposes of the Board, a quorum shall consist of the number of members equal to four-fifths of the regular Board membership (excluding vacant seats not filled by an alternate member as provided below). In the event that a regular Board member shall be temporarily absent, disqualified in an individual case due to a conflict, or there shall be a vacancy on the Board pending appointment of a replacement regular member, then an alternate member of the Board in attendance may serve and be counted as a regular member of the Board for the purposes of establishing a quorum and voting.
e. Alternates: Any alternates that are required to fill in for a vacancy or vacancies during a meeting of the Board shall be based on the order of alternates that is part of the Roster. The Chair, in his or her discretion, shall select the order of alternates for the Roster on an annual basis based upon the level of experience of the alternates, while also annually rotating the order of alternates for the purpose of allowing alternate members the opportunity to gain experience.

V. Voting
a. Requirements: All members, including the chair, shall vote on all issues unless the conflicted under Section III, Part C. The concurring vote of four-fifths of the members shall be necessary to grant a variance. The concurring vote of a majority shall be required to decide any other quasi-judicial matter or to determine an appeal made in the nature of certiorari in favor of the applicant or appellant.
b. Recusal: If an objection is raised to a member's participation at or prior to the hearing or vote on a particular matter and that member does not recuse himself or herself, the remaining members shall by majority vote rule on the objection.
c. Recused members shall not remain in the room where the hearing is held, during any vote on the item they are recused for, and are not permitted to give testimony.

VI. Hearings
a. Application Procedure: Each application for a hearing shall be made on forms provided by the Planning and Development Department. Any fees established under the Fee Schedule are required to be paid at the time of application submittal.
b. Notice: Public notice of hearings in accordance with Mount Holly Zoning Ordinance shall be conducted prior to any hearing.
c. Zoning Board of Adjustment: The Board shall follow quasi-judicial procedures when deciding appeals of administrative decisions, certificates of appropriateness, variance requests, special use permits, or any other quasi-judicial decision.

d. Affirmation: For any quasi-judicial hearing by the Board any individual from the public must be affirmed before giving a statement.

e. Procedures for Evidentiary Hearings by the Board of Adjustment (Appeals, Variances, Certificates of Appropriateness, Special Use Permits, Vested Rights, or any other quasi-judicial decision):

1. Statement of Hearing - Chair shall state the purpose of the hearing
2. Oaths - Chair shall request any individual that wishes to speak on the hearing be called forward and willfully affirms to give true statements.
3. Subpoenas - The Board through the Chair, or in the Chair's absence, anyone acting as Chair, may subpoena witnesses and compel the production of evidence. To request issuance of a subpoena, the applicant, the local government, and any person with standing under § 160D-1402(c) may make a written request to the Chair, explaining why it is necessary for certain witnesses or evidence to be compelled. The Chair shall issue requested subpoenas he or she determines to be relevant, reasonable in nature and scope, and not oppressive. The Chair shall rule on any motion to quash or modify a subpoena. Decisions regarding subpoenas made by the Chair may be appealed to the full Board of Adjustment. If a person fails or refuses to obey a subpoena, issued pursuant to this section, the Board of Adjustment or the party seeking the subpoena may apply to the General Court of Justice for an order requiring that its subpoena by obeyed, and the Court shall have jurisdiction to issue these orders after notice to all proper parties.
4. Presentations - Chair will then proceed to let Staff make a presentation and then the applicant make a presentation.
5. Open Public Hearing - Chair will then open the public hearing for the presentation of evidence by the applicant, the local government, and any person who would have standing to appeal the decision under NCGS 160D-1402(c). Other witnesses may present competent, material, and substantial evidence that is not repetitive as allowed by the Board. Anyone wishing to present evidence shall sign up on a sheet provided for that purpose prior to the beginning of the public hearing.
6. Speakers - Each person who appears shall be required to state his or her name and address. The Board will hear evidence that pertain to the facts of the case or how the facts relate to the provisions of the Zoning Ordinance or State zoning law. Objections regarding jurisdictional and evidentiary issues, including, but not limited to, the timeliness of an appeal or the standing of a party, may be made to the Board. The Chair shall rule on any objections, and the Chair's rulings may be appealed to the full Board and are also subject to judicial review pursuant to NCGS 160D-1402.
7. Summarize Major Points – The Chair shall summarize all major points made that have been admitted into evidence and will call for any new evidence before closing the public hearing.
8. Close Public Hearing - Chair will then close the public hearing.
9. Discussion - Chair will allow discussion and questions to Staff and/or applicant by Board.
10. Conclusion - Chair shall summarize the evidence which has been presented.
11. Decision - The final Decision of the Board shall be (i) based upon competent, material, and substantial evidence in the record, (ii) reduced to writing, (iii) reflect the Board's determination of contested facts and their application to the applicable standards, and (iv) be approved by the Board and signed by the chair or other duly authorized member of the Board. Where a variance is granted, the record shall state in detail any unnecessary hardships upon which the appeal was based and which the Board finds to exist. When hearing an appeal, the

Board may reverse or affirm, wholly or partly, or modify the order, requirement, decision, or determination appealed from and shall make any order, requirement, decision, or determination that ought to be made. The Decision shall state in detail what, if any, conditions and safeguards are imposed by the Board in connection with the granting of any request.

Written Decisions made by the Board shall be delivered within a reasonable time from the conclusion of the hearing by personal delivery, electronic mail, or first-class mail to the applicant, owners of the subject property if not the applicant, and other persons who have filed a written request for such notice. Written Decisions made by the Commission shall be filed in the minutes and shall be public record available for inspection at all reasonable times.

f. Procedures for Legislative Hearings by the Planning Commission (Text and Zoning Map amendments):

1. Statement of Hearing - Chair shall state the purpose of the hearing.
2. Presentations - Chair will then proceed to let Staff make a presentation and then the applicant make a presentation.
3. Open Public Hearing - Chair will then open the public hearing to individuals that have signed up for public comment.
4. Speakers - Each person who appears shall be required to state their name and address.
5. Close Public Hearing - Chair will then close the public hearing.
6. Discussion - Chair will allow discussion and questions to Staff and/or applicant by Commission.
7. Conclusion - Chair shall summarize the comments which have been presented.
8. Decision - The final Decision of the Commission shall be by motion of a member and second and majority vote. Decisions made in regard to Text or Map amendments are only recommendations to the City Council. The Decision shall state in detail what, if any, conditions and safeguards are imposed by the Commission in connection with the recommendation of any Zoning Map amendment for a Conditional District.

As required by NCGS 160D-604(d), a recommendation by the Planning Commission shall include a Statement of Consistency, which is a statement as to whether the proposed action is consistent with any comprehensive or land-use plan that has been adopted and any other officially adopted plan that is applicable. Written Decisions made by the Commission shall be filed in the minutes and shall be public record available for inspection at all reasonable times.

VII. Appeals

a. Appeals of quasi-judicial decisions of the Board may be taken to the Superior Court of Gaston County by proceeding in the nature of certiorari pursuant to North Carolina General Statute 160D-1402. A petition for review shall be filed with the Gaston County Clerk of Superior Court within thirty (30) days after the decision is effective or after a written copy thereof is given in accordance with Section 12.13 of the Zoning Ordinance. When first-class mail is used to deliver notice, three days shall be added to the time to file the petition.

Read and recommended for approval by the Planning Commission and Board of Adjustment of the City of Mount Holly on the _______ day of __________________, 2024.

_____________________________ _________________________________
Planning Director Chair

Read, approved and adopted by the City Council of the City of Mount Holly on the _______ day of ___________________, 2024.

____
Mayor

Attest:

____
City Clerk

Regular Meeting
Agenda Action Form

Meeting Date	From
May 12, 2025	Fire Department

CONSENT AGENDA Item # 3

Letter of Intent to Order a Fire Truck

Will this require a public hearing?

No

Background/Purpose of Request

We would like to ask for a letter of intent to purchase a fire truck once we select the manufacturer so that we can move forward with the specification process. The build time is approaching four years, and we would not pay for the truck upfront, but at a later date. This would allow us to order the truck and secure our place on the production line.

Fiscal Impact

Will Item affect current budget?	No
Reviewed by Finance Director?	Yes
Preaudit Certification Required?	
Capital Project Ordinance Required?	
Budget Transfer Required?	
Total City Dollars:	
Budget Code:	
Reviewed by City Attorney?	

Manager/Staff Recommendation

Attachments

None

Regular Meeting
Agenda Action Form

Meeting Date	From
May 12, 2025	Michelle Wood, Finance Director Finance

CONSENT AGENDA Item # 4

Budget Amendment for the TDA

Will this require a public hearing?

No

Background/Purpose of Request

Budget Amendment per approval of the TDA board to allocate fund balance for a portion of the digital sign. Gaston County Tourism donated 33,500, and they are allocating 33,500 from the fund balance to cover the remaining costs.

Fiscal Impact

Will Item affect current budget?	Yes
Reviewed by Finance Director?	Yes
Preaudit Certification Required?	No
Capital Project Ordinance Required?	No
Budget Transfer Required?	No
Total City Dollars:	0
Budget Code:	24-00-4920-603
Reviewed by City Attorney?	

Manager/Staff Recommendation

Staff recommends approval of this budget amendment per the guidance of the TDA Board.

Attachments

1. BD For TDA

CITY OF MOUNT HOLLY
FY 24-25 Budget Amendment

Account Number	Description	Account Debit	Account Credit
24-00-3991-000	Fund Balance Appropriation		$33,500.00
24-00-4920-603	Sustainable Projects	$67,000.00	
24-00-3262-300	Other Grants		$33,500.00
TOTAL		$67,000.00	$67,000.00

Date Submitted: 28-Apr-25

Finance Officer: ____________________

City Manager: ____________________

Department Comments:

Amendment to appropriate fund balance for Digital Sign Project per TDA Board

Regular Meeting
Agenda Action Form

Meeting Date	From
May 12, 2025	City Clerk

CONSENT AGENDA Item # 5

Proclamation for the 150th Anniversary of the Mount Holly Cotton Mill Building, currently Muddy River

Will this require a public hearing?

No

Background/Purpose of Request

Fiscal Impact

Will Item affect current budget?
Reviewed by Finance Director?
Preaudit Certification Required?
Capital Project Ordinance Required?
Budget Transfer Required?
Total City Dollars:
Budget Code:
Reviewed by City Attorney?

Manager/Staff Recommendation

Attachments

1. Revised Proclamation for the 150th Anniversary of Mount Holly Cotton Mill Building (2)

CITY *of* MOUNT HOLLY

400 East Central Ave. Post Office Box 406 Mount Holly, NC 28120 704-827-3931 704-822-2933 fax www.mtholly.us

PROCLAMATION TO RECOGNIZE THE 150TH ANNIVERSARY OF THE MOUNT HOLLY COTTON MILL BUILDING

WHEREAS, the Mount Holly Cotton Mill was built in 1875 by brothers AP and DE Rhyne and Ambrose Costner as the first mill in Gaston County, North Carolina after the Civil War, in what was then known as the Town of Woodlawn, later to be incorporated into Mount Holly, North Carolina on March 11th 1879; and

WHEREAS, the Mount Holly Cotton Mill remained a textile mill until the 1970s and subsequently served as a warehouse, the Austrian consulate, and various other roles throughout its distinguished history; and

WHEREAS, the Mount Holly Cotton Mill is on the National Register of Historic Places, is the oldest standing mill in Gaston County, and is a staple of the Mount Holly community; and

WHEREAS, Robbie and Caroline Delaney purchased the former Mount Holly Cotton Mill in 2022 and have transformed the 17,000 square foot building into a premiere destination place in Mount Holly and home to Muddy River Distillery; and

WHEREAS, May 17th 2025 marks the 150th anniversary of the former Mount Holly Cotton Mill; and

WHEREAS, it is fitting to recognize and celebrate the significant contributions, accomplishments, and successes of Robbie and Caroline Delaney in the rehabilitation of the Mount Holly Cotton Mill;

NOW, THEREFORE, I, David Moore, Mayor of Mount Holly, North Carolina, do hereby proclaim and recognize this momentous milestone of the Mount Holly Cotton Mill and extend appreciation to Robbie and Caroline Delaney for their invaluable service, vision, and commitment to our community.

Proclaimed this 12th day of May, 2025.

____

David Moore, Mayor

____

Tara Douglas, City Clerk

Regular Meeting
Agenda Action Form

Meeting Date	From
May 12, 2025	Paul Lowe, Assistant Planning Director Planning

CONSENT AGENDA Item # 6

Appointment for the Planning Commission

Will this require a public hearing?

No

Background/Purpose of Request

The Planning Commission has had a vacancy since December, and seven applications were received from interested residents, who wanted to serve on the Commission. The Planning Commission held an interview process, per their Rules of Procedures, at their May 5th meeting- where four candidates attended to be interviewed-which included-Guin Bell, Quentin Goodwin, Victor Hoerst, & Shawn Royall, and at the conclusion of the interview process, three members were nominated. At that time, Planning staff explained that any member could make a motion to recommend approval of a candidate to City Council for the appointment to the vacant seat, but that candidate must receive a majority vote, in order for that candidate's recommendation for appointment, to be brought to City Council. After discussing the matter at length, Shawn Royall was nominated by a motion, followed by a majority vote (4) to fill the vacant position; Mr. Royall is therefore the recommended candidate to fill the vacant seat for a three-year term, ending in December 2027, to keep it consistent with the term of this vacated seat. This appointment would bring the Planning Commission back up to full strength & help us to obtain quorums.

Fiscal Impact

Will Item affect current budget?	No.
Reviewed by Finance Director?	No.
Preaudit Certification Required?	No.
Capital Project Ordinance Required?	No.
Budget Transfer Required?	No.
Total City Dollars:	NA
Budget Code:	NA
Reviewed by City Attorney?	No.

Manager/Staff Recommendation

The Planning Commission recommends that City Council appoint Shawn Royall to the Planning Commission for a three-year term, ending in December 2027.

Attachments

1. Planning Commission Application_Royall

Application to Serve on the Planning Commission/Zoning Board of Adjustment

Mount Holly welcomes applicants and we appreciate the time taken to submit an application. The information provided helps City Council in making appointments to vacant positions. Please complete the application to the best of your abilities. Any questions should be directed to the Planning & Development Department.

The purpose of the Planning Commission shall be to:

- Prepare studies and plans for the provision of orderly growth within the city limits and the extraterritorial planning jurisdiction.
- Develop and recommend to City Council policies, ordinances, and administrative procedures and other means for carrying out plans in a coordinated and efficient manner.
- Review and make recommendations on matters including rezoning petitions, subdivision plats and planned unit developments.
- Perform any other related duties that the City Council may direct pursuant to G.S. 160A-361.

The purpose of the Zoning Board of Adjustment shall be to:

- Hear and decide special use and permits, requests for variances, appeals of decisions of administrative officials charged with enforcement of the Ordinance.
- Hear and decide appeals as outlined in Chapter 4 Buildings and Chapter 9 Housing of the City of Mount Holly Code of Laws.
- Follow quasi-judicial procedures when deciding appeals and requests for variances and special use permits.
- The Board shall hear and decide all matters, upon which it is required to pass under any statute or ordinance that regulates land use or development.

The Planning Commission is composed of nine regular members. Nine members are residents within the Mount Holly city limits and shall be appointed by the City Council. All members serve a three year overlapping term and certain members will be designated to be part of the Zoning Board of Adjustment.

The Zoning Board of Adjustment is composed of five members from the nine members of the Planning Commission. Five members are to reside in the city limits and be appointed by the City Council. The Board shall also consist of four alternate members, which shall be appointed from the remaining membership of the nine member Planning Commission. The length of terms and the manner of appointment for members of the Board shall coincide with their terms on the Planning Commission.

The Planning Commission/Zoning Board of Adjustment typically meets on the first Monday of each month at 6:30 PM in the Council Chambers of the Municipal Complex.

Personal Information
Name: Shawn Royall
Address: 113 Birchwood Court, Mount Holly, 28120
Phone 1: 704.622.6624
Phone 2:
E-mail: shawnroyall1971@gmail.com
Are you a Mount Holly resident? Yes ✓ or No. YES
Do you have any relatives or members of your household who are employed by the City of Mount Holly, who are currently serving on the City Council or who are Commission/Board members? Yes or No ✓. If yes, NO
Excluding your principal residence, do you own real property in Mount Holly? Yes or No ✓. If yes, where NO
How did you learn about the vacancy on the Planning Commission/Zoning Board of Adjustment?
Community Group Mount Holly Newsletter ✓ City Website ✓ Other:____________________________________
List relevant education, training, experience, certificates of training, licenses, or professional registration:
Please see professional resume attached to email.
Employment
Present or Last Employer: Octant Associates, LLC. Occupation: Department of Defense contractor
Describe your involvement in community activities, volunteer and civic organizations:
Please see professional resume attached to email.

What is it about the Planning Commission/Zoning Board of Adjustment that is compatible with your experience and of specific interest to you, and why?
Upon my recent completion of 30 years of leadership in public service, which included planning and collaboration with public, private, local, state, and federal partners, I seek the opportunity to fulfill my community responsibility and contribute to the future vision of our community. The planning commission/ZBOA demands a unique committment by joining past, present, and future community members in providing collective guidance and positive decisions that will forge a profound future for all of Mount Holly. This commission is of specific interest to me because of the long lasting impact the groups visionary input will have in developing our city and providing a sustainable future for Mount Holly for generations to come.
Please describe an issue that recently came before the Commission that is of particular interest to you and describe why you are interested in it.
A specific issue that the City of Mount Holly collectivily faced was the impactful flooding our area, and State, faced resulting from catastrophic storms such as Hurricane Helene. This impacted citizens personal property, businesses, critical infrastructure, and roadways. As Mount Holly, and the greater metro Charlotte area, continues to grow and attract citizens, visitors, investors, and business, the planning commission must ensure development takes into consideration weathers impact has and plan accordingly for the unexpected.
If appointed, what specific goals would you like to see the Planning Commission/Zoning Board of Adjustment achieve, and why? How would you suggest accomplishing this?
If appointed, I would seek to ensure we are in lockstep with not only city leaderships vision, all city departments, boards, and commissions, but also the citizens and visitors of Mount Holly to provide a unified and progressive vision. It is easy for various entities to operate in an echo chamber or silo thus to ensure we are setting and meeting our cities collective goals, I would seek improved transparency, interactive communication, and information sharing. This would continue to instill a common vision that the city is working together to accomplish all of our goals and not just specific endeavors. Additionally, the planning commission members must leverage community engagement, solicit diverse input, technological advancements in planning tools, data driven decision making, and an emphasis on long term sustainability.
Planning Commission/Zoning Board of Adjustment members work with documents listed below. If you have experience with any of these documents, please describe that experience. Experience with these documents is not required for selection.

Zoning Ordinance, Comprehensive Pedestrian Plan, Strategic Vision Plan, City Code of Laws, Land Development Guidelines, Subdivision Ordinance, Downtown Development Manual In my previous public service career I routinely contributed to the city's strategic goals and vision plan that clearly defined our vision for all to rally behind. Further, I was frequently involved with building codes, ordinances, and enforcement. I believe in a whole of government approach towards addressing problems and issues we face and if provided the opportunity to serve, I will be an active and aggressive contributor to solving these problems.

Signature: S. L. Royall Date: Jan. 1st, 2025

CITY OF MOUNT HOLLY

CITY COUNCIL MEETING MINUTES

MONDAY, APRIL 28, 2025

COUNCIL CHAMBERS

6:30 PM

CALL TO ORDER

Mayor Moore called the meeting to order at 6:30 pm. The following were present:

Mayor David Moore	Jonathan Blanton, City Manager
Mayor Pro Tem Lauren Shoemaker	Brian DuPont, Assistant City Manager
Councilman Ivory Craig	Alexis Hines, Human Resources Director
Councilman Jeff Meadows	Brian Reagan, Police Chief
Councilman Bryan Hough	Greg Beal, Planning Director
Councilwoman Phyllis Harris	Ryan Baker, Fire Chief - Absent
Councilman Kenneth Reeves	Robert Stewart, Deputy Utilities Director
Marie M. Anders, City Attorney	Eric Smallwood, Parks and Recreation Director
Tara Douglas, City Clerk	Michelle Wood, Finance Director
	Matt Black, Economic Development Director
	Jason Green, Public Works Director

INVOCATION

Councilman Hough led the Council, Staff, and attendees in prayer.

PLEDGE OF ALLEGIANCE

Councilman Meadows led the Council, Staff, and attendees in the Pledge of Allegiance.

SET THE AGENDA

Mayor Moore entertained a motion to set the agenda as presented.

Motion: Councilwoman Harris made a motion to approve the agenda as presented. Councilman Reeves seconded the motion.

All Council members present and voting, voted in favor 6-0. (Motion Carried)

CONSENT AGENDA

1. Budget Amendment to pave Westt Glendale at Ransom Hunter Park
2. Budget Amendment for parking lot paving at 128 South Main Street, Mount Holly NC

3. Approval to award contract to Carolina Wetland Services for storm water project.
4. Approval for staff to apply for the North Carolina chapter of the American Planning Association's Great Places-Great Place for Public Art Award.
5. Approval to appoint Greg Blackwood to the ABC Commission.
6. Resolution of support to amend the Gaston County Blueway Masterplan to include Dutchman's Creek.
7. Approval of Interlocal Agreement for Tax Collection.
8. Approval of Minutes – Council Meeting April 14, 2025

Mayor Moore entertained a motion to approve the Consent Agenda as presented.

Motion: Councilman Meadows made a motion to approve the Consent Agenda as presented. Mayor Pro Tem Shoemaker seconded the motion.

All Council members present and voting, voted in favor 6-0. (Motion Carried)

PRESENTATIONS

1. Update on Veterans Park Expansion and Redevelopment ***Brian DuPont***

Mr. DuPont gave an update on the Veterans Park Expansion and Redevelopment. Mr. DuPont gave a brief history of the project stating that the property acquisitions have been completed, residential properties have been cleared or are in the process, the environmental review has been conducted, and we hope to partner with MECA Commercial to manage tenants as well as some short-term leases for up to two years if approved by Council. Mr. DuPont reviewed an outline of steps and important benchmarks that are required for any kind of public partnership. Mr. DuPont stated that staff has been active in completing some of these benchmarks while others are in the process. Mr. DuPont explained that this list is intended to provide a general understanding of the process. Mr. DuPont reviewed next steps stating that there are two components which are the Park Land Management, and the Redevelopment Partnership based on the checklist. Mr. DuPont stated that staff has been compiling information to include reaching out to McAdams to get updated estimates for any kind of park concept design, looking into soil borings on the property, looking into grading options, and looking into what it would take to pipe the stream. Mr. DuPont stated that staff is looking to Council for direction on next steps.

Councilman Meadows asked about the intent behind looking at the underbrush and the grading. Mr. DuPont stated that this process would allow for an analysis of the area and general beautification. Councilman Meadows asked if the property would be usable at that point. Mr. DuPont answered yes, the property would be usable. Mr. DuPont stated that if Council wished, the City could turn it into a passive park or promote it as certain types of uses. Councilman Meadows commented on the ditch asking had the City not worked with the Army Corps in the past and determined that it is not a wetland and that you can put the pipe in place. Mr. DuPont confirmed that this statement is correct. Councilman Meadows inquired about the status of our potential development partner North State. Mr. DuPont stated that he and City Manager Blanton have been meeting with North State and their representatives and, out of the last meeting, supplied the letter of commitment and interest that is in the Council's agenda packet. Mr. DuPont stated that representatives from North State Development are here tonight if there are any questions. Councilman Meadows asked to hear from the representative of North State to give a status update. Councilman Meadows asked about the next step from North State.

Shane Seagle from North State Development and Rachel Krenz from Lagniappe Group approached the podium to answer questions from the Council. Rachel Krenz stated that their letter was to reinstate their interest in this project. Ms. Krenz stated that there are some challenges financially that were mentioned a few months ago, but that they are still interested and have put together a proposal just to show their commitment of interest for continuing the conversation. Ms. Krenz stated that they appreciate all that the staff is doing from a due diligence standpoint since a lot of this work would have to be done by the development partner, and this helps them to have some knowledge ahead of time.

Councilman Meadows asked what do the next steps look like and what kind of timing are we looking at? Ms. Krenz stated that the next steps would be to figure out the terms of the agreement with the end goal to have a development agreement. Ms. Krenz stated that the first steps to this would be to negotiate and create a term sheet of the things that are important to the City as well as the developer. Councilman Meadows suggested scheduled meetings between staff and North State. Mayor Moore stated that Council could talk about those options. Mayor Moore asked if the developer is still considering putting in 250 townhomes. Ms. Krenz stated that they want the agreement to be flexible so that it can move with the market, but that the hope is that it is residential and retail. Councilman Hough stated that he would like to see the Council move forward once there is more information. Mayor Moore stated that he feels as though the City needs to open this opportunity up for other developers to ensure the best outcome.

Councilman Craig expressed that he would like to see scheduled meetings every two to four weeks between City staff and North State as Councilman Meadows suggested in order to continue the pace of the discussions. Ms. Krenz stated that they slowed down their process because they knew that the Council was taking time to determine their direction. Ms. Krenz stated that they are hesitant to spend time and money if this is not something that the Council is committed to proceeding with. Ms. Krenz stated that they are ready to work with an identified staff member or team to work towards achieving a term sheet. Mayor Moore stated that there was consensus of the Council to move forward with scheduled staff meetings with North State.

Councilman Craig thanked the team at North State and hopes to work with them.

2. Baker Tilly Classification and Compensation Study Update

Sarah Towne

Ms. Towne from Baker Tilly came forward to provide a project overview of the compensation study. Ms. Towne noted that there was extensive engagement with leadership as well as staff. Ms. Towne stated that the evaluation was a five-phase methodology. Ms. Towne listed the five phases to include data collection, position review, market assessment, pay plan development, and project completion. Ms. Towne stated that the majority of the information that will be discussed tonight will be from phase four as this will be new information.

Ms. Towne explained that the largest portion of the project initiation phase comes from the position analysis questionnaire (PAQ) where all employees had the opportunity to tell them in their own words about the work that they are performing. Ms. Towne stated that those PAQ's were then routed to a supervisor for review, additional information, and comments. Ms. Towne stated that using these PAQ's formed the basis of the study. Ms. Towne explained that using those PAQ's and some updated job descriptions, they reviewed all 93 titles in the organization and made recommendations for adjustment so that the job title is appropriate and reflective of the work that is being performed. Ms. Towne discussed the Baker Tilly job evaluations using their point factor tool called SAFE® and that this is what the City will use moving forward to evaluate positions. Ms. Towne listed the 9 compensable factors as: 1. Education 2. Experience 3. Level of Work 4. Human Interaction 5. Physical Demand 6. Working Conditions 7. Independence of Action 8. Impact on Organization 9. Supervision Exercised. Ms. Towne stated that this is a measurement of the position, not the person in the position which makes this process compatible with the federal Equal Pay Act.

Ms. Towne stated that Baker Tilly partnered with the City's staff to identify comparable and competitive peer organizations to be included in the study. Ms. Towne stated that this list of competitive peer organizations got narrowed down to 10 organizations who look like us, work like us and are similar in size and are included in the data representing the private sector in the comparisons. Ms. Towne stated that Baker Tilly included 76% of the positions in the market as benchmark positions and this data is appropriately adjusted to Mount Holly. Ms. Towne stated Baker Tilly also conducted a benefits comparison analysis for information purposes only. Ms. Towne listed the 10 public peer organizations to be included in the study as: 1. Belmont, NC 2. Charlotte, NC 3. Matthews, NC 4. Gastonia, NC 5. Harrisburg, NC 6. Huntersville, NC 7. Kings Mountain, NC 8. Lincolnton, NC 9. Pineville, NC 10. Gaston County, NC. Ms. Towne listed the 2 private sector organizations to be included in the study as: 1. Comp Analyst 2. Economic Research Institute. Ms. Towne discussed terms such as cost of living and cost of labor with cost of labor being the focus of Baker Tilly. Ms. Towne stated that Mount Holly is approximately 2% less than the United States national average for cost of labor.

Ms. Towne reported that in total, 72 positions were included in the market survey as benchmark positions and of those, 1 position had insufficient data (less than 3 matches). Ms. Towne reported that the study yielded market values for 98.6 % of the City's benchmark positions. Ms. Towne reported that the average minimum, midpoint, and maximum results were prepared for the 72 benchmarks with sufficient data having 6.8 matches on average. Ms. Towne stated that 33% of the benchmarks had 8 or more matches each. Ms. Towne stated that a comparison of current midpoints versus the market average midpoint was also prepared. Ms. Towne reported that the City of Mount Holly is 4.0% below the market at the minimum, 5.5% below the market at the midpoint, and 6.3% below the market at the maximum. Ms. Towne stated that the City is more competitive at the minimums but is losing ground and not as competitive at the midpoints and the maximum salary ranges.

Ms. Towne defined the meaning of the term "Market" as the base pay information of the City's determined peer organizations. Ms. Towne stated that an average is calculated from this information which is termed the Market Midpoint. Ms. Towne discussed the terms Market Midpoint, Match Market and Lag Market Midpoint. Ms. Towne stated that this is a key component in an organization's pay philosophy. Ms. Towne stated that given that the City is currently 5.5% behind the Market at the Midpoints, Match is certainly within our realm of possibility. Ms. Towne stated that Baker Tilly initially started with a Match Market compensation philosophy adjustment, but also that they also prepared Lag Market philosophy as a potential for a temporary time frame.

Ms. Towne discussed the next phase of the study, which is the pay plan development. Ms. Towne discussed the three components of this phase including determining a pay plan, grade assignments, and the implementation cost. Ms. Towne noted that up until this point, she has not talked about individual people at all, stating that this is not the goal of a class and compensation study. Ms. Towne stated that the goal is position specific and not individual specific. Ms. Towne stated that once the positions are determined, then the people can be plugged back into the conversation. Ms. Towne stated that they looked at a couple of different implementation options for the Council's consideration. Ms. Towne reviewed the City's current pay structure and stated that it is what is called an open-pay range pay plan, meaning that it is open from minimum to maximum with no defined steps. Ms. Towne stated that there are 13 grades numbered 51 through 62. Ms. Towne discussed the range spread, which is the distance from minimum to maximum stating that ideally range spreads are tailored to the nature and learning curve of the position. Ms. Towne stated that the City currently has a couple of grades that have narrow range spreads, but they would like to see more tailored range spreads. Ms. Towne stated that the City's current starting minimum wage is $15.47 per hour or $32,167.20 annually.

Ms. Towne discussed a proposed general pay plan that would utilize the Match Market philosophy with an open range pay system. Ms. Towne stated that the range spreads would be narrowed to 36-50%. Ms. Towne stated that this proposed general pay plan would be tailored to market midpoint differentials and aligned to 98% of market midpoints. Ms. Towne stated that this proposal would have minimum wage start at $18.33 per hour or $38,136 annually.

Ms. Towne discussed a second proposed general pay plan using a slight Lag Market philosophy. Ms. Towne stated that it since it could potentially be too costly currently to implement a market match philosophy, Baker Tilly is proposing a temporary lag to eventually catch up to market. Ms. Towne explained that this proposed plan aligns to 98% of market instead of 100% in the previous plan proposal. Ms. Towne stated that the starting minimum wage would be $17.87 per hour or $37,172 annually.

Ms. Towne stated that once the pay structure is determined, then they determine where the positions themselves need to go. Ms. Towne stated that Baker Tilly went line by line for pay grade assignments. Ms. Towne stated that an internal equity or internal system is needed to evaluate career progressions and supervisor subordinate separation. Ms. Towne reiterated that this is about the position and not the person in the role. Ms. Towne stated that they are not looking at their performance, their length of service, or their existing salary. Ms. Towne stated that none of the previous factors were considered when assigning positions to grades. Ms. Towne stated that the goal is the value of the position.

Ms. Towne discussed implementation scenarios and stated that no employee will receive a pay decrease as a result of the study. Ms. Towne stated that the implementation cost reflects base pay in US dollars with benefits and pay differentials are not included.

Councilman Hough asked about how employees are or should be addressed who had the experience elsewhere and were hired here because of that experience even though they had not worked for the City of Mount Holly but had worked in the same department at another township. Ms. Towne stated that as we look at the implementation option, an employee's current salary is the key indicator. Ms. Towne clarified that where an employee enters into the salary range is a function of your existing pay policy and practices. Ms. Towne stated that it is Baker Tilly's recommendation that no employee should be hired in at higher than the midpoint of the salary range.

Council Hough asked what the inflation rate on salaries is and what is the wage growth over the last two years. Ms. Towne stated that she could speak more broadly about the State of North

Carolina which has a cost of labor adjustment of approximately 3.5% over the last couple of years. Councilman Meadows asked if the City's internal promotion policy was considered as part of this study. Ms. Towne explained that looking at the City's existing pay policies and practices was not in the scope of their study stating that their goal is to establish the system for where the positions need to go and then your existing pay policies and practices could be a function of that. Ms. Towne stated that the City's current pay structure is what is probably the cause of some of those compression issues where employees are having to promote and the distance that you have in your current pay structure of 15% in very wide range spreads is what is causing some of those compression challenges.

Councilman Meadows requested that staff review the current pay policies to address what is and has happened to the employees that are currently here. Councilman Meadows asked if certifications and education have been taken into consideration in this study. Ms. Towne stated that Baker Tilly is not looking at the credentials of the individual employees as part of these implementation scenarios. Ms. Towne reiterated that this entire process is position specific with the value of the position being the focus. Ms. Towne stated that employees should absolutely be rewarded and compensated for additional education, experience, and certification requirements, which is a function of your existing pay policies and practices. Ms. Towne noted that the City offers 2.5% for additional certifications, which is falling behind in the benefits market standard of 5%. Councilman Meadows expressed concern for those employees who may have been impacted from previous studies and the desire to take care of those situations. Ms. Towe stated that a class and compensation study is not going to be a silver bullet that is going to right all of the historical wrongs of how people have been compensated previously. Ms. Towne stated that the goal is to have a clean slate of being able to say how do we recalibrate this system and where do the positions are going to be market competitive, and then what employees bring to the role absolutely should be considered.

Mayor Pro Tem Shoemaker inquired about the tenured adjustment rate and why it is capped at 8 years. Mayor Pro Tem Shoemaker stated that she would think that we would want to encourage tenured employees that may not be promoted. Ms. Towne stated that this is a function of the average time in positions across the City and that less than a quarter of the employees have 8 years in their position. Ms. Towne explained that this is an overall ceiling to be able to implement the overall recommendations.

Councilman Reeves confirmed that this study is to get the City to the area standards and that the items that Councilman Meadows discussed could be added. Ms. Towne stated that he was correct.

Councilman Meadows stated that his concern is always what impact do these studies have on the City's budget. Councilman Meadows asked if these numbers have been adjusted as a percentage of our budget. Ms. Town stated that Baker Tilly worked hand in hand with leadership to determine what is the possibility for implementation scenarios. Ms. Towne stated that while we had our standard three scenarios, we then developed the 3B which is a bit more customized and then we also have these four scenarios which are currently at the match market.

Councilman Reeves inquired of City Manager Blanton if this proposed plan could be implemented without a tax increase. Mr. Blanton stated that staff has worked closely with Ms. Towne and the Finance team to look at these options comparing those to what a potential cost of living adjustment (COLA) and/or merit increase would look like for fiscal year 2026. Mr. Blanton stated that he feels confident that based on the direction from Council, we can adjust any of these scenarios to fit into the upcoming budget without any adjustment to the tax. Mr. Blanton stated that staff is not recommending a tax increase in the upcoming fiscal year.

Councilman Meadows asked staff to bring back what percentage would a potential operating expense increase have on the City's capital projects. Mayor Moore asked the Council if there is an option that they prefer to look at for the budget. Councilman Reeves stated that option 3 would be the most advantageous for all employees in some way. Ms. Towne clarified by stating that option 3 would specifically look at the 182 full-time staff and approximately 10 vacancies noting that part-time employees would be considered on a separate funding mechanism, and that not every employee would receive an increase as part of option 3. Ms. Towne stated that option 3 would provide a recalibration. Ms. Towne recommended that the City's goal should be to address where employees are currently falling within these ranges. Ms. Towne stated that having new employees that have been in their role for one year or less so far within their ranges is a problem and is likely a function of your existing pay system or that the positions are placed just out of alignment with market. Ms. Towne noted that there are several long-term employees that are not yet at market value. Ms. Towne stated that option 3 gives the City the best option to recalibrate all of the employees to where they should be.

Councilman Meadows stated his concerns that the study seems to be lacking some of the individual adjustments and some of the issues on the ground that we still have. Councilman Meadows reiterated that the City knew from the last compensation study that there was still more work that needed to be done and issues that still need to be addressed. Councilman Meadows would like for staff to bring back a strategy for the existing employees on the ground where it is a one-off. Ms. Towne stated that the tailored approach of option 3 is considering a fair amount of this tailoring to where people currently are, we just still have to use the standard metric of time in position to recalibrate. Ms. Towne stated that there may still need to be equity adjustments for where people are at. Ms. Towne stated that option 3b is even further tailored to those situations.

Councilman Hough stated that the employment and compensation administration piece of this must be addressed because that is not what is going to address the issues that we had the previous time. Councilman Hough suggested that City Manager Blanton and staff bring back a recommendation that works best to address these concerns.

Councilman Craig stated that he appreciates that we are having these conversations and agrees that staff should have the freedom to bring back recommendations. Mayor Pro Tem Shoemaker agrees that staff should be able to bring back recommendations but expressed that she is in favor of option 3. Councilman Reeves agrees with staff bringing back recommendations and thanked Ms. Towne for her presentation.

Councilman Meadows asked about the frequency recommended for compensation studies. Ms. Towne stated that when a full recalibration exists and the yearly maintenance is kept up, the City should not have to do a full comprehensive classification and compensation study like this for another 5-7 years or 3-5 years if you are taking tabs on the market. Councilman Meadows suggested that staff look into a continued consulting contract to ensure this maintenance.

The consensus of the Council is for staff to bring back recommendations on the options presented by Baker Tilly as well as looking at the pay philosophy.

3. Joint Use Agreement between Gaston County Schools and park and Recreation for the use of school ballfields. ***Eric Smallwood***

Mr. Smallwood stated that the Mount Holly Parks and Recreation staff have been working in collaboration with the Gaston County Parks, Recreation and Tourism Department and Gaston County Schools Administration to establish a Joint Use Agreement. Mr. Smallwood stated that this agreement would grant the City of Mount Holly exclusive access to the ballfields at Pinewood Elementary and Catawba Heights Elementary in exchange for the City taking on routine maintenance responsibilities for the fields. Mr. Smallwood stated that effective July 1, 2025, Gaston County PR&T will discontinue maintenance of these ballfields. Mr. Smallwood stated that we have formally requested permission to assume maintenance responsibilities in order to secure exclusive use of the fields during non-school hours. Mr. Smallwood stated that this would significantly reduce the burden on Tuckaseege Park as our youth athletic programs continue to grow. Mr. Smallwood stated that this partnership is expected to reduce weekly usage of our soccer fields at Tuckaseege park by approximately 8-12 hours and decrease daily traffic at the park by 20-40 vehicles directly related to programming. Mr. Smallwood stated that the impact to our department's budget is expected to be minimal. Ms. Smallwood stated that the City has a Memorandum of Understanding (MOU) with Gaston County Schools right now for the use of the Old Gym and this would be very similar to that MOU.

Motion: Councilwoman Harris made a motion to approve the Joint Use Agreement between Gaton County Schools and Parks and Recreation for the use of school ballfields. Councilman Hough seconded the motion.

All Council members present and voting, voted in favor 6-0. (Motion Carried)

Mayor Moore announced that there would be a five (5) minute break

4. Disposal of Real Property Using Economic Development Statute

Matt Black

Mr. Black presented information on N.C.G.S 158-7.1 as it pertains to the disposal of real property using economic development. Mr. Black stated that this process is effective, efficient and fair. Mr. Black discussed the use of this statute as well as the timeline. Mr. Black stated that this process is a very common practice. Mr. Black stated that by using N.C.G.S 158-7.1, this process must create jobs, must increase the tax base and come with performance measures. Mr. Black noted that using N.C.G.S 158-7.1 could be pointed out in the Strategic Vison plan by promoting opportunities for additional retail and restaurant establishments, continue to facilitate downtown growth and development as well as encourage the development of distinct mixed-use districts. Mr. Black discussed the possible justifications for selling buildings below appraised value. Mr. Black discussed the included resolution for the Council's consideration as well as the potential Request for Proposals (RFP). Mr. Black reviewed the process for using N.C.G.S 158-7.1. Mr. Black opened the floor to questions from the Council.

Councilman Reeves asked if this process takes into consideration the City's control of the price. Mr. Black stated yes that it is usually based on the type of project and that this is negotiable. Councilman Craig confirmed that if approved, the City would move forward with an RFP.

Mayor Pro Tem Shoemaker confirmed that this RFP will not be as cumbersome as previous RFPs. Mr. Black confirmed that it will require them to have the financial backing to support this type of project which is in the scoring mechanism.

Mayor Moore stated that Mrs. Anders had another option that she would like to make the Council aware of. Councilman Hough stated that he was going to make a motion but that he would defer to Mrs. Anders.

Mrs. Anders stated that after speaking with the City Manager, this particular building is listed on the national historic register and that there is one additional option which would be a sale through a historic preservation commission. Mrs. Anders stated that this could be a private sale to any party subject to covenants that would secure appropriate rights of public access and promote the preservation of the property. Mrs. Anders stated that there is no historic preservation piece in the economic development statute. Mrs. Anders stated that if the Council chooses the economic development sale process, then the Council still has the option to negotiate the purchase of a historic preservation easement over this building.

Motion: Councilman Hough made a motion to approve the resolution number 04282025A declaring 131 S. Main Street, City owned property, for economic development purposes and authorizing its disposal pursuant to N.C.G.S 158-7.1. Mayor Pro Tem Shoemaker seconded the motion.

Vote:
Ayes- Councilman Meadows, Councilman Craig, Mayor Pro Tem Shoemaker, Councilman Hough
Nays- Councilman Reeves, Councilwoman Harris

The Council members presents and voting, voted 4-2 (Motion Passes).

OLD BUSINESS

1. Update on Property Management for East Central Avenue ***Jonathan Blanton***

Mr. Blanton updated the Council regarding property management options for the tenants that the City inherited upon the purchases of buildings on East Central Avenue. Mr. Blanton stated that Council requested that staff look at an option provided by MECA Commercial Real Estate. Mr. Blanton stated that it was originally a two-year property management agreement that provided for the management of those properties with a fee of $1250.00 per month that would come from the rents themselves for these services. Mr. Blanton stated that Council also discussed utilizing MECA for soliciting offers and tenants for the vacant properties that are on East Central Avenue. Mr. Blanton stated that MECA is willing to do a 1-year agreement based on the comments that Council previously gave. Mr. Blanton stated that before Council tonight is a revised agreement for the Council's consideration. Mr. Blanton confirmed that this agreement would include maintenance.

Motion: Councilman Meadows made a motion to approve the property management agreement with MECA Commercial Real Estate. Councilman Hough seconded the motion.

All Council members present and voting, voted in favor 6-0. (Motion Carried)

2. Discussion and approval of process for Planning Commission appointments

Greg Beal

Mr. Beal stated that at the March 28, 2025 Council Work Session, staff presented a process that has been followed for the selection of the Planning Commission appointments, due to vacancies on this nine-seat board. Mr. Beal stated that the Planning Commission differs from the other commissions and committees in the City in that it is required by NC General Statutes as a land-use recommendation board. Mr. Beal explained that other committees and commissions are not required under State law. Mr. Beal stated that five members of the Planning Commission serve on the Board of Adjustment, with the four remaining members serving as alternates in case of absences. Mr. Beal explained that his research on other commissions' rules and procedures found that there are very little rules in the region regarding this process in terms of filling voids and vacancies. Mr. Beal explained the process that has been used for the past 10 years and that the process should be formalized in the adopted Rules and Procedures for the Planning Commission. Councilman Reeves confirmed with Mr. Beal that this process has served the City well so far.

Motion: Councilman Craig made a motion to approve the Process for Planning Commission Appointments. Councilman Meadows seconded the motion.

All Council members present and voting, voted in favor 6-0. (Motion Carried)

1. City Manager Report ***Jonathan Blanton***

Mr. Blanton discussed the progress that has been made at Ransom Hunter Park and that the City is looking forward to scheduling a ribbon cutting soon. Mr. Blanton stated that there will be some paving done on Glendale Road being done based on the tonight's consent agenda vote. Mr. Blanton reviewed the multiple paving projects that are happening soon. Mr. Blanton stated that the Army Corps continues to be very busy cleaning out the debris from the river. Mr. Blanton discussed the Dutchman's Creek Bridge project and its progress. Mr. Blanton discussed the many complaints regarding Mountain Island Lake and the numerous citations for DUI's, traffic citations, and boating while impaired. Mr. Blanton thanked our friends over at the Community Development Foundation for a very successful 5K/10K run on Saturday morning. Mr. Blanton stated that the Senior Dinner will be here at the Grand Hall tomorrow. Mr. Blanton mentioned that the Community Dinner will also be here at the Grand Hall on Thursday. Mr. Blanton stated that SpringFest will be on Saturday. Mr. Blanton stated that the first Mount Holly Nights will be on May 9, 2025 and that he encourages everyone to attend. Mr. Blanton stated that the Mount Holly Historical Society will be hosting an event remembering the fallen at 2:00 PM on May 10, 2025 at the Veterans Healing Garden. Mr. Blanton stated that the Farmers Market is open.

Councilman Meadows requested that staff begin to look at what the other side of the bridge could look like. Mr. Blanton stated that staff would evaluate that and come back to Council.

Councilman Hough stated that the Council has spent a lot of money on this sound system so he encourages everyone to be mindful of the placement of the microphones so that everyone could be heard.

Motion: Councilman Hough made a motion to adjourn the April 28, 2025 City Council Work Session at 8:22 PM. Councilman Reeves seconded the motion.

All Council members present and voting, voted in favor 6-0. (Motion Carried)

The meeting adjourned at 8:22 PM.

Regular Meeting
Agenda Action Form

Meeting Date	From
May 12, 2025	Steven Haynie, Site Inspector Public Works

PRESENTATIONS Item # 1

Downtown Parking Plan Update

Will this require a public hearing?

No

Background/Purpose of Request

An update on the downtown parking lot paving and proposed striping plan.

Fiscal Impact

Will Item affect current budget?	No
Reviewed by Finance Director?	No
Preaudit Certification Required?	No
Capital Project Ordinance Required?	No
Budget Transfer Required?	No
Total City Dollars:	
Budget Code:	
Reviewed by City Attorney?	No

Manager/Staff Recommendation

Attachments

1. TRAUST PARKING LOT

Downtown Parking Lot

Traust Brewery - Stowe Insurance - Holdenrid Insurance Group

Sequence Of Events To Date

March 2024

- Council Retreat – Mayor & City Council discussed downtown parking options.
- To ensure public parking downtown to aid in the success of the businesses and the general public, a letter was drafted to downtown business owners to inform them of this potential plan.

April – November 2024

The survey was completed, and easements were obtained and recorded.

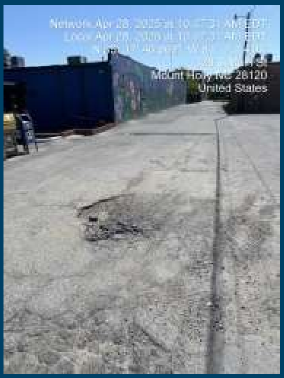
April 2025

The City received the quote to pave the parking lot, and the Council approved the funding.

May 2025

Construction is estimated to begin in early June 2025.

Current Parking Lot Situation



- Safety concerns
- No defined parking creating congestion and confusion
- Potential automobile liability

Current Layout

Existing layout currently has approximately 67 parking spaces.

Final Layout

Revised layout creates approximately 115 parking spaces. This allows for a more structured parking lot maximizing the space available.

Question and Comments?

Regular Meeting
Agenda Action Form

Meeting Date	From
May 12, 2025	Brandon Livingston, Planner II Planning

PUBLIC HEARING Item # 1

Public hearing for a proposed text amendment to amend Sections 153.083A & 153.084A of the Subdivision Ordinance to require water and sewer infrastructure to be installed, inspected, and approved before construction is permitted to begin. Case # TA-25-4.

Will this require a public hearing?

Yes

Background/Purpose of Request

This proposed text amendment has been submitted by staff and would specify the required time for underground utilities, water and sewer, to be installed for commercial and multifamily projects.

This amendment to Chapter 153.083A and 153.084A would require the installation of water and sewer before the foundation is poured.

Also, staff would request that the City Site Inspector inspect and approve the installation before the foundation is poured.

The Planning Commission made a favorable recommendation of approval during their meeting on May 5th.

Fiscal Impact

Will Item affect current budget?	NA
Reviewed by Finance Director?	NA
Preaudit Certification Required?	NA
Capital Project Ordinance Required?	NA
Budget Transfer Required?	NA
Total City Dollars:	0
Budget Code:	NA
Reviewed by City Attorney?	No

Manager/Staff Recommendation

Staff supports approval of the proposed text amendment.

Attachments

1. Utility Installation Requirement Text Amendment Application
2. Section 153.083A - Water (Redlines)
3. Section 153.084A - Sewer (Redlines)

APPLICATION FOR TEXT AMENDMENT

CITY OF MOUNT HOLLY, NORTH CAROLINA

Date Filed: **3-24-2025.** Application Number: **TA-25-4.**

I, the undersigned, do hereby respectfully make a formal application for your review of my request concerning the text amendment described below:

1. The amendment is found in the City of Mount Holly Subdivision Ordinance relating to: **Amend Sections 153.083A and 153.084A of the Subdivision Ordinance to require water and sewer infrastructure to be installed, inspected, and approved before construction is permitted to begin.**

2. The following statement best describes what you would like the text amendment to reflect: **This proposed text amendment has been submitted by staff and would specify the required time for underground utilities, water and sewer, to be installed for commercial and multifamily projects.**

3. Name: **Brandon Livingston, Planner II.**
   Address: **400 E Central Avenue Mount Holly, NC 28120.**

704-951-3017	*Brandon Livingston*
Phone Number	Signature of Applicant

INSTRUCTIONS: Applications must be TYPED or LEGIBLE and filed with the City of Mount Holly Planning and Zoning Department, together with the application fee in the amount of **~~$250.00~~ (See Fee Schedule)** at least 30 days prior to the Planning Commission meeting for initial consideration.

§ 153.083 WATER.

(A) *Generally.*

(1) Water design shall be in accordance with and shall meet all requirements of the State Administrative Code. It is the responsibility of the design engineer to ensure that these standards are met. In cases where statements herein conflict with such requirements, the more restrictive shall apply. A State Professional Engineer must sign and seal all water main construction plans and revisions submitted for city review.

(2) Water mains and appurtenances in a private road shall be installed and adjusted in the same manner as in publicly maintained streets. The water lines shall be encased in a 30-foot easement dedicated and accepted by the city.

(3) Water mains shall be extended to the end of the development (or across the frontage of the proposed development) to allow for future extensions, as determined by the city.

(4) Easement widths shall be a minimum of 30 feet. Large diameter pipes or deeper installations may require additional easement widths as required by the city.

(5) Water main designs shall consider the possibility of future road widening; projection of future street grades may require increased depth of pipe installation or additional easements.

(6) Water mains shall be extended in such a manner to accommodate future development. Blow-offs or hydrants shall be installed at the end of water mains to allow for flushing.

(7) Water installation must be completed before the foundation is poured for all new build commercial and multifamily projects, and inspected/approved by the City Site Inspector.

§ 153.084 SEWER.

(A) *Generally.*

(1) Sewer design shall be in accordance with and shall meet all requirements of the NCDENR Gravity Sewer Minimum Design Criteria. It is the responsibility of the design engineer to ensure that these standards are met. In cases where statements herein conflict with such requirements, the more restrictive shall apply. A state Professional Engineer must sign and seal all sewer main construction plans and revisions submitted for city review.

(2) Sewer mains, manholes and cleanouts in a private road shall be installed and adjusted in the same manner as in publicly maintained streets and a 30-foot sewer easement dedicated to the city for maintenance purposes.

(3) Sewer mains shall be extended to the end of the development (or across the frontage of the proposed development) to allow for future extensions, as determined by the city.

(4) Easement widths shall be a minimum of 30 feet. Large diameter pipes or deeper installations require additional easement widths, as shown in the standard details and as required by the city.

(5) Sewer main designs shall consider the possibility of future road widening. Projection of future street grades may require increased depth of pipe installation or additional easements.

(6) Sewer design must be consistent with overall needs of watershed. The engineer shall furnish topographic maps, zoning maps and design data to substantiate sizing of all watershed outfalls.

(7) Sewer main in streets shall be extended to the far reach of property, if it could be extended in the future, to serve the remainder of the drainage basin. Sewer outfalls serving a drainage basin shall also be extended to the far property line.

(8) Sewer service to developed property shall be achieved by gravity sewer unless otherwise specifically approved in writing by the city. Low pressure sewer systems are not an alternative and will not be accepted. Pump stations, if approved by the city, shall utilize Flygt City approved pumps.

(9) Sewer installation must be completed before the foundation is poured for all new build commercial and multifamily projects, and inspected/approved by the City Site Inspector.

Regular Meeting
Agenda Action Form

Meeting Date	From
May 12, 2025	Paul Lowe, Assistant Planning Director Planning

PUBLIC HEARING Item # 2

Public hearing for a proposed text amendment to amend 153.031-F & 153.086 of the City's Subdivision Ordinance to Update the Process for Receiving As-Builts. Case # TA-25-3.

Will this require a public hearing?

Yes

Background/Purpose of Request

This proposed text amendment has been submitted by staff and would provide clarification for the process of As-Built material submissions within Sections 153.031-F & 153.086 of the City's Subdivision Ordinance.

As Builts are water and sewer plans that are submitted to the Planning Department and Public Works after a project is completed and provides locations for water lines and other infrastructure.

Currently, the outlined process and terminology detailed in Sections 153.031-F & 153.086 of the City's Subdivision Ordinance references out of date technology and systems that are no longer utilized by the City. The proposed ordinance amendment would clarify the process and expectations of the as built plan submittal procedures so that City staff and developers are in accord.

The Planning Commission heard this case on Monday, May 5th & voted to recommend approval.

Fiscal Impact

Will Item affect current budget?	No.
Reviewed by Finance Director?	No.
Preaudit Certification Required?	No.
Capital Project Ordinance Required?	No.
Budget Transfer Required?	No.
Total City Dollars:	NA.
Budget Code:	NA.
Reviewed by City Attorney?	No.

Manager/Staff Recommendation

Approve the proposed text amendment, as presented by staff.

Attachments

1. Application and Redlines

APPLICATION FOR TEXT AMENDMENT

CITY OF MOUNT HOLLY, NORTH CAROLINA

Date Filed: **3-26-25.** Application Number: **TA-25-3**

I, the undersigned, do hereby respectfully make a formal application for your review of my request concerning the text amendment described below:

1. The amendment is found in the City of Mount Holly Subdivision Ordinance relating to: **amend Sections 153.031-F & 153.086 of the Subdivision Ordinance.**

2. The following statement best describes what you would like the text amendment to reflect: **The proposed amendment submitted by staff would amend Sections 153.031-F & 153.086 of the Subdivision Ordinance regarding as-built plan submittals. These proposed changes would provide clarification about the submittal materials and procedures.**

3. Name: **Beth Ann Winebarger, GIS Technician II**

   Address: **400 E. Central Avenue Mount Holly, NC 28120.**

704-951-3026
Phone Number

Beth Ann Winebarger
Signature of Applicant

INSTRUCTIONS: Applications must be TYPED or LEGIBLE and filed with the City of Mount Holly Planning and Zoning Department, together with the application fee in the amount of ~~**$250.00**~~ **(See Fee Schedule)** at least 30 days prior to the Planning Commission meeting for initial consideration.

§ 153.031 EFFECTS OF APPROVALS; PREREQUISITES.

(F) As-built plans.

Digital files ~~(on CD)~~ of the final, as-built construction drawings shall be submitted with all as-built plans. Digital file format shall be compatible with the latest AutoCAD version and be capable of input into- ~~ESRI Arcview, latest version~~ latest ESRI desktop software. Digital files shall contain all water, sanitary sewer, storm drainage, and street design information as shown on the as-built plans. At least one digital file shall contain all improvements shown in an overall drawing (similar to AutoCAD model space) to allow input into the City's utility mapping system. These files should be given to the Utilities Department ~~as well as~~ or the GIS Section. ~~Coordinator~~

The City may choose to hold construction permits, delay water meter installation, withhold Certificate of Occupancy permits ~~CO's~~ or take other actions as deemed appropriate if as-built plans and the corresponding digital files have not been submitted after construction permits have been released for 80% of the developable lots in a subdivision phase. For commercial, industrial, multi-family or other type projects, Certificate of Occupancy permits may be held until as-builts, corresponding digital files and all appropriate testing reports are submitted.

§ 153.086 "AS-BUILT" DRAWINGS.

A. "As-Built" drawings for water, sewer, drainage and BMP (Best Management Practice) facilities ~~SCM/SWM facilities~~ must be submitted in order to obtain final acceptance from the City. The City is under no obligation to permit water/sewer connections or maintain any infrastructure until final acceptance.

B. "As-Built" drawings should meet the items listed for detailed design drawings as well as:

1. Remove "Proposed" from all manholes, pipes, etc.
2. Distances should scale within five (5) feet along with corrected stations shown on plan & profile view.
3. All installed pipe sizes, pipe materials, and pipe locations shall be indicated.
4. Water and sewer connections shall be shown in plan view and labeled (or appropriate symbol used).
5. On the plan view, show stations on all water line valves, tees, bends, hydrants, etc. (Ex: Sta. 10+45 8" Gate Valve).
6. Label all valves as "gate valves" or "butterfly valves" in the plan view.
7. "As-Built" stations for all sanitary sewer manholes shall be shown on plan view and profile views (Ex: MH Sta. 3+01.59).
8. Profile view for sanitary sewer shall have "As-Built" elevation for manhole inverts, rim elevations, and vent elevations.
9. "As-Built" manhole invert elevations for all incoming and outgoing lines shall be shown in profile view (only centerline elevation for sewer required unless there is a drop invert).

10. “As-Built” grades shall be shown in profile view with grades carried out two decimal places (Ex: 2.68%).

11. Changes in horizontal alignment of water, sewer, and storm drainage shall be shown in plan view.

12. “As-Built” grades, inverts, and locations of all storm drainage structures (storm lines, catch basins, yard inlets, pond volumes, riser elevations, spillway elevation, etc.) shall be shown in plan and/or profile view.

C. Water, Sewer, and Stormwater Acceptance Documentation

1. Sealed As-Built Plans Certified surveyed "As-built" plans and profiles, sealed by a Professional Land Surveyor, shall be furnished to the Utilities Department by the Engineer upon completion for acceptance of the public system by the City.

D. Required Digital and Hard Copies

1. Final As-Built Plans – 2x Paper sets
2. Digital* PDF File As-Built
3. Digital* CAD File As-Built
4. Data file denoting the GPS coordinates (table of values/shapefile)
5. Installed per plans statement
6. Copy of permit(s) Water/Sewer
7. Applicant certification(s) Water/Sewer
8. Engineers Certifications(s) Water/Sewer
9. Inspection reports
10. Water test sample results

*Digital copies will need to be submitted via usb 3.0 or greater flash drive ~~and~~ or cloud based file transfer.

E. Notes on Project Phasing: Acceptance occurs after water and sewer infrastructure is installed, inspected/tested and the required supporting documentation has been received. Phases of construction must extend from and/or connect to existing (or concurrently accepted) infrastructure to be considered for acceptance.

Regular Meeting
Agenda Action Form

Meeting Date	From
May 12, 2025	Jonathan Blanton, City Manager City Management

NEW BUSINESS Item # 1

Review of Bids for the Upfit of the Museum at the Municipal Complex

Will this require a public hearing?

No

Background/Purpose of Request

The Request for Proposals for the Construction Services for Mount Holly Historical Museum Upfit closed on May 8th 2025 at 3:00 PM. The City Manager will provide an overview of the proposals.

Fiscal Impact

Will Item affect current budget?
Reviewed by Finance Director?
Preaudit Certification Required?
Capital Project Ordinance Required?
Budget Transfer Required?
Total City Dollars:
Budget Code:
Reviewed by City Attorney?

Manager/Staff Recommendation

Staff request's Council direction on the proposals for the Construction Services for Mount Holly Historical Museum Upfit.

Attachments

None