

**TOWN OF HILDEBRAN
COMMUNITY ROOM
ALBERT PARKHURST
MUNICIPAL COMPLEX**

**JANUARY 22, 2018
7:00 PM**

**REGULAR MEETING
MINUTES**

CALL TO ORDER	Mayor Hildebrand called the regular meeting of the Town Council to order at 7:00 p.m.
INVOCATION	Harold Greenhill led a prayer.
PLEDGE OF ALLEGIANCE	Attorney Dill led the pledge of allegiance to the United States flag.
COUNCIL PRESENT	The following members of the Board were present: Mayor Wendell Hildebrand and Council Members Cole Herrell, Ben Honeycutt, Theresa Messer, Mike Smith and Jody York.
STAFF PRESENT	The following staff members were present: Attorney Redmond Dill, Town Manager Thomas Drum, Town Clerk Alice Sanders, Finance Officer Fredrick Rankins, and Administrative Support Specialist Laurie Brawley.
CITIZENS & MEDIA PRESENT	See attached sheet.
APPROVAL OF MINUTES	Council Member Honeycutt requested to change “still pipes” to “steel pumps” in the December 18, 2017 regular meeting minutes on page three, paragraph 3. Council Member Honeycutt made a motion to approve the December 18, 2017 regular meeting minutes, as amended. All voted in favor.
PUBLIC COMMENTS	Carol Reichow asked the Council to keep the farmers market this year. Tim Limbo stated that he would oversee the gym if Council chooses to provide an open gym in the future. He also clarified that Jim Jacumin stated that he would donate pumps for the pool if the current pumps are bad. Tom Moore, owner of Frankie T’s pizza, thanked everyone for their support since opening his business.
PUBLIC HEARING	Mayor Hildebrand opened a public hearing at 7:12 p.m. in order to hear comments on a Conditional Use Permit for three Verizon antennas to be placed on the Duke Power Tower at 9495 Wilson Road. There being no comments, Mayor Hildebrand closed the public hearing at 7:13 p.m.

**OLD BUSINESS:
CONSIDER CONDITIONAL
USE PERMIT FOR
VERIZON**

After Council reviewed the documentation from the Planner, Council Member Smith made a motion to approve the Conditional Use Permit for three Verizon antennas to be placed on the Duke Power tower at 9495 Wilson Road. All voted in favor.

**CONSIDER A DECISION
REGARDING POOL
FUNDING**

Council Member Herrell provided a summary of the previous discussion about the pool. He stated that the Board is in agreement that prior to contributing any funds to HICDC to help restore the pool, it is requiring that the Town find a pool professional for HICDC to contact to set up an inspection. The inspection should determine what needs to be done in order for the pool to open this season. Once the inspection is completed and paid for by HICDC, the Town will reimburse HICDC the expense of the inspection. It was the consensus of Council to direct Mr. Drum to find a pool professional for HICDC so that they can get the necessary inspection/report by the February meeting.

**DISCUSSION REGARDING
RENTAL PROPERTY
MARKETING STRATEGIES
AND YEARLY LEASE
RATES**

Council Member Smith stated that he would like to reduce the lease rates for Hildebran Heritage and Development Association (HHDA). Mayor Hildebrand stated that all organizations that are leasing property from the Town contribute to the Town. He asked that Council consider returning HHDA’s lease rates to the rates they paid previously. Mr. Drum stated that he still stands behind the same lease rates recommended two years ago; however, it is up to the Board to make that decision and staff will carry out the Board’s decision.

Council Member Herrell stated that he was not opposed to lowering HHDA’s lease rates, but thought that since the revenue of their lease is already incorporated into this year’s budget, he preferred to wait until the budgeting process for next year to make a change. Council was in agreement.

**REVIEW JOB
RESPONSIBILITIES OF
STAFF**

Mr. Drum stated that the Board was presented with the job responsibilities of staff in their packets. He mentioned that the items that were marked through would be the duties that will be removed once the sale of the sewer system is finalized and the billing and collection of taxes takes effect beginning July 1, 2018. He stated that he felt that even after those duties are removed, each staff person still has enough work to warrant a full-time position. At this point

in time, he felt that the full-time maintenance position could possibly be eliminated or at least reduced to less than 19 hours a week. In either case, the Administrative Support Specialist could assume some of the responsibilities of the maintenance position with remaining tasks being outsourced to a contractor for heating and air conditioning along with certain cleaning activities.

Mr. Drum stated that regarding salaries, he still feels the rates from his salary study that he performed two years ago apply. Staff received a 1% increase for the 17/18 year.

Council Member Herrell stated that he felt the Town should outsource maintenance. Council Member Smith agreed.

Council Member Honeycutt asked if Mr. Drum had an idea of how much time not collecting taxes would take from staff. He stated that Ms. Sanders will still be responsible for collecting all delinquent bills through the 2017 taxes as well as reviewing the checks and reports from the County each month. In addition, daily deposits for delinquent payments and cash management will remain. Mr. Rankins will continue to be responsible for all accounting, including monthly checks and deposits, with oversight from Mr. Drum. He noted that the tasks and job responsibilities really need to be analyzed over the next year.

Council Member York stated that looking at the job responsibilities of the Administrative Support Specialist, that she did not feel it was a full-time job. Council Member Smith agreed. Mr. Drum stated that he did not feel the Town would find a qualified part-time person to handle events, administrative support, oversight of the buildings and building rentals. He stated that in his opinion, he felt there was still enough work to be done to warrant a full-time position, especially since the additional oversight of the buildings will be added to her responsibilities. Mr. Drum reiterated that the position should probably be analyzed over the next year. He added that Ms. Brawley is already ingrained into the position, knows what it is going to take, and has made recommendations to correct existing flaws.

Council Member Herrell stated that the Board felt that it owes responsibility to the citizens for the government to

work efficiently and smoothly. He stated that the company that he works for is always emphasizing doing more with less workers and wants to be sure the Town is as efficient as possible.

Mr. Drum stated that in the private sector, a recommended percentage of salaries and benefits as a percentage of operating budget is 15-30%. Municipal government numbers are typically 50-55%. Currently, including the general fund and powell bill fund, the Town operates at 29%. Compared to municipalities in general and the private sector, staffing for the Town is well within a normal range.

Council Member Herrell asked how the Town compares to Connelly Springs, who doesn't have as much staff as the Town of Hildebran. He emphasized that he wants the Town to be as efficient as possible. Mr. Drum stated that he could not speak about Connelly Springs' situation.

Council Member York asked what the previous Mayor meant by staff working on archive records. Ms. Sanders stated that the Town has adopted the Records Retention Schedule and the majority of the past files were destroyed after the flood in the band room last year. There are still files that need to be reviewed and it is an ongoing process to follow the schedule. Mr. Drum stated that minutes, ordinances, etc. have to be kept up to date online and sent to Raleigh for microfilming.

NEW BUSINESS:
PRESENTATION
REGARDING ECONOMIC
DEVELOPMENT IN
HILDEBRAN

Alan Woods, President/CEO from Burke Economic Development, was in attendance and gave a presentation regarding economic development in Hildebran. He discussed the lack of large buildings in Town to entice businesses. He also discussed the property owned by Shook Builders in Cline Park. He explained the lack of employees who have the necessary training for vacant positions and the www.workinburke.com website.

Mayor Hildebrand called for a 10 minute recess at 8:04 p.m. Mayor Hildebrand called the meeting back to order at 8:17 p.m.

PRESENTATION-
COMPREHENSIVE
ECONOMIC DEV.
STRATEGY (CEDs)

Anthony Starr, Western Piedmont Council of Governments Executive Director, was in attendance and discussed comprehensive economic development strategy (CEDs).

CONSIDER
PROCLAMATION
DECLARING JANUARY
2018 AS MENTORING
MONTH

A proclamation was presented to the Board. Council Member Honeycutt made a motion to approve the proclamation declaring January 2018 as mentoring month. All voted in favor. A copy of the proclamation is hereby incorporated by reference and made a part of these minutes (Attachment A).

CONSIDER APPROVAL OF
AUDIT CONTRACT

A contract to audit the Town’s accounts, from S. Eric Bowman, PA, was presented to the Board for approval for FY ending June 30, 2018. Council Member York made a motion to approve the contract in the amount not to exceed \$20,500, as presented. Council Member Herrell stated that during recent training, it was suggested to change auditors every few years. Attorney Dill stated that Mr. Bowman specializes in municipal government. Attorney Dill stated that in his experience, it was cost prohibitive to change auditors. It was cheaper and faster to have the same person since our financials do not change much. In addition, the Town of Hildebran is the only municipal government that he audits which means there is no conflict with other municipalities. All voted in favor to the motion.

CONSIDER 2018
CALENDAR OF EVENTS

A proposed 2018 calendar of events was presented. Mayor Hildebrand stated that the Oktoberfest festival copies Hickory’s festival. Council Member Honeycutt suggested moving it back to September. In the past, the September festival was held on the last cruise in. Council Member Smith asked if the parade could be changed to 1:00 p.m.

Ms. Sanders stated that it was her understanding, based on Rex Lail’s comments at the last meeting, that HHDA would be overseeing the September festival. There was some confusion over who would be responsible and Ms. Sanders will review the recording from last month for verification.

Council Member Herrell suggested offering more free movies throughout the year in the auditorium.

Council Member Herrell made a motion to approve the Farmers Market on Tuesdays beginning on May 22 and running through October 2, 2018 from 8:00 a.m. to 1:00 p.m. in the Albert Parkhurst Municipal Complex and an Easter Egg Hunt and visit with the Easter Bunny on March 24, 2018 at 1:00 p.m. at the Hildebran ball fields. All

voted in favor. Council will discuss the other events at a later date.

CONSIDER AWARD OF CONTRACT TO REPAIR PLAYGROUND EQUIPMENT AT THE HILDEBRAN COMMUNITY PARK AND ACCOMPANYING BUDGET AMENDMENT RELATED TO THE 10/23/17 WEATHER EVENT

A contract with Playworld Preferred was presented to Council for repairs to the playground equipment at the Hildebran Community Park due to damage from the 10/23/17 weather event. Mr. Drum stated that the representative from Playworld has not come to the site to view the equipment, but requested pictures instead. There is a chance that when the work is done, there might be items that were missed, and as a result, the final price might be higher. The amount of the quote was \$12,731.84. He suggested that the budget amendment be approved for \$16,000.00 in case the installers missed some damage.

Council Member Herrell made a motion to approve the contract with Playworld Preferred up to \$16,000. All voted in favor.

Council Member Herrell made a motion to approve the budget amendment (#06) in the amount of \$16,000. All voted in favor. A copy of the budget amendment is hereby incorporated by reference and made a part of these minutes (Attachment B).

CONSIDER BUDGET AMENDMENT TO APPROPRIATE FUNDS FOR THE EXPENSE OF STORM DEBRIS REMOVAL RELATED TO THE 10/23/17 WEATHER EVENT

A budget amendment was presented for the expense of collecting/disposing of storm debris as a result of the 10/23/17 weather event. Mr. Drum stated that the Town is in the last stages of picking up debris from the streets. The budget amendment is what he anticipates will be the final total cost of the project. The State will reimburse the Town 75% of the expenses. Council Member Herrell made a motion to approve the budget amendment (#07) in the amount of \$40,000. A copy of the budget amendment is hereby incorporated by reference and made a part of these minutes (Attachment C).

CONSIDER AWARD OF STORM DEBRIS REMOVAL CONTRACT AT THE PARK FOR THE REMOVAL OF ROOT BALLS AND ATTACHED TREE TRUNKS RELATED TO THE 10/23/17 WEATHER EVENT

Mr. Drum stated that the storm debris removal is completed except for the root balls and attached tree trunks at the park. In the past, the maintenance contractor noticed bees and copper heads in the stumps at the park. All of the stumps that had copper heads in them were removed. Warning signs were also put in the park as a precautionary measure. In order to prevent this from happening again, the root balls will be removed. One bid was submitted, from Brittain's Tree Service, the same contractor that removed the debris from the streets. He stated that we are

running out of room at the park to put wood chips and suggested approving the per ton rate to haul the debris to the Burke County landfill. Council Member Herrell made a motion to approve the contract with Brittain’s Tree Service, at a rate of \$195.00 per ton, to remove root balls and attached tree trunks from the park, but the total contract price shall not exceed \$4,000. All voted in favor.

DISCUSSION REGARDING FORMING A COMMITTEE WITH THE PURPOSE OF DEVELOPING A VISION FOR THE TOWN

Council Member Herrell stated that he feels there needs to be a vision to see where the Town needs to move. He feels Council should have goals to achieve. He suggested having a Town Hall meeting to invite everyone to voice their concerns and vision for the Town moving forward. His goals to address include: older housing, economic development, entertainment/attractions/memorial garden, Town growth (voluntary annexation), security, family friendly town (sidewalks, dog park, etc.), revitalization of downtown, and general services (movie night, open gym night, etc.).

Mr. Starr stated that the WPCOG could offer a 2-3 hour retreat to hold a brain storming event at no cost.

After further discussion, Council Member Herrell made a motion to call a Special Meeting on Monday, March 26, 2018 at 6:00 p.m. in the Auditorium to hear comments from the public regarding the future vision of the Town. All voted in favor.

DECEMBER FACILITIES REPORT

Mr. Drum added to the report that the heating and air unit at the rental house, currently leased by East Burke Christian Ministries, had to be replaced at a cost of \$1,820.

DECEMBER TAX REPORT

Tax Collector Sanders reviewed the December tax report. A copy of the report is hereby incorporated by reference and made a part of these minutes (Attachment D).

DECEMBER DEPUTY REPORT

The December deputy report was provided to Council to review.

COMMITTEE REPORTS

Transportation Advisory Committee (COG) – No report.

WPCOG Policy Board – No report.

Burke Economic Development Representative – Council Member Herrell reported that he was asked to serve on the finance committee. The committee discussed

www.workinburke.com. The committee is working on housing assessments in the area.

Recreation and Tourism Committee – No report.

Water Resource Committee – No report.

VEDIC – No report.

Library Board – No report.

OTHER BUSINESS

Council Member Herrell asked for a report at the February meeting regarding the street priority paving list.

ANNOUNCEMENTS

None at this time.

ADJOURN

All business being concluded, Council Member Messer made a motion to adjourn at 9:50 p.m. All voted in favor.

I attest these are the approved minutes of the Board.

Alice Sanders, Town Clerk

Wendell Hildebrand, Mayor