

**TOWN OF HILDEBRAN  
COUNCIL'S CHAMBER  
ALBERT PARKHURST  
MUNICIPAL COMPLEX**

**JANUARY 25, 2021  
7:15 PM**

**REMOTE REGULAR  
MEETING MINUTES**

**CALL TO ORDER**

Mayor Hildebrand called the remote regular meeting of the Town Council to order at 7:17 p.m. The meeting was held by simultaneous communication and was streamed live via the Town's YouTube channel.

**INVOCATION**

A moment of silence was observed.

**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 Derek Cline, Cole Herrell, Mike Smith and Terry Weaver. Council Member Ben Honeycutt was in attendance via telephone.

**STAFF PRESENT**

The following staff members were present: Attorney Redmond Dill, Town Manager Logan Shook, Town Clerk Alice Sanders, and Finance Officer Fredrick Rankins.

**CITIZENS & MEDIA  
PRESENT**

See attached sheet.

**APPROVAL OF AGENDA**

Council Member Herrell made a motion to approve the agenda as presented. The motion was approved by the following **roll call vote**: Ayes: Council Members Cline, Herrell, Honeycutt, Smith and Weaver. Nays: None. Absent: None.

**APPROVAL OF MINUTES**

Council Member Herrell made a motion to approve the December 21, 2020 remote regular meeting minutes as presented. The motion was approved by the following **roll call vote**: Ayes: Council Members Cline, Herrell, Honeycutt, Smith and Weaver. Nays: None. Absent: None.

**PUBLIC COMMENTS**

None.

Attorney Dill addressed the Board concerning staff. He stated that during 2020 and the COVID-19 pandemic, staff maintained all duties and he felt appreciation was due. He stated that staff worked half the year without any additional compensation or raise in salary and he expressed his desire for the Board to compensate them with a one-time monetary cash award.

Council Member Herrell made a motion to rescind his motion to approve the agenda as presented. The motion was approved by the following **roll call vote**: Ayes: Council Members Cline, Herrell, Honeycutt, Smith and Weaver. Nays: None. Absent: None.

Council Member Herrell made a motion to amend the agenda to add a closed session for personnel reasons at the end of New Business. The motion was approved by the following **roll call vote**: Ayes: Council Members Cline, Herrell, Honeycutt, Smith and Weaver. Nays: None. Absent: None.

**OLD BUSINESS:  
CONSIDER INTERIOR  
OPTIONS OF THE TOWER**

Mackey Johnson, Icard Architecture, was in attendance to discuss his recommendations for work at the tower. In regards to the interior, he stated that the stairs would be demolished and not replaced as directed by Council. The existing roof is leaking and he stated that it would be removed and replaced. In addition, roof scuppers and down spouts will be added to water proof and properly drain rain water.

Mr. Johnson stated that the exterior of the tower has lots of exposed brick and stucco. He recommended keeping the exterior as natural as possible while adding damp proofing for preservation. He suggested demolishing the interior wall to open up the lower level to provide access to the public. He would like to preserve the existing door and window and suggested mounting these on the interior walls along with some type of marker honoring the history of the tower and school. Mr. Johnson asked Council if they were in agreement to have him move forward with these recommendations. Council Member Smith made a motion that Mackey Johnson use his aforementioned recommendations to prepare his specifications to obtain cost proposals and to present the proposals at the March 2021 regular meeting. The motion was approved by the following **roll call vote**: Ayes: Council Members Cline, Herrell, Honeycutt, Smith and Weaver. Nays: None. Absent: None.

**PRESENTATION OF  
FACILITY  
IMPROVEMENTS**

Mr. Shook reviewed before and after pictures of facility improvements in the auditorium, gym and town hall that were funded by the recent Capital Improvement Project (CIP) and the Families First Coronavirus Response Act (FFCRA). He will show pictures of the community center improvements once all work has been completed.

NEW BUSINESS:  
PRESENTATION OF THE  
TOWN OF HILDEBRAN  
PARKS SURVEY  
CONDUCTED BY THE  
WPCOG

Mr. Shook reviewed the results of the Town of Hildebran Parks Survey conducted by the WPCOG. The survey questioned citizens in and around Town regarding greenways, sidewalks, walking trails, biking routes, the Town's existing park, and facilities for the proposed park at the old school building site. Mr. Shook reported that the top five (5) facilities for the proposed park were as follows:

1. Walking Trail (43)
2. Tie - Outdoor Restrooms and Splash Pad (36 each)
4. Covered Picnic Area (35)
5. Playgrounds (29)

He also stated that the majority of comments that were provided wanted the history of the Town to be incorporated into the new park. Council Member Herrell suggested that the walking trail could have historic markers and restaurants could hang historic pictures of the Town.

DISCUSSION OF BANK  
OVERGROWTH AT THE  
PARK

Mr. Shook stated that Council Member Weaver had suggested that he and other council members volunteer to help clear the bank along the road at the park. Mr. Shook contacted both the DOT and the Town's insurance for guidance. The DOT had no issues with volunteers clearing the bank. The NC League of Municipalities informed him that all council members are only insured for their specific job functions; however, if the job is a one-time occurrence, the Town can use volunteer workers but each volunteer must sign a waiver. Mr. Shook stated that he will meet with Council Member Weaver and Ms. Elliott to discuss landscaping plans and future maintenance issues for Ms. Elliot to oversee and bring that plan back to Council to approve at the February meeting. Council Member Herrell asked if the local Boy Scouts would be willing to assist in order to earn badges and Mr. Shook stated that he would contact them.

CONSIDER APPROVAL OF  
BUDGET AMENDMENT  
FOR PARK MAINTENANCE  
EQUIPMENT

Mr. Shook stated that Ms. Elliott had provided a list of equipment needed to maintain the park and grounds. The largest purchase would be a lawnmower which can be purchased under the state contract pricing between \$7,200 and \$7,700. Council Member Herrell made a motion to approve the budget amendment in the amount of \$12,277 to purchase maintenance items including a commercial mower, trimmer, backpack sprayer, brush cutter attachment, edger tiller and other smaller items as presented. The motion was approved by the following **roll call vote**: Ayes: Council Members Cline, Herrell, Honeycutt, Smith and Weaver. Nays: None. Absent: None.

A copy of the budget amendment is hereby incorporated by reference and made a part of these minutes (Attachment A).

CONSIDER APPROVAL OF  
2021 TOWN OF  
HILDEBRAN EVENTS

Clerk Sanders provided a list of 2021 Town Events for consideration. She mentioned that the Farmers Market had been shortened to June through September which are the dates the farmers have the most product and the market is most attended. The fall yard sale and Christmas craft show are tentative and Council will make a final decision in July based on current COVID-19 executive orders at the time. Council Member Smith made a motion to approve the 2021 Town of Hildebran Events as presented, with Council determining the fall yard sale and Christmas craft show in July. The motion was approved by the following **roll call vote**: Ayes: Council Members Cline, Herrell, Honeycutt, Smith and Weaver. Nays: None. Absent: None. A copy of the events is hereby incorporated by reference and made a part of these minutes (Attachment B).

FACILITIES REPORT

The January Facilities Report was provided for review.

DELINQUENT TAX  
REPORT

Tax Collector Sanders provided the December tax report. Council Member Herrell asked for collection rates for years after 2017 from the County. A copy of the report is hereby incorporated by reference and made a part of these minutes (Attachment C).

DEPUTY REPORT

The December Deputy report was provided for review.

COMMITTEE REPORTS

Transportation Advisory Committee (TAC) and Technical Coordinating Committee (TCC) – Mr. Shook stated that Brian Horton provided an update on Hildebran projects.

WPCOG Policy Board – No report.

Burke Economic Development – Council Member Cline emailed the report to the Board.

Recreation and Tourism Committee – No report.

Water Resource Committee – No report.

VEDIC – No report.

Library Board – No report.

CONSIDER STAFF  
COMPENSATION FOR  
WORK PERFORMED  
DURING COVID-19  
PANDEMIC - CLOSED  
SESSION

Council Member Herrell made a motion at 8:08 p.m. to recess to closed session pursuant to N.C.G.S 143-318.11(a)(6) to consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee. The motion was approved by the following **roll call vote**: Ayes: Council Members Cline, Herrell, Honeycutt, Smith and Weaver. Nays: None. Absent: None.

Council Member Herrell made a motion at 8:18 p.m. to return to open session. The motion was approved by the following **roll call vote**: Ayes: Council Members Cline, Herrell, Honeycutt, Smith and Weaver. Nays: None. Absent: None.

Council Member Herrell made a motion to provide a \$2,000.00 one-time bonus to Town Manager Logan Shook, Finance Officer Fredrick Rankins, Town Clerk Alice Sanders, and Town Deputy Gary Tower as appreciation for their work during the COVID-19 pandemic and to approve a budget amendment in the amount of \$9,068.00. The motion was approved by the following **roll call vote**: Ayes: Council Members Cline, Herrell, Honeycutt, Smith and Weaver. Nays: None. Absent: None. A copy of the budget amendment is hereby incorporated by reference and made a part of these minutes (Attachment D). Council expressed their appreciation to staff during the meeting.

OTHER BUSINESS

Mr. Shook stated that he contacted several CVS stores in the area and was told that it is not in their policy to provide lighting of its parking lots after business hours. He stated that he and Mr. Nestor had contacted DOT and have been told that a utility encroachment agreement is needed to erect new lighting. Council was in agreement that the curve in the road on Hwy 70A was the main issue to address for lighting. Mr. Shook stated that he will continue to work with Mr. Nestor to get additional lighting at that area.

Mr. Shook stated that the banners had arrived and that he will work with the local newspaper to attend a future Council meeting to arrange a photo opportunity for the Board to premier the new banners and to coordinate hanging the banners with the renovation of the tower. A

non-utility encroachment agreement with DOT is required to erect the banners.

Mr. Shook reported that Mr. Nestor and the Planning Board have begun work on the 160D updates.

Attorney Dill stated that BDI has been working hard and that the Hildebran area has been hot for growth and development.

Council Member Herrell asked about Cruise Ins and wanted to give HHDA enough time to plan for their 2021 events. Mr. Shook stated that HHDA wants to have them, however, it will depend on COVID-19 conditions. Council Member Herrell had concerns about budgeting for the Cruise Ins. Mr. Shook stated that the Board could budget for the Cruise Ins and if any or all of them do not occur, it does not obligate the Town to spend the funds. The funds would roll back into the Fund Balance if not used.

ANNOUNCEMENTS

None.

ADJOURN

All business being concluded, Council Member Honeycutt made a motion at 8:29 p.m. to adjourn. The motion was approved by the following **roll call vote**: Ayes: Council Members Cline, Herrell, Honeycutt, Smith and Weaver. Nays: None. Absent: None.

I attest these are the approved minutes of the Board.

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Alice Sanders, Town Clerk

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Wendell Hildebrand, Mayor