

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

**OCTOBER 23, 2023
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. The meeting was streamed live via the Town's YouTube channel.
INVOCATION	A moment of silence was observed.
PLEDGE OF ALLEGIANCE	Council Member Stroupe 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 Ben Honeycutt, Mike Stroupe, Terry Weaver and Jody York. Council Member Mike Smith was not in attendance.
STAFF PRESENT	The following staff members were present: Town Manager Logan Shook, Town Clerk Alice Sanders, Finance Officer Fredrick Rankins, Code Enforcement Officer Chad Powell, and Town Attorney Jared Amos.
CITIZENS & MEDIA	See attached sheet.
APPROVAL OF AGENDA	Council Member Honeycutt made a motion to approve the agenda as presented. All voted in favor.
APPROVAL OF MINUTES	Council Member York made a motion to approve the September 25, 2023 regular meeting minutes as presented. All voted in favor.
PUBLIC COMMENTS	<p>Karin O'Donnell announced that Mt. Hebron Lutheran Church will hold a book signing by Betty Bullock on November 11th and invited the public to attend.</p> <p>Libby Lowman discussed the zoning violations on her property. She requested additional time to address the violations.</p>
OLD BUSINESS: CONSIDER APPROVAL OF BUDGET AMENDMENT FOR GYM AND TOWN HALL EXTERIOR LIGHTING REPAIR	Town Manager Shook stated that Council requested additional quotes for lighting repair at the gym and Town Hall building. He stated that he acquired a quote for \$4,300 to replace lights and repair electrical issues at both facilities. He stated that a budget amendment will be needed to do the work. Council Member Weaver made a motion to approve the budget amendment for electrical

work at the gym and Town Hall buildings in the amount of \$4,300 as presented. All voted in favor. A copy of the amendment is hereby incorporated by reference and made a part of these minutes (Attachment A).

**NEW BUSINESS:
CONSIDER APPROVAL OF
PROCLAMATION FOR
BURKE COUNTY, NC
NONPROFIT DAY**

Abigail Taylor, Marketing and Campaign Manager, Burke County United Way, presented information regarding 1BurkeGives, hosted by the Burke County United Way, and announced that the 2023 date is November 28th. Last year there were over 30 nonprofits signed up and the event raised over \$100,000 for these nonprofits. Council Member York made a motion to approve the Proclamation for Burke County, NC Nonprofit Day (aka 1BurkeGives) as presented. All voted in favor. A copy of the proclamation is hereby incorporated by reference and made a part of these minutes (Attachment B).

**CONSIDER APPROVAL OF
CONTRACT FOR FACILITY
CLEANING AGENT AND
BUDGET AMENDMENT**

Town Manager Shook presented a contract for facility cleaning with Digna Brittain to clean the auditorium, gym, municipal complex, depot, community park restrooms and the Town Hall building. He stated that Ms. Brittain also cleans for the Town of Drexel and had excellent references. There was some discussion about the frequency of the cleanings and if the amount of time in-between cleanings was too long. Town Manager Shook stated that if there are issues with the frequency, adjustments can be made. He stated that if the contract was approved, a budget amendment will be needed.

Council Member Honeycutt made a motion to approve the budget amendment as presented for cleaning services in the amount of \$15,600. All voted in favor. A copy of the amendment is hereby incorporated by reference and made a part of these minutes (Attachment C).

Council Member Honeycutt made a motion to approve the contract for cleaning agent with Digna Brittain as presented. All voted in favor.

**CONSIDER APPROVAL OF
CONTRACT WITH WPCOG
FOR ADMINISTRATIVE
ASSISTANCE FOR NC
DEPARTMENT OF
COMMERCE RURAL
TRANSFORMATION
GRANT**

Town Manager Shook stated that the Town was awarded two grants from the Rural Transformation Grant Fund for auditorium renovations. The \$300,000 grant will require that the Town follow the Uniform Guidance procedures as well as all federal and procurement codes and processes. Due to the strict statues and processes that must be adhered to, staff requested that the WPCOG administer the procurement and document how all the grant funds are

expended. A contract for that service is presented for approval. The WPCOG will administer the grant process for 5% of the total grant award (\$15,000). There being no discussion, Council Member Stroupe made a motion to approve the contract with the WPCOG for the Provision of Administrative Assistance, NC Department of Commerce, Rural Transformation Grant for the Auditorium Renovation Project from October 1, 2023-December 31, 2026 as presented. All voted in favor.

CONSIDER APPROVAL OF BUDGET AMENDMENT TO INCLUDE A LINE ITEM IN THE SCIF GRANT PROJECT ORDINANCE FOR THE RURAL TRANSFORMATION GRANT FUNDS

Town Manager Shook stated that the budget amendment is for an amendment to the grant ordinance to accept the funds to the ordinance in the amount of \$349,500. There being no discussion, Council Member York made a motion to approve the budget amendment as presented to include a line item in the SCIF Grant Project Ordinance allowing for receipt and expenditure of Rural Transformation Grant Funds, specifically from the Rural Capacity Building (RC2), in the amount of \$349,500. All voted in favor. A copy of the amendment is hereby incorporated by reference and made a part of these minutes (Attachment D).

CONSIDER APPROVAL OF BUDGET AMENDMENT TO INCLUDE A LINE ITEM IN THE SCIF GRANT PROJECT ORDINANCE FOR THE FUNDS FROM THE STATE OF NC

Town Manager Shook stated that the budget amendment is for an amendment to the grant ordinance to accept the funds to the ordinance in the amount of \$500,000. There being no discussion, Council Member Honeycutt made a motion to approve the budget amendment as presented to include a line item in the SCIF Grant Project Ordinance allowing for receipt and expenditure of funds directly from the State of NC, in the amount of \$500,000. All voted in favor. A copy of the amendment is hereby incorporated by reference and made a part of these minutes (Attachment E).

CONSIDER APPROVAL OF RESOLUTION REGARDING A PRIVATE ROAD NAME CHANGE

Council was presented with a resolution to change the name of a private road, Second St. Pl. SW, due to ongoing mail issues. The road is similar to three other addresses in Town. Clerk Sanders stated that there are four properties on that road and the requestor, Kenneth Shull, owns three of them. Staff received an official request to change the road name from Mr. Shull, property owners of 100, 103 and 104 Second St. Pl. SW; Michael Price, the property owner of 102 Second St. Pl. SW; and Scott & Janis Smith, the property owners of 201 A Main Ave W, who access their property using Second St. Pl. SW. Staff reported that if the change is approved, the change would be effective January 1, 2024. Staff also reported that the

requested name is Pecan Trail. Scott Black, Burke County GIS, reported to staff that no other street name in the county had that name.

There being no discussion, Council Member Stroupe made a motion to approve the Resolution Regarding a Private Road Name Change in the Town Of Hildebran as presented, to change the name of Second St. Pl. SW to Pecan Trail effective January 1, 2024. All voted in favor. A copy of the resolution is hereby incorporated by reference and made a part of these minutes. (Attachment F).

CALL A SPECIAL MEETING TO REVIEW AND APPROVE CONTRACTOR FOR ROYAL PARK PROJECT

Town Manager Shook stated that West Consultants submitted RFQs for a contractor to oversee the Royal Park project. The bid was extended beyond the original date and as a result, there will not be a need to call a special meeting at this time. No action was taken.

OCTOBER FACILITIES REPORT

The October Facilities Report was provided for review.

SEPTEMBER DELINQUENT TAX REPORT

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

SEPTEMBER DEPUTY REPORT

The September Deputy report was provided for review.

COMMITTEE REPORTS

Transportation Advisory Committee (TAC) and Technical Coordinating Committee (TCC) – no report.

WPCOG Policy Board – No report.

Burke Economic Development – Town Manager Shook stated that the agenda packet was emailed to Council. The committee is working on a feasibility study to build a spec building. Housing continues to be an issue.

Recreation and Tourism Committee – No report.

Water Resource Committee – No report.

VEDIC – Karen Robinson reported that the board reviewed its financial and delinquent reports. The board is working on an Intermediary Relending Program. VEDIC currently has 70 loans and voted on pausing large loans of more than \$50,000 until January 2024.

Library Board – No report.

Events Committee – Town Manager Shook stated that the initial Grand Marshal passed away, however, his family would like to participate as well as the 1964 basketball team. Rex Lail will provide a 14-person golf cart for Council to ride in for \$250. The Friday night concert has been canceled. Next meeting is November 6th. Hildebran Royal shirts are being sold.

There was discussion about the safety of the small basketballs being thrown out at the parade. It was decided that staff should check with the Town’s insurance company regarding throwing out balls. If the insurance company is okay with participants handing them out, Council was in agreement to allow handing out the balls.

**OTHER BUSINESS:
AUDITORIUM RATES**

Mayor Hildebrand requested that if a group rents the auditorium for 4-6 weeks, could that group get a better rate. Council Member Weaver stated that if the rate is changed, it should be for everyone and not one particular group. Council was in agreement to the discount being available for every renter.

Council Member York asked if a discount rate could be given for a group that is renting the auditorium for rehearsals. Council discussed the current rental rates. The current rental rates allow for discounts for weekly rentals. Each week after week 1 are discounted even further. If a group rents the auditorium for four weeks, there is a discounted rate of \$1,000.

Council Member Honeycutt asked Mayor Hildebrand what CAST would like to pay. Mayor Hildebrand stated that CAST would like to pay \$40 a day for rehearsals and \$75 for performances.

Council took no action at this time.

**EVENTS COORDINATOR
JOB DESCRIPTION**

Council Member Stroupe stated he would like to get an Event Coordinator position in place by the first of the year. He stated that this person can promote the auditorium and other facilities so that once renovations are completed, there will be bookings ready. This person can also be over events for the Town instead of hiring that out. He asked that a job description be created for a full-

time position. Council had mixed feelings and Mayor Hildebrand called for a vote. Council Member Stroupe made a motion for staff to create a job description for an events coordinator to promote the Town facilities and oversee Town events. Council Members Stroupe and Weaver voted in favor. Council Members Honeycutt and York were opposed. There was some discussion about the Mayor being able to vote and it was decided that the Mayor does have the right to vote in this situation. Mayor Hildebrand then voted in favor to the motion. The motion passed.

**SURPLUS GATOR AND
LAWN MOWER**

Town Manager Shook stated that someone approached him wanting to buy the Town gator and lawn mower. There was a brief discussion about selling them when we will be hiring a maintenance worker once Royal Park is completed. Council decided to keep both pieces of equipment for now and to allow The Grounds Keeper to use the equipment so that the equipment doesn't continue to deteriorate.

**ZONING VIOLATION
DISCUSSION**

Council discussed the request earlier in the meeting from Libby Shook to allow more time to address her zoning violations. Ms. Shook stated that there are 3 renters that need time to find somewhere else to live. Council decided to talk to the Code Enforcement Officer and postpone the decision to the November meeting.

Other items discussed included recognizing Brand Lingerfelt for his upcoming retirement as Fire Chief with Icard Township Fire and Rescue; Walkin Roll Activities League is selling calendars with their kids on them; and the noise issues along Hwy 70 just past Food Lion.

ANNOUNCEMENTS

None.

ADJOURN

All business being concluded, Council Member Honeycutt made a motion at 8:10 p.m. to adjourn. All voted in favor.

I attest these are the approved minutes of the Board.

Alice Sanders, Town Clerk

Wendell Hildebrand, Mayor