

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

**MARCH 25, 2024  
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.

**COUNCIL PRESENT**

The following members of the Board were present: Mayor Wendell Hildebrand and Council Members Mike Smith, Mike Stroupe, Terry Weaver and Jody York. Council Member Ben Honeycutt was absent.

**STAFF PRESENT**

The following staff members were present: Town Manager Logan Shook, Town Clerk Alice Sanders, Finance Officer Fredrick Rankins, Town Code Enforcement Officer Chad Powell, and Town Attorney Jared Amos.

**CITIZENS & MEDIA**

See attached sheet.

**INVOCATION**

A moment of silence was observed.

**PLEDGE OF ALLEGIANCE**

Attorney Amos led the Pledge of Allegiance to the United States Flag.

**APPROVAL OF AGENDA**

Town Manager Shook requested to add under New Business a resolution for the Town to apply for the Rural Downtown Economic Development Grant for auditorium renovations. There being no objections, Council Member York made a motion to approve the agenda as amended. All voted in favor.

**APPROVAL OF MINUTES**

Council Member Weaver made a motion to approve the February 26, 2024 regular meeting minutes as presented. All voted in favor.

Council Member Stroupe made a motion to approve the March 12, 2024 special meeting minutes as presented. All voted in favor.

**PUBLIC COMMENTS**

None.

**OLD BUSINESS:**

None.

**NEW BUSINESS:  
CODE ENFORCEMENT  
QUARTERLY REVIEW**

Town Code Enforcement Officer, Chad Powell, provided the Q1 2024 code enforcement review. No action was taken.

**CONSIDER APPROVAL OF  
2024 ZONING MAP**

The zoning map shall be adopted each year. The proposed map incorporates three changes that were previously approved by Council: 1. The mobile home park overlay was removed from the properties located at 208 US Hwy 70E and 327 US Hwy 70E 2. The road name change of Second St. Pl. SW to Pecan Trail 3. Rezoning 4.79 acres of the 23.53-acres property located at 3266 US Hwy 70 from GM to R-20.

There being no discussion, Council Member Stroupe made a motion to approve the 2024 Zoning Map as presented. All voted in favor. A copy of the map is hereby incorporated by reference and made a part of these minutes (Attachment A).

**CONSIDER APPROVAL OF  
AUDIT CONTRACT FOR  
YEAR ENDING JUNE 30,  
2024**

Town Manager Shook stated that the proposed audit contract is the same type of audit as last year with a price increase of \$450. He stated that when the Town begins using the upcoming grant funds, a different type of audit will be required. There being no discussion, Council Member York made a motion to approve the Contract to Audit Accounts for the year ending June 30, 2024 as presented with Lowdermilk Church & Co., L.L.P for a total amount not to exceed \$15,350. All voted in favor.

**CONSIDER APPROVAL OF  
BID AND BUDGET  
AMENDMENT FOR SEWER  
LINE REPAIR AT  
MUNICIPAL  
COMPLEX/ROYAL PARK  
PROPERTY**

Town Manager Shook reported that the toilets in the community center were backing up. Staff contacted Cliff's Plumbing who discovered a collapsed sewer line behind the community center. Approximately 250' of line needs to be replaced. The estimate to repair is between \$7,050 and \$7,350 and a budget amendment is needed if the bid is approved. There being no discussion, Council Member Smith made a motion to approve the estimate as presented from Cliff's Plumbing & Drains, Inc. to replace approximately 250' of sewer line and replace with a new 4" PVC drain line in the amount of \$7,050-\$7,350 as well as to approve a budget amendment in the amount of \$7,500. 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 APPROVAL OF  
BID AND BUDGET**

Town Manager Shook stated that Council requested a cleanup of overgrown brush along Hwy 70A near the

AMENDMENT FOR  
LANDSCAPING WORK AT  
HWY 70A

railroad tracks as well as the area where the kudzu was removed behind the Town Hall building. The two projects were time sensitive due to the weather. Both areas have been cleaned up. The Grounds Keeper has provided an estimate to clean up the ditch area along Hwy 70A at the intersection with Cline Park Dr in the amount of \$7,500. He stated that if Council approves this additional work, a budget amendment is needed. There being no discussion, Council Member Stroupe made a motion to approve the estimate with The Grounds Keeper L.L.C. as presented to remove the trees and overgrowth and grind stumps at the intersection of Hwy 70A and Cline Park Dr as well as a budget amendment in the amount of \$7,500. All voted in favor. A copy of the budget amendment is hereby incorporated by reference and made a part of these minutes (Attachment C).

CONSIDER APPROVAL OF  
BID FOR KUDZU  
LANDSCAPING WORK

The aforementioned landscaping maintenance of the kudzu area behind Town Hall has already been completed due to the time sensitivity due to weather. The estimate to perform the work is provided for approval. There being no discussion, Council Member York made a motion to approve the estimate with The Grounds Keeper L.L.C. as presented to grade and sow grass in the area behind Town Hall in the amount of \$6,254.

CONSIDER APPROVAL OF  
BUDGET AMENDMENT  
FOR GENERAL  
MAINTENANCE

Town Manager Shook stated that all general maintenance funds for the remainder of the fiscal year are committed at this time and any unexpected issues will require budget amendments. The proposed budget amendment in the amount of \$15,000 should cover any unexpected maintenance expenses through June 30, 2024. There being no discussion, Council Member Smith made a motion to approve the budget amendment as presented to appropriate funds for general maintenance of Town facilities in the amount of \$15,000. All voted in favor. A copy of the budget amendment is hereby incorporated by reference and made a part of these minutes (Attachment D).

CONSIDER APPROVAL OF  
PROCLAMATION FOR  
LINE WORKER  
APPRECIATION DAY

Mayor Hildebrand stated that a proclamation to recognize April 18<sup>th</sup> annually as National Lineman (Line Worker) Appreciation Day is presented for approval. Council Member York made a motion to approve the proclamation as presented recognizing Line Worker Appreciation Day. All voted in favor. A copy of the proclamation is hereby incorporated and made a part of these minutes

(Attachment E). Mayor Hildebrand presented the proclamation to Tyler Rogers.

CONSIDER APPROVAL OF  
PROCLAMATION FOR  
ELSIE CHILDRES' 100<sup>TH</sup>  
BIRTHDAY

Mayor Hildebrand stated that a proclamation to recognize Elsie Childres' 100<sup>th</sup> birthday is presented for approval. Council Member Stroupe made a motion to approve the proclamation as presented to proclaim March 7, 2024 as Elsie H. Childres Day in the Town of Hildebran. All voted in favor. A copy of the proclamation is hereby incorporated by reference and made a part of these minutes (Attachment F).

MARCH FACILITIES  
REPORT

The March facilities report was provided for review. Deputy Towery stated that a trash cleanup will be happening soon along certain roads.

FEBRUARY DELINQUENT  
TAX REPORT

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

FEBRUARY DEPUTY  
REPORT

The February 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 reported that the Board discussed the Burke Business Park and was given a housing and marketing update.

Recreation and Tourism Committee – No report.

Water Resource Committee – No report.

VEDIC – No report.

Library Board – No report.

Events Committee – Town Manager Shook stated that the Easter Egg Hunt location was moved due to weather to the municipal complex so that parents could drive thru and receive a bag of eggs. He stated that it was a good turn out and that staff will help distribute left over bags to The Enola Group and community kids. Karen Robinson asked if Council wanted her to purchase eggs after Easter

while on sale in order to save money for next year's event. Council was in agreement.

Deputy Towery stated that he, Sheriff Hinceman and another deputy escorted the East Burke High School girls' basketball team as they traveled to the state championship. Council wanted to congratulate the team for their success this year. Also, Council wanted to acknowledge the East Burke High School cheerleaders for winning a state championship this year as well as the 2023 indoor track team for also winning a state championship.

CONSIDER APPROVAL OF  
RESOLUTION OF  
APPLICATION FOR THE  
ECONOMIC  
DEVELOPMENT GRANT  
FUND

Town Manager Shook stated that the resolution presented is for the Town to apply for additional auditorium grant funds via the NC Department of Commerce's Rural Downtown Economic Development Grant. The amount is for \$125,000 and is meant as gap funding to further assist with the auditorium renovation project. If awarded, the total grant funding would amount to \$974,000. The deadline to submit the grant is April 1<sup>st</sup> and the award date is April 18<sup>th</sup>. If awarded, the Town could contract with the WPCOG to administer the grant due to the federal requirements. There being no discussion, Council Member Smith made a motion to approve the resolution as presented for Application for NC Department of Commerce Rural Downtown Economic Development Grant Fund, Rural Engagement and Investment Program for the Hildebran Auditorium Renovations Project. All voted in favor. A copy of the resolution is hereby incorporated by reference and made a part of these minutes (Attachment H).

OTHER BUSINESS:

Mayor Hildebrand reminded the Board that the tour of Mt. View Elementary with Dr. Swan will be held on May 27<sup>th</sup> at 5:00 p.m.

Council Member Stroupe asked if the gift cards to be distributed to the Planning Board and Events Committee had been given out yet. Staff stated the cards will be distributed at each of their next meetings.

Staff asked if there was anyone that had not RSVP'd to the annual COG meeting. Staff will RSVP for those that will be attending.

ANNOUNCEMENTS

Karen Robinson stated that the Burke County Library will be holding a book sale on April 19<sup>th</sup> and April 20<sup>th</sup> in Morganton.

Town Manager Shook asked the Board to call a special meeting for the next budget workshop. Council agreed to call the special meeting on May 13, 2024 at 6:00 p.m. in the Meeting Room in the Municipal Complex for the purpose of a budget workshop.

ADJOURN

All business being concluded, Council Member Stroupe made a motion at 7:34 p.m. to adjourn. All voted in favor.

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