

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

**APRIL 27, 2020  
7:30 PM**

**SPECIAL MEETING  
MINUTES**

**CALL TO ORDER**

Mayor Hildebrand called the special meeting of the Town Council to order at 7:30 p.m. The meeting was streamed live via the Town's YouTube channel.

**INVOCATION**

A moment of silence was observed.

**PLEDGE OF ALLEGIANCE**

Finance Officer Fredrick Rankins 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, Mike Smith and Terry Weaver. Council Members Ben Honeycutt and Derek Cline were in attendance by 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.

**SPECIAL AGENDA ITEM-  
CONSIDER APPROVAL OF  
AMENDMENT TO  
EMERGENCY  
MANAGEMENT  
ORDINANCE TO PROVIDE  
FOR MEETING  
PROCEDURES DURING A  
STATE OF EMERGENCY**

Town Manager Shook presented an amendment to the Emergency Management Ordinance to provide for meeting procedures during a state of emergency. He reviewed the amendment and also noted that there should be two revisions to the first sentence of section "A" which should read as follows: "In the event a determination is made that one or more parties, including Council Members, attend remotely, the Town Manager or his designee shall arrange suitable conference call technology to allow all members of the Town Council to hear and communicate with each other such that debates, motions and votes are properly made and considered by the Council." Council Member Herrell made a motion to approve the Ordinance to amend the Emergency Management Section (Section 4) of the Town of Hildebran Code of Ordinances to provide for meeting procedures during a declared state of emergency as amended, and to incorporate the amendment into the Code of Ordinances. All voted in favor. A copy of the ordinance is hereby incorporated by reference and made a part of these minutes (Attachment A).

APPROVAL OF AGENDA

Council Member Herrell made a motion to approve the agenda as presented. All voted in favor.

APPROVAL OF MINUTES

Council Member Smith made a motion to approve the March 12, 2020 special meeting/budget workshop minutes and the March 23, 2020 regular meeting minutes as presented. All voted in favor.

PUBLIC COMMENTS

Tommy Wentz provided comments regarding the harmful effects of EMF radiation frequencies and his request to open businesses back up in Hildebran.

Cheyenne Lovelace provided comments regarding the safety of motorists and a group of bicyclists that ride on Wilson Road since the road is not large enough to accommodate both.

OLD BUSINESS:  
CONSIDER APPROVAL OF  
ANNUAL  
APPROPRIATIONS TO  
HHDA

Rex Lail, President of Hildebran Heritage and Development Association (HHDA) addressed the Board. He stated that since the May Cruise In has been cancelled, he has postponed the fireworks to hopefully August, which he hopes to hold two (2) Cruise Ins that month. He stated that the money allocated to HHDA from the Town for sponsorship of the Cruise Ins is put to good use and the money is put back into the Town.

Town Manager Shook provided Council with the current year's allocation to HHDA (\$20,000 and no receipts required). He then reviewed three other options for Council to consider for the FY 20-21 budget as follows:

1. Council Member Herrell's suggestion at the March 12, 2020 Budget Workshop meeting (total amount \$10,000):
  - a. Allocate \$1,000 per Cruise In (5 total events)
  - b. Allocate \$5,000 for fireworks
  - c. Receipts would be required
2. 1<sup>st</sup> Alternate Option (total amount \$12,250):
  - a. Allocate \$3,000 for general use to HHDA
  - b. Allocate \$600 per event per band (5 total events), which the Town would pay the bands
  - c. Allocate \$5,000 for fireworks, which the Town would pay the fireworks vendor
  - d. Allocate \$1,250 for REACT, which the Town would pay REACT directly
  - e. No receipts would be required
3. 2<sup>nd</sup> Alternate Option (total amount \$12,250):

- a. Allocate \$3,000 for general use to HHDA
- b. Allocate \$600 per event per band (5 total events), which the Town would reimburse HHDA for bands
- c. Allocate \$5,000 for fireworks, which the town would reimburse HHDA for fireworks
- d. Allocate \$1,250 for REACT, which the Town would pay REACT directly
- e. Receipts required

Council Member Herrell asked Mr. Lail what the general allocation funds would be used for if the Town paid for the bands, fireworks and REACT. Mr. Lail stated that the money would be used for general liability insurance which costs around \$2,400. He stated another expense is royalty fees for songs that the bands sing which costs around \$1,000. He stated that other expenses include repairs to the stage which could be around \$500.

Council Member Herrell stated that in order to be good stewards of the tax payers' money, he prefers to see an itemized list of what the money will be used for in order to properly allocate funds for the FY 20-21 budget.

Council Member Smith stated that the Town does not ask for receipts for any other charity and stated that HHDA provides a service for the Town by putting on events.

Council Member Herrell stated that by allocating over \$10,000 of tax payers' money, Council should be able to explain how the money was spent by an itemized list to justify the expense.

Council Member Cline stated that he agreed with Council Member Herrell that having receipts while allocating funds to nonprofits is a good practice for checks and balances purposes since the amount to be allocated is a high number.

Council Member Honeycutt asked if HHDA was financially able to front money to pay for the bands and fireworks and then get reimbursed. Mr. Lail stated it would drain HHDA, but it would be possible.

After further discussion regarding the feasibility of having an event in July and August 2020 due to the NC Governor's executive orders as a result of COVID-19, Council Member Herrell made a motion to postpone the

decision to move forward with a July and August Cruise In until the May 2020 regular meeting as well as to postpone the agenda item to consider the approval of annual appropriation to HHDA until the May regular meeting after receiving an itemized list of expenses provided by HHDA. Mayor Hildebrand performed a roll call vote and the motion passed unanimously.

CONSIDER APPROVAL OF QUOTE FOR PAINTING OF TOWN FACILITIES

Mr. Shook reported that staff requested quotes for flooring epoxy and painting in the auditorium, community room, municipal complex and gym and received two quotes for consideration. The list of work to be completed was reviewed with Council. After discussion, Council Member Herrell made a motion to approve the quote from Mobile Services Inc. for flooring and painting in the auditorium, community room, municipal complex and gym, as described in the request for proposal, in the amount of \$12,293.00. Mayor Hildebrand performed a roll call vote and the motion passed unanimously.

The second quote provided for consideration was from General Service Inc. in the amount of \$14,700.00.

DISCUSSION OF QUOTE FOR TOWER UPDATES

Mr. Shook stated that he contacted James Ratliff, Architect, who had inspected the tower in 2018. Mr. Ratliff stated that he would look for the letter certifying that the tower was structurally sound. Mr. Shook stated that he also contacted David E. Looper who did a visual inspection and is preparing an estimate to clean the tower as requested by Council. The estimate should be ready by next week. Mr. Shook stated that he will present the quote at the May meeting.

DISCUSSION ON WAYFINDING SIGNS

Mr. Shook stated that the WPCOG has submitted an ARC grant pre-application for the Town for wayfinding signs. He stated that he has contacted Creative Impressions, who is currently working with the Town of Morganton for their wayfinding signs, to obtain a quote. He stated that the estimated price is between \$2,700 and \$3,400 per sign. The Town would need between 10 to 15 signs. Cost for installation would be around \$6,000. The Town's portion for the entire project is estimated to be \$18,000 with the ARC grant paying the other \$18,000.

DISCUSSION OF AUDITORIUM SEATS

Mr. Shook stated that due to the COVID-19 pandemic, there is a projection that municipalities will lose between ten percent (10%) to twenty-five percent (25%) of sales tax revenue during FY 20-21. As a result, the loss for the

Town could be between \$100,000.00 and \$206,000.00. He stated that other local governments are preparing to scale back on big ticket items. He also stated that he has concerns that the Town might not be able to sell legacy seats to citizens during this economic downturn. He suggested not including the purchase of new seats in the auditorium in the FY 20-21 budget at this time, or to include the purchase in the FY 20-21 budget but wait until January 1, 2021 to reevaluate. It was the consensus of Council to not include the purchase of new auditorium seats in the FY 20-21 budget.

DISCUSSION AND  
DECISION REGARDING  
SIDEWALK PROJECT  
GRANT APPLICATION  
OPTIONS

Mr. Shook stated that Council had agreed to pursue state-matching funds for two sidewalk projects located at Main Ave E. and N. Center St. The Town is seeking an 80/20 match for each project through transportation funds. Council may submit these projects through LAPP (Locally Administered Projects Program) or through SPOT (Strategic Prioritization Office of Transportation). The two programs differ on competitiveness and timing. Under LAPP, the projects face less competition (only competes regionally) and have a shorter waiting period. LAPP also uses regional dollars instead of state dollars for the match. SPOT is more competitive (statewide competition instead of regional competition) and takes longer to fund.

The N. Center St. project would face less competition under LAPP and would be funded sooner; however, Council must commit funds as early as next year. With a project this large, staff wants to remain cautious with funds during COVID-19. SPOT, on the other hand, allows the Town at least two (2) years before committing funds, but it faces increased competition for funding.

After reviewing the process of each funding, Mr. Shook stated that staff recommends submitting the Main Ave E. project through LAPP because the project requires much less immediate funding and is more likely to receive funding than the N. Center St. project.

After discussions, Council Member Herrell made a motion to submit the Main Ave E. sidewalk project under LAPP (Locally Administered Projects Program) and to submit the N. Center St. sidewalk project under SPOT (Strategic Prioritization Office of Transportation). Mayor Hildebrand performed a roll call vote and the motion passed unanimously.

**NEW BUSINESS:  
CONSIDER APPROVAL  
OF PLEXIGLASS BARRIER  
FOR FRONT LOBBY**

Mr. Shook stated that staff is requesting to replace the sliding glass window for a permanent plexiglass shield barrier in the front lobby to protect both citizens and staff from airborne viruses and for staff safety. After discussion, Council Member Smith made a motion to approve the replacement of the sliding glass window for a plexiglass barrier shield. Mayor Hildebrand performed a roll call vote and the motion passed unanimously.

**CONSIDER APPROVAL OF  
CONTRACT FOR SNOW  
REMOVAL IN TOWN  
LIMITS**

Mr. Shook stated that the current two year contract with Jensen Lawn and Landscaping will expire June 30, 2020. He stated that Mr. Jensen has agreed to a three-year contract with the same pricing and the proposed contract is presented for approval. Council Member Honeycutt made a motion to approve the three year contract for snow removal in Town limits as presented. Mayor Hildebrand performed a roll call vote and the motion passed unanimously. A copy of the contract is hereby incorporated by reference and made a part of these minutes (Attachment B).

**CONSIDER APPROVAL OF  
CONTRACT FOR CODE  
ENFORCEMENT SERVICES  
WITH WPCOG**

Mr. Shook stated that the two year code enforcement contract with the WPCOG is presented for consideration. The monthly fees decreased eighteen percent (18%) from the current year. Council Member Herrell made a motion to approve the two year contract for code enforcement services with the WPCOG (Western Piedmont Council of Governments) not to exceed \$31,218.00 as presented. Mayor Hildebrand performed a roll call vote and the motion passed unanimously.

**CONSIDER APPROVAL OF  
CONTRACT FOR  
TECHNICAL PLANNING  
ASSISTANCE WITH  
WPCOG**

Mr. Shook stated that the yearly technical planning assistance contract with the WPCOG is presented for consideration. The monthly fee increased two percent (2%) from the current year. Council Member Herrell made a motion to approve the contract for technical planning assistance with the WPCOG (Western Piedmont Council of Governments) not to exceed \$23,672.00 per year as presented. Mayor Hildebrand performed a roll call vote and the motion passed unanimously.

**CONSIDER APPROVAL OF  
REVISED PERSONNEL  
POLICY**

Mr. Shook stated that he had reviewed the Town's personnel policy and noticed a shortfall of sick and vacation compared to other local governments in the County. He contacted each local government for its sick and vacation leave and summarized the data for Council. He suggested that the Town's sick leave be increased from

eighty (80) hours per year to ninety six (96) hours per year to fall in line with every other local government. He also suggested that the Town's vacation leave be increased as follows to bring the Town to an average rate of all local governments combined:

Years of Service	Average Rates	Town's Current Rates	Town's Proposed Rates
0 to 2	10.82	8	10
2 to 5	11.39	10	12
5 to 10	13.39	12	13
10 to 15	16.36	15	16
15 to 20	18.93	16	18
20+	20.93	18	21

Council Member Herrell made a motion to approve the revised Town of Hildebran personnel policy to increase sick time from eighty (80) hours per year to ninety six (96) hours per year and to increase vacation leave according to the aforementioned chart. Mayor Hildebrand performed a roll call vote and the motion passed unanimously. A copy of the effected pages in the personnel policy are hereby incorporated by reference and made a part of these minutes (Attachment C).

**CONSIDER APPROVAL OF FARMERS MARKET RULES AND PROCEDURES**

Clerk Sanders stated that staff has provided a Farmers Market Rules and Procedures policy for farmers during the COVID-19 pandemic for consideration. The new rules are based on guidance from the NC State Extension and other organizations.

Council discussed the issue of having farmers wear disposable gloves and changing them after each customer as well as using hand sanitizer after each customer. Council Member Herrell suggested that hand washing be required instead of gloves and hand sanitizer since hand washing has been proven to kill the virus. Council requested input from Attorney Dill. Attorney Dill recommended that staff contact Rebecca McLeod, Burke County Health Department Director, and follow her guidance on this topic. Council was in agreement with the other rules and will wait until staff hears back from Ms. McLeod to approve the policy.

Clerk Sanders requested to waive the \$2.00 weekly vendor fee during the economic slowdown as well as to prevent the excessive handling of cash during COVID-19.

Council Member Herrell made a motion to waive the \$2.00 weekly vendor fee for the 2020 Farmers Market season. Mayor Hildebrand performed a roll call vote and the motion passed unanimously.

DISCUSSION OF RENTAL  
EVENTS IN TOWN  
FACILITIES FOR JUNE 2020

Mr. Shook stated that all rental facilities have been closed for May and staff is seeking guidance for the month of June. Mr. Shook stated that most likely the Governor's executive orders would not allow for gatherings until the end of June. Clerk Sanders stated that currently there are two (2) rentals booked in the community center for birthday parties that will have up to 100 people in attendance. After discussion, Council Member Weaver made a motion to cancel all rental facilities through the month of June. Mayor Hildebrand performed a roll call vote and the motion passed unanimously.

CONSIDER MEETING  
LOCATION/PROCESS FOR  
MAY 18, 2020 REGULAR  
MEETING

Due to the NC Governor's executive order prohibiting gatherings of more than ten (10) people, Council considered the meeting location and process for its May regular meeting. Mr. Shook stated that the May meeting is scheduled for the 18<sup>th</sup> which provides little turnaround time to prepare the first reading of the budget. He requested to move the meeting to Tuesday, May 26, 2020. Council Member Herrell asked to start the meeting at 7:30 p.m. After discussion, Council Member Herrell made a motion to approve the resolution to amend the regular meeting schedule by holding the May regular meeting on Tuesday, May 26, 2020 at 7:30 p.m. in the Council's Chamber and to stream the meeting live via the Town's YouTube channel. The Council will continue to follow the NC Governor's executive order regarding gatherings. Mayor Hildebrand performed a roll call vote and the motion passed unanimously. A copy of the resolution is hereby incorporated by reference and made a part of these minutes (Attachment D).

PRESENTATION OF  
PRELIMINARY FY 20-21  
BUDGET

Mr. Shook and Finance Officer Rankins provided and reviewed a preliminary budget with Council, explaining the projected revenue losses as mentioned earlier and how that affects the Town's budget. The first reading of the budget will be presented at the May 26, 2020 meeting,

CONSIDER CALLING A  
SPECIAL MEETING FOR A  
BUDGET WORKSHOP

Mr. Shook asked Council Members if they felt another budget meeting was necessary. Council was in agreement to not call another budget workshop.

MARCH FACILITIES  
REPORT

The report was presented for review.

MARCH DELINQUENT  
TAX REPORT

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

MARCH DEPUTY REPORT

The March Deputy report was provided for review.

COMMITTEE REPORTS

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

WPCOG Policy Board – Council Member Honeycutt  
emailed the report to Council.

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

Recreation and Tourism Committee – No report.

Water Resource Committee – No report.

VEDIC – Council Member Weaver stated that VEDIC is  
working with all small businesses to help them during the  
COVID-19 pandemic. Mr. Shook stated that the Town  
could possibly increase the amount allocated to VEDIC  
for FY 20-21.

Library Board – No report.

OTHER BUSINESS

None.

ANNOUNCEMENTS

Council Member Herrell encouraged citizens to voice  
their concerns to their elected officials.

Mr. Logan reported that Walkin' Role Activities League  
was awarded a grant for \$1,422.00.

ADJOURN

All business being concluded, Council Member Honeycutt  
made a motion at 9:11 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