

**TOWN OF HILDEBRAN  
Council's Chamber  
Albert Parkhurst  
Municipal Complex**

**OCTOBER 4, 2024  
4:00 PM**

**SPECIAL MEETING  
MINUTES**

**CALL TO ORDER**

Mayor Hildebrand called the special meeting of the Town Council to order at 4:00 p.m.

**COUNCIL PRESENT**

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

**STAFF PRESENT**

The following staff members were present: Town Manager Logan Shook, Town Clerk Alice Sanders, Finance Officer Fredrick Rankins, Town Attorney Jared Amos and Code Enforcement Manager, Emergency Management Planner Curt Willis.

**CITIZENS PRESENT**

See attached sheet.

**ADOPT AGENDA**

Council Member Stroupe made a motion to adopt the agenda as presented. All voted in favor.

**ORDER OF BUSINESS:  
CONSIDER APPROVAL OF  
CONTRACT FOR MULTI-  
JURISDICTIONAL  
DISASTER DEBRIS  
MANAGEMENT  
AGREEMENT FOR  
PRIMARY PROVIDER  
WITH BURKE COUNTY**

Town Manager Shook reported that Burke County will contract with a company to pick up storm debris resulting from Hurricane Helene for all of Burke county citizens. They have asked that citizens sort their debris into three piles of debris: white goods, building materials, and vegetation. The County will contract with a company who will drive by all NCDOT and Town maintained roads to determine where the debris piles are located and map those places for another contractor to pick up the debris at a later date. After the project is completed, the County will then be reimbursed for expenses by FEMA. Burke County is contracting with all municipalities within the County for this service. The contract presented is to allow Burke County's contractors to come onto all NCDOT and Town maintained roads in the Town of Hildebran limits to monitor and perform disaster debris removal and clearance services. He mentioned that the contract does not include any private roads. There is no fee to the Town for this service.

There being no discussion, Council Member Smith made a motion to approve the Multi-Jurisdictional Disaster Debris Management Agreement for Primary Provider as presented to authorize Burke County to initiate the Notice to Proceed

for Monitoring and Debris Removal contracts to perform disaster debris removal and clearance services on behalf of the County in the Town of Hildebran. All voted in favor. A copy of the contract is hereby incorporated by reference and made a part of these minutes (Attachment A).

CONSIDER APPROVAL OF AGREEMENT WITH THE WPCOG TO ADMINISTER COMPREHENSIVE RECOVERY MANAGEMENT SERVICES

Town Manager Shook stated that the WPCOG has offered to administer comprehensive recovery management services for the 28 local governments in the MSA, including the Town of Hildebran. The WPCOG will contract with an agency that will provide project development and grants management services for any existing, open disaster recovery effort, including Tropical 3 System Helene, as well as any future disaster events. The agency would oversee all FEMA submissions from the Town. All costs will be paid for up front by the Town and will be reimbursed by FEMA. The cost to the Town will be 5% of the total damages that is reimbursed.

Council Member York made a motion to authorize the WPCOG to send out an RFP to firms for the purpose of administering comprehensive recovery management services for the Town of Hildebran. All voted in favor.

CONSIDER APPROVAL OF BUDGET AMENDMENT FOR DAMAGE DUE TO HURRICANE HELENE

A budget amendment is presented for consideration for storm damage due to Hurricane Helene. Town Manager Shook stated that staff did not know yet how much that cost will be so an estimated amount was determined. If expenses incurred are less than the budget amendment, the remaining balance will be returned to the General Fund. The known damage to date include at least six trees that fell in the community park, some of those fell on the disc golf baskets and playground equipment. Until those trees are removed, it is not known if any equipment was damaged or the severity of the potential damage. The storm also damaged three windows at the rental house at East Burke Christian Ministries that is estimated to cost \$1,400 to replace. There was also a small leak in the Community Center that came from the third floor of the municipal complex. He stated that the Town will file an insurance claim first and any amount not covered by insurance will be submitted to FEMA and should be reimbursed by them. It was clarified that the budget amendment only covers damage to Town property.

Council Member Stroupe made a motion to approve the budget amendment as presented for cleanup and repair of Town properties, facilities, roadways, and any other

discovered Town responsibilities as a result of damage caused by Hurricane Helene in the amount of \$100,000. All voted in favor. A copy of the budget amendment is hereby incorporated by reference and made a part of these minutes (Attachment B).

ADJOURN

All business being concluded, Council Member Honeycutt made a motion to adjourn at 4:16 p.m. 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