

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

**OCTOBER 24, 2022  
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 Weaver 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 Smith, Mike Stroupe, Terry Weaver and Jody York.
STAFF PRESENT	The following staff members were present: Town Manager Logan Shook, Town Clerk Alice Sanders and Finance Officer Fredrick Rankins. Jared Amos attended the meeting as legal counsel.
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 26, 2022 regular meeting minutes and the October 11, 2022 special meeting minutes as presented. All voted in favor.
PUBLIC COMMENTS	<p>Ricky Barnes, EBYAO President, presented a handout to Council and asked for the Town to pay two invoices.</p> <p>Karen O'Donnell stated that the local churches will be having a community program and Thanksgiving meal on November 20<sup>th</sup> at 5:00 p.m. She stated that the line item on the agenda concerning rent forgiveness for them to hold the events in Town facilities no longer applies.</p>
OLD BUSINESS: CONSIDER APPROVAL OF REVISED CONTRACT WITH WEST CONSULTANTS FOR PROFESSIONAL SERVICES	Town Manager Shook stated that he communicated Council's requested changes to the contract with West Consultants for professional services during the construction of Royal Park that were discussed at the October 11, 2022 special meeting. As of today, he has not

heard back from them. He stated that as soon as West Consultants updates the contract, Council can vote to call a special meeting to review the contract or Council can review at the next regular meeting.

CONSIDER APPROVAL OF  
GENERAL LIABILITY  
INSURANCE  
REQUIREMENTS FOR  
RENTALS, EVENTS AND  
LEASES

Town Manager Shook stated that two representatives from the Town's insurance carrier, NCLM, addressed Council at the August 20<sup>th</sup> meeting concerning their recommendations for general liability insurance coverage for facility rentals, events and leases. As directed by Council, staff developed a policy following the guidelines and recommendations from the NCLM.

Council Member Smith made a motion to approve the policy as presented. Council Member York asked why the policy was needed when there has not been one in the past. Town Manager Shook stated that a few months ago a gym renter held a basketball camp in the gym and asked what insurance coverage he needed to provide. After contacting the NCLM and another insurance provider, it was discovered that the Town's insurance does not cover accidents during non-governmental events and as a result, staff discovered gaps in the Town's insurance coverage. Staff met with representatives on two different occasions to better understand risk management and to protect the Town moving forward.

There being no other discussion, all voted in favor to the motion to approve the policy as presented. A copy of the policy is hereby incorporated by reference and made a part of these minutes (Attachment A).

Town Clerk Sanders stated that there were two exceptions for a rental party to provide general liability coverage. The first is renting the pavilion since it is open to the public when not reserved and does not have four walls like a building. The second exception is basketball pickup games that consist of the same group of individuals that do not charge a fee to participate and have rented the gym on a regular schedule for at least three consecutive months. She stated that there are currently two basketball pickup groups that qualify under these conditions and asked for Council's approval to exempt them from the insurance requirement. Council Member Smith made a motion to exempt the David Howard/Rusty Oakley group and the Travis Hoke church group from the requirement to provide general liability coverage for their weekly basketball pickup games. All voted in favor.

Town Manager Shook stated that the NCLM recommended that signs in the gym be posted that states that individuals play at their own risk.

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

Abigail Taylor from the Burke County United Way was in attendance and provided a brief presentation regarding the countywide giving day to support all Burke County non-profits. The day set aside this year is November 29, 2022. Council Member Honeycutt 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).

**PRESENTATION  
REGARDING WESTERN  
PIEDMONT COMMUNITY  
COLLEGE (DR. WELCH)**

Dr. Joel Welch, Western Piedmont Community College President, was in attendance and gave a presentation about the college's vision and strategic plan for the community.

**DISCUSSION OF  
CONTRACT WITH BURKE  
COUNTY REACT FOR  
ROAD CLOSURES DURING  
PARADE**

Town Manager Shook stated that to meet risk management recommendations from the NCLM, staff created a contract between the Town and Burke County REACT for them to provide road closures during the Christmas Parade. He stated that he received feedback from REACT requesting some revisions. He will discuss those requests with Attorney Amos and they will work on revising the contract. It will be presented for approval at the November meeting.

**CONSIDER APPROVAL OF  
ATTORNEY FEE AND  
EMPLOYMENT CONTRACT  
FOR INTERIM LEGAL  
SERVICES**

Town Manager Shook stated that a proposed attorney fee and employment contract for Jared Amos is presented for approval. The contract will be valid until the Town hires a full-time attorney. Council Member Smith made a motion to approve the Attorney Fee and Employment contract as presented. All voted in favor.

**CONSIDER RENT  
FORGIVENESS FOR  
COMMUNITY  
THANKSGIVING  
PROGRAM AND MEAL**

During public comments, Karen O'Donnell stated that subsequent to asking for rent forgiveness to hold a Thanksgiving event in Town facilities, they found another location and withdraws her request. No action was taken.

**DISCUSSION REGARDING  
DEVELOPING A PLAN FOR  
FACILITY RENOVATIONS**

Town Manager Shook reviewed the current Town projects. He stated that the total estimated costs for all the projects is \$2.3 million. The projects include the following estimated costs: \$1.2 million for Royal Park; \$675,000 for Main Ave

E sidewalk project; \$233,000 for the tower/breezeway project; \$225,000 for auditorium renovations; and an unknown amount for the Burke River Trail that will begin within the next 3 to 5 years. He stated that the Town has \$1.5 million in grant funds. He stated that the Town should be cautious and might need to prioritize projects.

OCTOBER FACILITIES

The October Facilities Reports 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 C).

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 – Council Member Honeycutt stated that he sent the minutes of the meeting to Council.

Burke Economic Development – Town Manager Shook stated that the county needs more housing and the Board is putting together a committee to review. Alan Wood was given a 5% raise and a bonus. The committee also discussed the Murphy’s Farm project.

Recreation and Tourism Committee – No report.

Water Resource Committee – No report.

VEDIC – No report.

Library Board – Mayor Hildebrand stated that the Hildebran library is adding more shelves to accommodate more books. Staff has requested more outside lighting. The library wants to bring back the book mobile.

Comprehensive Master Plan Steering Committee – Council Member Stroupe stated that the committee reviewed zoning and renderings of sidewalks/parks. He stated that the plan is almost completed. The committee is close to holding a public hearing and then bringing the proposed plan to Council.

THE POLAR EXPRESS BUDGET AMENDMENT

Festival Committee – Town Manager Shook stated that the committee would like to show the movie The Polar Express

with CAST acting out some of the scenes. He stated that associated costs to show the movie is \$640 and the cost to obtain the movie rights is an additional \$495. He stated that no ticket sales or concessions were planned, however, the committee will pass out cookies and hot chocolate outside the auditorium. He stated that the committee will need an additional \$600 in the budget to show the movie. Council Member Stroupe made a motion to approve a budget amendment in the amount of \$600 to show The Polar Express in the auditorium after the parade. All voted in favor. A copy of the budget amendment is hereby incorporated by reference and made a part of these minutes (Attachment D).

Council Member Honeycutt stated that the Festival Committee would like to change their name to Events Committee. There being no objections, Council Member Honeycutt made a motion to change the name of the Festival Committee to Events Committee. All voted in favor.

**OTHER BUSINESS:  
PARADE**

Clerk Sanders asked if Council prefers to ride in a golf cart or car during the parade. It was the consensus to use a vehicle to have space to store the extra candy to distribute.

**FLOCK CAMERAS**

Town Manager Shook stated that staff had attended a presentation regarding flock cameras. The cameras can search for vehicles by make, model, license plate, distinguishing features, etc. The cost to purchase and to operate the camera is \$2,500 per camera per year. There is also a one-time installation fee of \$350. Staff recommends the Town purchase two cameras. He stated that Connelly Springs is purchasing four cameras and Rutherford College is purchasing two cameras. Council Member Honeycutt made a motion to purchase two flock cameras and to approve a budget amendment in the amount of \$7,000. All voted in favor. A copy of the budget amendment is hereby incorporated by reference and made a part of these minutes (Attachment E).

**CAMPER AT 208 US HWY  
70 E**

A discussion regarding a camper recently being placed on 208 US Hwy 70 E occurred. The camper is a code violation. Town Manager Shook stated that he is meeting with staff from the WPCOG on October 27<sup>th</sup> to address the issues. He stated that raw sewage is also being deposited on the ground from the camper.

MAIN AVE AND S. CENTER  
ST. INTERSECTION

Town Manager Shook stated that he has been in discussions with the DOT regarding safety issues at the intersection of Main Ave and S. Center St. He initially requested a roundabout, which was an original plan of the DOT. However, the DOT no longer plans to install one at that location. The DOT has stated that they prefer to install a four-way stop sign at that intersection and Mr. Shook asked how Council felt about that preference. He stated that he has asked for a traffic light instead. Council was in agreement. Council Member Weaver made a motion for staff to communicate that Council requests that the DOT install a traffic light at the intersection of Main Ave. and S. Center St. instead of four-way stop signs. All voted in favor.

TEX'S FISH CAMP  
FUNDRAISER

Town Manager Shook announced that Tex's Fish Camp recently celebrated its 50<sup>th</sup> anniversary. They held a fundraiser to help the Town purchase inclusive playground equipment in the new Royal Park. They raised \$3,600. He stated that he would like to get Council and the owners together for a picture and ask The News Herald to run an article about the anniversary and fundraising efforts to support the new park.

ANNOUNCEMENTS

None.

ADJOURN

All business being concluded, Council Member Honeycutt made a motion at 8:15 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