

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

**JANUARY 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	The Boy Scouts Troup 898 led a prayer.
PLEDGE OF ALLEGIANCE	The Boy Scouts Troup 898 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, Finance Officer Fredrick Rankins and Code Enforcement Officer Chad Powell. Attorney Jared Amos was in attendance as legal counsel.
CITIZENS & MEDIA	See attached sheet.
APPROVAL OF AGENDA	Town Manager Shook requested to amend the agenda to provide a revised copy of the Resolution in Support of the NCDOT Paved Trails and Sidewalk Feasibility Study Grant Application. There being no objections, Council Member Honeycutt made a motion to approve the agenda as amended. All voted in favor.
APPROVAL OF MINUTES	Council Member Honeycutt made a motion to approve the December 19, 2022 regular meeting minutes as presented. All voted in favor.
PUBLIC COMMENTS	None.
OLD BUSINESS: CONSIDER APPROVAL OF RESOLUTION IN SUPPORT FOR THE NCDOT PAVED TRAILS AND SIDEWALK FEASIBILITY STUDY GRANT APPLICATION	Beth Heile, Trail Coordinator Burke River Trail, was in attendance to review the proposed resolution. She stated that the NCDOT has established a paved trails and sidewalk feasibility study grant program that provides funding to projects that will improve the pipeline of bicycle and pedestrian projects assessing state and federal funding like The River Trail. She stated that The River Trail will connect Hildebran and Long View and she

stated that professional assistance to assess the best location for the Trail in Hildebran would be beneficial. She stated that after the presented resolution is approved, the WPCOG will submit the grant application on behalf of the Town. Council Member Smith made a motion to approve the Resolution in Support for the NCDOT Paved Trails and Sidewalk Feasibility Study Grant Application as presented. All voted in favor. A copy of the resolution is hereby incorporated by reference and made a part of these minutes (Attachment A).

CONTINUED DISCUSSION
OF AUDITORIUM
RENOVATION PROJECT

Bakh Alam, Elan Architecture, was in attendance to provide an overview of proposed renovations to the auditorium. The renovations include new seats, bringing the auditorium to ADA specifications and adding restrooms and dressing areas to the back of the stage by adding a new addition. Council discussed options and it was the consensus of Council to do renovations in phases. Replacing the seats and making the auditorium ADA compliant were the first items that the majority of Council preferred after a poll of the Board. Mr. Alam stated that an ADA restroom would have to be installed at the back of the stage, among other work, to be ADA compliant. Council Member Honeycutt had concerns that adding a restroom at the back of the stage will take away space of an already too small dressing room. He suggested adding a fake wall to the back of the stage to make two dressing rooms. The wall can be used as a backdrop to project movies.

After discussion, Town Manager Shook recommended that he, Mayor Hildebrand and Council Member Honeycutt meet informally with Mr. Alam to determine a proposed Phase I based on the discussions and consensus of Council and report back to Council in February. Council was in agreement.

CONSIDER APPROVAL OF
KUDZU SPRAYING AND
MAINTENANCE AND
BUDGET AMENDMENT

Town Manager Shook stated that he reached out to three landscapers to acquire a quote to remove the kudzu behind Town Hall. He received one viable quote from The Grounds Keeper. The work will include cutting back, trimming and removing shrubbery, trees, kudzu and all weeded areas behind the Town Hall parking lot. The quote ranges from \$8,500 to \$10,500 depending on what the area looks like once the contractor gets into the area and begins work. Town Manager Shook stated that a complete removal of the kudzu will last between three to five years and will involve ongoing spraying and

maintenance which is not included in the quote. Town Manager Shook suggested approving a dollar amount up to \$10,500 and he will reach out for more quotes to see if there is a better option. He stated that he would give it until the end of the week to get additional quotes before assigning work. Council Member Smith made a motion to approve expending up to \$10,500 to remove the shrubbery, trees, weeds and kudzu behind the Town Hall parking lot and to delegate the authority to the Town Manager to enter into a contract for the aforementioned work. All voted in favor.

Council Member Smith made a motion to approve a budget amendment in the amount of \$10,500 to remove the shrubbery, trees, weeds and kudzu behind the Town Hall parking lot. 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
CONTRACT FOR OAK
TREE
TRIMMING/REMOVAL

Town Manager Shook stated that HHDA submitted a request to staff to remove the oak tree at the auditorium near the museum entrance. The request stated that limbs and debris fall onto the sidewalk that requires multiple truckloads of debris to be hauled off each year. They also asked to preserve some of the stump for a history exhibit. He stated that he requested quotes from two companies but only received one viable quote from Brittain’s Tree Service. The quote is for \$750 to remove the tree and leave a stump or \$750 to trim the tree. Mr. Brittain also stated that he would remove the tree and grind the stump for \$900. Council Member Smith made a motion to remove the oak tree and grind the stump for \$900 and to save a sliver of the stump for HHDA. Council Members Honeycutt, Smith, Stroupe and Weaver voted in favor. Council Member York opposed the motion. The motion carried.

NEW BUSINESS:
CONSIDER APPROVAL OF
RESOLUTION OPPOSING
THE CLOSURE OF
CURLEY’S FISH CAMP RD

Town Manager Shook stated that NCDOT is reviewing the plans to replace the bridge on I-40 at Exit 118 and changing the interchange on/off ramps. Their current plan is to close the interchange at Curley’s Fish Camp Road which will force the tractor trailers from the two companies on that road to use another route, most likely S. Center St., to get to and from I-40. Mr. Shook stated that all of the Town’s plans, including the Comprehensive Master Plan, desire that S. Center St. be a downtown designation that connects to the gym, auditorium, The

River Trail and other local attractions and be a walkable pedestrian-friendly downtown area which is not in alignment with numerous tractor trailers driving on the road during business hours.

In addition, closing the interchange at Curley’s Fish Camp Road could do irreparable damage to the businesses on that road due to them not having easy accessibility to and from I-40.

As a result, a resolution is presented to request that the interchange at Curley’s Fish Camp Rd remain open. Burke County approved the same resolution at its January 17th meeting.

Council Member York made a motion to approve the Resolution Opposing the Closure of the Curley’s Fish Camp Rd Interchange in Hildebran during the NCDOT, I-40 Exit 118 – SR 1761 (Old NC 10) Construct Interchange Improvements Project I-5990 as presented. All voted in favor. A copy of the resolution is hereby incorporated by reference and made a part of these minutes. (Attachment C).

CONSIDER APPROVAL OF ORDINANCE TO DIRECT THE TOWN TO VACATE AND CLOSE PROPERTY AS UNFIT FOR HUMAN HABITATION

Chad Powell, Code Enforcement Officer, provided a review of the property located at 108 Fourth Ave SW. He stated that the house on the property does not meet the Minimum Housing Code. The owner bought the property in foreclosure and is working on fixing up the property. The initial deadline to meet the housing codes has already passed. The ordinance presented will vacate and close the property on or before February 6, 2023. Mr. Powell stated that he would put placards on the property that will prevent anyone from living there for one year which will also help with vagrants. If the housing codes are not met after one year, Council can review penalties at that time. Mr. Powell will routinely review the property for progress. Council Member York made a motion to approve the Ordinance Directing the Town to Vacate and Close the Property Herein Described as Unfit for Human Habitation and Directing that a Notice be Placed Thereon That the Same May Not be Occupied as presented. All voted in favor. A copy of the ordinance is hereby incorporated by reference and made a part of these minutes (Attachment D).

CONSIDER APPROVAL OF ORDINANCE

Town Manager Shook stated that while staff was working on updating rental facility forms to incorporate the

AMENDMENT
CONCERNING
COMMUNITY PARK
HOURS

Town’s general liability insurance requirements, staff is recommending revising the hours at the Community Park. The new recommended hours consist of opening at 7:00 a.m. every day and closing at 6:00 p.m. during the months of January-March and October-December and closing at 9:00 p.m. during the months of April-September. Revising the park hours constitutes an amendment to the Code of Ordinances under section 2.7.

Another amendment to the same section addressing patrol services involves removing “Griffith Security” and replacing with “the Town’s contracted patrol service.” There being no objections, Council Member York made a motion to approve the Ordinance to Amend a Provision of the Town of Hildebran Code of Ordinances, Section 2: Civil Violations/Civil Fines, Establishing Hildebran Community Park Hours as presented and to incorporate the amendments 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 E).

CONSIDER APPROVAL OF
EXITING CONTRACT WITH
TK ELEVATOR

Town Manager Shook stated that the Town has one elevator and one ADA lift that is serviced via contract by TK Elevator. Recently, TK Elevator informed staff that they no longer plan to manufacture the Dover DMC controller components and will no longer service the part currently installed in the elevator and is requiring the Town to purchase the updated controller in the amount of \$165,000. Given the exorbitant amount, he stated that he contacted other elevator companies and has spoken specifically to The Elevator Company. He stated that The Elevator Company can provide service to the existing controller components. The company can also provide routine maintenance and inspection on the elevator and lift as TK Elevator does for \$1,500 a year, a savings of \$1,911.05 a year. Neither contract includes unexpected maintenance or repairs throughout the year. He stated that maintenance and repairs will continue to be additional expenses.

After discussions with Attorney Jared Amos, staff is recommending that the Town exit the existing contract with TK Elevator and enter into a contract with The Elevator Company. Council discussed the ongoing issues with the ADA lift not working and the last service visit did not fix the problem. Council requested that staff reach out to TK Elevator to complete the service that the Town

was charged for in order to make the ADA lift workable before exiting the contract. Council Member Smith made a motion to exit the existing contract with TK Elevator after the ADA lift repair has been resolved from the last service request. All voted in favor.

CONSIDER APPROVAL OF CONTRACT WITH THE ELEVATOR COMPANY, LLC

After the aforementioned decision to exit out of the contract with TK Elevator, staff recommends approving the contract with The Elevator Company, LLC. Council Member Smith made a motion to approve the contract with The Elevator Company, LLC to perform quarterly maintenance and yearly inspections of the elevator and ADA lift in the amount of \$1,500 per year as presented. All voted in favor.

JANUARY FACILITIES REPORT

The January Facilities Report was provided for review. Town Manager Shook stated that during the freezing temperatures in late December, several pipes and fixtures at the Community Park broke and caused massive damage. The estimated price to repair is \$7,200.

DECEMBER DELINQUENT TAX REPORT

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

DECEMBER DEPUTY REPORT

The December report was provided for review.

COMMITTEE REPORTS

Transportation Advisory Committee (TAC) and Technical Coordinating Committee (TCC) – Town Manager Shook stated that both the TAC and TCC approved a resolution for the WPCOG to apply for a Feasibility Study Grant to assist the Town with the feasibility of The River Trail in Town.

WPCOG Policy Board – No report.

Burke Economic Development – Town Manager Shook stated that the Board discussed quarterly finances and prepared for the upcoming budget. Unix is the first manufacturing business to break ground in the Burke Business Park.

Recreation and Tourism Committee – No report.

Water Resource Committee – No report.

VEDIC – No report.

Library Board – No report.

Comprehensive Master Plan Committee – Council Member Stroupe stated that there will be a public input meeting this month and the last committee meeting will be January 30, 2023.

Events Committee – Town Manager Shook stated that the committee reviewed the parade. A bigger budget will be requested for next year’s parade.

OTHER BUSINESS:
CAMPER

Council asked about the camper on 327 US Hwy 70E. Mr. Powell stated that when he contacted the property owners, they stated that the camper is only being used as a restroom. He is still working on this issue.

FLOCK CAMERAS

Deputy Towery stated that the location for the two flock cameras have been determined. Town Manager Shook stated that he will work with Attorney Amos to begin the easement paperwork.

SECURITY SERVICES AT
PARK

Town Manager Shook stated that he has reached out to three patrol services to open, close and patrol the Community Park. He stated that one company doesn’t have enough workers and another company can’t open the park but can patrol. He stated that he is still waiting to hear back from the third company.

EBYAO

Town Manager Shook stated that he has asked for financial information from EBYAO and is still waiting to hear back from them before conducting a meeting.

ANNOUNCEMENTS

None.

ADJOURN

All business being concluded, Council Member Honeycutt made a motion at 8:33 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