

**TOWN OF HILDEBRAN
COMMUNITY ROOM
ALBERT PARKHURST
MUNICIPAL COMPLEX**

**FEBRUARY 26, 2018
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.

INVOCATION

Bill Doss led a prayer.

PLEDGE OF ALLEGIANCE

Council Member Herrell 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, Theresa Messer, Mike Smith and Jody York. Council Member Ben Honeycutt was absent.

STAFF PRESENT

The following staff members were present: Attorney Redmond Dill, Town Manager Thomas Drum, Town Clerk Alice Sanders, Finance Officer Fredrick Rankins, and Administrative Support Specialist Laurie Brawley.

**CITIZENS & MEDIA
PRESENT**

See attached sheet.

APPROVAL OF MINUTES

Council Member York made a motion to approve the January 22, 2018 special and regular meeting minutes. All voted in favor.

PUBLIC COMMENTS

Rex Lail thanked the Council for being sponsors of the 2018 Cruise Ins and provided dates of the events.

OLD BUSINESS:

**UPDATE ON INSPECTION
REPORT FOR THE POOL**

Mr. Drum stated that two pool experts were contacted and both met with him and Mr. Limbo at the pool. Both contractors had experience with commercial pools; however, one contractor was recommended by an engineer and had extensive commercial experience. Both contractors are still compiling estimates with their sub-contractors and hope to have final reports and pricing at the March meeting.

**CONSIDER AWARD OF
REVISED CONTRACT TO
REPAIR PLAYGROUND
EQUIPMENT AND
CONTRACT TO REPAIR
FENCE AND ENTRANCE**

Mr. Drum stated that after Council approved the contract with Playworld Preferred to repair the playground equipment, he noticed that the contract had a 20% restocking fee. He refused to agree to those terms since no one from the company had viewed the site when the bid was determined. Subsequently, a representative from

GATE AT THE PARK DUE TO THE 10/23/17 WEATHER EVENT, AND BUDGET AMENDMENT #08

Playworld Preferred visited the site and saw additional issues that were not addressed on the original bid. A revised bid is presented for approval in the amount of \$17,431.19.

A bid from Fence Pro was also presented for approval to replace 120' of the chain link fence and the front entrance gate at the Hildebran Community Park that were damaged as a result of the October 23, 2017 weather event.

Budget Amendment #08 was presented for approval to appropriate funds for these expenses at the park, as well as a \$237 repair to the auditorium roof, all as a result from the October 23, 2017 weather event.

Council Member Herrell made a motion to rescind the approval of the contract with Playworld Preferred that was made at the January 22, 2018 meeting. All voted in favor.

Council Member Herrell made a motion to approve the revised contract with Playworld Preferred, as presented, not to exceed \$17,431.19. All voted in favor.

Council Member Herrell made a motion to approve the contract with Fence Pro, as presented, not to exceed \$3,900. All voted in favor.

Council Member Herrell made a motion to approve budget amendment #08 in the amount of \$5,569. All voted in favor. A copy of the budget amendment is hereby incorporated by reference and made a part of these minutes (Attachment A).

CONSIDER REVISED 2018 CALENDAR OF EVENTS

A revised calendar of events was presented for approval. Ms. Brawley added more events, including family movie nights. Providing tents for vendors at the Farmers Market was discussed. Mr. Drum stated that the Town currently has about nine working tents. Since Mr. Bivens has retired, there is no one that is capable of putting the tents up. Staff has polled other farmers markets and no other market provides tents to the vendors. He suggested either not provide the tents and have vendors bring their own, sell the tents to the vendors for \$100 each, or allow vendors to set up the Town's tents on their own.

Council Member Herrell asked why the events coordinator was not responsible for putting up the tents for the vendors. Mr. Drum stated that putting up the tents was not

a part of the job description of the events coordinator due to the weight of the tents. The Maintenance Technician put them up in the past.

Council was in agreement that it did not want to sell the tents, nor allow vendors to set up the tents on their own due to liability issues.

Mr. Drum stated that Mr. Bivens had expressed interest in working for the Town on a part-time basis in the future. He suggested Council consider hiring him to work 12-15 hours a week and he could help put the tents up. Council was in agreement and Mr. Drum stated that Council could make that decision at the March meeting.

Council Member Herrell made a motion to approve the revised calendar of events, with the correction of the spelling of the word “drawing,” as presented. All voted in favor. A copy of the events is hereby incorporated by reference and made a part of these minutes (Attachment B).

**NEW BUSINESS:
PRESENTATION FROM
DON BARBER
REQUESTION USE OF
TOWN PROPERTY FOR
ELITE K-9 TRAINING**

Don Barber, Owner and Founder of Caroline-A Police K-9, gave a presentation to Council and requested use of Town facilities to train law enforcement dogs and handlers. Training would include active shooters for schools. He stated that the dogs are always in control. He would like to give back to the community by having kids and families meet the dogs on Sunday afternoons and show a movie in the auditorium. He also holds benefits for children with cancer.

Currently, Mr. Barber requested use of the old Town Hall offices at 202 S. Center St. for training. He would also like to have access to the other rooms, including the third floor, for the dogs to go into periodically.

It was the consensus of the Board to allow the use of the building located at 202 S. Center St. and instructed Mr. Drum to negotiate a lease with Mr. Barber.

**CONSIDER REVISION TO
REGULAR MEETING
SCHEDULE CONCERNING
MARCH 26, 2018 MEETING
LOCATION**

Prior to the March 26, 2018 regular meeting, Council has called a special meeting to be held in the auditorium. There will not be any time to move the tables and chairs back to the scheduled meeting location in the Community Room. If Council officially moves the regular meeting location to the auditorium, a revision of the regular

meeting schedule will need to be approved. A revised resolution changing the regular meeting location to the auditorium for the March 26, 2018 meeting was presented. Council Member Smith made a motion to approve the resolution. All voted in favor. A copy of the resolution, #12-18-17, is hereby incorporated by reference and made a part of these minutes (Attachment C).

REVIEW THE TOWN
PAVEMENT CONDITION
ASSESSMENT AND
MAINTENANCE
RECOMMENDATIONS
PERFORMED BY WEST
CONSULTANTS IN
SEPTEMBER 2016

The Pavement Condition Assessment Maintenance Recommendations performed by West Consultants in September 2016, was provided to Council prior to the meeting for review. Council Member Herrell stated that he had talked to the other Council members individually and they had come to the agreement that of the top nine roads that were listed on the Paving Priorities list, there were five roads that he felt were the worse: 5th Street Place, SW; 11th Street, NE; Shepherd Court; Oak Ridge Drive; and 3rd Avenue, NW. He stated that after speaking to Council members, they felt these five roads needed to be high priority. He would like for Council to make a motion to bid out these five roads for paving. He would like to use \$127,695 that is in the current budget year for street paving and use additional funding that will be added in the next fiscal year's budget to pave these roads. He would like for the paving to be completed before it turns cold. He suggested paving 5th Street Place, SW, Shepherd Court, and 3rd Avenue, NW this fiscal year and Oak Ridge Drive and 11th Street, NE next fiscal year. He would like for bids to be put out and pricing to be brought back at the March meeting.

Mr. Drum stated that the numbers on the Paving Priorities list were only for resurfacing, not any required patching. He stated that if the roads need patchwork done prior to paving, the project could double in cost. He also stated that the \$127,695 allotted for paving was cumulative and next fiscal year the Town should receive between \$45,000 and \$50,000. He also suggested that Council approve an engineer to develop specifications and bid out the project so that the contractors are bidding apples to apples. Council decided to use West Consultants as the engineering firm since they were familiar with the Town streets. Mr. Drum also stated that contractors will give better pricing to do all five roads as one big job rather than splitting up the job. Council Member Herrell stated that he would like to see as many of these roads paved as possible with available Powell Bill funds as a service to the tax payers and requested that the project be bid out. Mr. Drum

stated that in order for the project to be bid out, the engineering contract would need to be approved first. In addition, Mr. Drum advised the Council that the actual project would probably not begin as soon as everyone would prefer due to the process that is involved. Council Member Messer made a motion to call a special meeting on Monday, March 12, 2018 at 7:00 p.m. in the Community Room to consider and approve the contract with West Consultants to develop specifications and bid out the street paving project. All voted in favor.

CONSIDER APPROVAL OF
BUDGET AMENDMENT #09
TO THE GENERAL FUND

Mr. Drum stated that there were quite a few repairs on Town rental property recently, resulting in the proposed budget amendment. Some of the costs included a fix of the air conditioning in the band room, mold in the band room, a new heat pump in the rental house, and the lift on the front of the auditorium had to be fixed. Council Member Messer made a motion to approve budget amendment #09. All voted in favor. A copy of the budget amendment is hereby incorporated by reference and made a part of these minutes (Attachment D).

JANUARY FACILITIES
REPORT

The report was presented for review.

JANUARY TAX REPORT

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

REPORT OF UNPAID
TAXES THAT ARE LIENS
ON REAL PROPERTY

Tax Collector Sanders provided Council with a list of unpaid taxes for FY 2017-2018 that are liens on real property and a list of unpaid taxes for FY 2017-2018 that is personal property, pursuant to G.S. 105-369A. Council Member York made a motion to order the Tax Collector to advertise tax liens. All voted in favor. A copy of the report is hereby incorporated by reference and made a part of these minutes (Attachment F).

JANUARY DEPUTY
REPORT

The January deputy report was provided to Council to review.

COMMITTEE REPORTS

Transportation Advisory Committee (COG) – Council Member York reported that the committee elected officers. DOT will place a turn lane at Tex’s Fish Camp Road and a traffic light. The two-way traffic at the I-40 exit 118 will become an on ramp only in the future. Construction is scheduled to begin in 2023. Widening of 321 to 6 lanes will begin in 2020.

WPCOG Policy Board – No report.

Burke Economic Development Representative – No report.

Recreation and Tourism Committee – No report.

Water Resource Committee – No report.

VEDIC – Council Member York stated that the committee had three new applications in January. As of November 2017, there were 411 full-time jobs and 134 part-time jobs created.

Library Board – the Hildebran library attendance was up 32%, compared to 4% at other libraries. There will be a new library position opening soon. There is an opening on the library board.

OTHER BUSINESS

Ms. Sanders stated that due to the confusion at the last meeting regarding HHDA's responsibilities for the \$15,000 Town sponsorship, staff contacted Rex Lail and asked for HHDA's agreed upon responsibilities during the five cruise ins, on letterhead. She distributed the list to the Board. HHDA is responsible for the September festival. A copy of the list is hereby incorporated by reference and made a part of these minutes (Attachment G).

ANNOUNCEMENTS

None at this time.

ADJOURN

All business being concluded, Council Member Messer made a motion to adjourn at 8:16 p.m. All voted in favor.

I attest these are the approved minutes of the Board.

Alice Sanders, Town Clerk

Wendell Hildebrand, Mayor