

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

**MAY 23, 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	Town Manager Shook 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: Attorney Redmond Dill, Town Manager Logan Shook, and Finance Officer Fredrick Rankins
CITIZENS & MEDIA	See attached sheet.
APPROVAL OF AGENDA	Staff requested to add “Discussion Regarding Burke River Trail” under New Business. 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 York made a motion to approve the April 25, 2022 regular meeting minutes and the April 25, 2022 closed session minutes as presented. Attorney Dill stated that the personnel matters discussed in the closed session minutes require action in open session in order to take official effect. He stated that the existing policy of overtime being paid instead of comp time remains in effect since there has not been an official vote to change the policy. He also stated that the discussion in closed session regarding the availability of staff to work from home on rare occasions is dependent on the Town Manager presenting a policy to the Board for approval. All voted in favor to the approval of the minutes as presented.
PUBLIC COMMENTS	Debra Brown addressed the Board regarding her property at 104, 106 and 108 1 st Street SE and the issues with easements and right-away due to a new property owner on the left side of the road opposite her properties. She stated

that the new owners are developers and have damaged the road that needs to be fixed. She stated that she had heard that the Town had plans to connect both sides of First St SE to which Town Manager Shook stated that there has been no discussions from the Town to connect the two roads and Council agreed that they had no intentions of connecting the roads in the future. She asked for help from the Town in resolving any right-away issues once the properties were sold to new owners.

**OLD BUSINESS:
CONSIDER APPROVAL OF
A FESTIVAL COMMITTEE
AND APPOINT MEMBERS**

Council had previously discussed creating a committee to work with an outside contractor to hold a festival in the fall. Staff collected applications for the committee for Council to consider. Town Manager Shook stated that he recommended to appoint the Mayor and four of the six applicants to the committee. He also recommended adding one more member as an alternate. He stated that at least three members need to be citizens of the Town. He also stated that Jacque Rudisill, one of the applicants, currently serves on the Planning Board and the Comprehensive Steering Committee.

Council Member Honeycutt made a motion to form a festival committee and to appoint Mayor Hildebrand, Karin O'Donnell, Karen Robinson, Sharon Elliott, and Sonya Scott as members and Ronny Elliott as an alternate. All voted in favor.

**NEW BUSINESS:
DISCUSSION REGARDING
BURKE RIVER TRAIL**

Beth Heile, Coordinator of the Burke River Trail, gave an overview of the Burke River Trail which will showcase eastern Burke County's small towns via a 20-mile river trail. She stated that currently, the trail is two miles that is open in Valdese. The proposed final trail will run from Hildebran to Morganton. She stated that the goals for the trail include feasibility studies completed by December 2022; get eight miles on the ground by Summer 2023; have easements and permissions for remaining ten miles by December 2023; and to finish the trail by Summer 2027.

**CONSIDER APPROVAL OF
ORDINANCES FOR
TEMPORARY ROAD
CLOSURES FOR CRUISE
INS AND PARADE**

The N.C. Department of Transportation requires that an ordinance be passed by Council to declare a temporary NCDOT road closure in Town limits for events. Clerk Sanders provided ordinances for approval for the upcoming cruise-ins and parade that have already been approved by the NCDOT. Council Member Honeycutt made a motion to approve the ordinances declaring temporary road

closures for the Cruise-Ins in May, June, July, August and September 2022 as well as the parade in December 2022 as presented. All voted in favor. A copy of the ordinances are hereby incorporated by reference and made a part of these minutes (Attachments A, B, C, D, E, and F).

CONSIDER APPOINTMENT
OF PLANNING BOARD
AND BOARD OF
ADJUSTMENT

Mayor Hildebrand stated that applications for positions for the Planning Board/Board of Adjustment were presented. There are two positions open for 3-year terms and one alternate position open for a 1-year term. For the two positions that will hold 3-year terms, Council voted by written ballot as shown below:

Council Member Honeycutt – Vicky Carpenter and Jacque Rudisill

Council Member Smith – Vicky Carpenter and Jacque Rudisill

Council Member Stroupe – Vicky Carpenter and Jon Clark

Council Member Weaver – Vicky Carpenter and Jacque Rudisill

Council Member York – Vicky Carpenter and Jacque Rudisill

By majority vote, Council appointed Vicky Carpenter and Jacque Rudisill to the Planning Board/Board of Adjustment to fill terms beginning July 1, 2022 and ending June 30, 2025.

For the alternate position that will hold a 1-year term,

Council voted by written ballot as shown below:

Council Member Honeycutt – Owen O’Donnell

Council Member Smith – Dorian Palmer

Council Member Stroupe – Dorian Palmer

Council Member Weaver – Karen Robinson

Council Member York – Dorian Palmer

By majority vote, Council appointed Dorian Palmer to the Planning Board/Board of Adjustment to fill the alternate position to begin July 1, 2022 and ending June 30, 2023.

DISCUSSION OF RURAL
TRANSFORMATION
GRANT FUND – RURAL
COMMUNITY CAPACITY
BUILDING

Town Manager Shook stated that the Town was made aware of a new grant program involving ARPA funds. The NC state budget allocated \$50 million to the Rural Transformation Grant Fund. These funds are designated for rural communities across NC. He stated that one of the topics that has been discussed in the past by Council and by the Comprehensive Master Plan Steering Committee is to create branding and install wayfinding signs in Town and he stated that this will qualify for these grant funds. He

explained the process to apply for the funds which should be completed in the fall. He stated that staff applied for the funding in May and received notification that Hildebran was chosen to participate in the program.

Mr. Shook stated that an approximate cost for branding and wayfinding signs is between \$180,000 and \$200,000. The grant would cover somewhere between 80-100% of the costs. He stated that Council will decide in the fall, after staff has completed all of the program work, if it will want to pursue grant funds. No action is required at this time.

**FIRST READING OF THE
FY 22-23 BUDGET AND
SCHEDULE OF FEES**

The first reading of the FY 22-23 budget was presented for review. Finance Officer Rankins stated that any changes can still be made at the June regular meeting. Council Member Honeycutt asked about the painting expenses. Town Manager Shook stated that the community center still needs to be repaired and painted and the expense for that work will be placed in the upcoming budget.

**CALL A PUBLIC HEARING
FOR THE FY 22-23
BUDGET/SCHEDULE OF
FEES**

Council Member Honeycutt made a motion to call a public hearing for the purpose of holding public comments on the Town of Hildebran FY 22-23 budget and schedule of fees on Monday, June 27, 2022 at 7:00 p.m. in the Council's Chamber. All voted in favor.

MAY FACILITIES

The May Facilities Report was provided for review. Town Manager Shook stated that the pavilion has been re-stained and the depot trim and doors have been painted. The concrete stamping that requires staining as well as repairing the kiosk still needs to be completed and will be carried into the next fiscal year. The deck area portion that broke still needs to be replaced and re-stained. The disc golf poles have been fixed this past weekend.

**APRIL DELINQUENT TAX
REPORT**

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

APRIL DEPUTY REPORT

The April Deputy report was provided for review.

COMMITTEE REPORTS

Transportation Advisory Committee (TAC) and Technical Coordinating Committee (TCC) – The LAPP project at Main Ave E will require a right-of-away from the property owner along Main Ave E on the opposite side. The project costs have increased since the initial agreement and Mr. Shook is working with the DOT to change the project into three phases.

WPCOG Policy Board – No report.

Burke Economic Development – No report.

Recreation and Tourism Committee – No report.

Water Resource Committee – No report.

VEDIC –Karen Robinson reported that currently, VEDIC has six outstanding loans. One loan will be paid off in May.

Library Board – No report.

Comprehensive Master Plan Steering Committee – Council Member Smith stated that the committee discussed water and sewer lines, water sheds and possibly expanding sewer lines. The Board also discussed branding and wayfinding signs.

**OTHER BUSINESS:
CAST RENTAL FEES**

Mayor Hildebrand stated that CAST wants to rent the auditorium for sixteen days in July and wanted to discuss rates. Town Manager Shook suggested that the Town consider some type of rental forgiveness or limit. Attorney Dill stated that any agreement made should be available to anyone so that everyone has the same opportunity.

Attorney Dill stated that a non-profit daily rate of \$75 could be established. Council Member Smith made a motion to allow CAST to use the auditorium for sixteen days in July at a rate of \$75.00 per day plus a \$200 deposit. Council Members Smith, Stroupe, Weaver and York voted in favor. Council Member Honeycutt recused himself from voting since he is a member of CAST. The motion carried.

**SCHEDULE OF FEES
CHANGE FOR RENTALS**

Town Manager Shook stated that staff is suggesting a few changes to the FY 22-23 schedule of fees regarding facility rentals. Staff has observed that long rentals (greater than six hours) in the community center are almost always resulting in damage to the room, trash not being taken out, the room left unclean and theft of supplies. Staff is recommending that facility rentals be limited to no more than 6-hour parties and no longer than 10:00 p.m. for the community center, depot and pavilion. If parties continue longer than 10:00 p.m., part or all of their deposit will be held.

Council Member Honeycutt made a motion to approve the FY 22-23 schedule of fees with the changes to the rental facilities that there is a maximum 6-hr per day rental and that all parties must end by 10:00 p.m. in the community center, depot and pavilion. If the rental party stays past 10:00 p.m. until 11:00 p.m., half the deposit will be held. If the rental party lasts past 11:00 p.m., the full deposit will be held. All voted in favor.

DIGITAL SIGN
ADVERTISING

Council Member York made a motion to update the Town's digital sign policy to allow for an event to be advertised on the two digital signs if the event is held in a Town facility and is open to the public. All voted in favor.

AUDITORIUM
RENOVATIONS

Council Member Stroupe asked if there has been any progress on the auditorium renovations in regards to meeting with architects. Town Manager Shook stated that he was aware that the Mayor and Council Members Honeycutt and Stroupe have met with an architect on their own. Mayor Hildebrand stated that he has been instructed to meet with the Building Inspector before starting work. Attorney Dill stated that the preliminary discussions should also include the Fire Marshall.

PROPERTY AT 201 S
CENTER ST

Council Member Smith asked about the property at 201 S Center St. He stated that there was sitting water and debris in the pool and it will be a host for mosquitos this summer. He asked that staff contact our code enforcement officer to inspect the property and contact the property owner to fix any violations.

ANNOUNCEMENTS

None.

CLOSED SESSION

Council Member York made a motion at 8:32 p.m. to recess to closed session after a short break pursuant to N.C.G.S 143-318.11(a)(6) to consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee. All voted in favor.

Council discussed the Town Manager's performance review.

Council Member Honeycutt made a motion at 9:20 p.m. to

return to open session. All voted in favor.

ADJOURN

All business being concluded, Council Member Honeycutt made a motion at 9:22 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