

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

**MAY 22, 2023
7:00 PM**

**REGULAR MEETING
MINUTES**

CALL TO ORDER	Mayor Hildebrand called the regular meeting of the Town Council to order at 7:03 p.m. The meeting was streamed live via the Town's YouTube channel.
INVOCATION	A moment of silence was observed.
PLEDGE OF ALLEGIANCE	Mayor Hildebrand 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, Terry Weaver and Jody York. Council Member Mike Stroupe was absent.
STAFF PRESENT	The following staff members were present: Town Manager Logan Shook, Town Clerk Alice Sanders, Finance Officer Fredrick Rankins and Attorney Jared Amos.
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 Smith made a motion to approve the April 24, 2023 regular meeting minutes as presented. All voted in favor.
PUBLIC COMMENTS	Ricky Barnes, President of Hildebran-Icard Community Development Council/East Burke Youth Athletic Organization stated that he had submitted a bill to the Town for his assistance in installing a part on the basketball goal in the gym that has not been paid. He stated that he has asked for a rent reduction for the youth group to use the gym and stated that he did not feel that the Manager asking for the organization's financials before discussing a rent reduction was warranted. He also asked that the new policy that requires all tenants to provide a minimum of \$200 as a deposit be waived since his organization has been using the gym for over 20 years.
OLD BUSINESS	None.

**NEW BUSINESS
CONSIDER APPROVAL OF
ORDINANCES FOR
TEMPORARY NCDOT
ROAD CLOSURES FOR
2023 EVENTS**

Clerk Sanders stated that the ordinances presented are to temporary close S. Center St. for five Cruise Ins and the roads in the Christmas parade route. The NCDOT has approved the closures and require that Council adopt ordinances also approving the closures. Council Member York made a motion to approve the ordinances declaring road closures for the May 27, 2023, June 24, 2023, July 22, 2023, August 26, 2023 and September 23, 2023 Cruise Ins as well as the December 2, 2023 Christmas parade route 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 APPROVAL OF
TEMPORARY NON-NCDOT
ROAD CLOSURE OF FIRST
STREET SW**

Hildebran-Icard Little League is requesting permission from Council to close First St. SW, a Town-maintained street, during baseball/softball practices and games for the FY 23-24 season. The application was included in the agenda package. Council Member Smith made a motion to approve the temporary non-NCDOT road closure permit application from Hildebran-Icard Little League to temporary close First St. SW during the baseball/softball season for FY 23-24 as presented. All voted in favor.

**CONSIDER APPROVAL OF
RESOLUTIONS FOR
LEASING PROPERTY FOR
ONE YEAR OR LESS**

Council was presented with resolutions for leasing Town property for one year or less. Mayor Hildebrand asked about addressing the new policy that requires all tenants to pay one month's rent, with a minimum of \$200, as a deposit. Town Manager Shook stated that Council agreed to the deposit policy at the budget retreat and the deposit will be listed on the lease agreement. Council Member Honeycutt recommended only enforcing the new deposit requirements for new tenants moving forward. Council Member Weaver agreed. Council Member Honeycutt made a motion to grandfather the existing deposits for all current tenants and to charge new tenants, as of July 1, 2023, one month's rent, with a minimum of \$200, as a deposit. All voted in favor.

Council Member Smith made a motion to approve the resolutions leasing property for one year or less, with the amended deposit requirements, for Donald Barber, East Burke Christian Ministries, Family Support Network/HOPE, Hildebran Heritage & Development Association, Hildebran-Icard Community Development Council, Hildebran-Icard Little League, The Enola Group, Inc., and Walkin' Roll Activities League. All voted in favor. A copy of the resolutions are hereby incorporated

by reference and made a part of these minutes (Attachment G, H, I, J, K, L, M, and N).

CONSIDER
APPOINTMENTS OF
PLANNING
BOARD/BOARD OF
ADJUSTMENT OPEN
POSITIONS (3) AND
ALTERNATE POSITION (1)

Mayor Hildebrand stated there are three Planning Board/Board of Adjustment positions and one alternate position that will become open on July 1, 2023. Council will vote by written ballot for each member. Council Member Honeycutt requested to add an additional member to the Board. Town Clerk Sanders stated that adding a member would be a change to the by-laws and was not sure if making that change could be done by a simple motion. Town Manager Shook recommended waiting until next month before making that change and stated that he felt that change would need to be done by ordinance. He suggested that Council vote on the upcoming open positions and if an additional position was approved, Council can vote on that person at the next meeting. Town Clerk Sanders stated that the Planning Board/Board of Adjustment may need to approve the by-laws change first and stated that the Planner would need to clarify. Attorney Amos stated that adding one more person would create an even number of members and suggested having an odd-numbered Board. Council Member Honeycutt asked if anyone had an issue with adding two more positions. Attorney Amos stated that adding two more positions would change the quorum and would require more people to be at meetings. Council Member York, Smith and Weaver stated that they preferred to leave the Board at five positions, with one alternate to help with attendance and quorum.

Council voted by written ballot for the three Planning Board/Board of Adjustment positions as follows:
Council Member Honeycutt – Dorian Palmer, James Robertson and Diane Speigle
Council Member Smith – Dorian Palmer, James Robertson, Diane Speigle
Terry Weaver – Mary Lowman, James Robertson, Diane Speigle
Jody York – Dorian Palmer, James Robertson and Diane Speigle

Clerk Sanders stated that the majority of the votes were for Dorian Palmer, James Robertson, and Diane Speigle.

Council voted by written ballot for the one Planning Board/Board of Adjustment alternate position as follows:
Council Member Honeycutt – Cheryl Mason

Council Member Smith – Cheryl Mason
Council Member Weaver – Mary Lowman
Council Member York – Cheryl Mason

Clerk Sanders stated that the majority of the votes were for Cheryl Mason.

Council Member Honeycutt made a motion to accept the written ballot votes to appoint Dorian Palmer, James Robertson and Diane Speigle to the Planning Board/Board of Adjustment to each serve three-year terms effective July 1, 2023 and to appoint Cheryl Mason to the Planning Board/Board of Adjustment to serve a one-year term as an alternate effective July 1, 2023. All voted in favor.

CONSIDER APPROVAL OF
ARPA POLICIES

Town Manager Shook stated that staff met with Sherry Long at the WPCOG and reviewed the requirements for accepting the ARPA funds. There are three policies that she requested that the Town adopt to expend the funds. He stated that the Town will be using revenue replacement and a large portion of the policies does not apply to the Town but the Town is still required to adopt the policies. Council Member York made a motion to approve the following policies as presented:

1. Resolution to Adopt an Eligible Project Policy for the Expenditure of American Rescue Plan Act of 2021 Coronavirus State and Local Fiscal Recovery Funds by the Town of Hildebran
 2. Resolution to Adopt a Policy for Allowable Costs and Cost Principles for Expenditure of American Rescue Plan Act Coronavirus State and Local Fiscal Recovery
 3. Record Retention Policy: Documents Created or Maintained Pursuant to the ARP/CSLFRF Award
- All voted in favor. A copy of the resolutions and policy are hereby incorporated by reference and made a part of these minutes (Attachment O, P and Q).

DISCUSSION REGARDING
DEPOSIT FOR YEARLY
LEASE

This agenda item was resolved earlier in the meeting. No action taken.

DISCUSSION OF POSSIBLE
CONCERT IN
AUDITORIUM

Council was provided information in the agenda packet about a request from Red County Entertainment to hold a concert in the auditorium on February 16, 2024 for the Blame it on Carolina tour that would feature Shellon Cline and Carolina the Band, both local artists. Staff requested that Council discuss the request.

After discussions, Council was in agreement to not hold the concert due to the amount of time to sell tickets, the lack of ADA compliance with the non-working lift and the possibility of renovations to the auditorium in 2024.

FIRST READING OF THE
FY 23-24 BUDGET AND
SCHEDULE OF FEES

Finance Officer Rankins reviewed the changes to the distributed budget from the budget retreat. Town Clerk Sanders reviewed the proposed changes to the schedule of fees. Council had no changes.

CALL A PUBLIC HEARING
FOR THE FY 23-24 BUDGET
AND SCHEDULE OF FEES

Council Member Smith made a motion to call a public hearing for the FY 23-24 Budget and Schedule of Fees for Monday, June 26, 2023 at 7:00 p.m. in the Council's Chamber. All voted in favor.

MAY FACILITIES REPORT

The May Facilities Report was provided for review.

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 R).

APRIL DEPUTY REPORT

The April report was provided for review.

COMMITTEE REPORTS

Transportation Advisory Committee (TAC) and Technical Coordinating Committee (TCC) – no report.

WPCOG Policy Board – no report.

Burke Economic Development – Town Manager Shook stated that the board will hold a retreat in July.

Recreation and Tourism Committee – No report.

Water Resource Committee – No report.

VEDIC – Karen Robinson reported that the committee reviewed the financial and delinquent reports. There were three new loans approved.

Library Board – no report.

Events Committee – Town Manager Shook stated that he and Karen Robinson will meet with Eddie Marlowe on May 25, 2023 to discuss the contract for the festival.

OTHER BUSINESS

None.

ANNOUNCEMENTS

None

CLOSED SESSION

Council Member Honeycutt made a motion to recess to closed session at 7:35 p.m. 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 7:50 p.m. to return to open session. All voted in favor.

TOWN MANAGER
PERFORMANCE REVIEW

Council Member Smith made a motion to approve the Town Manager's performance review as presented. All voted in favor.

Town Manager Shook met with the East Burke Kiwanis and reviewed the auditorium and park projects. He stated that they want to be involved in the park project. Council discussed accepting sponsorships for Royal Park amenities.

ADJOURN

All business being concluded, Council Member Honeycutt made a motion at 7:56 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