

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

**July 16, 2020
6:00 PM**

**SPECIAL MEETING
MINUTES**

CALL TO ORDER

Mayor Hildebrand called the remote special meeting of the Town Council to order at 6:02 p.m. The meeting was streamed live via the Town's YouTube channel.

COUNCIL PRESENT

The following members of the Board were present: Mayor Wendell Hildebrand and Council Members Cole Herrell, Mike Smith and Terry Weaver. Council Members Ben Honeycutt and Derek Cline were in attendance by telephone. *Council lost its connection with Council Member Cline at 6:40 p.m.

STAFF PRESENT

The following staff members were present: Attorney Redmond Dill, Town Manager Logan Shook, Town Clerk Alice Sanders and Finance Officer Fredrick Rankins.

**CITIZENS & MEDIA
PRESENT**

See attached sheet.

APPROVAL OF AGENDA

Council Member Herrell made a motion to approve the agenda as presented. The motion was approved by the following **roll call vote**: Ayes: Council Members Cline, Herrell, Honeycutt, Smith and Weaver. Nays: None. Absent: None.

PUBLIC COMMENTS

None.

**ORDER OF BUSINESS:
MANAGER REVIEW OF
JUNE 29, 2020 REGULAR
MEETING AND PARTF
HISTORY REVIEW**

Mr. Shook stated some people were unable to hear parts of the June meeting and he wanted to review some information that was misstated as well as meeting decorum. He presented information about the Town's public comment policy; sales tax monies; the Town's unassigned fund balance; the ten upcoming significant projects for the Town and how those expenses relate to the unassigned fund balance; the Town's committee policy; and Burke County's entire history of the Parks and Recreation Trust Fund (PARTF) grant awards.

**PARTF REVIEW
ERIN SCHOTTE, WPCOG**

Erin Schotte, Community and Economic Development Administrator with the WPCOG, gave an overview of park planning and the PARTF grant process. She began by stating that the first and main step of the PARTF planning process is for the Town to identify all of the

stake holders concerning this project. These people should include not only tax payers, but anyone who visits the Town. The Town should then create a document that lays out a 10-15 year vision of parks in Town and/or a specific park in Town that captures the demographics of the Town. The Town should gather responses of the populace through public meetings and surveys and take that input and weigh it against budgetary concerns and then make recommendations. The plan should define a vision of the Town as a whole, not based on any individual, but what is agreed upon by making sure no one is overlooked during public input. She stated that another benefit to creating this plan is that it helps with fundraising and obtaining grants. The plan will also help with consistency when the governing board shifts and there are staff changes so that everyone knows the end goal.

Ms. Schotte then reviewed the process to develop a park plan. She stated that the process to complete the plan takes close to 6 months. The key to make the plan successful is to have effective public input. After the plan is created and approved, the application for the PARTF grant begins.

Ms. Schotte stated that the PARTF grant application requires several public meetings. The application also requires that budgetary numbers and park elements are in place. She stated that the vision of the Town as described in the plan needs to be in place before starting the PARTF grant application. The deadline to submit the application is typically May 1st. The PARTF grant is awarded on a 50/50 match and is based on a scoring system which she reviewed.

Council Member Smith asked how quickly the Town can apply for a PARTF grant. Ms. Schotte stated that the next deadline is May 1, 2021. The PARTF authority would meet and make a decision about funding and the Town would have a decision by August or September 2021. Work could begin around October 2021.

Council Member Herrell asked about input surveys. Ms. Schotte stated that the input should be meaningful and should be sure to capture those responses from people who would typically not attend a public meeting. The survey should be distributed by paper and be available online. Public meetings can be held at different times of

the day to meet the public's schedules. She stated that the Town could appoint a special committee to perform a periodic review of the public input.

Council Member Herrell asked if updating the Town's Recreation Master Plan would be considered part of the planning process to make the Town's application competitive. Ms. Schotte stated that the Town would receive points for having a Master Plan and a Site Specific Plan and recommended creating both plans and placing them both into one document that would be turned in with the PARTF application.

Council Member Herrell asked what specifically the Town needed to do in order to be competitive concerning scoring. Ms. Schotte stated that the key actions that the Town should take to be competitive includes gathering input from the community in as many forms as possible, creating the Master Plan and Site Specific Plan, and conducting multiple surveys. She stated that surveys should be broad and should ask people what the Town needs. She also reviewed the three categories of the scoring system. She emphasized that it is very important to vary the amenities so that the Town is providing a number of different opportunities for a number of people.

Ms. Schotte reviewed examples of approved recreational facilities in the PARTF application as follows:

- Amphitheaters
- Court games (corn hole, horse shoe, volleyball, etc.)
- Picnic facilities
- Camp facilities
- Trails
- Splash pad
- Sports facilities
- Large, designated open areas (benches, walkways, courtyards)

Mr. Shook asked when the Town should start the planning process. Ms. Schotte stated that the process should start as soon as possible. She stated that the first steps should be to determine what will feasibly fit in the space and to formulate a survey and input system. If a committee is formed, she recommended staff be on the committee as well as citizens and Council members. The committee should consist of five to seven members.

She stated that the first step should be to execute a contract for a Master Plan. Ms. Schotte stated that she could email a contract to Mr. Shook on Monday. She stated that the Town could form a Capital Improvement Plan (CIP) for recreation, which would earn points for the application.

Council Member Smith made a motion to have the contract for a Master Plan and Site Specific Plan added to the July 27, 2020 regular meeting agenda. The motion was approved by the following **roll call vote**: Ayes: Council Members Herrell, Honeycutt, Smith and Weaver. Nays: None. Absent: None. Council lost its connection with Council Member Cline at 6:40 p.m.

All business being concluded, Council Member Herrell made a motion at 7:00 p.m. to adjourn. The motion was approved by the following **roll call vote**: Ayes: Council Members Herrell, Honeycutt, Smith and Weaver. Nays: None. Absent: None. Council lost its connection with Council Member Cline at 6:40 p.m.

ADJOURN

I attest these are the approved minutes of the Board.

Alice Sanders, Town Clerk

Wendell Hildebrand, Mayor