

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

**SEPTEMBER 24, 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	Theresa Hunt led an invocation.
PLEDGE OF ALLEGIANCE	Council Member York 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, Ben Honeycutt, Theresa Messer, Mike Smith and Jody York.
STAFF PRESENT	The following staff members were present: Attorney Redmond Dill, Town Manager Thomas Drum, Town Clerk Alice Sanders, and Finance Officer Fredrick Rankins.
CITIZENS & MEDIA PRESENT	See attached sheet.
APPROVAL OF AGENDA	Mayor Hildebrand requested to amend the agenda to add "Presentation of East Burke High School Cav-A-Gears, Team 6888, FIRST Robotics Challenge Team" under New Business as 7a. Council Member Smith 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 August 27, 2018 regular meeting minutes and the September 18, 2018 special meeting minutes. All voted in favor.
PUBLIC COMMENTS	Matthew Church voiced his opinion concerning the Cline Mill building project, the proposed permanent stage at the old school building site and the work schedule of a second deputy in case of emergencies.
OLD BUSINESS: CONSIDER APPROVAL OF ORDINANCE DECLARING A ROAD CLOSURE FOR SEPTEMBER 29, 2018 HILDEBRAN FESTIVAL AND CRUISE IN	Due to inclement weather, the HHDA festival and cruise in was postponed until September 29, 2018. The NC DOT has approved the revised road closure date and an ordinance is presented for approval. Council Member Honeycutt made a motion to approve Ordinance #09-24-18, declaring a road closure for a certain section of South

Center Street for the HHDA festival and cruise in to be held on September 29, 2018, as presented. All voted in favor. A copy of the ordinance is hereby incorporated by reference and made a part of these minutes (Attachment A).

CONSIDER APPROVAL OF  
ORDINANCE DECLARING  
A ROAD CLOSURE FOR  
THE OCTOBER 20, 2018  
PASSION CHRISTIAN  
FELLOWSHIP CHURCH  
EVENT

Passion Christian Fellowship Church requested to close a section of South Center Street on October 20, 2018 for an event. Council approved the request at the August 27, 2018 regular meeting. NC DOT has approved the road closure and an ordinance is presented for approval. Council Member Herrell made a motion to approve Ordinance #09-24-18A, declaring a road closure for a certain section of South Center Street for Passion Christian Fellowship Church's event to be held on October 20, 2018, as presented, and provided, the church has people stationed on-site to direct traffic. All voted in favor. A copy of the ordinance is hereby incorporated by reference and made a part of these minutes (Attachment B).

CONSIDER RESOLUTION  
AUTHORIZING  
DISPOSITION OF CERTAIN  
PERSONAL PROPERTY BY  
PRIVATE SALE

At the August 27, 2018 regular meeting, Council requested to sale the dais and two desks that are not being used that are currently being stored in the meeting room and gym. A resolution is presented for approval to surplus and sale the property. Council Member York made a motion to approve resolution #09-24-18 authorizing disposition of certain personal property by private sale. 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  
APPLICATION FOR \$44,000  
GRANT FROM THE N.C.  
DEPARTMENT OF  
COMMERCE, RURAL  
ECONOMIC  
DEVELOPMENT DIVISION

Michael Loeb, filling in for Calvin Reyes, addressed Council about the grant from the N.C. Department of Commerce, Rural Economic Development Division that the Town has been awarded. At the August 27, 2018 regular meeting and the September 18, 2018 special meeting, Council was in agreement to move forward with the Cline Mill building project to allocate the \$44,000 grant to the owner of the Cline Mill, James Maynard, to upgrade the building (including installing air conditioning, cleaning up and replacing windows, and making the building handicap accessible) with the condition that he and the retail tenants will guarantee additional jobs and tax value to the Town. Council voted to direct Calvin Reyes to prepare the paperwork for the grant application to be approved at this meeting.

Mr. Loeb reported that subsequent to the last Council meeting regarding the Cline Mill project, the potential wood working tenant no longer wishes to work out of the building. He stated that the Cline Mill project no longer makes sense given the job creation requirement and other issues that have been previously discussed. He reported that another option to use the \$44,000 grant money is a façade improvement program in which the Town would set aside funds to allow property owners in a designated downtown area to complete an application to request a portion of the funds to make aesthetic improvements to the exterior of his/her commercial property. Some examples to improve the building include landscaping and painting. More specifically, the improvements would be completed by the property owner and the Town would reimburse 50% of the total cost, up to a certain amount that would be determined by the Council.

Mr. Drum stated that a façade improvement grant is very common. In general, the property owner completes a form stating what improvements would be made using the funds. Based upon an established set of standards, the Town would then approve the plans and reimburse the owner after the work is completed. He also stated that Council would have to define how much would be disbursed for a particular owner/building/project and set a timeframe for project completion. Mr. Drum expressed to Council that a particular district would need to be created that would encompass the area that would qualify for the reimbursement of funds.

Council Member Herrell asked if additional funds could be used from economic development and Mr. Drum stated that the Town could use some of those funds for this project. Council Member Herrell stated that the 2010 Comprehensive Plan defines a downtown district that could be used for a template to define the required district.

Mr. Loeb also provided a second option to use the grant money. This option includes purchasing the strip mall located along Hwy 70 beside Frye Daddy's Diner and across the street from the railroad and then renovating the property. He stated that this option is riskier than the façade project.

Council Member Herrell stated that he wanted to consider getting a building reuse grant for the Cline Mill building in the future.

Mr. Drum will determine how long the Town has to spend the \$44,000 grant money funds, once awarded.

Council Member Herrell made a motion to adopt a proposal for the façade improvement project and designate the Mayor as the official responsible for executing the application and subsequent contract/agreement related to the \$44,000 Downtown Revitalization Project. All voted in favor.

**NEW BUSINESS:**

**PRESENTATION OF EAST BURKE HIGH SCHOOL CAV-A-GEARS, TEAM 6888, FIRST ROBOTICS CHALLENGE TEAM**

The East Burke High School Cav-A-Gears, Team 6888, FIRST Robotics Challenge Team addressed Council regarding the team's purpose, mission, and accomplishments. Seven members spoke to Council and the Lead Mentor, Laura Manka, submitted a letter to the Board requesting that the Town sponsor the team. No action was taken.

**PRESENTATION OF AUDIT FOR FY ENDING JUNE 30, 2018 – ERIC BOWMAN**

S. Eric Bowman, P.A., the Town's Auditor, presented the audit for fiscal year ending June 30, 2018. Council Member Smith made a motion to approve the audit for fiscal year ending June 30, 2018, as presented. All voted in favor. The final report will be filed in the Town's records.

**CONSIDER EAST BURKE HIGH SCHOOL REQUEST TO WAIVE AUDITORIUM FEE FOR SPRING FEATURE CONCERT TO BE HELD ON MAY 23, 2019**

Tina Lowman, Choral Director at East Burke High School, submitted a letter to Council requesting to use the auditorium on May 23, 2019 from 5:00 p.m. to 9:00 p.m. for its Spring Feature Concert and that the auditorium is provided gratis. Council Member Honeycutt made a motion to approve the request and waive all auditorium fees for the East Burke High School Spring Feature Concert to be held on May 23, 2019 from 5:00 p.m. to 9:00 p.m. All voted in favor.

**CONSIDER ANY NECESSARY ACTION (INCLUDING APPROVAL) IN REGARD TO AN AGREEMENT WITH BURKE COUNTY/SHERIFF SO AS TO OBTAIN A SECOND DEPUTY FOR THE TOWN OF HILDEBRAN**

Mr. Drum reported that he and Attorney Dill have been in negotiations with Burke County and the Sheriff regarding a contract for a second deputy in the Town. The County responded late this afternoon. Mr. Drum would like to negotiate more with the County before presenting a contract to Council for approval.

AUGUST TAX REPORT Tax Collector Sanders reviewed the August tax report. A copy of the report is hereby incorporated by reference and made a part of these minutes (Attachment D).

AUGUST DEPUTY REPORT The August deputy report was provided to Council to review.

COMMITTEE REPORTS Transportation Advisory Committee (COG) – No report.

WPCOG Policy Board – No report.

Burke Economic Development Representative – Council Member Herrell had nothing to report that impacted the Town.

Recreation and Tourism Committee – No report.

Water Resource Committee – No report.

VEDIC – No report.

Library Board – No report.

OTHER BUSINESS None.

ANNOUNCEMENTS Mayor Hildebrand announced that the Hildebran Festival and the last cruise in will be held on Saturday, September 29, 2018.

ADJOURN All business being concluded, Council Member Messer made a motion to adjourn at 7:58 p.m. All voted in favor.

I attest these are the approved minutes of the Board.

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Alice Sanders, Town Clerk

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Wendell Hildebrand, Mayor