

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

**JUNE 26, 2023
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	Clerk Sanders 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: Town Manager Logan Shook, Town Clerk Alice Sanders, Finance Officer Fredrick Rankins, Code Enforcement Officer Chad Powell and Attorney Matthew Cabe.
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 York made a motion to approve the May 22, 2023 regular meeting minutes and the May 22, 2023 closed session minutes as presented. All voted in favor.
PUBLIC COMMENTS	Kathy Platt addressed Council and asked for an extension to her deadline, provided by the Code Enforcement Officer, in order to continue cleaning up the property located at 327 US Hwy 70 E.
PUBLIC HEARING	Mayor Hildebrand opened the public hearing for the FY 23-24 Budget and Schedule of Fees Ordinance at 7:03 p.m. There being no comments from the public, Mayor Hildebrand closed the public hearing at 7:03 p.m.
OLD BUSINESS: CONSIDER APPROVAL OF FY 23-24 BUDGET AND	The final draft of the FY 23-24 Budget and Schedule of Fees Ordinance was presented for consideration. There being no discussion, Council Member York made a

SCHEDULE OF FEES
ORDINANCE

motion to approve the FY 23-24 Budget and Schedule of Fees Ordinance as presented. All voted in favor. A copy of the budget and fees are hereby incorporated by reference and made a part of these minutes (Attachment A).

NEW BUSINESS:
PRESENTATION ON THE
WESTERN PIEDMONT
HOUSING GROWTH
TOOLKIT

Alison Adams, Community & Regional Planning Director, WPCOG, gave a presentation on the Western Piedmont Housing Growth Toolkit. The presentation addressed the ongoing housing crisis nationwide. No action was taken.

CODE ENFORCEMENT
QUARTERLY REVIEW

Chad Powell, Code Enforcement Officer, provided his quarterly review of zoning ordinance violations in Town. No action was taken.

CONSIDER APPROVAL OF
ORDINANCE DIRECTING
CODE ENFORCEMENT
OFFICER TO REMOVE OR
DEMOLISH PROPERTY
UNFIT FOR HUMAN
HABITATION

Chad Powell reviewed the conditions of the property located at 327 US Hwy 70 E. He reviewed the notices of violation sent to the owner, the legal advertisement concerning the minimum housing violation and the orders to remove or demolish that were sent to the owner. Mr. Powell also reviewed the NC General Statutes and Town ordinances regarding minimum housing codes. He provided pictures of the offending property that included the progress made from January 2023 to June 2023. He also provided a quote from Harwell Properties, Inc. in the amount of \$5,800 to demolish and remove debris from all mobile homes and burn piles, to cut and remove all mobile home steel frames and to haul frames to the scrapyard.

Council asked Ms. Platt how long she would need to complete the cleanup at her property. Ms. Platt stated that she felt she could complete the cleanup within 30 days. Council was in agreement to extend the deadline 30 days before for the Town takes final action. Mr. Powell stated that Council could adopt the proposed ordinance giving him the authority to work with the property owner in the 30-day timeline.

Council Member Weaver made a motion to approve the Ordinance Directing the Code Enforcement Officer to Remove or Demolish the Property Located at 327 US Hwy 70 E as Unfit for Human Habitation and Directing that a Notice be Placed Thereon that the Same May Not Be Occupied with an amendment to extend the final deadline 30 days. All voted in favor. A copy of the

ordinance is hereby incorporated by reference and made a part of these minutes (Attachment B).

CONSIDER APPROVAL OF
ORDINANCE FOR
TEMPORARY NCDOT
ROAD CLOSURE FOR
CRUISE IN

Clerk Sanders stated that the ordinance to approve the road closure for the June 10th Cruise In and Fireworks is as result of HHDA rescheduling the May Cruise In due to inclement weather. She stated that the NCDOT approved the road closure prior to June 10th. Council Member Honeycutt made a motion to approve the Ordinance Declaring a Road Closure for the June 10, 2023 Cruise In and Fireworks as presented. All voted in favor. A copy of the ordinance is hereby incorporated by reference and made a part of these minutes (Attachment C).

CONSIDER APPROVAL OF
THE ENOLA GROUP, INC.
MEMORANDUM OF
UNDERSTANDING

Town Manager Shook stated that the proposed Memorandum of Understanding with The Enola Group is the same as last year. There being no discussion, Council Member Honeycutt made a motion to approve the Memorandum of Understanding Between The Enola Group, Inc. and the Town of Hildebran as presented. All voted in favor.

DISCUSSION REGARDING
GENERAL LIABILITY
INSURANCE
REQUIREMENT POLICY

Town Manager Shook stated that the Town has had some feedback after adopting the general liability insurance policy. He stated that the Town requires general liability insurance on all rentals, including private parties. He reached out to the City of Hickory and the Town of Long View and they do not require general liability insurance for private parties not open to the public. He stated that Council could discuss making the insurance an option for private rentals by having renters check if they are declining insurance on the rental form. The rental form would have a statement provided by Attorney Amos that the renter would sign stating that he/she declines insurance and what that entails. Mr. Shook recommended that all other parties or events that are open to the public or that charge a fee to attend would still be required to provide the insurance.

Council Member Smith made a motion to amend the General Liability Insurance Requirements for Rentals, Events and Leases Policy to give renters having private parties the option to provide general liability insurance for their event instead of requiring the insurance. The rental forms will be amended to include a statement provided by Attorney Amos that the renter will be personally responsible for any damage or injury resulting from the party if they decline to purchase the insurance. All voted

in favor. Staff will provide the amended policy at the July regular meeting.

CONSIDER APPROVAL OF
CONTRACTS FOR STREET
RIGHT-OF-WAY AND
COMMUNITY PARK
MAINTENANCE

Town Manager Shook reviewed the three biggest changes to the 3-year Street Right-Of-Way contract with The Grounds Keeper. He stated that the contract results in a 20% increase that was discussed at the budget workshop. The second change is that two properties were added to the contract. Those properties are the area behind Town Hall in between the Town Hall and East Burke Christian Ministries and the property beside the gym. The third change includes a CPI increase clause for 2024 and 2025. The total lump sum cost for the 3-year contract is \$168,765.

Town Manager Shook reviewed the changes to the 3-year Community Park Maintenance contract with The Grounds Keeper which had been canceled approximately one year ago. He stated that the previous contract was \$65,000 for the 3-year contract plus an additional \$6,750 for the 3-year contract for playground mulch. The contract includes weekend cleaning services, mulching, spraying and bi-weekly mowing of the disc golf course.

The proposed contract lump sum cost is \$53,100 for the 3-year term. Current services that are not included in the proposed contract are weekend cleaning of the park, spraying around the park and mulching the park and playground equipment areas. The mowing of the disc golf course was increased to weekly. There is also a CPI index clause for 2024 and 2025.

Mr. Shook stated that the following park maintenance items are included in the budget, but are not included in the park contract:

- \$9,000 per year for regular mulch
- \$4,000 per year for playground mulch
- \$4,000 per year for spraying

Mr. Shook also provided a comparison in pricing that results in an overall 18% increase from the existing contract which is lower than the anticipated 20% increase discussed at the budget workshop. He stated that staff recommends approval of the two contracts.

There being no discussion, Council Member Honeycutt made a motion to approve the Contract for Street Right-Of-Way Maintenance with The Grounds Keeper of BC,

LLC for the lump sum of \$168,765 and the Contract for Community Park Maintenance with The Grounds Keeper of BC, LLC for the lump sum of \$53,100 as presented. All voted in favor.

CONSIDER APPROVAL OF CONTRACT FOR SNOW REMOVAL ON TOWN STREETS

Town Manager Shook stated that the proposed 3-year snow removal contract with Jensen Lawn & Landscaping is the same as the existing contract with one change. The proposed contract includes a \$2,500 retainer fee. Mr. Shook explained that Mr. Jensen's insurance increased \$7,500 per year for snow removal services. Mr. Jensen also provides snow removal services for the Towns of Connelly Springs and Rutherford College. Mr. Jensen is splitting the cost with all three towns by asking for a retainer of \$2,500 per year for each Town. Last year, there was no snow that required his services; however, he was still required to purchase the insurance. Staff recommended approving the contract.

Council Member York made a motion to approve the Contract as presented for Snow Removal with Jensen Lawn & Landscaping for a lump sum of \$2,500 as a retainer and a sum total of \$140.00 per hour. All voted in favor. Council clarified that snow removal is only for Town maintained streets, not NCDOT streets, nor private streets.

CONSIDER APPROVAL OF BUDGET AMENDMENT FOR TRANSFER OF FUNDS FOR SECOND ARPA DISTRIBUTION

Finance Officer Rankins stated that the proposed budget amendment for the transfer of funds from the ARPA/COVID Fund account to the General Fund account for the second ARPA distribution is to place it on the books. Council Member Honeycutt made a motion to approve the budget amendment to transfer eligible revenue replacement funds earned under the ARPA Grant Award from the ARPA fund account to the general fund account. All voted in favor. A copy of the amendment is hereby incorporated by reference and made a part of these minutes (Attachment D).

JUNE FACILITIES REPORT

The June Facilities Report was provided for review.

MAY DELINQUENT TAX REPORT

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

MAY DEPUTY REPORT

The May report was provided for review.

COMMITTEE REPORTS

Transportation Advisory Committee (TAC) and

Technical Coordinating Committee (TCC) – Town Manager Shook reported that the WPCOG presented the first draft of the 2024-2033 State Transportation Improvement Program. The exit 118 project is estimated at \$13.2 million. The sidewalk project was also included in the plan. He will ask about the exit 119 project.

WPCOG Policy Board – Council Member Honeycutt stated that the Board reviewed the Housing Growth Toolkit that was presented to Council by Ms. Adams.

Burke Economic Development – No report.

Recreation and Tourism Committee – No report.

Water Resource Committee – No report.

VEDIC – Karen Robinson reported that in May, the committee reviewed the financial overview and delinquent loans. New officers were announced. Technical assistance was given to two businesses and one new loan was approved for a business in Valdese.

In June, the profit and loss statements and balance sheet were reviewed. VEDIC’s FY 23-24 budget was approved. All members signed the confidentially and conflict of interest agreement. One new loan was approved for a business in Drexel and one loan was restructured.

Library Board – no report.

Events Committee – no report.

OTHER BUSINESS

Town Manager Shook stated that the NCDOT will hold a public hearing regarding the exit 118 project in August.

ANNOUNCEMENTS

None.

ADJOURN

All business being concluded, Council Member Honeycutt made a motion at 8:01 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