

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

**APRIL 26, 2021
7:15 PM**

**REGULAR MEETING
MINUTES**

CALL TO ORDER	Mayor Hildebrand called the regular meeting of the Town Council to order at 7:15 p.m. The meeting was streamed live via the Town's YouTube channel.
INVOCATION	A moment of silence was observed.
PLEDGE OF ALLEGIANCE	Finance Officer Rankins 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 Derek Cline, Cole Herrell, Ben Honeycutt, Mike Smith and Terry Weaver.
STAFF PRESENT	The following staff members were present: Attorney Redmond Dill, Town Manager Logan Shook, Town Clerk Alice Sanders, Finance Officer Fredrick Rankins and Town Planner Dustin Millsaps.
CITIZENS & MEDIA PRESENT	See attached sheet.
APPROVAL OF AGENDA	Town Clerk Sanders requested that the agenda be amended to add a resolution to update the Town's review officer. Council Member Honeycutt made a motion to amend the agenda to add the Consideration of Resolution Appointing the Town's Review Officer under New Business. All voted in favor.
APPROVAL OF MINUTES	Council Member Herrell made a motion to approve the March 22, 2021 special meeting minutes, the March 22, 2021 remote regular meeting minutes and the March 25, special meeting minutes as presented. All voted in favor.
PUBLIC COMMENTS	None.
OLD BUSINESS: CONSIDER APPROVAL OF AIA AGREEMENT WITH LAIL BUILDERS, INC FOR RENO WORK ON TOWER	Town Manager Shook stated that the AIA Agreement between Lail Buildings, Inc. and the Town for the tower renovation was presented for approval in the amount of \$41,000. He stated that currently, the project was over the final budgeted amount (\$50,000) by \$500. He stated that HHDA has agreed to pay the \$500 and has presented a check to him for that amount tonight. In addition, HHDA

has presented a certified check in the amount of \$20,250 to him for the remainder of the funds still owed of its half of the project. Council Member Honeycutt made a motion to approve the AIA Agreement between the Town of Hildebran and Lail Builders, Inc. to renovate the tower located at 206 S. Center St. in the amount of \$41,000.00 as presented.

CONSIDER APPROVAL OF
160D REVISIONS TO THE
TOWN OF HILDEBRAN
ZONING ORDINANCE,
SUBDIVISION ORDINANCE
AND PB/BOA BYLAWS

Mr. Shook stated that last month John E. Wear, Assistant Community & Regional Planning Director, WPCOG, provided a review on the 160D Zoning and Subdivision Updates. He explained that the new Chapter 160D of the North Carolina General Statutes consolidates current city- and county-enabling statutes for development regulations (previously Chapters 153A and 160A) into a single, unified chapter. Council held a public hearing at the March meeting. There being no further discussion, Council Member Herrell made a motion to adopt the required 160D Legislature updates to the Town of Hildebran Zoning Ordinance, Subdivision Ordinance and Planning Board/Board of Adjustment Bylaws as presented. All voted in favor. A copy of the Zoning Ordinance changes is hereby incorporated by reference and made a part of these minutes (Attachment A).

CONSIDER APPROVAL OF
RESOLUTION TO ADOPT
THE TOWN OF
HILDEBRAN PARKS AND
RECREATION MASTER
PLAN AND SITE SPECIFIC
PLAN

Mr. Shook stated that the Town of Hildebran Comprehensive Parks and Recreation Plan was presented for approval. The Plan also included project costs for the Site Specific Plan for the proposed park at the old school site. Mr. Shook stated that Council could make slight adjustments to the Plan if needed. Council Member Smith made a motion to approve the Resolution Adopting the Town of Hildebran Comprehensive Parks and Recreation Plan and the Site Specific Master Plan for the New Town Park as presented. All voted in favor. A copy of the resolution is hereby incorporated by reference and made a part of these minutes (Attachment B).

CONSIDER APPROVAL OF
THE N.C. PARKS AND
RECREATION TRUST
FUND (PARTF)
APPLICATION

Mr. Shook stated that the Parks and Recreation Trust Fund (PARTF) Application was presented for approval. The total cost of the project is \$579,400 with the requested PARTF funds totaling \$289,700 and the Town's matching funds totaling \$289,700. Council Member Herrell made a motion to approve the N.C. Parks and Recreation Trust Fund (PARTF): 2020-2021 Basic Facts and Assurances as presented and to authorize the Mayor to sign and approve the document on behalf of the Town. All voted in favor. A

copy of the document is hereby incorporated by reference and made a part of the minutes (Attachment C).

CONSIDER APPROVAL OF
RESOLUTION FOR A
THREE YEAR PARKS AND
RECREATION CAPITAL
IMPROVEMENT PLAN

Mr. Shook stated that a resolution was presented to provide for the costs of the improvements of the upcoming parks and recreation plans. A three-year capital improvement plan totaling \$561,000 is proposed. Council Member Herrell made a motion to approve the Resolution of Adoption of Parks and Recreation Capital Improvements Plan in the amount of \$561,000 as presented. All voted in favor. A copy of the resolution is hereby incorporated by reference and made a part of these minutes (Attachment D).

CONSIDER AN OFFICIAL
NAME OF THE PARK AT
THE OLD SCHOOL SITE

Mr. Shook stated that Council had postponed the decision to name the proposed park at the old school site at the March meeting. After a short discussion, Council Member Honeycutt made a motion to name the future park at the old school site located at 206 South Center Street "Royal Park." All voted in favor.

NEW BUSINESS:

CONSIDER APPROVAL OF
BUDGET AMENDMENT
FOR MULCH AT THE PARK

A budget amendment was presented for mulch at the park due to the elimination of the park contract with The Groundskeeper. Council Member Herrell made a motion to approve the budget amendment to appropriate funds for mulch to be applied to the playground and the non-playground area in the amount of \$6,000 as presented. All voted in favor. A copy of the budget amendment is hereby incorporated by reference and made a part of these minutes (Attachment E).

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

Clerk Sanders stated that the N.C. Department of Transportation requires that an ordinance be passed by Council to declare a temporary road closure in Town limits for events. Clerk Sanders provided ordinances for approval for the upcoming cruise-ins and parade. Council Member Smith made a motion to approve the ordinances declaring temporary road closures for the Cruise-Ins in May, June, July, August and September 2021 as well as the parade in December 2021 as presented. All voted in favor. A copy of the ordinances are hereby incorporated by reference and made a part of these minutes (Attachments F, G, H, I, J, and K).

CONSIDER APPROVAL OF
RESOLUTIONS FOR

Clerk Sanders presented the resolutions for the yearly facility leases with the amounts as discussed at the March budget workshop. Council Member Herrell made a motion

LEASING PROPERTY FOR ONE YEAR OR LESS

to approve the resolutions for Lease of Town Property for One Year or Less as presented with the following people/organizations:

- Don Barber-the old Town Hall Administrative Offices along with other vacant rooms located in the same building at 202 S. Center St. as well as the showers in the gymnasium (\$1,800 per year)
- East Burke Christian Ministries-house located at 103 Third Ave., S.E. (\$1,500 per year)
- FIRST Robotics Challenge (FRC) Burke County Breakouts Team 6888-meeting room (room #245) in the Albert Parkhurst Municipal Complex located at 202 South Center St. (\$1.00 per year)
- Hildebran Heritage & Development Association (HHDA)-rooms in the basement of the auditorium. (rooms 100, 102, 104, 105, 106, 107 and 108) (\$2,400 per year)
- Hildebran-Icard Community Development Council-concession stand, office and girls locker room in the gymnasium (\$60.00 per year)
- Hildebran-Icard Little League-building located at 207 First Street, S.W. (\$1.00 per year)
- Walkin' Roll Activities League-room #233 on the 2nd floor as well as the walled off section and storage area in the maintenance closet on the 1st floor/basement, all located in the Albert Parkhurst Municipal Complex (\$3,600 per year)

All voted in favor. A copy of the resolutions are hereby incorporated by reference and made a part of these minutes (Attachments L, M, N, O, P, Q, R).

CONSIDER APPROVAL OF FY 21-22 FACILITY RENTAL RATES

Clerk Sanders presented proposed facility rental rates for FY 21-22. She stated that based on the recent renovations to the community center, staff suggests increasing the hourly rental rate from \$30 an hour to \$40 an hour (increasing the nonprofit and military rate from \$15 an hour to \$20 an hour). She also stated that staff suggests an increase in the hourly rate of the depot from \$20 an hour to \$25 an hour (increasing the nonprofit and military rate from \$10 an hour to \$12.50 an hour). Council Member Smith made a motion to approve the proposed Facility Rental Fees for FY 21-22 as presented. A copy of the fees is hereby incorporated by reference and made a part of these minutes (Attachment S).

CONSIDER APPROVAL OF FY 21-22 ZONING FEE SCHEDULE

Clerk Sanders presented the 2021-2022 Zoning Fee Schedule. She stated that the only proposed change was the addition of a zoning verification letter by Planner

Millsaps for a charge of \$15.00. Planner Millsaps stated that he spends over an hour preparing the verification letter and it was suggested by Council to increase the charge to \$25.00. Council Member Herrell made a motion to approve the 2021-2022 Zoning Fee Schedule with the amendment to revise the zoning verification letter fee to \$25.00. All voted in favor. A copy of the schedule is hereby incorporated by reference and made a part of these minutes (Attachment T).

CONSIDER APPROVAL OF TEMPORARY NON NCDOT ROAD CLOSURE PERMIT APPLICATION

Clerk Sanders stated that Hildebran Icard Little League has submitted its request to temporarily close a section of First St. SW during the baseball and softball season for practice and games. The times that the road would be closed is 5:00-9:00 p.m. on weekdays and 8:30 a.m.-3:00 p.m. on weekends during the months of August, September and October 2021 and April, May and June 2022. The League will be responsible for displaying appropriate signage and notifying emergency personnel. Council Member Herrell made a motion to approve the Temporary Non NCDOT Road Closure Permit Application for Hildebran Icard Little League for the dates and times requested for First St. SW for the baseball and softball season. All voted in favor.

DISCUSSION ON HIRING COMPANY TO ORGANIZE AN OUTSIDE FESTIVAL

Mayor Hildebrand stated that HHDA will not be holding a festival this year and asked Council to consider hiring a company to organize one in the fall. Council was open to the idea and discussed having a theme for the festival. Staff will research companies and costs and report back to Council.

CONSIDER APPROVAL OF RESOLUTION APPOINTING REVIEW OFFICER

Hunter Nestor resigned from the WPCOG and Dustin Millsaps is the Town's new Planner. A resolution was presented to appoint Mr. Millsaps as the Town's review officer. Council Member Herrell made a motion to approve the Resolution for Appointment of the Review Officer (Dustin Millsaps) for the Town of Hildebran as presented. All voted in favor. A copy of the resolution is hereby incorporated by reference and made a part of these minutes (Attachment U).

FACILITIES REPORT

The April Facilities Report was provided for review.

DELINQUENT TAX REPORT

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

DEPUTY REPORT

The March report was provided for review.

COMMITTEE REPORTS

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

WPCOG Policy Board – Council Member Honeycutt emailed the report to Council.

Burke Economic Development – Council Member Cline will email the report to Council.

Recreation and Tourism Committee – No report.

Water Resource Committee – No report.

VEDIC – No report.

Library Board – Mayor Hildebrand reported that the Burke County Library has gone in with other counties in the state and has joined NC Cardinal. If any book is available in the state, that book can now be shipped to the Hildebran library for checkout.

OTHER BUSINESS

Council Member Weaver would like to see a golf cart ordinance presented at the next Council meeting.

Council Member Herrell would like to see the Façade Improvement Program revised so that businesses may be able to use the funds for improvements like HVAC, electrical, plumbing, economic development, etc.

The continuous changing of tires in the street right of way at the tire place at 600 US Hwy 70 W and the sink hole at the Hildebran Post Office were discussed.

ANNOUNCEMENTS

Council Member Herrell announced that First Baptist Hildebran was holding a hot dog meal fundraiser for their youth to attend camp Caswell on Sunday, May 2nd from 11:00 a.m. to 1:00 p.m.

ADJOURN

All business being concluded, Council Member Honeycutt made a motion at 7:57 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