

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

**SEPTEMBER 23, 2019
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

Council observed a moment of silence.

PLEDGE OF ALLEGIANCE

Council Member Herrell 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 Logan Shook, Town Clerk Alice Sanders, Finance Officer Fredrick Rankins and Town Planner Hunter Nestor.

**CITIZENS & MEDIA
PRESENT**

See attached sheet.

APPROVAL OF AGENDA

Council Member Messer made a motion to approve the agenda. All voted in favor.

APPROVAL OF MINUTES

Council Member Herrell made a motion to approve the July 22, 2019 Closed Session minutes and the August 26, 2019 Regular Meeting minutes. All voted in favor.

PUBLIC COMMENTS

Sherry Stilwell thanked Council for allowing the use of the community room and auditorium to Relay for Life in order to hold a benefit concert in October.

**OLD BUSINESS:
CONSIDER APPROVAL OF
CONTRACT WITH WEST
CONSULTANTS TO
OVERSEE DRAINAGE
ISSUES AT THE ALBERT
PARKHURST MUNICIPAL
COMPLEX**

Todd Poteet, from West Consultants, presented possible solutions and estimated costs to fix the drainage issue at the breezeway between the Albert Parkhurst Municipal Complex and the auditorium. After review and discussions, Council Member Herrell made a motion to approve a contract with West Consultants to seek bids to add a 6-12" trench grate, to determine the conditions and size of the existing pipes, and for a survey to check distances and water flow of exiting pipes. All voted in favor.

CONSIDER APPROVAL OF
CONTRACT FOR ROOF
REPAIR AT THE ALBERT
PARKHURST MUNICIPAL
COMPLEX AND
APPROVAL OF BUDGET
AMENDMENT

Town Manager Shook provided Council with two different roof repair options for the building located at 202 S. Center St. One option was for a full replacement and one option was for restoration. Both options offered different warranties. After review and discussion, Council Member Herrell made a motion to approve the contract with Hickory Roofing & Siding for a roof restoration for the Albert Parkhurst Municipal Complex, located at 202 S. Center St., which includes a new TPO roof over the elevator shaft and a ten (10) year warranty, up to \$28,500. All voted in favor. Council Member Smith made a motion to approve a budget amendment for the purpose of roof restoration in the amount of \$28,500. All voted in favor. A copy of the budget amendment is hereby incorporated by reference and made a part of these minutes (Attachment A).

Other bids presented, but not approved, were: MBA Roofing in the amount of \$59,000 and Conover Construction & Roofing, Inc. in the amount of \$60,500.

CONSIDER APPROVAL OF
BUDGET AMENDMENT
FOR PURCHASE OF NEW
DEPUTY VEHICLE

Finance Officer Rankins presented a budget amendment for the new deputy vehicle, a Ford Explorer 4x4. Council Member Herrell made a motion to approve the budget amendment for the purchase of a new deputy vehicle in the amount of \$51,933. All voted in favor. A copy of the budget amendment is hereby incorporated by reference and made a part of these minutes (Attachment B).

NEW BUSINESS:
CONSIDER APPROVAL OF
FAÇADE IMPROVEMENT
GRANT APPLICATION (218
S CENTER ST)

Planner Nestor presented the first Façade Improvement Grant Application for the property located at 218 S. Center St. The applicant is pursuing this funding to add office space for a potential small business. The application was first reviewed by the Planning Board. The Planning Board recommended replacement windows to be the main project funded. Mr. Nestor reviewed the quotes and program requirements with Council.

Mr. Nestor stated that the Planning Board voted 5-0 to recommend approval of Façade Improvement Grant Program Application 1-19 for the maximum of a \$5,000 match for the replacement of the exterior windows. Planning Board also recommends that Council consider granting an additional \$2,500 either for a full match of the window project or for the addition of storefront awnings.

In addition to the \$5,000 match, Mr. Nestor suggested that Council consider awarding an additional \$2,500 for the applicant to add storefront awnings. By using all of the \$44,000 grant money that was awarded to the Town, Mr. Nestor stated that the Town would have a greater chance of being approved for future grant money to continue to fund this program. In addition, with this project being the first approved Façade Improvement in Town, it will serve as an example to others in the Downtown District of what the grant money can be used for.

After discussion, Council Member Herrell made a motion to approve the Façade Improvement Grant Program Application 1-19 for the property located at 218 S. Center St. for a reimbursement up to \$5,000 for twenty two (22) window replacements as provided by the quote from Window World and an additional reimbursement up to \$2,500 to install new storefront awnings as provided by the quote from Evergreen Awnings and for electrical wiring and a fire alarm system. Mr. Nestor stated that electric wiring and a fire alarm system did not meet application requirements and if Council Member Herrell's motion was to approve up to \$7,500, then he recommended that the motion be amended to approve up to a 50/50 match of \$6,488 (half of the quoted amount of \$12,976) for window replacements as well as approve up to a 50/50 match of \$1,000 (half of the quoted amount of \$2,135) for storefront awnings, for a total reimbursement not to exceed \$7,488.

Council Member Herrell amended his motion to approve Façade Improvement Grant Program Application 1-19 for the property located at 218 S. Center St. for a 50% reimbursement, up to \$6,488, for twenty two (22) window replacements as provided by the quote from Window World totaling \$12,976, and an additional 50% reimbursement, up to \$1,000, to install new storefront awnings as provided by the quote from Evergreen Awnings totaling \$2,135, for the project total reimbursement not to exceed \$7,488. Council Members Herrell, Honeycutt and Messer voted in favor of the motion. Council Members Smith and York were opposed. The motion carried.

CONSIDER APPROVAL OF
TOWN OF HILDEBRAN
FAÇADE IMPROVEMENT
GRANT PROGRAM

Mr. Nestor provided a Façade Improvement Grant Program Performance Agreement for approval. Council Member Herrell made a motion to approve the Town of Hildebran Façade Improvement Grant Program

PERFORMANCE
AGREEMENT

Performance Agreement with Cook Properties, LLC for the property located at 218 S. Center St. for a 50% reimbursement, up to \$6,488, for twenty two (22) window replacements as provided by the quote from Window World totaling \$12,976, and an additional 50% reimbursement, up to \$1,000, to install new storefront awnings as provided by the quote from Evergreen Awnings totaling \$2,135, for the project total reimbursement not to exceed \$7,488. Council Members Herrell, Honeycutt and Messer voted in favor of the motion. Council Members Smith and York were opposed. The motion carried.

DISCUSSION OF OLD
SCHOOL BUILDING SITE
PROJECT AND CONSIDER
REQUEST FROM THE HIGH
SCHOOL CONCEPT
COMMITTEE

Mayor Hildebrand asked that a discussion of the old school building site project be placed on the agenda. The High School Concept Committee has been working on a site plan for the area at the old school building and is requesting funding from the Town for a schematic drawing. Council Member York made a motion to approve funding, up to \$4,000, for the Committee to provide Council with a schematic drawing for the old school building site located at 202 S. Center St.

Mr. Shook asked for clarity and direction from Council in regards to the Committee. He stated that advisory committees typically do research, fundraise and present findings to Council and do not solicit bids nor incur expenses, instead delegating bidding to staff.

Harold Greenhill stated that the Committee has been working on a master plan for several months. The Committee provided their ideas to Mackie Johnson, Architect, to complete drawings. He stated that the Committee is now ready to provide Council with a presentation and is requesting up to \$4,000 to present a colored rendering.

Mr. Shook stated that some of the work that the Committee might be doing could be paid for through a grant. In addition, there are certain requirements that the Town must follow in order to qualify for these grants, like providing three public hearings.

Mr. Greenhill stated that Mackie Johnson provided his services at no cost to provide three separate drawings, and the only expense owed so far is the company that Mr. Johnson used, Miller Design Services, to provide a colored perspective. He stated that acquiring grants is

something the Committee would like staff to pursue, but they have not gotten that far yet.

Council also discussed bidding and payment of expenses.

Council Member York amended her motion to allocate up to \$4,000 in the old school site budgeted line item for any master concept rendering/drawing that may occur in the future to include all revisions. All voted in favor.

AUGUST FACILITIES REPORT

The August facilities report was presented for review. Mr. Rankins stated that Terminix was called to evaluate the Albert Parkhurst Municipal Complex for bats that are hanging on the outside part of the building. The Town may have to pay for a lift for Terminix to come back out.

AUGUST DELINQUENT 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 C).

AUGUST DEPUTY REPORT

The August Deputy 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 – Council Member Herrell will forward a report to Council.

Recreation and Tourism Committee – No report.

Water Resource Committee – No report.

VEDIC – No report.

Library Board – No report.

OTHER BUSINESS

The Heritage Festival is September 28th and the Fall Community Yard Sale is October 5th.

ANNOUNCEMENTS

None.

ADJOURN

All business being concluded, Council Member Messer made a motion at 8:32 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