

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

**FEBRUARY 27, 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	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 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, and Finance Officer Fredrick Rankins. Attorney Jared Amos was in attendance as legal counsel.
CITIZENS & MEDIA	See attached sheet.
APPROVAL OF AGENDA	Council Member York requested to amend the agenda to add Discussion of Facility Cleaning to New Business. There being no objections, Council Member York made a motion to approve the agenda as amended. All voted in favor.
APPROVAL OF MINUTES	Council Member Honeycutt made a motion to approve the January 23, 2023 regular meeting minutes and the February 13, 2023 special meeting minutes as presented. All voted in favor.
PUBLIC COMMENTS	Johnny Childers, HHDA, requested to continue the Cruise Ins during FY 23-24. He asked that the Town continue to pay for the fireworks in May 2024 for a cost of \$6,000, the bands for a cost of \$6,400, and REACT for five Cruise Ins.
OLD BUSINESS: CONTINUED DISCUSSION OF AUDITORIUM RENOVATION PROJECT	Council Member Honeycutt stated that he and Mayor Hildebrand met with Bakh Alam, Vickie Carpenter, and a representative from Moss Marlow individually to determine a plan for the auditorium. He stated that the

group would like to request the following for phase I using the \$150,000 earmarked for the auditorium:

- Leave the lobby as it is for now
- Add two dressing rooms in the back corners behind the stage, one on each side
- Add one ADA, unisex restroom behind the stage where there is existing plumbing
- Add an ADA lift up to the stage
- Build a projection wall at the back of the stage

He stated that the group determined that the amount to do these renovations could cost \$60,000 - \$75,000. Council Member Honeycutt stated that the remainder of the \$150,000 could be used to replace as many seats as possible. The group also recommended doing the construction part before replacing seats in order to eliminate dust and debris from damaging the new seats.

Council discussed the plan at length. It was the consensus to only use Mr. Alam as the architect to oversee all plans moving forward. Council also agreed to give this new plan to Mr. Alam for him to evaluate and determine if the plan is feasible. If the plan is feasible and does not interfere with future renovation plans, Mr. Alam should redraw the master plan.

**DISCUSSION OF PRICING  
FOR PATROL SERVICES  
FOR COMMUNITY PARK**

Town Manager Shook reviewed pricing from three patrol services to open, close and patrol the Hildebran Community Park. The patrol services that were contacted include K-9 Security & Protection Services, Delta Company Police & Protection Agency, and Sheepdog Public Safety. After a review of availability and pricing, Council was in agreement to consider Delta Company Police & Protection Agency to open and close the park every day and to perform two patrols during the week at random times. It was the consensus of Council to delegate authority to Town Manager Shook to work with Delta Company Police & Protection Agency for pricing and a final contract.

**NEW BUSINESS:  
PRESENTATION AND  
APPROVAL OF FY 21-22  
AUDIT REPORT  
(LOWDERMILK CHURCH  
& CO., LLP)**

The Town's Auditor, Lowdermilk, Church & Co., LLP, presented the FY 21-22 audit that was submitted to the LGC last week. Council Member Smith made a motion to approve the FY 21-22 audit as presented. All voted in favor. A copy of the summary sheets are hereby incorporated by reference and made a part of these minutes (Attachment A). A final copy of the audit will be filed with the Town's records.

CONSIDER APPROVAL OF  
NEW TOWN ATTORNEY  
AND ATTORNEY FEE AND  
EMPLOYMENT CONTRACT

Attorney Jared Amos stated that he enjoyed being interviewed and considered for the role of the Town Attorney. He stated that he has provided his fees and a contract for approval if it is the pleasure of the Board.

Council Member Weaver made a motion to hire Jared T. Amos, Attorney, as a contractor to serve as the Town Attorney effective immediately. All voted in favor.

Council Member Smith made a motion to approve the Attorney Fee and Employment Contract with Jared T. Amos, Attorney, as presented. All voted in favor. A copy of the contract is hereby incorporated by reference and made a part of these minutes (Attachment B).

CONSIDER APPROVAL OF  
FACILITY RENTAL  
POLICY

Town Manager Shook stated that staff is presenting a Facility Rental Policy for consideration. He stated that during the NC City/County Manager's Conference in Winston-Salem, he was informed that all decisions regarding rental facilities must be backed by a formal policy that designates authority to the Town Manager to make decisions regarding rent forgiveness based on utility failures, inclement weather, town-initiated cancellations or for any other reason not due to the renter or the renter's party. He reviewed the policy for consideration. Council Member Honeycutt made a motion to approve the Facility Rental Policy as presented. All voted in favor. A copy of the policy is hereby incorporated by reference and made a part of these minutes (Attachment C).

DISCUSSION OF  
FEASIBILITY STUDY FOR  
THE RIVER TRAIL

Town Manager Shook stated that the public input meeting for The River Trail was held last week. The WPCOG announced that it was awarded the feasibility study grant on behalf of the Town. The study will evaluate the viability of The River Trail coming into Hildebran, complete initial stages of design and environmental review, and develop implementation strategies.

FEBRUARY FACILITIES  
REPORT

The February Facilities Report was provided for review. Town Manager Shook stated that Cliff's Plumbing is waiting on parts and will begin work on the restrooms at the Hildebran Community Park as soon as they come in.

Town Manager Shook also suggested that if Council wanted to add lights at Royal Park that the Town should begin the process now due to the delay in getting parts.

Council was in agreement to move forward with the lighting at this time.

JANUARY DELINQUENT TAX REPORT

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

JANUARY DEPUTY REPORT

The January report was provided for review.

COMMITTEE REPORTS

Transportation Advisory Committee (TAC) and Technical Coordinating Committee (TCC) – Town Manager Shook stated that the committee discussed the Unified Planning Work Program (UPWP) that outlines transportation planning tasks to be conducted during FY 23-24. The UPWP sets the budget for these items and identifies the funding sources. MPO staff is responsible for ensuring completion of the planning tasks identified in the UPWP. Also, the document includes a 5-year planning calendar to help keep their work on schedule. Lastly, the TCC presented 12 documents for public comment during the meeting. They are taking comments until their March meeting. Town Manager Shook will send over additional documents first thing in the morning.

WPCOG Policy Board – Council Member Smith stated that the Board welcomed new employees and discussed upcoming projects for the year.

Burke Economic Development – Town Manager Shook stated that the board discussed the budget and their ongoing projects. BDI plans to recommend 6% COLA raises for employees and a short-term capital campaign to raise funds for the coming year. BDI staff also discussed their Opportunity Internship program that registers Burke County high school seniors for an 8-week internship program with local organizations. Currently, there are 78 high school seniors registered for the program. Last year was their first year offering the internship program and they had roughly 25 participants. Given that participation is up this year, they are looking for additional mentors and employers to participate in the program. Also, Brian Epley, the new County Manager, attended his first BDI meeting and is currently diving into all things budget related for the county.

Recreation and Tourism Committee – No report.

Water Resource Committee – No report.

VEDIC – January meeting: Karen Robinson reported that Tim Barus and Lily Laramie are new Board members representing Valdese. The profit and loss statements, balance sheet, and delinquent loans were reviewed. A new \$50 late fee policy was approved. Technical assistance was given to two businesses. There was one new loan for a business in Caldwell County.

February: Karen Robinson reported that the profit and loss statements and balance sheet were reviewed. There was one new loan for a business in Morganton. A new automatic draft policy was approved.

Ms. Robinson asked if Council was interested in having a representative from VEDIC attend a meeting to provide information about VEDIC. Council was in agreement.

Library Board – No report.

Comprehensive Master Plan Committee – Council Member Stroupe stated that the committee has finalized all business. The Plan will be reviewed by the Planning Board and will be presented to Council in the near future.

Events Committee – Town Manager Shook stated that the committee met with Eddie Barlow and he seemed interested in overseeing the festival in 2024. The committee would like to have a two-day festival and discussed possible attractions. The committee highly encouraged Council to add lighting to Royal Park in the first stages of the project and not wait. Town Manager Shook stated that there is at least an eight-month wait time for lighting to be ordered and received and the committee recommended not waiting.

**OTHER BUSINESS:  
FLAG REPLACEMENT**

Council Member Honeycutt mentioned that the flag at the Municipal Complex is torn on the edges and requested it to be replaced.

**A/C UNIT IN AUDITORIUM**

Karen Robinson asked Council Member Stroupe to explain the reason that the existing A/C unit was chosen for the auditorium. Council Member Stroupe stated that back when the A/C was being added to the auditorium, it was discovered that there is asbestos in the ceiling and it

would have been an exorbitant amount of money to install A/C in the ceilings. The only affordable option was to choose the existing A/C unit.

PLAYWORLD – NEW  
ACCESSIBLE SWING

Town Manager Shook stated that last week, Playworld installed a new accessible swing, ADA mats, and an ADA ramp that goes into the swing set area at the Hildebran Community Park.

DELEGATE AUTHORITY  
TO TOWN MANAGER TO  
SIGN EASEMENTS FOR  
FLOCK CAMERAS

Town Clerk Sanders requested that Council delegate authority to the Town Manager to sign the easements on behalf of the Town to install the two flock cameras. The reason is that Mayor Hildebrand owns, in part, one of the properties that a flock camera will be installed. Council Member Smith made a motion to delegate authority to Town Manger Shook to sign the easements for the locations of the two flock cameras on behalf of the Town. All voted in favor.

ANNOUNCEMENTS

None.

ADJOURN

All business being concluded, Council Member Honeycutt made a motion at 8:18 p.m. to adjourn. 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