

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

**FEBRUARY 25, 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	A moment of silence was observed.
PLEDGE OF ALLEGIANCE	Council Member Smith 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 Clerk Alice Sanders, and Finance Officer Fredrick Rankins.
CITIZENS & MEDIA PRESENT	See attached sheet.
APPROVAL OF AGENDA	Five amendments to the agenda were requested, as follows: <ol style="list-style-type: none">1. Discussion Regarding Forms of Government2. Consider Proposal from HHDA to Lease the Band Room "As Is" for the Purpose of Expansion of the Museum3. Consider Request from HHDA for Additional Funding for Events4. Consider Surplus Items on Third Floor of the Old School Building5. Consider Approval of Additional Work Hours During the Summer For Maintenance Technician <p>Council Member York made a motion to approve the agenda, as amended. All voted in favor.</p>
APPROVAL OF MINUTES	Council Member Smith made a motion to approve the January 28, 2019 regular meeting minutes and the February 11, 2019 special meeting minutes. All voted in favor.
PUBLIC COMMENTS	Karen Robinson provided Council with information regarding the Annual Author's Luncheon and the Community Research Day Event.

**OLD BUSINESS:
CONSIDER APPROVAL OF
CHANGE ORDER TO
EXISTING TOWN STREET
PAVING PROJECT**

Council had requested to add five (5) additional streets to the existing street paving project (1st Street SE, 1st Avenue SW, Lisa Lane, 4th Street SW and Holly Ridge Ct). The current contractor has agreed to keep the asphalt paving (2") and patching costs the same as the existing contract pricing; provided, that the length of the project be extended until June 2019. Todd Poteet, from West Consultants, was in attendance and explained that all other unit costs have been estimated based on bid values and are subject to the contractors change order pricing (Attachment A). The total estimated cost to add 1st Street SE, 1st Avenue SW, Lisa Lane and 4th Street SW to the existing paving contract is \$140,500.

Mr. Poteet explained that 1st Street SE does not have a turnaround and the entrance needs to be widened. Also, Lisa Lane does not have a turnaround. The total estimated cost to add these projects is \$47,600 (Attachment A). The turnaround for Lisa Lane will require surveying and easements at an estimated cost of \$2,000.

Mr. Rankins provided a memo with the current budgeted amount for the street paving project as well as a list of expenses already paid or expected to be paid for the first stage of the project. The report showed that the current street paving project budget would allow for the additional four (4) town streets to be included without a budget amendment.

Council Member Messer made a motion to approve the change order from West Consultants to include 2" asphalt paving, patching, asphalt milling/removal and mobilization for 1st Street SE, 1st Avenue SW, Lisa Lane and 4th Street SW; widening and a turnaround at 1st Street SE; a turnaround at Lisa Lane to include surveying and easement costs; and, additional engineering fees to oversee the project for a total not to exceed \$210,000, and to delegate the interim Town Manager to execute the change order. All voted in favor.

Mr. Poteet stated that Holly Ridge Ct is currently maintained by the NCDOT. Even though the Town received Powell Bill money for this street in the past, the Town also used Powell Bill money to maintain this street over the years. It was suggested that the Town remove Holly Ridge Ct as a Town maintained street and to remove it from the Powell Bill System. Council Member Messer

made a motion to remove Holly Ridge Ct from the Town's maintained streets and the Powell Bill system and allow the NCDOT to maintain said street moving forward. All voted in favor.

DISCUSSION REGARDING
FORMS OF GOVERNMENT
AND CONSIDER TOWN
MANAGER INTERIM AND
COMPENSATION

Anthony Starr, Executive Director at the WPCOG, gave a presentation to the Council regarding the forms of government and what options the Town has to fill the manager position. He stated that the WPCOG can assist with hiring and reviewed the steps for that process.

Clerk Sanders stated that an official vote for an interim Town Manager was not made at the last meeting. Council Member Smith made a motion to appoint Fredrick "Rick" Rankins, Jr. as the interim Town Manager, effective immediately. All voted in favor.

Council then discussed an increased salary for Mr. Rankins. Council Member Honeycutt made a motion to approve an increase of \$100 per week for Mr. Rankins. All voted in favor.

DISCUSSION REGARDING
HILDEBRAN DEPUTY
CONTRACT WITH BURKE
COUNTY EFFECTIVE JULY
1, 2019

Attorney Dill reviewed the main differences between the current deputy contract and the proposed contract from Burke County that will become effective July 1, 2019, if approved. The Town will continue to pay for the deputy's salary and car, as the current contract specifies. In addition, the proposed contract also requires that the Town pay for all equipment and total liability for the deputy's conduct and behavior, even if the deputy is called out of Town by the Burke County Sheriff. He stated that previous attempts to negotiate with the County Manager and Commissioners were unsuccessful. He stated that the Town cannot insure the deputy for liability since he is not a Town employee. Council took no action at this time.

CONSIDER PROPOSAL
FROM HHDA TO LEASE
THE BAND ROOM, "AS IS,"
FOR THE PURPOSE OF
EXPANSION OF THE
MUSEUM

Hildebran Heritage and Development Association (HHDA) presented a letter to the Council requesting use of the band room in its current condition for the purpose of expanding the museum, at no additional cost. HHDA will repair the carpet, replace the baseboards, clean blinds and windows, paint the steps and make the upper tier wheelchair accessible at the top of the stairs. (Attachment B).

Council asked if HHDA will remove the existing mold. Johnny Childers, HHDA representative, stated that HHDA did not think the mold would be an issue. HHDA will

clean and the new baseboards would be vented. After discussion, Council Member Herrell made a motion to accept the proposal from HHDA to allow them the use of the band room, in its current condition, for the purpose of expansion of the museum, to include: repairing the carpet, replacing baseboards, cleaning blinds and windows, painting the steps and making the upper tier wheelchair accessible, at no cost; provided, that HHDA release the Town from any liability due to mold or any other environmental issues from the band room. All voted in favor.

**NEW BUSINESS:
CONSIDER APPROVAL OF
MINOR SUBDIVISION
PLAT REVIEW**

Planner Nestor reviewed a contradiction in the Town's Subdivision Ordinance in regards to final approval of a minor subdivision. One section requires an approval from Council while another section delegates the authority to the Subdivision Administrator, Mr. Nestor. Due to the wording, which will be corrected at a future Council meeting, Mr. Nestor presented a minor subdivision request from Scott Walsh and his property located at 107 11th Street NE, pin # 2782750408. The request is compliant with the Town's Zoning and Subdivision Ordinances.

Council Member Herrell made a motion to approve the final minor subdivision plat from Mr. Scott Walsh and his property at 107 11st Street NE, pin # 2782750408. All voted in favor. A copy of the plat is hereby incorporated by reference and made a part of these minutes (Attachment C).

**CONSIDER TRASH
CLEANUP AT CLINE PARK
CT AND 101 FIRST ST PL
NE**

Billy Rickles, Town Code Enforcement Officer, presented pictures of trash that had been dumped in the right-of-way on Cline Park Ct. He explained that he has contacted the person whose name was on one piece of mail. He stated that the problem is being able to catch the person in the act. He stated that the WPCOG has purchased equipment that will help. He also stated that there is trash in the right-of-way at 101 First St Pl NE. Since both areas are in the right-of-way, he suggested that the Town clean up the areas.

Council Member York made a motion to hire a contractor to clean up the trash at Cline Park Ct and 101 First St Pl NE. All voted in favor.

**CONSIDER APPROVAL OF
CONTRACTS TO PLANT A**

Staff had provided a quote to plant a tree and/or plant azaleas in front of the gym entrance. Council Member

TREE AND/OR AZALEAS
AT THE FRONT
ENTRANCE OF THE GYM

York requested to take no action and wait to hear reports from the committee that is meeting about the old school building site. Council was in agreement.

CALL A SPECIAL
MEETING FOR THE
PURPOSE OF HOLDING A
BUDGET WORKSHOP

Council Member Herrell made a motion to call a special meeting to be held on Monday, March 11, 2019 at 6:00 p.m. in the Council's Chamber at the Albert Parkhurst Municipal Complex for the purpose of a budget workshop, with Johnny Childers and Rex Lail to be in attendance. All voted in favor.

CONSIDER REPORT OF
UNPAID TAXES FOR
FISCAL YEAR 2018-2019
AND ORDER TO TAX
COLLECTOR TO
ADVERTISE TAX LIENS
ON REAL PROPERTY

Danny Isenhour, Tax Administrator-Burke County, provided Council with a report of all unpaid taxes for fiscal year 2018-2019 for review. Council Member Honeycutt made a motion to approve the report. All voted in favor. A copy of the report is hereby incorporated by reference and made a part of these minutes (Attachment D).

Council Member York made a motion to authorize the Tax Collector to advertise tax liens. All voted in favor.

JANUARY DELINQUENT
TAX REPORT

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

FACILITIES REPORT

The January facilities report was provided for review.

JANUARY DEPUTY
REPORT

The January deputy report was provided to Council for review.

COMMITTEE REPORTS

Transportation Advisory Committee (COG) – No report.

WPCOG Policy Board – Council Member Honeycutt reported that the Hickory Trail Project was reviewed. There will be a 12.8% increase in dues (\$305) to the WPCOG for the Town.

Burke Economic Development Representative – No report.

Recreation and Tourism Committee – No report.

Water Resource Committee – No report.

VEDIC – No report.

Library Board – No report.

CONSIDER REQUEST
FROM HHDA FOR
ADDITIONAL FUNDING
FOR EVENTS

Rex Lail, HHDA President, requested an increase from \$15,000 to \$20,000 from Council for the 2019-2020 Cruise Ins. Council Member Smith made a motion to approve the request. Attorney Dill suggested to address this request during the budget sessions. Mr. Lail stated that the extra money would be used for the Parade, Fireworks, Advertisements and the Christmas Tree Lighting event. Council Members Messer, Smith and York voted in favor. Council Members Honeycutt and Herrell were opposed. All voted in favor.

CONSIDER SURPLUS
ITEMS ON THE THIRD
FLOOR OF THE OLD
SCHOOL BUILDING

During the cleanup of the 3rd floor of the old school building, Terminix stated that they would remove any items that the Town no longer needed. Staff provided pictures to Council for review and to consider for surplus. It was determined that no items were of value and HHDA will see if there are any items that could be used for the museum. Council Member Herrell made a motion to surplus all items on the third floor of the old school building at no value and directed staff to dispose of the items. All voted in favor.

CONSIDER APPROVAL OF
ADDITIONAL WORK
HOURS DURING THE
SUMMER FOR
MAINTENANCE WORKER

Mark Kassuba, Maintenance Technician, presented Council with a plan to establish a preventive maintenance program. He would like to start the program during the summer. He would be available to work 40 hours a week for two months while school is out. Council Member Messer made a motion to approve the additional 40 hours a week for Mr. Kassuba for two months in the summer. Council Member York stated that she would like to wait to decide on this matter since she had additional thoughts she would like to discuss at the March 11th budget meeting. Council Member Messer rescinded her motion. Council Member York made a motion to rescind the motion to approve the request from HHDA for \$20,000 for the cruise ins and special events for FY 2019-2010 and to discuss the request during the March 11th budget workshop. Council Members Herrell, Honeycutt, Messer and York voted in favor. Council Member Smith was opposed. The motion carried.

CLOSED SESSION

Council Member Herrell made a motion at 8:41 p.m. to recess into closed session pursuant to N.C.G.S 143-318.1(a)(4) to discuss matters relating to the location or expansion of industries or other businesses in the area served by the public body, including agreement on a tentative list of economic development incentives that may

be offered by the public body in negotiations. All voted in favor.

Council Member Honeycutt made a motion to return to open session at 8:55 p.m. All voted in favor.

OTHER BUSINESS

None.

ANNOUNCEMENTS

Alan Wood discussed housing projects.

ADJOURN

All business being concluded, Council Member Herrell made a motion to adjourn at 9:00 p.m. All voted in favor.

I attest these are the approved minutes of the Board.

Alice Sanders, Town Clerk

Wendell Hildebrand, Mayor